

CHAPTER 401

GENERAL PERSONAL PROPERTY PROVISIONS

A. PURPOSE

This chapter prescribes procedures and guidance and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DoD) customers, United States (U.S.) Coast Guard (USCG) members and Nonappropriated Fund (NAF) employees for the movement and storage of personal property and mobile homes. This chapter does not apply to USCG civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy.

B. PROCEDURES

1. The United States Transportation Command (USTRANSCOM), in conjunction with the Services/Agencies and theater commands, provides technical direction and supervision over all traffic management functions incident to DoD passenger, cargo, mobility, personal property movements, customs activities, and management of intermodal containers and System 463L pallet and net assets within the Defense Transportation System (DTS) during peace and time of war. Quality service to the customer is given primary emphasis in implementation and management of the personal property program.
2. Military air and ocean transportation resources, under the control of the Air Mobility Command (AMC) or the Military Sealift Command (MSC), must be used to the maximum extent.
3. The movement of household goods (HHG) by air is subject to the following considerations:
 - a. Personal property must be airlifted by AMC or commercial air Transportation Service Providers (TSPs) and from those hard-lift areas designated by DoD Components.
 - b. Personal property shipments may be accomplished/made via AMC where Transportation Priority 4 (TP-4) tariff rates are available in other than hard-lift areas.
 - c. Commercial airlift as part of an International Through Government Bill of Lading (ITGBL) shipment may be used when both surface and AMC transportation between other than hard-lift areas do not satisfy the customer's shipment requirements.
4. Transportation shipment and cost data is captured in the Defense Personal Property System (DPS) and reported to USTRANSCOM annually on a fiscal year basis. Shipment and cost data is reported for Through Government Bill of Lading (TGBL) moves, Nontemporary Storage (NTS), local drayage, Direct Procurement Method (DPM) contractual services/line-haul (LH), intratheater movements, and personally procured transportation payments. When shipments are transported via military airlift and sealift, such shipment and cost data must be included as well. Reports are due annually on 31 March. Shipment and cost data must, in turn, be provided by USTRANSCOM to the Services/Agencies and the Assistant Deputy Under Secretary of Defense (Transportation Policy) (ADUSD[TP]).
5. Change notification to all rate solicitations must be coordinated with the DoD Components when they affect operations, policy, procedures, and/or affect cost of the program.

6. DoD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned transportation assets. Required DTS services, for the purpose of this regulation, include all services provided by the Transportation Component Commands (TCCs) and other agencies on their behalves.
 - a. Deviations or exemptions will not be approved unless the user establishes that the Defense Transportation Regulation (DTR) does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all Agencies concerned must be advised. DTR users involved in the development of advanced logistics systems must establish liaison with the DoD DTR system administrator. In addition, Service, theater commands, and Agency mobility plans must recognize DTR documentation requirements.
 - b. Maximum use is made of Automatic Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), electronic mail (e-mail), Facsimile (fax), Worldwide Web (WWW), Defense Message System, Automatic Identification Technology (AIT), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, Agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.
 - c. DTR documents are not classified unless the sponsoring Service assigns a security classification in accordance with (IAW) DoD Manual (DoDM) 5200.01, Information Security Program, Volume 1-4. The General Services Administration (GSA) assigns a security classification IAW Office of the Administrator Publication 1025.2D, HB, Classified National Security Information. When so classified, the integrity of the classification is protected within the DTS. Classified cargo must be moved IAW procedures in DTR Part II, Cargo Movement, Chapter 205.

C. DTR PROGRAM ADMINISTRATION

1. In order to streamline the process for making changes to this Regulation, coordination and publication of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished IAW Department of Defense Directive (DoDD) 4500.09E, Transportation and Traffic Management.
2. DTR Action Officer (AO) Working Group members will submit proposed changes after coordination through their Service channels, as applicable, to the USTRANSCOM DTR administrator. Proposed changes will contain:
 - a. Subject: Include DTR part number, page number, and paragraph and/or sub-paragraph or Appendix.
 - b. Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.
 - c. Recommendation: Provide proposed wording for the regulation.
 - d. Justification: Include justification and identify known advantages and disadvantages of the proposed change.
 - e. Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Identify any other known resource costs associated with the proposed change.

3. The DoD DTR administrator is responsible for staffing proposed changes via e-mail. Proposed changes will be submitted to the USTRANSCOM DTR point of contact (POC) via e-mail, utilizing the format identified in Paragraph C.2., above.
 - a. Unless the proposed change is of a critical, time sensitive nature, the proposed change will be held until the next anticipated update for that specific part of the DTR.
 - b. Upon approval, formal changes will be released in one of three different formats; a completely revised/re-issued publication, an interim update, or as an “expedited change.” The coordination process for revised/reissued publications and interim updates, are the same, and are addressed in Paragraph C.3.c., below. Expedited changes are addressed in Paragraph C.3.d., below.
 - c. AO group members will be notified by e-mail of a proposed change package. E-mail will provide a link to the coordination website established exclusively for staffing the proposed change. The AO group members will be able to access all files required for reviewing the proposed changes to include comment matrices. AO group members will have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels that the proposed change package requires internal coordination within their Service/Agency or with a field activity, they may do so provided that the additional input is consolidated into a single Service/Agency response. The 45-calendar day window should be adhered to in order to expedite the change process. When AO coordination has been obtained, this process will be essentially repeated with the Oversight Working group utilizing a 30-calendar day window. Upon approval, USTRANSCOM will publish the change.
 - d. If a proposed change is of a critical or time sensitive nature, the proposed change may be coordinated as an “expedited” change, at the AO and then the Oversight Working group levels, as outlined above. Unlike a formal change, an expedited change will typically address only one specific issue (e.g., an issue involving safety), and may be coordinated under an accelerated time frame, provided all parties agree.
4. DTR Oversight Working Group and AO Working Group Members are established for each of the individual parts of the DTR.
 - a. The Working Groups are composed of members from the Office of the Deputy Assistant Secretary of Defense – Transportation Policy (DASD-TP), United States Army (USA) G4, United States Air Force (USAF) A4, United States Navy (USN) N4, and the United States Marine Corps (USMC) (LPD).
 - b. As necessary, members may also include the Joint Staff (JS) J4, Combatant Commands, USCG, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Defense Travel Management Office (DTMO), General Services Administration (GSA), Department of Homeland Security’s Customs and Border Protection (CBP) and Transportation Security Administration (TSA), United States Department of Agriculture’s (USDA’s) Animal and Plant Health Inspection Service (APHIS), and other Defense/Federal agencies as needed.

D. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

For individual missions, roles, and responsibilities refer to https://www.ustranscom.mil/dtr/individual_missions_roles_and_responsibilities.pdf.

E. ASSIGNMENT OF AREA OF RESPONSIBILITY (AOR)

1. This paragraph applies to all DoD-sponsored personal property shipments worldwide, but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see regulations of the Service/Agency concerned.
2. DoD Components:
 - a. Establish or transfer the AOR in coordination with the Commander (CDR), Military Surface Deployment and Distribution Command (SDDC)
 - b. Review and coordinate the Memorandum of Understanding (MOU) with the military staff Agencies' controlling manpower, resources, and funding
 - c. Serve as the POC for activities and installations under their jurisdiction to resolve problems concerning the assignment of the AOR.
3. Transportation Officers (TOs) (Personal Property Shipping Offices [PPSOs]/Personal Property Processing Offices [PPPOs]):
 - a. Coordinate through Service/Agency command channels on all matters relating to the assignment of the AOR
 - b. Develop and process, through command channels, information required for the preparation and processing of a MOU
 - c. Initiate a MOU.
4. AORs are established in the Continental United States (CONUS) and Alaska, as well as all overseas areas, except as otherwise designated in the Personal Property Consignment Instruction Guide (PPCIG). The PPCIG can be found at <https://tops.ppcigweb.sddc.army.mil/ppcig/menu/query/country.do>.

F. INSTALLATION TRANSFER, ACTIVATION, AND DEACTIVATION PROCEDURES

1. Deactivation or Transfer of an Installation's Assigned AOR.
 - a. When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity must prepare a MOU/Interservice Support Agreement (ISSA). A joint MOU/ISSA must be executed between the gaining and the losing installation or activity and a copy provided to the Service/Agency Headquarters (HQ). When an agreement cannot be reached at the local level, the matter must be referred to the Service/Agency HQ.
 - b. The Service/Agency HQ must notify SDDC when agreements are final concerning the transfer of functional responsibility from one installation to another, the transfer of AOR, or the activation or deactivation of an installation. The notifications must be timely to allow updating of this regulation and the PPCIG and the establishment of overall operational procedures.
 - c. All records and files must be transferred from the deactivated installation to the new responsible installation.
 - d. Interservice and interdepartmental logistic support must follow the basic policies and principles prescribed in DoD policies.
2. Budget and Funding. Each Service/Agency is assigned specific AOR for providing program-related services to all customers, regardless of their Service/Agency affiliation. Within these AOR, each Service/Agency must provide administrative and operational support to the other Services/Agencies as a common service. Such common servicing does not apply to industrial

fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, bills of lading (BLs), and packing and containerization must be provided on a cross-servicing basis IAW regulations of the Service/Agency.

G. PERSONAL PROPERTY COUNSELING

1. Personal Property Counseling:
 - a. The DPS provides the PPSO and PPPO counseling capability, as well as customer self-counseling capability, for all activities associated with processing shipments and/or storage of personal property effects for customers. DPS counseling is available online 24/7 and may be accessed from most locations with a computer and Internet access. Users of the DPS must obtain an Electronic Transportation Acquisition (ETA) system account (<https://eta.sddc.army.mil>) to allow access to the DPS. During self-counseling, the DPS provides the customer allowance information based on Rank, Branch of Service, type of authorizations/orders, and special circumstances. The DPS also determines the responsible origin and destination shipping offices, provides customer information on what may/may not be shipped in HHG, and identifies both customer's and TSP's responsibilities at origin and destination.
 - b. PPSO/PPPO counseling will be available for customers electing to be counseled on their shipment and storage entitlements by a PPPO/PPSO. PPPO/PPSO counseling will be conducted using the DPS. The PPSO/PPPOs must provide a capability to support personal property counseling services for all DoD and USCG customers requiring personal property assistance within their AOR. The PPSO/PPPO must inform customers of HHG and privately owned vehicle (POV) allowances, shipment restrictions, full replacement value (FRV), and TSP and customer shipment responsibilities. In addition, the counselor will assist the customer with obtaining an ETA account/password, provide familiarization with the DPS screen-shots and instructions and information on completing the Customer Satisfaction Survey (CSS), as well as contact information for technical assistance.
 - c. Blue Bark shipments shipments will be handled with the upmost sensitivity, which requires increased oversight by the PPSO/PPPO. DPS identifies each shipment with the word "BLUEBARK" clearly displayed next to the customer's name. The customer's next of kin (NOK) may require additional assistance utilizing the DPS to accomplish any of the shipment, storage, delivery, and/or claims processes. The PPSO/PPPO will provide the NOK all the assistance necessary, to include accessing ETA/DPS and/or communicating with the DPS help desk as necessary.
 - d. DPS self-counseling will be available as follows:
 - (1) Except as noted, customers may use the self-counseling module in the DPS to arrange shipment and storage of their personal property. Each of the Services has identified exceptions to the use of the DPS Self-Counseling:
 - (2) Army Exceptions:
 - (a) First/last personal property move
 - (b) Storing or moving in conjunction with contingency orders
 - (c) Storing or moving property in conjunction with a designated location move for dependents to an Outside CONUS (OCONUS) or non-foreign OCONUS location

- (d) Not the property owner and using a Power of Attorney (POA)
 - (e) Moving personal property as NOK or summary courts officer.
 - (3) Air Force and Coast Guard Exceptions:
 - (a) First/Last personal property move
 - (b) Not the property owner and using a POA
 - (c) Moving personal property as NOK or summary courts officer.
 - (4) Navy Exception:

Moving personal property as NOK or summary courts officer.
 - (5) Marine Corp Exceptions:
 - (a) Not the property owner and using a POA (with PPSO/PPPO assistance)
 - (b) Moving personal property as NOK or summary courts officer (with PPSO/PPPO assistance).
 - (6) If the customer elects to use the self-counseling module in the DPS, the customer will be advised to obtain an ETA log-in and password. The customer will also be advised to maintain their log-in and password account for additional requirements in the DPS. The customer will be advised to print a summary page of all data entered in the DPS during the counseling session for reference use. Additionally, the customer must print and sign the DD Form 1797, [Personal Property Counseling Checklist](#), [Figure 401-4](#), the DD Form 1299, [Figure 401-3](#), along with any other forms applicable to the move (e.g., customs forms, Alcohol, Tobacco, Firearms and Explosives forms). The customer is required to provide the signed printed forms and a copy of their authorization/order to the PPPO/PPSO. The PPPO/PPSO must print the forms if the customer is unable to print the forms.
 - (7) During self-counseling, the DPS provides the customer allowance, FRV, and customer and TSP shipment responsibilities. In addition, the DPS provides information on the importance of completing the CSS, as well as contact information for technical assistance. For questions not addressed in the DPS, the customer should contact the local PPPO/PPSO for assistance.
 - (8) The customer can update any information in the DPS prior to the final submission of the application to the PPPO/PPSO for validation. If the authorization/order should change after the application is submitted either through self or PPPO/PPSO counseling, the customer must contact the servicing PPPO/PPSO to make necessary changes. If unforeseen events should arise after shipping arrangements have been made, the customer must immediately contact the PPPO/PPSO responsible for processing the shipment.
2. DPS should contain shipment application and counseling checklist information and generate the DD Form 1797, [Figure 401-4](#), and DD Form 1299, [Figure 401-3](#).
- a. Shipment Application (DD Form 1299). Any PPPO/PPSO will assist the customer or their authorized representative in preparing a DD Form 1299 regardless of the customer's Service/Agency affiliation, and submit the signed DD Form 1299 to the responsible origin PPSO along with supporting documents. The PPSO/PPPO will print the DD Form 1299 and obtain a signature from the customer or authorized representative. The original DD Form 1299, customer shipment authorization, POA or informal letter of authority, or the dependent

travel authorization, and copies of all custom forms (when applicable) will be retained by the responsible PPSO/PPSO in the shipment file.

- (1) Persons authorized to complete and submit the DD Form 1299, [Figure 401-3](#), are:
 - (a) The customer.
 - (b) Any person acting under a current POA or an informal letter of authority signed by the customer.
 - (c) Dependent of customer (see Service regulations).
 - (d) Other persons as authorized by the customer's DoD Component regulation.
 - (e) A commanding officer of an installation or the commanding officer's designated representative.
 - (f) In cases of the customer's death, DD Form 1300, [Report of Casualty, Figure 401-5](#), DD Form 2064, [Certificate of Death Overseas](#), Summary Court Officer Appointment Order, or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care will be exercised to ensure the property is shipped to the authorized next of kin or individual legally entitled to receive the property. (See DTR Part IV, Chapter 410.) Ensure "BLUEBARK" is annotated in a conspicuous place on all shipping documents.
- b. DD Form 1797, [Figure 401-4](#). The PPSO/PPPO will provide clarification and/or assistance (as needed) to customers utilizing the DPS self-counseling module. When the DPS self-counseling is not utilized by the customer, the PPSO/PPPO will address all items contained on the DD Form 1797 when briefing the customer on all information required for their shipment or storage. In addition, counseling will include (as a minimum) customer's responsibilities to prepare for the move and their responsibilities during the time of pickup and delivery.
- c. Professional Books, Papers, and Equipment (PBP&E) Allowances. PBP&E allowance have changed for customers whose PCS orders are issued 1 May 2014 and after. The new allowances limit PBP&E to 2,000 pounds net weight and no longer include personal computers and accompanying equipment, and/or awards presented for significant contributions while performing official duties.

NOTE: Customers whose orders were issued prior to 1 May 2014 are not subject to the PBP&E weight limitation and may include personal computers and accompanying equipment, and awards presented for significant contributions while performing official duties. Customers who have transported more than 2,000 pounds of PBP&E overseas prior to the change will be grandfathered and allowed to return the same amount to the CONUS. Please see the Joint Travel Regulation (JTR), Chapter 5, Part A, Section 5, Subsection g: Professional Books, Papers, and Equipment (PBP&E) (Uniformed Members Only) and Chapter 5, Part B, Section 5, Subsection g: HHG Weight (Civilian Employees Only) for further information.
- d. Customer Briefing. Customers will also be briefed on unauthorized items, avoiding excess cost, Gypsy Moth, and shipment of alcohol and firearms (when applicable), TSP responsibilities to pack, pickup, one-time placement of items, unpacking and removal of debris, and any other applicable topics. DPS will provide a printed copy of the DD Form 1797, [Figure 401-4](#) for the customer and the responsible PPSO/PPSO.
- e. Paperwork Retention. PPSO/PPO must retain a copy of the POA or informal letter of authority, or the dependent travel authorization, and copies of all custom forms (when applicable).

- f. PPCIG. Counselors during PPSO/PPPO counseling must review the PPCIG with the customer for the most current information to ensure the customer is aware of shipment restrictions/prohibitions and to ensure shipments are consigned to the proper destination. During self-counseling, DPS must make the PPCIG available and advise the customer to review the PPCIG for shipment or import restrictions.
 - g. Customer's Request for a Preferred-TSP. In the DPS counseling, a customer may request the use of a preferred-TSP. PPSO may honor a request for a preferred-TSP provided the preferred TSP is within the current shipment allocation quartile for the authorized origin and destination. The PPSO is not authorized to allocate a shipment outside (above or below) the quartile currently being utilized to award shipments between the authorized origin and destination.
 - h. Customer's Request for Non-Use of a Specific TSP. If a customer requests a specific TSP not be tendered their shipment, PPSOs will honor this request provided the TSP is not the only TSP servicing the authorized origin and destination. The customer should enter this request in the counseling module in DPS.
 - i. Use of Containerized Service (e.g., Code 2). The PPSO is authorized to use Code 2 service when cost-effective, or when the PPSO determines it is necessary to meet the customer's requirements. The associated cost-comparison will use the rate on file for the next Best Value TSP scheduled to be allocated a shipment using the Code D and Code 2 Traffic Distribution Lists (TDLs). If a customer requests the use of containerized service, the PPSO is authorized to honor this request, provided it is cost-effective, or when the PPSO determines it is necessary to meet the customer's requirements. Establishing packing and pickup dates. Customers will be briefed that the TSP will perform a pre-move survey (on-site or telephonically) to validate the number of days required to perform all required services and to note any personal property requiring special attention. The customer and TSP can negotiate changes to any dates established during counseling. The TSP will complete the pre-move survey and update DPS with pre-move survey data (e.g., pack/pickup dates, and required delivery date [RDD] information) as soon as possible but not later than (NLT) 3 Government business days (GBDs) prior to the pickup date.
 - j. Short-Fuse Shipments. For short-fuse shipments (notice of less than 5 GBDs), or for any changes, the pack/pickup dates must be finalized and entered in DPS NLT 1 GBD prior to the first scheduled pack/pickup date.
 - k. Pickup Dates. The customer may identify in DPS the desired pickup date. During the pre-move survey, the TSP may negotiate the actual pack and pickup dates and input those dates into DPS.
3. Mail-Out Applications. When preparing an application with a pickup address outside the preparing offices AOR, the counseling office will provide a minimum of 14 days between the date the application is submitted and the customer's desired pickup date.
 4. Delivery Dates. During counseling, the customer can request a direct delivery and identify a desired delivery date (DDD). The TSP and customer may negotiate multiple delivery dates; however, the customer and the TSP must establish an agreed (preferred) delivery date for entry into DPS. Once these dates are established in DPS, the TSP and PPSO will be allowed to print the BL.
 - a. RDD. DPS will display the RDD based on the Government-allowed transit time for the shipment weight, origin, and destination on the DD Form 1299. Counselors will advise customers that the DPS provided RDD (Government transit time) is a guideline and the customer's DDD will be used as the RDD when booking the shipment. The customer's DDD will become the RDD unless changed by further negotiation and agreement between the

- customer and TSP. Upon completion of the pre-move survey, if the customer and TSP have agreed to new dates, the TSP will enter the new agreed upon delivery date in the Planned/Agreed Delivery Date field in DPS. If the customer do not agree on revised dates, the TSP will meet the original RDD (Government transit time) and acknowledge this by reentering the original RDD (Government transit time) in the Planned/Agreed Delivery Date field in DPS. Counselors must encourage customers to be flexible when establishing pack, pickup, and delivery dates. The counselor, customer, and the TSP working to establish realistic RDDs (Planned/Agreed Delivery Dates) increase the opportunity for a direct delivery and reduces the opportunity for loss and/or damage for the customer's property and can save significantly in storage costs for the DoD.
- b. Keeping Customer's Information Updated in DPS. The customer must be counseled that it is essential to keep their contact and delivery information updated in DPS. The customer may update the information in DPS or request the PPSO/PPPO to update the information for them. The TSP and/or PPSO/PPPO must be able to contact the customer to assist in the movement of their personal property. Failure to maintain up-to-date contact and delivery information in DPS may result in shipment delays and unnecessary storage, which provides an increased opportunity for loss and/or damage.
 - c. Customer and TSP Communication. Communication between the TSP and the customer is imperative to achieve a successful move. The customer will receive a toll free number prior to pickup to allow direct communication with the TSP. The TSP must respond to the customer's concerns within 24 hours from the initial call if received Monday through Friday and by close of business the first workday thereafter on inquiries received by the TSP on Saturdays, Sundays or legal (officially declared national) holidays. The customer should ensure any changes and/or updates to his or her contact information and/or moving requirements are directly communicated to the TSP. Likewise, the TSP should communicate directly with the customer any changes that may affect the status or desired outcome of the movement of their personal property. If the authorization/order should change or if unforeseen events should arise after shipping arrangements have been made, the customer should be counseled to immediately contact the PPSO/PPPO responsible for processing the shipment.
 - d. Loss and Damage and FRV.
 - (1) FRV is the TSP's maximum liability on each domestic HHG (dHHG –CONUS) shipment, international HHG (iHHG – overseas) shipment, and international Unaccompanied Baggage (iUB) shipment:
 - (a) \$5,000 per shipment or \$4.00 times the net weight of the HHG shipment, or the gross weight of the iUB shipment, in pounds, not to exceed \$50,000, whichever is greater.
 - (2) For damage discovered on the day of delivery, the customer must complete the DoD Personal Property Program (DP3) Notification of Loss or Damage AT Delivery form, [Figure 401-1](#), which is provided by the TSP to the customer during delivery.
 - (3) For damage discovered after the delivery date, the customer must complete the DP3 Notification of Loss or Damage AFTER Delivery form, [Figure 401-2](#), provided by the TSP at delivery, within 75 days of the delivery date. The preferred notification is via DPS.
 - (4) The customer must file their claim against the TSP in DPS within 9 months of delivery to be eligible for FRV.

- e. **Claims Counseling.** If the customer's property is lost or damaged during the move, they may file a claim against the TSP. The customer will have the option of quick-claim settlement (under \$500) or filing their FRV claim against the TSP in DPS. The customer is authorized to submit claims based on FRV. The TSP has the right to repair items to pre-shipment condition. If the TSP elects to repair damaged items, the TSP is responsible for obtaining all repair estimates.
- (1) The TSP may offer quick claim settlement for minor loss or damage (less than \$500) within 5 days of delivery. Quick claim settlements are at the discretion of the TSP and are not reported in DPS unless the customer files an additional claim.
 - (2) If the customer must file a FRV claim for loss or damage, the FRV claim against the TSP must be filed through DPS. The customer and the TSP will also negotiate a settlement through DPS. The TSP must pay, deny, or make an offer within 60 days of receipt of a complete claim through DPS. The customer will have the ability to accept or reject the TSP's offer on a line-by-line (item) basis.
 - (3) A DoD customer has the option to transfer his or her claim in DPS to the servicing Military Claims Office (MCO) after 30 days. In these instances the MCO pays the customer the depreciated value and then pursues the FRV claim with the TSP. After settlement with the TSP, if the FRV settlement exceeds the amount paid by the MCO to the customer, the customer will receive the difference.
- f. **Inconvenience Claims.** It is the TSP's responsibility to pick up and deliver personal property shipments on the agreed-upon dates as reflected on the BL. Failure to do so can cause serious inconvenience to the DoD customer and family, and can result in the expenditure of funds by the customer for lodging, food, rental/purchase of household necessities. When necessary the customer will be advised to file their inconvenience claim directly with the TSP for out-of-pocket expenses. The PPSO/PPPO must caution the customer that out of pocket expenses must be reasonable and relate directly to relieving a definite hardship when establishing a household. When there is a dispute between the customer and TSP, the PPSO/PPPO must ensure the TSP has met its obligations IAW the Tender of Service (TOS) (Appendix B). If the TSP fails to comply with the requirements set forth, the PPSO/PPPO may forward the complete inconvenience claim details package with a recommendation to HQ SDDC for resolution.
- g. **Real Property Damage.** The Government is not responsible for damage to a customer's residence in connection with (ICW) the movement of their personal property. When a PPSO/PPPO becomes aware of such damage, the customer will be counseled to note the real property damage on the TSP documentation provided at origin or during delivery. In addition, documentation should be signed by both the customer and the TSP representative. The customer will be counseled to seek recovery/restitution directly from the responsible TSP. For more information, contact the servicing base legal office.
- h. **CSS.** The customer will be counseled that completion of a CSS is required within 7 days of each completed shipment delivery. The customer must be counseled to obtain and retain his or her ETA login and password to complete the CSS.

NOTE: Blue Bark shipments and Personally Procured Moves (PPMs) are excluded from the CSS requirement.

NOTE: DPS will send a reminder (e-mails) to the customer if the CSS is not completed.

- (1) The CSS consists of moving related questions and the customer's comments will have a direct impact on the future shipment allocations to the servicing TSP. Based on Service policies, FRV for lost or damaged personal property shipments may be contingent upon

completion of the CSS. The Service HQ will take the necessary measures to ensure maximum completion of the CSS. Customers must acknowledge the following statement (in writing) prior to shipment:

“I understand that I am required to complete the DPS Customer Satisfaction Survey (CSS) upon completion of my shipment. Failure to do so may result in my Service being notified.”

- i. WWW.MOVE.MIL. A website to provide the PPSO/PPPO and the customer with a capability to access DPS and to review and/or download moving information pertaining to DP3 and DPS. The latest information and updates can be found at <http://www.sddc.army.mil/PP/default.aspx>.
 - j. Personal Property Brochures. DTR Part IV, Attachments K1 through K5, contains critical personal property information that must be provided to the customer. Counselors will provide the customer with a hard-copy or website URL for the brochures applicable to the shipments being made. The available personal property brochures are “It’s Your Move, K1, Uniform Members”; “It’s Your Move, K2, DoD Civilian Employees”; “K3, Shipping Your POV”; “K4, Storing Your POV”; and “K5, Moving Your Mobile Home.”
 - k. PPM. PPMs performed under DP3 (using DPS) will be based on the Government (Transportation) Constructed Cost (GCC) using Best Value (BV). BV is determined by using performance scores (PSs) (CSS and claims information) and rates on file. For detailed information on PPM, refer to this DTR Part IV, Chapter 411, and Service regulations.
 - l. Shipping alcoholic beverages and tobacco products. When country restrictions allow, liquor/alcoholic beverages and tobacco products may be either shipped within a customer’s HHG shipment or shipped separately. All shipments that exceed the duty-free allowance are subject to duty payments. The Government is not responsible for any fee or customs charges. For additional information, see DTR Part V, Chapter 502.
5. Customer Responsibilities. The counselor will advise the customer of his or her responsibilities during the movement process. The customer must:
- a. Inform the TO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move
 - b. Immediately notify the TO of any change in orders or other information affecting the allowances to ship, store, or accept delivery of personal property
 - c. For import/export shipments, consider completing the Confidentiality Request form to protect certain personally identifiable information (PII) from being shared with the public IAW 19 CFR 103.31. See <http://www.move.mil/>, “Quick Links” for request form and instructions
 - d. Establish a realistic RDD with the origin TO
 - e. Ensure all items of personal property are ready for packing or shipment before the anticipated packing and pickup date
 - f. If shipping a POV, deliver the POV to the Vehicle Processing Center (VPC)
 - g. If shipping a mobile home, ensure the mobile home is roadworthy and ready for movement before the pickup date
 - h. Be present, or ensure a designated agent is present, during the pickup and delivery of the property
 - i. Contact the destination TO immediately upon arrival and provide a contact address and telephone number where the customer can be reached to arrange delivery at the destination

- j. Provide in-transit contact information, such as an e-mail address and cell phone number, to assist in locating the customer en route
 - k. To preclude unnecessary use of storage-in-transit (SIT) or temporary lodging allowance payments, make arrangements for the acceptance of the property at the destination as soon as possible
 - l. When in possession of a privately owned firearm (POF), determine and comply with laws and ordinances concerning firearm ownership or possession in the states or localities the customer must travel through, be assigned to, or reside in, and obtain the necessary authorizations for firearm possession or ownership outlined in CFR, Title 27, Part 478, § 478.31, Delivery by Common or Contract Carrier; in Department of the Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives Publication (ATF P) 5300.5, State Laws and Published Ordinances – Firearms; and by foreign and domestic government agencies
 - m. Immediately Notify the local installation law enforcement agency upon becoming aware of the loss of firearms from a shipment or storage lot of personal property
 - n. Verify the accuracy of all items and information (including damage) on all shipping documents before signing
 - o. Verify the accuracy of loss or damage information itemized by the TSPs on the inventory and the DP3 Notification of Loss or Damage AT Delivery form, [Figure 401-1](#)
 - p. Retain copies of all current transportation or storage documents
 - q. Notify the TO or MCO of subsequently noticed loss or damage within 75 days after delivery by completing and filing the DP3 Notification of Loss or Damage AFTER Delivery form, [Figure 401-2](#)
 - r. Authorize the TSP to dray loose property to the warehouse for containerization of overflow items
 - s. Ensure waterbeds are properly drained (the TSP may refuse waterbeds that are not properly drained as they may pose a risk to other HHG on board the van for water damage, mold, or mildew)
 - t. Complete the CSS by calling 800-462-2176 and selection Option 4 upon delivery of each completed shipment.
6. Required Signatures. The counselor must ensure DD Form 1299 and DD Form 1797 contain the required signatures.
7. Destination PPSO/PPPO. Upon request, the destination PPSO/PPPO will update the customer's contact information in DPS.
- a. Advise and emphasize to the customer to complete the CSS within 7 days of each complete shipment delivery. Assist the customer in locating internet access to complete the CSS if necessary.
 - b. Monitor the inbound/outbound CSS reports to ensure acceptable levels of customer data collection (i.e., e-mail address and telephone numbers), survey completion, and customer satisfaction with PPSO/PPPO outbound/inbound services.
 - c. For Blue Bark shipments, the customer's NOK may require additional assistance utilizing the DPS to accomplish any of the shipment, storage, delivery, and/or claims processes. The PPSO/PPPO will provide the NOK with all the assistance necessary, to include accessing ETA/DPS and/or communicating with the DPS help desk as necessary.

H. REQUIRED SUPPORTING DOCUMENTATION

1. Customer's orders, entitlement extension letters or other authority. Copies of the customer's orders are not required when a shipment is requested using dependent's travel authorization that references the customer's orders (including special order number, issuing HQ, and date of issue).
2. One copy of the DD Form 1797 signed by the customer and the counselor.
3. One copy of the DD Form 1299 signed by the customer and one copy of the group or pre-counseling worksheet (if applicable).
4. For shipments of firearms, any forms or certificates prescribed by the customer or sponsoring DoD Component or other regulatory agency (see this regulation, Part IV, Chapter 409). In addition, for shipment of firearms into the United States, see this regulation, Part V, Chapter 502.
5. Copies of POA and any other documents required.
6. Customs documents to effect duty-free clearance of personal property shipments for those areas where specific customs documents are required such as:
 - a. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part I), [Figure 401-6](#).
 - b. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part II), [Figure 401-7](#).
 - c. Alcohol, Tobacco, Firearms and Explosives (ATF) Form 6-Part I (for civilian employees), Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 401-8](#). This form is required unless firearms are exempt IAW DTR Part V, Chapter 503.
 - d. ATF Form 6 – Part II (for military members), Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 401-9](#). This form is required unless firearms are exempt IAW DTR Part V, Chapter 503.
 - e. USEUCOM Form 30-3A(R), Agriculture Inspection Certificate, [Figure 401-10](#), and USEUCOM Form 30-3B(R), Shipper's Personal Property Certification, [Figure 401-11](#), applies only to shipments originating within the United States European Command (USEUCOM) Theater.
 - f. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U. S. Forces/Civilian Personnel on Duty in the UK, [Figure 401-12](#).
 - g. Department of Transportation (DOT) Form HS-7, Declaration, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, [Figure 401-13](#), and Environmental Protection Agency (EPA) Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure 401-14](#), are required when motorcycles, motor scooters, or mopeds are included in a HHG shipment destined for the United States. The DOT FORM HS-7 and EPA Form 3520-1 must be completed and included as part of the shipping documentation. Motorcycles, motor scooters, or mopeds with less than 50cc engine capacity are generally exempt from DOT/EPA requirements. Reference DTR Part V Chapter 502 for more information.
7. Mail-In Application. Upon receipt of a shipment application (DD Form 1299), orders, and supporting documents, the PPSO/PPPO must review the documents to ensure the requested shipment and services are authorized and in the customer's or Government's best interest. For example, the PPSO/PPPO should confirm with the customer the potential of excess cost when

shipment is to an unauthorized location or when a member retiring/separating from service is requesting shipment to a final destination without a delivery address in lieu of non-temporary storage.

8. Distribution of the DD Form 1299 and Supporting Documents:
 - a. Provide a copy of the DD Form 1299 to the customer.
 - b. Retain one signed copy of each document for local files.
 - c. Mail-Out Applications. Forward the completed DD Form 1299 and copies of all supporting documents to the responsible servicing PPSO. Mail-out or electronic transmission is acceptable.
 - d. On all iHHG/iUB shipments from the CONUS or Alaska to overseas destinations or between overseas areas, the following documents must be provided to the TSP for customs clearance:
 - (1) Clearance forms required by the host government.
 - (2) A copy of DD Form 1299.
 - (3) A copy of customer's Permanent Change of Station (PCS) or Temporary Duty (TDY)/Temporary Additional Duty (TAD) orders.
9. On all iHHG/iUB shipments from overseas areas to the Customs Territory of the United States (CTUS), the following documents must be provided the TSP for customs clearance:
 - a. A copy of DD Form 1299
 - b. A copy of customer's PCS or TDY/TAD orders
 - c. A copy of applicable DD Form 1252
 - d. A copy of DD Form 1252-1 (if applicable)
 - e. ATF Form 6-Part I (for military members) (if applicable)
 - f. ATF Form 6-Part II (for civilian employees) (if applicable)
 - g. USEUCOM Form 30-3A(R) (if applicable).
10. Lost Weight Tickets. The PPSO will ensure the TSP has made every reasonable effort to obtain certified true copies of lost weight tickets prior to authorizing the use of constructed weights (refer to DTR Part IV, Appendix B).

I. PPSO REQUIRED REGULATIONS

Appendix K contains a list of publications considered essential for a successful program at a PPSO. PPSO requirements for these publications must be submitted through their established publications distribution channels.

J. FORMS SUPPLY

Any reference to forms in this regulation applies to the specific form discussed or an authorized automated version. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels and/or generated in the personal property automated system.

K. PERSONAL PROPERTY ADVISORY (PPA)

A PPA identifies information to facilitate day-to-day operations. SDDC issues a PPA to identify particular areas of interest to PPSOs and Industry. PPSOs must determine the applicability of a PPA to their operation and take appropriate action. USTRANSCOM, Services, and/or TSPs may request SDDC to publish a PPA. SDDC must assess appropriateness of issuing a PPA and obtain required coordination with USTRANSCOM and the Services prior to issuance. SDDC will publish PPAs on the SDDC website and disseminate to USTRANSCOM, Services, and Industry.

L. CSS

1. Blue Bark shipments and PPM are excluded from this required policy.
2. Required Policy. The completion of a CSS for each shipment delivered is required within 7 days of each complete shipment delivery. Customers are required to complete a CSS by calling 1-800-462-2176 and selecting Option 4.

DEFENSE PERSONAL PROPERTY PROGRAM (DP3) NOTIFICATION OF LOSS OR DAMAGE <u>AT</u> DELIVERY			
COMPLETED BY TSP:			
NAME OF OWNER _____	RANK/GRADE _____	BRANCH OF SERVICE _____	WEIGHT _____
BL NO. _____	TSP REFERENCE NO. _____	SCAC _____	PICK UP DATE _____
IS THIS A PARTIAL DELIVERY (Y or N)? _____			
PURPOSE AND GENERAL INSTRUCTIONS: <ul style="list-style-type: none"> To provide the Transportation Service Provider (TSP) notice of loss or damage discovered AT the time of delivery. The customer (or their designated representative) and the TSP's delivery representative must jointly complete this document. List in NOTED LOSS AND/OR DAMAGE section below all damage and missing items noticed before TSP's representative departs. DO NOT leave blank. If no loss or damage is discovered at the time of delivery, write "NONE" in DESCRIPTION OF DAMAGE. THIS DOES NOT CONSTITUTE "FILING A CLAIM". CLAIM MUST BE FILED VIA DPS CLAIMS MODULE – http://www.move.mil/. <p style="text-align: center;">NOTED LOSS AND/OR DAMAGE</p> If more than one page is needed, include your name, Bill of Lading No. and number the Page _____ of Page _____ on each page used.			
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (If missing, so specify) (Electronic items, provide brand & model number)	
NOTE: TSP is responsible for one-time placement of items during delivery. If requested, the TSP will unpack and remove cartons to the customer's satisfaction. Member requested unpacking and removal of cartons? YES ___ NO ___			
PLEASE READ CAREFULLY BEFORE SIGNING -- THIS IS CUSTOMER'S NOTIFICATION OF LOSS AND/OR DAMAGE <u>AT</u> DELIVERY			
By signing below, Customer acknowledges receipt of: <ul style="list-style-type: none"> One (1) copy of this NOTIFICATION OF LOSS OR DAMAGE <u>AT</u> DELIVERY and one (1) copy of the NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY. 			
Customer understands that he/she: <ul style="list-style-type: none"> Will receive from the delivering TSP a "NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY" document to identify loss or damage found after delivery. This notification document will provide instructions on how to file a claim on-line. Can provide notification to the TSP within 75 days by entering the information from the <u>AFTER</u> Delivery document into the DPS on-line claims module or mail NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY document to the TSP by certified return receipt, fax or electronic dispatch. Will NOT be eligible for loss or damage recovery by the TSP or Government for any item not identified within 75 day period after delivery. 			
Received for Delivery at: Street Address _____ City _____ State _____ Zip _____ Telephone Number _____ Customer Email _____ Signature of Customer _____ Delivery Date _____ (or his/her designated representative)	Name/Address of Transportation Service Provider (TSP) TSP Email: _____ Toll-Free Telephone Number _____ Fax Number _____ Delivering TSP Signature _____ Date _____		

Figure 401-1. Notification of Loss or Damage AT Delivery

DEFENSE PERSONAL PROPERTY PROGRAM (DP3) NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY		
INSTRUCTIONS TO CUSTOMER (OR HIS/HER DESIGNATED REPRESENTATIVE): <ul style="list-style-type: none"> You have up to 75 days to inspect your property, note all loss and damage not previously discovered and reported at the time of delivery and provide notice to the Transportation Service Provider (TSP). The preferred method of submission to the TSP is via the DPS on-line Claims Module--see instructions in Section A. If you are unable to file on-line you may give written notice of loss and damage following the instructions in Section B. If TSP is not notified within 75 days, you may lose any potential monetary recovery for your loss and damage. This is only notification to the TSP of your loss or damage—THIS DOES NOT CONSTITUTE FILING YOUR CLAIM. For information about filing a claim against the TSP, see Section C below. If you have any questions about completing this document, contact the TSP or Military Claims Office (MCO) or locate your Service Military Claims website at www.move.mil (under DOD Customer tab). 		
SECTION A -- DPS ON-LINE NOTIFICATION <ul style="list-style-type: none"> On-line notification can be completed via the internet by accessing DPS via "http://www.move.mil/." You must notify TSP in DPS by midnight GMT of the 75th day following delivery to be eligible for Full Replacement Value. If you submit this notice on-line via the DPS claims module, you DO NOT need to complete Section B. 		
SECTION B -- WRITTEN NOTIFICATION <ul style="list-style-type: none"> If you are unable to provide notice on-line via DPS, you may fill out this section and send it to the TSP. This NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY must be mailed by certified return receipt, faxed or emailed to the TSP identified below by midnight GMT of the 75th day following delivery. Keep a copy of this document and certified mail receipt for your records as proof it was sent to the TSP within 75 days. If more than one page is needed, please include your name, Bill of Lading No. and number of pages on each supplemental page used. USE ONLY BALLPOINT PEN OR INDELIBLE INK. 		
NOTICE TO TSP: You are hereby notified the customer (or their designated representative) intends to present a claim for the loss and/or damage as noted on the NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and this document. You are hereby extended the opportunity to inspect the property.		
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (If missing, so specify.) <small>(Electronic items, provide brand & model number)</small>
_____ CUSTOMER SIGNATURE (OR THEIR DESIGNATED REPRESENTATIVE)		_____ DATE OF DELIVERY
SECTION C -- FILING A CLAIM AGAINST THE TSP <ul style="list-style-type: none"> With limited exceptions, to receive Full Replacement Value for eligible loss and damage, you MUST file your claim online via the DPS Claims Module within 9 MONTHS of your property's delivery. To submit your claim to the TSP who shipped your personal property, access DPS at http://www.move.mil/ and follow instructions for filing a claim. You do not need repair estimates to enter your claim in DPS. If you choose not to file your claim in DPS, you may file a claim directly with your servicing MCO; however, you will not be eligible for full replacement value and will be responsible for obtaining repair estimates. For ANY questions about filing a claim, contact your servicing MCO. 		
Delivery Date _____ BL _____ : Street Address _____ City _____ State _____ Zip _____ Telephone Number or Email _____ Customer's Name (PRINT) _____ Signature of Customer _____ Date _____ (or their designated representative)	SEND TO: Name/Address of Transportation Service Provider (TSP):	

Figure 401-2. Notification of Loss or Damage AFTER Delivery

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 401-3. 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 401-3. DD Form 1299, Application for Shipment and/or Storage of Personal Property, (Back) (Cont'd)

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 401-4. 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 401-4. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)

REPORT OF CASUALTY		REPORT CONTROL SYMBOL DD-P&R(AR)1664		
		1. REPORT TYPE		2. DATE PREPARED
3. SERVICE IDENTIFICATION				
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. RANK	d. PAY GRADE
		e. OCCUPATIONAL CODE/ RATING		
f. COMPONENT	g. BRANCH	h. ORGANIZATION		
4. CASUALTY INFORMATION				
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY
f. CIRCUMSTANCES				
g. DUTY STATUS				h. BODY RECOVERED
5. BACKGROUND INFORMATION				
a. DATE OF BIRTH	b. PLACE OF BIRTH		c. COUNTRY OF CITIZENSHIP	
d. RACE				
e. ETHNICITY				f. SEX
g. RELIGIOUS PREFERENCE				
6. ACTIVE DUTY INFORMATION				
a. PLACE OF ENTRY		b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY	
7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary)				
<p>FOOTNOTES: 1 Primary next-of-kin. 2 Beneficiary(ies) for death gratuity - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</p>				
8. REPORTING INFORMATION				
a. COMMAND AGENCY				b. DATE RECEIVED
9. DISTRIBUTION		10. SIGNATURE ELEMENT		
		<p>NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.</p>		

DD FORM 1300, FEB 2011

PREVIOUS EDITION MAY BE USED.

Reset

Adobe Professional 8.0

Figure 401-5. DD Form 1300, Report of Casualty

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)	
<p>8. DECLARATION FOR: (X appropriate item) (Attach copy of orders)</p> <p><input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE</p>			
<p>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)</p>			
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.	
COPY DESIGNATION (X one):		FormFlow/Adobe Professional 6.0	
<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 401-6. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part I)

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 NO. <i>(For Issuing Office Use)</i>		
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 II - FIREARMS AND AMMUNITION						
1. TO: <i>(Overseas POE/APOE)</i>			2. FROM: <i>(Transportation Officer)</i>			
SECTION A - OWNER'S CBP DECLARATION <i>(Attach copy of orders)</i>						
3. NAME <i>(Last, First, Middle Initial)</i> <i>(Print or type)</i>		4. GRADE		5. SOCIAL SECURITY NUMBER		
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>			7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i>			
<p>8. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use; (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. I <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under U.S. Government orders and am traveling under orders for (or to): <i>(X appropriate item below)</i></p>						
a. TDY or PCS to the United States or enroute to another oversea duty station						
b. PCS to the United States from overseas.						
c. PCS from overseas to a restricted oversea area where firearms are prohibited and personal property is being returned to the US.						
d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty.						
e. PCS from a combat area or a combat zone to the United States.						
f. TDY to the United States from overseas.						
COMPLETE DECLARATION BELOW						
<p>9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES</p> <p>Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States <i>(Including possessions thereof)</i> at <i>(Place of exit)</i> _____ on or about (YYYYMMDD) _____ and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.</p>						
<p>10. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER.</p> <p>Indicate as code "C" in description below. Evidence of such acquisitions will be attached.</p>						
<p>11. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 ABOVE.</p> <p>An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.</p>						
<p>12. DESCRIPTION OF FIREARMS OR AMMUNITION <i>(List additional firearms/ammunition in Remarks, on back.)</i></p>						
a. FIREARMS						
ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
b. AMMUNITION						
ITEM	CODE	TYPE	QUANTITY	CALIBER		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
<p>13. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.</p>						
a. SIGNATURE OF OWNER					b. DATE (YYYYMMDD)	

DD FORM 1252-1, FEB 2006

PREVIOUS EDITION IS OBSOLETE.

FormFlow/Adobe Professional 6.0

Figure 401-7. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part II)

SECTION B - OVERSEAS PORT SHIPMENT DATA	
14. NAME OF CARRIER	15. VOYAGE/FLIGHT NO.
16. REMARKS	

DD FORM 1252-1 (BACK), FEB 2006

Figure 401-7. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part II) (Cont'd)

U.S. Department of Justice Bureau of Alcohol, Tobacco, Firearms and Explosives		OMB No. 1140-0005 (09/30/2016)									
<h2 style="margin: 0;">Application and Permit for Importation of Firearms, Ammunition and Implements of War</h2>											
Not for use by Members of the United States Armed Forces.											
For ATF Use Only						For Applicant's Optional Use					
Permit No. (Valid for 2 years from the date appearing in Item 19 below.) NPR No.						Internal Control/Reference #			E-mail Address (Optional)		
Section I - Application (Submit in triplicate) - For Applicant Use											
1. Federal Firearms License (If Any)						2. Telephone No. (Including Extension No.)			3. Country of Exportation		
License No. (X-XX-XXX-XX-XXXX)			Expiration Date								
4. Name and Address of Customs Broker (Including Zip Code)						5. Applicant's Name and Address (Including Zip Code)					
Check here if permit is to be returned to Customs Broker. <input type="checkbox"/>						Check here if permit is to be returned to applicant. <input type="checkbox"/>					
6. Name and Address of Foreign Seller, if any						7. Name and Address of Foreign Shipper					
8. Description of Firearms and Ammunition (For firearms, enter (SG)-Shotgun; (RI)-Rifle; (PI)-Pistol; (RE)-Revolver; (DD)-Destructive Device; (MG)-Machnegun)											
	Name and Address of Manufacturer	Type (Frame, Receiver, SG, RI, PI, RE, DD, MG)	Caliber Gauge or Size	Quantity (Each type)	Unit Cost (U.S. Currency)	U.S. Munitions Import List Category	Model	Length of Barrel (Inches)	Overall Length (Inches)	Serial No.	New (N) or Used (U)
	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.
Firearms	See Attachment										
Implements of War											
Ammunition	See Attachment										
9. Certification of Origin. The items sought for importation in block 8:											
a. Do not contain parts or components produced by or for the U.S. military and do not contain parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/>											
b. Contain parts or components produced by or for the U.S. military or parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/>											
c. Contain parts or components produced by or for the U.S. military or components manufactured with U.S. technical data or assistance that were sold abroad pursuant to a Direct Commercial Sale licensed by the Department of State. <input type="checkbox"/>											
10. Specific Purpose of Importation, Including Final Recipient, If Known (Use additional sheets, if necessary)											
11. Are You Registered as an Importer Pursuant to The Arms Export Control Act of 1976						12. If "Yes," Give Importer's Registration No. and Expiration Date (A-xx-xxx-xxxx)					
Yes <input type="checkbox"/> No <input type="checkbox"/>											
Under the penalties provided by law, I declare that I have examined this application, including the documents submitted in support of it, and, to the best of my knowledge and belief, it is true, correct, and complete.											
13. Name of Applicant (Printed)				14. Signature of Applicant				15. Title		16. Date	
Section II - For ATF Use Only (Please make no entries in this section)											
17. The Application Has Been Examined and the Importation of the Firearms, Ammunition, and Implements of War Described Herein is:											
Approved <input type="checkbox"/>				Disapproved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Returned Without Action for Additional Information <input type="checkbox"/>			
Partially Approved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Withdrawn By Applicant Without Action <input type="checkbox"/>				No Permits Required <input type="checkbox"/>			
18. Signature of the Director, Bureau of Alcohol, Tobacco, Firearms and Explosives										19. Date	

ATF E-Form 6-Part I (5330.3A)
Revised August 2014

Figure 401-8. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War

Instruction Sheet for ATF Form 6 Part I (5330.3A)
(Submit in triplicate) (Detach this instruction sheet before submitting your application)

Paperwork Reduction Act Notice

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to allow ATF to determine if the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer. This information is mandatory (18 U.S.C. 925(d), 26 U.S.C. 5844, 22 U.S.C. 2778).

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Confidentiality is not assured.

General Information

- An approved ATF Form 6 - Part I (5330.3A) is required to import firearms, ammunition, and implements of war into the United States or any possession thereof, except for certain exempt importations prescribed in 27 CFR Parts 447, 478 and 479. A military member of the U.S. Armed Forces who is on active duty outside the U.S., or who has been on active duty outside the U.S. during the 60-day period immediately preceding the intended importation, should complete ATF Form 6 - Part II (5330.3B) to import sporting type firearms or ammunition for his personal use.
- Any person engaged in the business of importing firearms or ammunition for resale must be licensed as an importer under the Gun Control Act of 1968 and, if he is importing firearms, ammunition, firearms parts or implements of war (*other than sporting shotguns, shotgun shells, or shotgun parts*) he must also be registered as an importer under the Arms Export Control Act of 1976. No permit to import such articles for resale will be issued until the importer is properly licensed and registered.
- A Federal firearms licensee other than an importer, may make an occasional importation of sporting firearms or ammunition (*excluding surplus military*) for himself or an unlicensed person in the licensee's State, provided that the firearms and ammunition are intended for personal use of the person for whom imported and not for resale. ATF Form 6 - Part I (5330.3A) is used to obtain approval for such importation.
- A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of U.S. Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.
- A permit is not required for the return of a repaired firearm, or replacement firearm of the same kind and type, to the person in the United States who sent the defective firearm out of the United States for repair.
- If you are a nonimmigrant alien do not complete this form. A nonimmigrant alien entering the U.S. temporarily needs to submit an ATF Form 6NIA (5330.3D) (Application and Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens) to temporarily import his personally owned firearms.
- An unlicensed person may obtain a permit to import sporting type ammunition (excluding tracer or incendiary) and firearm parts (other than frames, receivers or actions) without engaging the services of a Federal firearms licensee, provided that the importation is for his personal use and not for resale.
- A nonresident U.S. citizen returning to the United States or a nonresident alien immigrating to the United States, from a permanent residence outside of the United States may complete and forward the enclosed ATF Form 6 Part I permit application without having to utilize the services of a federally licensed firearms dealer. The nonresident should include a statement, either on the application form or on an attached sheet, that the firearms are being imported for his personal use and not for resale and that he is a nonresident U.S. citizen returning to the United States, or is a nonresident alien immigrating to the United States. The firearms must accompany the nonresident U.S. citizen on entry into the United States, since once he is in the United States, and has acquired residence in a State, he may not directly import a firearm. He must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him. A nonresident alien must bring in their firearms within 90 days of arrival in the United States, which is when they obtain State residency. If the firearms are to be imported after 90 days of arrival, he must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him.

9. Under Arms Export Control Act of 1976 regulations in 27 CFR 447.41(c), a permit is not required for the importation of:

- U.S. Munitions Import List articles from Canada not subject to 27 CFR Part 478 and 479, except articles enumerated in Categories I, II, III, IV, VI(e), VIII(a), XVI, and XX; and nuclear weapons, strategic delivery systems, and all specifically designed components, parts, accessories, attachments, and associated equipment thereof.
- Minor components and parts of Category I(a) firearms, except barrels, cylinders, receivers (frames) or complete breech mechanisms, when the total value does not exceed \$100 wholesale in any single transaction.

Preparation

- The applicant shall prepare this form in triplicate. Required signatures must be in ink on all copies. Other entries must be in ink or be typewritten.
- The application should be submitted approximately 60 days prior to the intended importation. All copies shall be submitted to:

Director
 Bureau of Alcohol, Tobacco, Firearms, and Explosives
 244 Needy Road
 Martinsburg, WV 25405
 Attention: Firearms and Explosives Imports Branch
- Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550.
- If a licensee is applying to import an article for subsequent transfer to a known final recipient (*e.g., an individual, commercial entity, or government agency*), the licensee must complete items 1 through 16, and identify the final recipient by name and address in item 10.
- Item 9, Certification of Origin: The purpose of this certification is to determine whether items sought for importation require retransfer authorization from the Department of State. Applicants should check block 9a if the articles sought for importation were produced for the civilian market and were not associated with the U.S. military. Applicants should check block 9b if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were provided by the U.S. government to a foreign government through a grant or foreign military sales program. Applicants should check block 9c if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were sold abroad pursuant to an export license issued by the Department of State authorizing a Direct Commercial Sale (DCS). **NOTE:** If block 9b is checked, a written retransfer authorization from the Department of State must be attached to the application or the applications will be denied. **NOTE:** If block 9c is checked, either a copy of the export license authorizing the DCS or a written retransfer authorization from the Department of State must be attached to the application or the application will be denied.

Approval

- The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional

(INSTRUCTIONS CONTINUED ON REVERSE)

ATF E-Form 6-Part I (5330.3A)
 Revised August 2014

Figure 401-8. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)

information or to have the firearm or ammunition sent to ATF for examination to determine the import status.

16. The permit is valid for 2 years from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.

17. After approval, the Director will retain one copy and forward the original to the applicant or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

Release From Customs

18. No amendments or alterations may be made to an approved permit, except by the Director.

19. An approved ATF Form 6 - Part I (5330.3A) which is unused, expired suspended or revoked shall be returned immediately to the Director, Bureau of ATF, 244 Needy Road Martinsburg, WV 25405
Attention: Firearms and Explosives Imports Branch.

20. The ATF Form 6A, in duplicate with Section I completed, the approved permit, and any other necessary documents, must be presented to CBP officials handling the importation to effect release of the articles. For the commercial import (*i.e., import for resale*) of firearms, firearms parts and components, and ammunition, the importer also must present to CBP, in order to effect release of the articles, either a corresponding export license issued by the exporting country or a statement, under penalty of perjury, that the exporting country does not issue export licenses.

21. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A.

22. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit and any additional copies of ATF Form 6A, to the applicant.

Prohibited Persons Under U.S. Law

23. The importer of a firearm should be familiar with provisions of law governing who may lawfully possess a firearm in the United States. Generally, 18 U.S.C. 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who has been convicted of a crime punishable by imprisonment for a term exceeding one year; by one who is a fugitive from justice; by one who is an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance; by one who has been adjudicated mentally defective or has been committed to a mental institution; by one who has been discharged from the Armed Forces under dishonorable conditions; by one who has renounced his or her U.S. citizenship; by one who is an alien illegally in the United States or is a nonimmigrant alien; by one who is subject to certain restraining orders; or by one who has been convicted of a misdemeanor crime of domestic violence. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a crime punishable by imprisonment for a term exceeding one year.

Forms

24. Federal firearms licensees must retain this form as part of their ATF required records permanently as prescribed by 27 CFR 478.129(d). Importers registered under the Arms Export Control Act who do not also hold a Federal firearms license must retain this form as part of their ATF required records for at least the 6-year period prescribed by 27 CFR 447.34(b).

Additional Forms are available from:

ATF Distribution Center
13882 Redskin Drive
Herndon, VA 20171

Or by accessing the ATF website at <http://www.atf.gov>

Privacy Act Information

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. § 552(a)(e)(3)).

- 1. Authority.** Disclosure of the information requested on ATF Form 6 Part I (5330.3A) is mandatory pursuant to 18 U.S.C. 925 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2778, 26 U.S.C. 5844) to obtain a permit to import firearms, ammunition, and implements of war.
- 2. Purpose.** To determine if the article(s) qualifies for importation by the applicant.
- 3. Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
- 4. Effects.** Failure to supply complete information will delay processing and may cause denial of the application.

ATF E-Form 6-Part I (5330.3A)
Revised August 2014

Figure 401-8. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)

OMB No. 1140-0006 (04/30/2016)

U.S. Department of Justice
 Bureau of Alcohol, Tobacco, Firearms and Explosives

Application and Permit for Importation of Firearms, Ammunition and Implements of War

For use by Members of the United States Armed Forces *(Submit in triplicate)*

For ATF Use Only

Permit No. _____ Valid for 12 months after the date of approval (item 20 below)

Section I - Application

1. Return Approved Permit to *(Enter name, address and ZIP Code if different than applicant's)*

2. Applicant's Name and Address *(Including ZIP Code)*

Telephone Number _____

E-mail Address _____

3. Name and Address of Seller _____

4. Name and Address of Shipper _____

5. Present or Last Foreign Duty Station _____

6. Country of Exportation _____

7. Description of Firearms, Ammunition and Implements of War *(For firearms, enter (SG)-Shotgun; (RI)-Rifle; (PI)-Pistol; (RE)-Revolver)*

	a	b	c	d	e	f	g	h	i	j	k
	Name and Address of Manufacturer	Type <i>(Frame, Receiver, SG, RI, PI, RE)</i>	Caliber Gauge or Size	Quantity <i>(Each type)</i>	Unit Cost <i>(U.S. Currency)</i>	U.S. Munitions Import List Category	Model	Length of Barrel <i>(Inches)</i>	Overall Length <i>(Inches)</i>	Serial No.	New (N) or Used (U)
Firearms											
Implements of War							Description 8. Specific Purpose of Importation <i>(Use additional sheets, if necessary)</i>				
Ammunition		<i>(Ball, Wadcutter, Shot, Lead Core, Steel Core)</i>									

9. Are you now or have you been on active duty outside the United States within the 60-day period immediately preceding this importation? Yes No

10. Place of Residence in the United States _____

11. Date of Assignment to Duty Station within United States _____

12. Branch of Service _____

13. Date of Birth _____

Under penalties of law, I declare that I have examined this application, including the documents submitted in support of it, and to the best of my knowledge and belief, it is true, correct, and complete, that the transportation to and the receipt and possession by me at my place of residence of the firearms and/or ammunition and/or implements of war described above, would not constitute any violation of Title I of the Gun Control Act of 1968 (U.S.C., Title 18 Chapter 44), or Title VII of the Omnibus Crime Control and Safe Streets Act of 1968 (U.S.C. Title 18, Appendix, Sections 1201-1203) or any State law or local ordinance, that the firearms and/or ammunition and/or implements of war are intended for my personal use and that no firearm is a surplus military firearm or a firearm as described in 26 U.S.C. 5845(a).

14. Name of Applicant *(Printed)* _____

15. Signature of Applicant _____

16. Rank _____

17. Date _____

Section II - For ATF Use Only *(Please make no entries in this section)*

18. The application has been examined and the importation of the firearms and ammunition and implements of war described herein is:

Approved Withdrawn by Applicant Without Action

Partially Approved for the Reason Indicated Here or on Attached Letter Returned for Additional Information

Disapproved for the Reason Indicated on the Attached Letter No Permit Required

19. Signature of Director, Bureau of Alcohol, Tobacco, Firearms and Explosives _____

20. Date _____

ATF Form 6 - Part II (5330.3B)
 Revised November 2014

**Figure 401-9. ATF Form 6 - Part II (5330.3B), Application and Permit for Importation of
 Firearms, Ammunition and Implements of War**

Detach Instructions Before Filing.
Instruction Sheet for ATF Form 6 Part II (Submit in triplicate)

<p style="text-align: center;">General Information</p> <ol style="list-style-type: none"> 1. The Director, Bureau of Alcohol, Tobacco, Firearms and Explosives may issue a permit authorizing the importation of a firearm, ammunition or implement of war into the United States to the place of residence of any military member of the U.S. Armed Forces who is on active duty outside the United States within the 60-day period immediately preceding the intended importation, provided: <ol style="list-style-type: none"> (a) that such firearm or ammunition is generally recognized as particularly suitable for sporting purposes; excluding surplus military firearms; (b) that such firearm, ammunition or implement of war is intended for the personal use of such member; and (c) that such importation would not constitute a violation of any provision of the Gun Control Act of 1968, Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (82 Stat. 236; 18 U.S.C. Appendix), or of any State law or local ordinance at the place of the member's residence. 2. A person not meeting the above criteria may engage the services of a Federal firearms licensee to effect the importation, provided that the firearm is importable. 3. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person. 4. No permit will be issued to import a surplus military firearm or, a firearm or ammunition which is not generally recognized as particularly suitable for sporting purposes, or a firearm as defined in 26 U.S.C. 5845(a) (e.g., <i>machinegun, silencer, destructive device, short-barreled rifle or short-barreled shotgun, etc.</i>). 5. Application for permission to import firearms, ammunition and implements of war by military members of the United States Armed Forces must be filed on ATF Form 6 -Part II (5330.3B). Commercial firms (i.e., <i>firearms importers, dealers, DOD civilians, military dependents, etc.</i>) must use ATF Form 6 -Part I (5330.3A) to apply for permission to import firearms, ammunition, and implements of war. 6. The use or sale of firearms (including antique firearms) or ammunition is taxable in certain situations. This tax will probably apply to the sale or use of firearms or ammunition in any business that you conduct. This Federal tax is in addition to any CBP duties. This tax does NOT apply to: <ol style="list-style-type: none"> (a) The personal use of firearms or ammunition which you had in the U.S. before. (b) Firearms or ammunition (<i>domestic or foreign</i>) that were sold and used in the U.S. anytime after 1918. (c) Firearms or ammunition which an individual acquired for use (for example, <i>shooting or protection</i>) during a stay outside the U.S. AND used during the stay. (d) Parts for firearms or ammunition. However, tax does apply to a complete firearm or to ammunition in knockdown condition (for example, <i>kits</i>). (e) Firearms or ammunition of a nonresident that are temporarily imported for use in a specific event or action (for example, <i>any lawful sporting purpose, official law enforcement, or repair</i>). 7. If firearms or ammunition are brought into the U.S. that do not meet these conditions, this tax may apply to their use or sale. Contact the Alcohol and Tobacco Tax and Trade Bureau (TTB), National Revenue Center, 550 Main Street, #8002, Cincinnati, OH 45202, Telephone 1-877-882-3277 for help and forms. 	<p style="text-align: center;">Preparation of ATF Form 6 - Part II</p> <ol style="list-style-type: none"> 8. Item 1. Name and address of person designated, in writing, by a member to effect the release of the articles from CBP custody or to handle the shipment from the duty station outside the United States. 9. Item 7. The application must show a detailed description of each firearm, ammunition or implement of war to be imported. The description must establish that the firearm or ammunition is generally recognized as particularly suitable for sporting purposes and meets the other criteria for importation. More than one firearm, ammunition or implement of war may be included on a single application. Failure to supply complete information will delay processing and may cause denial of the application. 10. Item 7b. Ammunition Only. Please circle the appropriate description of the ammunition: Ball, Wadcutter, Shot, Lead Core, or Steel Core. 11. Item 7f. For assistance in determining the appropriate United States Munitions List Category, please refer to 27 CFR 447.21. 12. Item 14. Sign all copies of the application in ink. All other entries must be printed in ink or be typewritten. <p style="text-align: center;">Number of Copies and Mailing of ATF Form 6 - Part II</p> <ol style="list-style-type: none"> 13. The form must be submitted, in triplicate, to: Director, Bureau of Alcohol, Tobacco, Firearms and Explosives (Attention: Firearms and Explosives Imports Branch) 244 Needy Road Martinsburg, WV 25405 14. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550. 15. The application should be submitted approximately 90 days prior to the intended importation. <p style="text-align: center;">Approval</p> <ol style="list-style-type: none"> 16. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional information to determine the import status of the firearm, ammunition or implement of war. 17. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form. 18. After approval, the Director will retain two copies and forward the original to the member or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War. 19. No photographic or other copy may be used, unless certified by the Director, to effect release of the firearms, ammunition or implements of war from CBP. No amendments or alterations may be made to an approved permit, except by the Director. <p style="text-align: center;">Release from CBP</p> <ol style="list-style-type: none"> 20. The ATF Form 6A, with Section I completed, the approved permit, and any other necessary documents, must be presented to the CBP officials handling the importation to effect release of the firearms, ammunition or implements of war. 21. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A. 22. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit to the applicant. <p style="text-align: right; font-size: small;">ATF Form 6 - Part II (5330.3B) Revised November 2014</p>
---	---

Figure 401-9. ATF Form 6 - Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)

Privacy Act Information

The following information is provided pursuant to Section 3(a)(3) of the Privacy of 1974:

1. **Authority.** With respect to the importation of firearms, ammunition, and implements of war, the information requested on ATF Form 6 - Part II (5330.3B) is mandatory pursuant to 18 U.S.C. 925.
2. **Purpose.** To determine if the article(s) qualifies for importation by the applicant.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects of not Supplying Information Requested.** Failure to supply complete information will delay processing and may cause denial of the application.

Paperwork Reduction Act Notice

This request in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 26 U.S.C. 5844, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer.

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco and Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Figure 401-9. ATF Form 6 - Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)

AGRICULTURE INSPECTION CERTIFICATE		
(USEUCOM Regulation 30-3)		
Print Name (Last, First, MI)	Rank/Grade	
Placed inspected:		Date:
Check type of shipment: _____ HHG _____ UB	GBL # (Entered by TO)	
<p>CERTIFICATE OF SELF-INSPECTION: I have reviewed USDA publication "Keep the Homefront Pest Free" (Program Aid # 1666) and I (will inspect) (have inspected) all high risk household articles as required by USDA regulation 7 CFR Ch 111, 330.105. I (will make) (have made) a diligent examination of the articles and certify they are free of any agriculture concerns such as gypsy moth life forms, snails, soil, weeds, seeds, or insects. Additionally, I certify I am not shipping fresh fruits, vegetables, live plants, animal or bird parts. I understand that meat or meat by-products are prohibited.</p>		
		Military Pre-inspection Certification Stamp
		<div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div>
_____ Signature of Member		Date
Contains High Risk: YES / NO		
Remarks:		

USEUCOM Form 30-3A(R) Oct 03

Figure 401-10. USEUCOM Form 30-3A(R), Agriculture Inspection Certificate

SHIPPER'S PERSONAL PROPERTY CERTIFICATION	
(USEUCOM Directive 30-3)	
I understand I am requested to complete this form in connection with the shipment of property by me to the United States through the Defense Transportation System. I have read and understand the below prohibitions and restrictions. I have informed the military customs inspector of the property that is to be included in the shipment and have indicated whether or not property of the type listed is included in the shipment. I understand I am responsible for ensuring that only authorized items are shipped. The customs inspector will answer any questions I may have concerning the shipping of any item(s). I further understand that violation of USEUCOM Directive 30-3, or making a false statement on DD Form 1252 (Customs Declaration) is punishable in accordance with U.S. law.	
THE BELOW LISTED ARTICLES ARE PROHIBITED FROM SHIPMENT AS PERSONAL PROPERTY: Any controlled substance defined by U.S. federal law (including narcotics, hallucinogenic-drugs, amphetamines, barbiturates, marijuana, hashish, steroids, or other dangerous drugs.)	
Drug paraphernalia, including any equipment, product or material of any kind that is primarily intended or designed to be used in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the controlled Substance Act. (This includes bongos, chillums, water pipes, scales, hash pipes, screens, roach clips, or like items.)	
Goods made by convict labor, forced labor.	
Goods from countries under Foreign Assets Control sanction. (e.g., Burma, Cuba, N. Korea, Iran, Sudan, Or Yugoslavia (Serbia and Montenegro).)	
Destructive devices (e.g., explosive caps, tear gas projectiles, artillery simulators and Fireworks.)	
White phosphorous matches.	
Counterfeits of coins, securities, obligations, postage or revenue stamps or colored illustration of Postage stamps of the United States or foreign governments.	
Lottery tickets and lottery advertisements.	
Obscene books, pictures or films.	
Seditious or treasonable material, which advocates insurrection towards the United States.	
Articles or medicine for the inducement of abortion.	
Absinthe or liquors containing wormwood.	
Foreign reprints of U.S. copyrighted material (may be imported for personal use provided information or evidence is not immediately available to indicate the reprints were made without the authorization from the U.S. copyright owner.)	
<u>Meat and meat products are prohibited unless they are shipped commercially from a USDA-approved packing plant.</u>	
Animal or bird products (e.g., trophies, skins, etc.). These items may be imported provided they are not restricted by the U.S. Fish and Wildlife Service and that trophies are fully finished for display. <u>Un-tanned hides or skins are prohibited.</u>	
THE ARTICLES LISTED BELOW ARE RESTRICTED AND MAY BE INCLUDED IN THE SHIPMENT IF THE CONDITIONS FOR THE RESTRICTION (S) HAVE BEEN SATISFIED:	
Prescription drugs (may be imported provided they are hand carried.)	
Tobacco products (may be imported provided they are hand carried.)	
Switchblade knives or any knife with a blade which opens automatically by any action, inertia or gravity (may be imported by a person with only one arm providing the knife blade does not exceed three inches in length.)	
Gambling devices (may be imported with approval from the state attorney general of the destination state and with notification given to the Justice Department.)	
Trademark items in excess of specified quantities (may be imported provided items are accompanied by written consent of the trademark owner, or if the trademark is obliterated.)	
Motorcycles / mopeds / mini-bikes must conform to Environmental Protection Agency Emission Control standards and Department of Transportation safety standards (EPA Form 3520-1 & HS Form 7.)	
Any item intended for sale, or transfer, directly or indirectly to a person other than the shipper or a member of the household or immediate family (e.g., spouse, child, parent or parent-in-law) (may be imported if mailed or taken as accompanied baggage.)	

USEUCOM Form 30-3B(R) Oct 03

Figure 401-11. USEUCOM Form 30-3B(R), Shipper's Personal Property Certification

SHIPPER'S PERSONAL PROPERTY CERTIFICATION	
(USEUCOM Directive 30-3) continued	
Any plant product including fresh fruits and vegetables, trees, bulbs, root cuttings or other parts of plants, and seeds for or capable of propagation, grasses, grains, leaves or plants (may be imported if accompanied by a USDA permit.)	
Soil: All property (e.g., lawn equipment, grills, bicycles, etc) must be free of soil.	
All dairy products, except hard cheeses (hard cheese is permitted if free of any meat Products.)	
Ivory may be imported only if it is worked ivory, legally acquired, and was exported from the United States after January 18, 1990, and was registered with U.S. Customs on CF 4457, or the owner has import approval from U.S. Fish and Wildlife Service, or proof of antiquity.	
The government will not ship, or pay for the shipping of ammunition. The member will have to arrange and pay for shipping.	
Any Firearm:	included in HHG
1. Antique firearm (matchlock, flintlock, percussion cap or similar type of ignition system). Proof of manufacture in or before 1898:	YES / NO
2. Firearms brought from U.S. by owner or shipped from U.S., DD Form 1252-1, U.S. Customs Declaration for Personal Property.	YES / NO
Firearms and ammunition previously taken out of, and returned to, the United States by the same person may be released upon presentation to U.S. Customs of adequate proof of prior possession, i.e., bill of sale, household goods inventory showing serial number, Customs Forms 4455 or 4457.	
Firearms purchased outside of the United States:	
ATF Form 6 Part I (civilian):	YES / NO
ATF Form Part II (military):	YES / NO
ATF Form 6A	YES / NO
I certify that all statements made in connection with this declaration are true to the best of my knowledge, And that all items included in my personal property shipment are for my personal use, that no prohibited Or restricted articles are included herein, except those items specifically authorized by law, regulation, or Directive.	
Signature of Member Date: _____	

USEUCOM FORM 30-3B(R) Oct 03

Figure 401-11. USEUCOM Form 30-3B(R), Shipper's Personal Property Certification (Cont'd)

UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK		
WARNING: You must read the PPCIG Country Instructions for the UK before completing this form.		
1. MEMBER		2. DATE PREPARED (DD/MM/YYYY)
a. NAME (Last, First, Middle)	b. RANK OR GRADE	
3. ORIGIN TRANSPORTATION OFFICE/PERSONAL PROPERTY SHIPPING OFFICE (PPSO)		4. UK DUTY STATION AND ORGANIZATION
5. DECLARATION (X and complete the appropriate boxes below.) WARNING: There are severe penalties for false declarations.		
a. THIS IS A:	<input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT	<input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT
b. NO PROHIBITED ITEMS. I have reviewed the prohibited items as listed in the UK Country Instructions of the Personal Property Consignment Instruction Guide (PPCIG), and certify that no prohibited items are included in this shipment. If prohibited items are subsequently determined to be included in the shipment, to include shipments released from Non Temporary Storage (NTS), I will immediately report this situation to the PPSO and ensure removal of prohibited item(s) is arranged prior to release/movement of the shipment to the UK.		SIGNATURE
c. DOES THIS SHIPMENT CONTAIN ANY RESTRICTED ITEMS AS LISTED IN THE PPCIG? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide full details below. I understand that restricted items require permits, licenses, and/or approvals from the UK government and these permissions are not normally granted. I further understand not to include firearms that are in the restricted category as listed in the PPCIG since US Forces personnel will not normally be able to obtain the permissions required for possession/use of restricted firearms in the UK. NOTE: If member/employee feels there are extraordinary circumstances involving a restricted item, contact USAFE-UK/A4 (usafe-uk.a4@us.af.mil) providing details (if a firearm include type, make, model and serial number) and circumstances, prior to including a restricted item in the shipment. If permits/licenses cannot be obtained, item will be confiscated and destroyed by UK Border Control.		
d. DOES THIS SHIPMENT CONTAIN ANY NON-RESTRICTED FIREARMS AS LISTED IN THE PPCIG? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide full details below.		
e. DOES THIS SHIPMENT CONTAIN ANY GOODS SUBJECT TO IMPORT DUTIES OR TAXES? (1) TOBACCO GOODS <input type="checkbox"/> YES <input type="checkbox"/> NO (2) WINES AND/OR SPIRITS <input type="checkbox"/> YES <input type="checkbox"/> NO (3) COMMERCIAL GOODS <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes to any of the above, provide full details below. NOTE: Wines and/or spirits may be shipped by member/employee during initial phase of movement to UK if for personal use. Declare those items above and list them on the inventory. Include the name, quantity, brand, origin country, year, bottle size, cost (for wine, also show red/white/sparkling, alcohol %). Wine and/or spirits cannot be sold, lent or gifted; change or ownership will result in excise duty and tax becoming payable.		
f. DOES THIS SHIPMENT CONTAIN A MOTORCYCLE OR MOPED? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, provide make, model, and serial number below.		
g. DECLARATION. I, the undersigned, ordered to duty in the United Kingdom in service of the US Force, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. I agree not to dispose of such goods to non-US Force personnel while in the UK. I have read and understood the PPCIG UK Country Instructions. The declarations made by me are to the best of my knowledge true and correct.		
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK OR GRADE	(3) SIGNATURE

DD FORM 1434, MAY 2015

PREVIOUS EDITION IS OBSOLETE.

Adobe Designer 9.0

Figure 401-12. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK

INSTRUCTIONS	
Refer to PPCIG UK Country Instructions for full information (PPCIG Paragraph shown by each category below).	
<p>PROHIBITED ITEMS (These items <u>cannot</u> be shipped into the UK. Do not include these items in your shipment.)</p> <p>Prohibited Firearms (Para 7): Handguns, automatic and burst fire weapons, semi automatic and pump action rifles, shotguns with barrels less than 24" and/or overall length of 40", air weapons using self contained gas cartridge rounds, air/BB pistols with muzzle energy exceeding 6 ft./lbs., firearms disguised as other objects (pens, belt buckles, etc.), deactivated firearms, parts of firearms (including cannon barrels, receivers, frames, etc.), electrical stun weapons, weapons discharging noxious items (CS spray, Mace, etc.), realistic imitation firearms, ammunition.</p> <p>Prohibited Offensive Weapons (Para 7): Knives - gravity, flick/switchblade, butterfly, stealth, belt buckle; push daggers, swordsticks, knuckle dusters, truncheons (straight, side-handled, friction-lock and telescopic), blow pipes, numerous types of martial arts equipment including hand and foot claws, swords (with curved blade 19" and over).</p> <p>Food (Para 3): Products containing meat, poultry, fish, egg, milk/other dairy content, honey, gelatin and pet food (includes canned goods).</p> <p>Medication (Para 3): Controlled drugs (opium, heroin, morphine, cocaine, cannabis/marijuana, amphetamines, LSD, etc.).</p> <p>Plants (Para 3): Vegetables, fruit, bulbs, seeds.</p> <p>Sexually Explicit/Pornographic/Violent Material (Para 9): Material with humans and animals (compare to legally produced 18-rated UK videos).</p> <p>Transmitting Equipment (Para 11): See PPCIG references/contacts/websites for full information.</p> <p>Counterfeit Money (Para 13): Coins and Bank Notes.</p> <p>RESTRICTED ITEMS (Ship only if PPCIG requirements met.)</p> <p>Restricted Firearms (Para 7): You can only import the following if you have the required UK issued authorization documents* at time of importation.</p> <p>Rifles - single shot, bolt action, semi-automatic, pump-action .22 rim fire; shotguns not listed in prohibited items; air/BB rifles with muzzle energy of 12 ft./lbs. or more, Airsoft Realistic Imitation Firearms (airsoft weapons).</p> <p>*Authorization documents required at time of importation, either:</p> <ul style="list-style-type: none"> - Valid UK Import License or; - Valid UK Shotgun Certificate (single and double barrel shotguns, 3 round capacity pump action shotguns); - Valid UK Firearms Certification (single action rifles, bolt action rifles, rifle/shotgun combinations/multi-round capacity shotguns, high powered air/BB rifles; - Valid UK Airsoft Club membership card (realistic imitation Airsoft weapons). 	<p>Cigarettes/Tobacco Products (Para 3): Consult UK as shown in PPCIG prior to shipping. If member elects to ship, all such products must be declared and inventory provided; duty will be assessed and payable in full.</p> <p>Food (Para 3): Non-prohibited foods must be identified on inventory.</p> <p>Medication (Para 3): List names for non-prohibited on inventory.</p> <p>Stuffed Wildlife/Animals and Plant Restrictions (Para 10): Consult UK as shown in PPCIG prior to shipping any of the following due to restrictions/license requirements. All such items must be declared on DD 1434:</p> <ul style="list-style-type: none"> - Wood with bark attached (including wood carvings, rough furniture); - Animal material; most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather and goods made from them; - Wildlife trophies; deer antlers, moose racks, elk horns, etc. <p>Goods for Commercial Purposes (Para 13): Goods intended for sale must be declared as revenue items on DD1434; duty will be assessed and must be paid in full.</p> <p>NON-RESTRICTED ITEMS (Include on inventory, and DD 1434 if PPCIG shows as requirement.)</p> <p>Non-Restricted Firearms (Para 7): The following may be imported but must be declared with description on the DD 1434:</p> <ul style="list-style-type: none"> Air/BB pistols with muzzle energy less than 6 ft./lbs.; Air/BB rifles with muzzle energy less than 12 ft./lbs.; Non-realistic imitation firearms (wholly transparent or brightly colored). <p>Privately Owned Vehicles (Para 8): If motorcycle/moped included member must be on station and complete HMRC 941 prior to Customs clearance. Motorcycle/moped must be declared on DD 1434.</p> <p style="text-align: center;">CONTACT USAFE-UK.A4@US.AF.MIL FOR QUERIES ON THE PPCIG COUNTRY INSTRUCTIONS FOR THE UK</p>

DD FORM 1434 (BACK), MAY 2015

Figure 401-12. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK (Cont'd)

PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER (Required when Box 3 is checked)			VEHICLE ELIGIBILITY NO. (Box 3)
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			

1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.

Date of manufacture _____ [591.5(i)]

2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].

2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)]

Attachment: Copy of manufacturer's confirmation letter

3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.6], and that:

a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, or

b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(f)]

Attachments: Copy of DOT Bond, and
Copy of Contract with a Registered Importer, if applicable.

4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)]

5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States,

b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time, and

c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)]

d. Passport No. _____ Country of Issue _____

6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State,

b. I am exporting the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State,

c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph,

d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only, and

e. I have attached a copy of my official orders. [591.5(h)(1)]

Name of Embassy _____

Attachment: Copy of Official Orders.

7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(j)]

Attachment:

a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically. [591.6(i)(1) or (2)].

b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(i)(3)]

8. The vehicle was not manufactured primarily for use on the public roads and that is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)]

Attachment: Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)]

9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)]

Attachment: For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)]

10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)]

Attachment: Copy of NHTSA Permission Letter.

11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)]

12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:

a. I am a member of the armed forces of a foreign country on assignment in the United States,

b. I am importing the vehicle on a temporary basis, and for my personal use,

c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph,

d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty, and

e. I have attached a copy of my official orders. [591.5(h)(2)]

Attachment: Copy of Official Orders.

13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.

Attachment: Copy of NHTSA permission letter

NAME OF IMPORTER (Please type)	IMPORTER'S ADDRESS (Street, City, State, Zip Code)	
NAME OF DECLARANT (Please type)	DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE	DATE SIGNED

EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/otaq/imports/index.htm.

Figure 401-13. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

		United States Environmental Protection Agency Declaration Form	
Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations			
U.S. E.P.A., Compliance Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 www.epa.gov/otaq/imports Phone (734) 214-4100 Fax (734) 214-4676			
<p>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601: 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</p> <p>Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):	6. Manufacture (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z:		9. EPA Exemption Number, required for codes L, G, I, K, O:	
Names, Addresses, and Telephone Numbers of Relevant Parties			
<p>Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.</p>			
10. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	11. Owner:	12. Storage contact:	13. Signature:
			14. Date:
			15. Name, company and phone (type or print):
U.S. conforming and "identical" vehicles			
<p><input type="checkbox"/> code B - U.S. certified - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.</p> <p><input type="checkbox"/> code F - U.S. certified, catalyst restoration - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.</p> <p><input type="checkbox"/> code EE - identical in all material respects to a U.S. certified version - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF.</p> <p><input type="checkbox"/> code FF - Canadian "identical" models imported for resale or lease - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.</p>			
EPA exempted vehicles			
<p><input type="checkbox"/> code M - miscellaneous exemption, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.</p> <p><input type="checkbox"/> code E - vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.</p>			

Figure 401-14. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

 <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> <p>United States Environmental Protection Agency</p> </div>
<p>Excluded vehicles</p> <p><input type="checkbox"/> code L - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> code U -2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm.</p> <p><input type="checkbox"/> code W - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.</p> <p><input type="checkbox"/> code Y - unregulated fuel - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1998 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.</p> <p style="text-align: center;">Temporary imports</p> <p><input type="checkbox"/> code G - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> code I - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> code K - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> code N - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.</p> <p><input type="checkbox"/> code O - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.</p> <p style="text-align: center;">Independent commercial importer (ICI) imports</p> <p><input type="checkbox"/> code A - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.</p> <p><input type="checkbox"/> code C - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.</p> <p><input type="checkbox"/> code J - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). Customs bond required.</p> <p><input type="checkbox"/> code Z - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.</p> <p style="text-align: center;">OEM imports</p> <p><input type="checkbox"/> code H - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.</p> <p><input type="checkbox"/> code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.</p> <p style="text-align: center;">U.S. Department of Transportation Requirements</p> <p>Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import/.</p>
<p>Paperwork Reduction Act Notice</p> <p>This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.</p>

Figure 401-14. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)