

APPENDIX F

DEPARTMENT OF STATE (DOS)-ARRANGED MOVES

A. INTRODUCTION

This appendix outlines responsibilities for the movement and processing of the household goods (HHG), consumables (CNS), and unaccompanied baggage (UB) of Department of Defense (DoD) military and civilian employees and United States Coast Guard (USCG) personnel to, from, and between DOS diplomatic missions for customers who are assigned under the Chief of Missions, and delineates responsibilities whereby the DoD continues to arrange the movement of personal property shipments to, from, and between remaining locations worldwide.

B. RESPONSIBILITIES

1. The DoD's and USCG's responsibilities are as follows:

- a. The DoD/USCG will designate a point of contact (POC) (one per Military Service Headquarters [HQ] and USCG) to consult with the DOS concerning the goods and services requested. The DoD/USCG POC will not have direct contact with the DOS contractors unless specifically authorized by the DOS.
- b. The DoD/USCG will update the Personal Property Consignment Instruction Guide (PPCIG) with instructions to Personal Property Shipping Offices (PPSOs) and Personal Property Processing Offices (PPPOs) on the processes to implement DOS-arranged shipments to, from, and between diplomatic mission locations. The PPCIG country instructions will be updated as follows:

(1) Country Instructions (All Countries):

General Instructions, Section 1 (Shipment Instructions):

Shipments for DoD and USCG personnel assigned to the diplomatic missions in this country must be routed in accordance with (IAW) the PPCIG special instructions of the destination location.

(2) International PPSO Instructions:

Special Instructions, Note 1:

DoD and USCG personnel assigned official duties at a diplomatic mission and classified as permanent personnel or temporary duty (TDY) personnel in excess of 90 days are authorized shipment of HHG/TDY weight allowance using DOS transportation services. The DoD and USCG PPSO/PPPO will counsel customers within the Defense Personal Property System (DPS) under the Joint Travel Regulation (JTR) entitlements and Service Regulations using a DD Form 1797, Personal Property Counseling Checklist, [Figure F-1](#). In addition, DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure F-2](#), must be completed to include the following statement in remarks block 13:

I understand the shipment of my HHG/TDY weight allowance to the indicated diplomatic mission will be performed by the DOS transportation services.

For additional information and/or any concerns about shipments being moved under the DoD-DOS agreement, contact the Service HQ for resolution.

- c. The DoD/USCG will provide the DOS with the following to initiate a shipment:
 - (1) DD Form 1299, [Figure F-2](#), and customer's Permanent Change of Station (PCS) or TDY orders and, if applicable, amendments.
 - (2) The DoD/USCG PPSO/PPSO providing the counseling will provide the DOS a single fund citation/Transportation Account Code (TAC) for each personal property movement.
 - d. The DoD/USCG PPSO/PPPO will counsel customers using DPS and will electronic mail (e-mail)/facsimile (fax) the DD Form 1797, DD Form 1299, and a copy of their orders to the U.S. Department of State, Transportation and Travel Management Division, at DODPP@state.gov or fax to 202 663-3209. If necessary, a DOS representative can be reached at 800-424-2947 or 202-663-0891/0892. The DOS will acknowledge receipt of the documentation to affect the shipment. Upon receipt of the DOS acknowledgement, the PPSO/PPPO will then place the DPS shipment record(s) in a "canceled" status. See additional information in the latest DPS Smartbook at www.move.mil by selecting the PPSO tab and then "DPS Smartbook."
 - e. The DoD/USCG will remain responsible for collecting excess costs from customers whose DOS-arranged shipments place them in an excess cost status.
 - f. The PPSO/PPPO will coordinate with the DOS the release of non-temporary storage (NTS) to allow DOS arranged shipment in connection with (ICW) consecutive overseas tours under Chief of Mission assignments (see [Paragraph B.2.f](#)).
 - g. The DoD/USCG will provide claims settlement, including payment, if the DoD/USCG customer is not able to satisfactorily settle his/her claims directly with the DOS-arranged Transportation Service Provider (TSP). Assist the customer in processing claims through the Military Claims Office, if the DOS is not able to provide settlement with the TSP.
 - h. The Military Surface Deployment and Distribution Command (SDDC) will monitor the DPS One-Time-Only (OTO) booking module for shipments inadvertently routed via SDDC to diplomatic mission locations. The SDDC will advise the PPSO to route IAW these instructions.
2. [The DOS will:](#)
- a. Provide counseling to all DoD/USCG customers assigned to/departing from a DOS embassy location. Counseling will be IAW the JTR allowances.
 - b. Provide shipment and financial reporting information to USTRANSCOM for dissemination to DoD/USCG (HQs Service-level).
 - c. Maintain a transportation rate table by Continental United States (CONUS) to Outside Continental United States (OCONUS) shipping lanes.
 - d. Determine the "Best Value" method and select the TSP to move DoD/USCG personal property to or from a diplomatic mission location.
 - e. Arrange Storage-in-Transit (SIT), when necessary, to support DoD/USCG personnel. The SIT will not exceed 90 days unless approved IAW the JTR by the Service concerned. The DOS will notify all DoD/USCG customers 30 days prior to the expiration of each 90-day SIT and determine whether additional SIT is required. When any DoD/USCG member requires SIT in excess of 90 days, the DOS will obtain a DD Form 1857, [Temporary Commercial Storage at Government Expense, Figure F-3](#), with supporting documentation and forward it to the respective Service representative for approval/disapproval. Request and approval of additional storage for civilian employees must be coordinated with the Service HQ

- concerned. The DOS will provide the additional SIT when approved by the Service concerned.
- f. When a customer requests Non-Temporary Storage (NTS) of property while assigned OCONUS to a diplomatic mission, arrange the transportation of personal effects to an SDDC-designated NTS facility. The DOS will also arrange transportation of personal effects from NTS upon the customer's request in connection with reassignment between diplomatic missions. The DOS is responsible for the transportation of personal effects, while the DoD is responsible for providing the NTS services. The following provisions apply when utilizing SDDC-designated west/east coast NTS facilities:
- (1) West Coast Storage Contractor:
- Metropolitan Van & Storage
5400 Industrial Way
Benicia, CA 94510
- Phone: 800-824-0540/707-747-4820
Fax: 707-747-5603
- (a) Release from NTS for shipment by DOS:
- A DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure F-2](#), or a written request from the customer must be submitted to the contractor with orders authorizing the shipment. Upon receipt, the contractor will coordinate the release from NTS for the shipment by DOS-arranged transportation.
- (b) Shipment destined to NTS:
- The following advance documentation is required to place a shipment into storage:
- 1 Customer's orders
 - 2 DD Form 1299
 - 3 Weight tickets
 - 4 HHG descriptive inventory
 - 5 DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, [Figure F-5](#) (this must be sent to the 834th Transportation Battalion, 410 Norman Ave, Concord, CA 94520, and all vessel arrival notices must indicate the 834th Transportation Battalion as the "notify party").
- NOTE:** If the shipment arrives without the required documentation, the inbound coordinator will contact the DOS to obtain the required documentation.
- (c) NTS Extension:
- A Letter or Orders authorizing the customer's new Date Eligible for Return from Overseas (DEROS) is required to extend the NTS entitlement. These documents must be forwarded to the storage contractor. The contractor will prepare a DD Form 1164, Service Order for Personal Property, [Figure F-4](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

(2) East Coast Storage Contractor:

Metropolitan Van & Storage
101 Industrial Drive
Suffolk, VA 23435-3430

Phone: 804-234-3055 or 3056, extension 502

Fax: 757-456-4418

(a) Release from NTS for Shipment by DOS:

A DD Form 1299 or a written request from the customer must be submitted to the contractor with orders authorizing the shipment. Upon receipt, the contractor will coordinate the release from NTS for the shipment by DOS-arranged transportation.

(b) Shipment Destined to NTS:

The following advance documentation is required to place a shipment into storage:

- 1 Customer's orders
- 2 DD Form 1299
- 3 Weight tickets
- 4 HHG descriptive inventory
- 5 DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, [Figure F-5](#) (this must be sent to the 841st Transportation Battalion, Joint Base Charleston, 1050 Remount Road, Bldg. 3304, North Charleston, SC 29406, and all vessel arrival notices must indicate the 841st Transportation Battalion as the "notify party").

NOTE: If the shipment arrives without the required documentation, the inbound coordinator will contact the DOS to obtain the required documentation.

(c) NTS Extension:

A Letter or Orders authorizing the customer's new DEROS is required to extend the NTS entitlement. These documents must be forwarded to the storage contractor. The contractor will prepare a DD Form 1164, Service Order for Personal Property, [Figure F-4](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

(3) DOS shipments placed in storage on the East Coast prior to 1 August 2015:

Guardian Moving & Storage Co, Inc.
1901 Light Street
Baltimore, MD 21230

Phone: 410-238-2712

Fax: 410 238-296

(a) Release from NTS for Shipment by DOS:

All requests for shipments released from NTS must be submitted to the outbound coordinator. The outbound coordinator may be contacted by phone at 410-447-6105 or 410-238-2712 or by e-mail at kwolfe@guardianservices. The outbound coordinator will provide a release authorization form to be completed, signed by the customer, and submitted to the outbound coordinator with a completed DD Form 1299, a copy of the customer's most recent orders, and a power of attorney

(if applicable). Upon receipt of the required documentation, the contractor will release the NTS for shipment by DOS-arranged transportation.

(b) NTS Extension:

A Letter or Orders authorizing the customer's new DEROS is required to extend the NTS entitlement. These documents must be forwarded to the storage contractor. The contractor will prepare a DD Form 1164, Service Order for Personal Property, [Figure F-4](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

- g. Provide the DoD/USCG with shipment information including weight and cost data for all shipments arranged by the DOS to facilitate computation of excess cost indebtedness.
- h. Provide the DoD/USCG support within the requested time frame to respond to official inquiries from varied sources (e.g., Congressional, White House, Inspector General, and Freedom of Information Act).
- i. Assist DoD/USCG customers in processing and submitting loss and damage claims with the DOS-arranged TSP. Refer DoD/USCG customers to their respective claims service for claims settlement when the customers are unsuccessful in settling a claim with the DOS arranged TSP. The DOS will provide the following contact information to each customer when the additional claims assistance is necessary:

(1) United States Army Claim Service

Attn: Personnel Claims Branch

4411 Llewellyn Avenue

Fort Meade, MD 20755

301-677-9216.

E-mail: usarmy.meade.hqda-otjag.mbx.claims-dpsclaimtransfers@mail.mil

(2) Office of the Judge Advocate General

Personnel Claims Unit

9053 First Street, Suite 102

Norfolk, VA 23511-3605

Toll-free: 888-897-8217

Commercial: 757-440-6315

DSN: 564-3310

Toll-free fax: 866-782-7297

Commercial fax: 757-440-6316

DSN fax: 564-3337

E-mail: norfolkclaims@navy.mil

(3) United States Marine Corps

Manpower and Reserve Affairs

Code MFP-2, Claims

3280 Russell Road

Quantico, VA 22134-5103

Commercial: 703-784-9533

DSN: 278-9533

Fax: 703-784-9827

E-mail: hqmc.claims@usmc.mil

(4) United States Coast Guard

HHG Claims & Carrier Recoveries

USCG Finance Center
 P.O. Box 4121
 Chesapeake, VA 23327-4121
 Telephone: 757-366-6504, 757-366-6507, or 757-366-6515
 Fax: 757-366-6541
 E-mail: FIN-SMB-HHG@uscg.mil

- (5) Air Force Claims Service Center
 AFCSC/JAD
 1940 Allbrook Drive
 Bldg 1 Suite 500
 Wright Patterson AFB, OH 45433
 Toll-free: 877-754-1212
 Commercial: 937-656-8044
 DSN: 986-8044
 E-mail: AFCSC.JA@us.af.mil
 Website: <https://claims.jag.af.mil/>
- j. Ensure all the TSPs contracted by the DOS will provide Full Replacement Value (FRV) liability to ensure payment of claims.
- k. Assert recovery claims against TSPs on behalf of each DoD/USCG claims service for those claims adjudicated by each DoD/USCG claims service in the same manner and to the same extent as the DOS asserts its own claims.

C. PAYMENT TERMS AND CONDITIONS

- 1. Services provided will be IAW the Economy Act (31 United States Code 1535).
- 2. The DOS will perform a prepayment audit of a transportation vendor’s invoice and make payment directly to the vendor for all DoD/USCG shipments.
- 3. The DOS will initiate Treasury SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts, instructing the Department of Treasury to disburse funds supporting personal property shipments of DoD and Department of Homeland Security employees. Lines of accounting (LOAs) supporting these shipments will be one or a combination of full LOAs, Movement Designator Codes (MDCs), or TACs.
- 4. SF Form 1034, Public Voucher for Purchases and Services Other than Personal, will accompany Treasury SF 1221 to the Defense Finance and Accounting Service (DFAS) paying office as indicated in the following table.

Department Code	Service	DFAS Paying Office
17	Navy/USMC	Cleveland
21	Army	Rome
57	Air Force	Limestone
97	DoD	Columbus

- a. SF 1221 for USCG personnel will be submitted to the USCG Finance Center, Chesapeake, Virginia. The LOA for USCG will be indicated by Department Code 70 or by “Z” TAC.
- b. SF 1221 for Army Corps of Engineer (ACE) personnel will be submitted to the ACE Finance Center, Millington, Tennessee. The LOA for ACE will be indicated by Department Code 96 or by “A3**” TAC.

- c. All TSP invoicing will be processed by the DOS and paid using DOS funds. The DOS will consolidate all TSP invoice costs associated with individual shipments and process a single bill/transaction to obtain reimbursement from DoD/USCG IAW the process described in [Paragraph C.4.\(d\)](#) below.
- d. The DOS Charleston Financial Center will use the Treasury Department SF 1221 process to collect funds from the DoD/USCG. This process will provide a monthly electronic file called Voucher Auditor Detail Report (VADR). The VADR will include all SF 1221 processed items for which the DOS had paid.
- e. The VADR will reflect 993 (standard start information), a voucher description, the currency in which the payment was made, the payment date, the amount, and the fiscal coding.
- f. The DFAS will map the process on behalf of the DoD/USCG and coordinate with the Treasury Department.
- g. The DFAS will coordinate with the Services to reconcile the cost.
- h. The DOS will take set-off action against a DOS-arranged TSP in those cases where the TSP is liable for but does not pay the full amount demanded by a claims service. In no case may the DOS compromise or waive recovery amounts as demanded by a DoD or USCG claims service without prior coordination of the claims service.
- i. The DOS will transfer monies recovered from DOS-arranged TSPs for DoD/USCG claims to the claims service using standard interagency funding transfer procedures.

PERSONAL PROPERTY COUNSELING CHECKLIST			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.</p> <p>ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.</p>			
1. NAME (<i>Last, First, Middle Initial</i>)	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK/RATING	
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (YYYYMMDD)	
7. CHECKLIST (<i>Record special instructions on back</i>)			
PART I - HOUSEHOLD GOODS		PART II - UNACCOMPANIED BAGGAGE (<i>Continued</i>)	
(1) Entitlements under the order described above (<i>number of shipments, authorized destination, etc.</i>)	(7) Items of extraordinary value.	(8) Whom to contact in the event of loss or damage.	
(2) Weight allowances: PCS _____ TDY _____	(9) VIP - Very Important Papers (<i>the importance of documentation</i>).	(10) Member's responsibility to complete and turn in quality control form.	
(3) Weight restriction at new duty station, if any.	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(12) Unauthorized items and disposal of useless items.	
(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(13) Professional books, papers, and equipment.	(14) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	
(5) Pickup date and required delivery date as determined by requirements of the member: PUD _____ RDD _____	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	PART III - NONTEMPORARY STORAGE	
(6) Mode/method of shipment, including name of carrier if known.	(1) Entitlements under this order, special services, etc.	(2) Included as part of HHG weight allowance when stored at Government expense.	
(7) Unauthorized items and disposal of useless items.	(3) Where stored and for how long.	(4) Pickup date.	
(8) Professional books, papers, and equipment.	(5) Appliance servicing.	(6) Checking inventory at time of pickup.	
(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	(7) What documentation given to member and its importance to him.	(8) Items of extraordinary value, excess weight/cost.	
(10) Servicing/deservicing appliances.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(10) Unauthorized items and disposal of useless items.	
(11) Temporary storage (<i>contractual or intransit</i>).	(11) Professional books, papers and equipment.	(12) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	
(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing and report them to ITO.	(13) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	PART IV - HOUSE TRAILERS/MOBILE HOMES	
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(1) Entitlements under this order, limitations, possible costs.	(2) Services authorized at Government expense and those billed to member.	
(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	(3) Responsibility of member to get trailer ready for movement.	(4) Inventory and contents of trailer. Items that cannot remain in trailer.	
(15) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	(5) Pickup and delivery dates.	(6) Intransit storage and probability of excess costs.	
(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	(7) Carrier and Government liability.	(8) What documentation given to member and its importance to him.	
(17) Extra pickup or delivery charges, when applicable.	(9) Responsibility to promptly submit quality control information.		
(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.			
(19) What documentation given to member and its importance to him.			
(20) Member's responsibility to complete and turn in quality control form.			
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.			
PART II - UNACCOMPANIED BAGGAGE			
(1) Included as part of HHG weight allowance when shipped at Government expense.			
(2) Weight allowances: Member _____ Dependents _____			
(3) What can be shipped as unaccompanied baggage.			
(4) Pickup and delivery dates.			
(5) Preparation - Copy of Orders in each container just before closing it.			
(6) How and by whom shipped.			

DD FORM 1797, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure F-1. DD Form 1797, Personal Property Counseling Checklist

7. CHECKLIST (Continued)			
PART V - PRIVATELY OWNED VEHICLES (POV)		PART VI - WEAPONS AND AMMUNITION	
(1) Does vehicle qualify as a POV.		(1) Limitations and restrictions of country to which assigned.	
(2) Authorizations, restrictions, special Host Government requirements.		(2) US Government requirements and restrictions applicable for import.	
(3) Applicable port of embarkation and debarkation; alternates if needed.		(3) Special forms and procedures; responsibilities of carriers, etc.	
(4) Preparation of POV prior to delivery to port.		PART VII - LIABILITY, CLAIMS, PROTECTION	
(5) Application and other documents required; Power of Attorney if required.		(1) Carrier, storage firm and Government liability for loss or damage.	
(6) Excess costs, when applicable; oversize; excess distance.		(2) Carrier and Government liability for mobile home. Liability for repairs enroute.	
(7) Checking inventory of items left in POV; origin and destination.		(3) Carrier and Government liability for POV.	
(8) Secure lien holder's permission if required.		(4) Limitations on Government liability.	
(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.		(5) Importance of documentation - accurate inventory exception on delivery, etc.	
(10) Joint inspection of POV at time of delivery and pickup.		(6) Valuation of items of extraordinary value - substantial value.	
(11) Licensing and insurance requirements of state or overseas country.		(7) Whom to see at destination in the event of loss or damage.	
(12) Foreign manufactured POVs.			
(13) Delivery of POV to port by agent; special requirements for.			
8. SPECIAL INSTRUCTIONS			
9. CONFIRMATION OF COUNSELING			
I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.			
a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:			
	(X)	YES	NO
(1) HOUSEHOLD GOODS			
(2) NONTEMPORARY STORAGE			
(3) PRIVATELY OWNED VEHICLES			
(4) LOSS AND DAMAGE			
(5) UNACCOMPANIED BAGGAGE			
	(X)	YES	NO
(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)			
(7) WEAPONS AND AMMUNITION			
(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.			
b. SIGNATURE OF COUNSELOR		c. SIGNATURE OF MEMBER/DEPENDENT/AGENT	
		d. DATE (YYYYMMDD)	

DD FORM 1797 (BACK), SEP 1998

Figure F-1. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (X as applicable)			
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION			
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (X one) <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER (Include Area Code)		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)		12. SCHEDULED DATE FOR (YYYYMMDD)	
		a. PACK	b. PICKUP
		c. DELIVERY	
13. REMARKS			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE	b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)	
		c. TITLE	

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure F-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property

PRIVACY ACT STATEMENT	
<p>AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.</p> <p>PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.</p> <p>ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.</p>	
CERTIFICATION OF SHIPMENT RESPONSIBILITIES	
<p>In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none">1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.	<ol style="list-style-type: none">4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.7. Professional books, papers and equipment are or were necessary in the performance of official duties.
CONDITION FOR STORAGE	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none">1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the	<p>household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none">6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

DD FORM 1299 (BACK), SEP 1998

Figure F-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property, (Back) (Cont'd)

TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p>ROUTINE USE(S): The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p>DISCLOSURE: Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>			
SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS			
Reference Paragraph U5375-B2, JFTR			
<p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>			
SECTION II - MEMBER'S STATEMENT OF FACTS			
1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)			
a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING		
b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION		
c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)		
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION			
2. MEMBER INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK	c. SOCIAL SECURITY NUMBER	
d. SIGNATURE			e. DATE SIGNED (YYYYMMDD)
SECTION III - APPROVAL			
3. INSTALLATION NAME	4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)	
6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.			
7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD NOT TO EXCEED 90 DAYS.			
8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD)			
<p>Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.</p>			
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)
e. ACCOUNTING CLASSIFICATION			
10. TRANSPORTATION OFFICER INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK		
c. TITLE	d. SIGNATURE		

DD FORM 1857, SEP 1998

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Figure F-3. DD Form 1857, Temporary Commercial Storage at Government Expense

SERVICE ORDER FOR PERSONAL PROPERTY									
1. TO (Contractor)					2. FROM (Ordering Office)				
a. NAME					a. NAME				
b. ADDRESS (Street, City, State, ZIP Code)					b. ADDRESS (Street, City, State, ZIP Code)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER			g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)				
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)			k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)
n. OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)				
(3) PAY GRADE			(4) SSN						
4. NEW ACCOUNTS - SERVICES ORDERED									
a. PACKING ITEM I		b. SPECIAL SERVICES			c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
		(1) WARDROBE - ITEM IIA	(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB						
RATE	NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE	RATE
\$		\$		\$		\$		\$	
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYYYMMDD)			c. DELIVERY ADDRESS (Street, City, State, ZIP Code)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM VI	(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(5) WEIGHT REMOVED	(5) WEIGHT REMAINING		
RATE	RATE	ZONE	RATE	RATE					
\$	\$		\$	\$					
6. REMARKS									
7. SPECIAL INSTRUCTIONS									
a. MAIL INVOICES TO:									
b. STORAGE AUTHORITY:									
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT					LBS. Weight in excess of such maximum will be charged to the owner.				
d. ESTIMATED COST OF THE SERVICES IS \$ _____ . You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.									
e. ACCOUNTING CLASSIFICATION:									
8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	

DD FORM 1164, SEP 1998 (EG)
 Designed using Perform Pro, WHS/DIOR, Sep 98

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COPY DESIGNATION: Original 2 3
 (X) 4 5 6 7

Figure F-4. DD Form 1164, Service Order for Personal Property

US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	CBP DECLARATION NUMBER
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<p>AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.</p>			
PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES			
1. TO: (Overseas POE/APOE)		2. FROM: (Transportation Officer)	
SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)			
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. SOCIAL SECURITY NUMBER
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate item) (Attach copy of orders) <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE			
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) in excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____ ; Cigars (State number) _____ ; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)			
a. Assigned to permanent duty overseas.			
b. Required to perform temporary duty overseas for 140 days or more.			
c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.			
e. Directed to evacuate myself, family, or personal property to the United States.			
f. Directed to ship personal property in advance of the issuance of travel orders.			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
SECTION B - OVERSEAS PORT SHIPMENT DATA			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	

DD FORM 1252, FEB 2006 PREVIOUS EDITION IS OBSOLETE. FormFlow/Adobe Professional 6.0

COPY DESIGNATION (X one):

<input type="checkbox"/>	1 Attach to Manifest	<input type="checkbox"/>	3 Origin Transportation Office file
<input type="checkbox"/>	2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container	<input type="checkbox"/>	4 Owner

Figure F-5. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments