# ATTACHMENT K3
# SHIPPING YOUR POV

**September 2015**

# TABLE OF CONTENTS

ATTACHMENT K3 SHIPPING YOUR POV ..... K3-1
A. Introduction ..... K3-3
B. Military Service Instructions ..... K3-3
C. Who Can Ship a POV – Entitlement ..... K3-3
D. Restrictions ..... K3-4
E. Combining POV Weight Limitations When Husband and Wife Are Members ..... K3-4
F. Transportation Methods ..... K3-4
G. Size Limitations ..... K3-5
H. Insurance and Licensing ..... K3-5
I. When to Ship Your POV ..... K3-5
J. Types of POVs You May Ship ..... K3-5
K. Leased POVs ..... K3-6
L. Propane Tanks ..... K3-6
M. What You May Ship in Your POV ..... K3-6
N. What You May Not Ship in Your POV ..... K3-7
O. Customer Responsibilities ..... K3-7
P. Contractor Liability ..... K3-9
Q. Contractor Responsibilities ..... K3-10
R. Customer Comment Card ..... K3-12
S. Non-Conforming POVs ..... K3-12
T. CONUS Vehicle Registration Requirements ..... K3-13
U. Storage of POVs ..... K3-13
V. POV Processing Center Information ..... K3-13
W. Where Is My POV ..... K3-13
X. General VPC Information ..... K3-14

## A. INTRODUCTION

This attachment provides you with information on shipping your privately owned vehicle (POV) under the Global POV Contract (GPC). The successful movement of your POV is not a matter of chance. It is a result of advance preparation and planning. It is your POV. Ask questions. Be involved. Read what you sign. Contact your local Transportation Office (TO) or Personal Property Shipping Office (PPSO) prior to making any plans to ship a POV. This attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with (IAW) Department of Defense Directive 5154.29, DoD Pay and Allowances Policy and Procedures as PDTATAC Case 090628.

## B. MILITARY SERVICE INSTRUCTIONS

In addition to instructions contained in this brochure, the shippers and Service TOs are governed by instructions established by the sponsoring Service, the Joint Travel Regulations (JTR). This brochure does not apply to United States (U.S.) Coast Guard civilian employees as their allowances are governed by the Federal Travel Regulation and Department of Homeland Security regulations.

## C. WHO CAN SHIP A POV – ENTITLEMENT

You may be authorized to ship a POV if:

1. You are a Uniformed Service Member and:
   a. Have been ordered to make a Permanent Change of Station (PCS) to, from, or between Outside Continental United States (OCONUS) Permanent Duty Stations (PDSs),
   b. Has had a change in a ship's home port is authorized, or
   c. Specific conditions are met dealing with the Continental United States (CONUS)-to-CONUS transportation of a POV.
2. You are a Department of Defense (DoD) civilian employee and:
   a. Have been transferred in the government's interest,
   b. Are a new appointee, or
   c. Are a student trainee assigned to your first PDS.
3. Upon Retirement or Separation. For POV transportation upon retirement or separation, the "new PDS" is the military member's authorized Home of Selection under the JTR, Paragraph (Para) 5068-A.1, Travel to HOS Authorized, or Home of Record (HOR)/Place from Which Called (or Ordered) to Active Duty (PLEAD) under JTR Para 5066, Separation from the Service or Relief from Active Duty Except for Discharge with Severance or Separation Pay. The time limit for shipping a POV is the same as for travel and HHG transportation limits (JTR Para 5366, POV Transportation Time Limitation), 1 year from the date of retirement/separation with severance pay or 180 days from the date of separation.

   **NOTE**: Members electing to retire/separate in the overseas area are subject to the import/customs fees of the host Government. Some fees have been known to be extremely high. Contact your local PPSO/Personal Property Processing Office (PPPO) for additional information.

## D. RESTRICTIONS

1. Only one POV owned or leased by you or your dependent and for your personal use may be shipped to your new duty station at government expense.
2. Transportation of one POV at government expense is not to exceed 20 Measurement Tons (MT). To calculate the measurement ton of your POV, multiply the length times the width times the height (all in inches), divide by 1728 (this gives you the cubic feet of your POV), and then divide by 40 to obtain your POV measurement ton (L x W x H/1728 = Cubic Feet/40 = MT).
3. If you desire to make your own arrangements to ship an additional POV commercially, consult your sponsor and TO/PPSO for any restrictions. You may have to pay an import duty on a second POV. Contact your local TO for specific details.
4. There may be restrictions/prohibitions to importing POVs into the country to which you are moving. These restrictions/prohibitions can range from vehicle type to color and/or condition. You must review the Personal Property Consignment Instruction Guide (PPCIG) at https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do and determine whether any restriction/prohibitions exist. You may also check with your local PPSO/PPPO regarding these restrictions/prohibitions.

## E. COMBINING POV WEIGHT LIMITATIONS WHEN HUSBAND AND WIFE ARE MEMBERS

1. The 20 MT limitation in the JTR may be combined to transport one larger POV at government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.
2. Payment for transporting the vehicle may not exceed the total cost the government would have incurred if each member had transported a vehicle of 20 MT through the designated POV loading port/Vehicle Processing Center (VPC).

## F. TRANSPORTATION METHODS

1. Government/Commercial Transportation:
   a. Transportation of a POV may be by government/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in the JTR.
   b. The government determines the transportation mode.

      **NOTE**: Transportation of a POV by air is not authorized at government expense.
2. Personally Procured Transportation (Civilian employees only):
   a. If POV transportation is authorized at government expense and the employee personally arranges transportation, reimbursement is limited to the employees' actual expenses, not to exceed the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination (see JTR Para 5700, Shipment Methods). Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to (e.g., the Status of Forces Agreement, Import/export processes, tariffs, customs, and use of U.S. carriers under the Voluntary Inter-modal Sealift Agreement Program), when required.

## G. SIZE LIMITATIONS

A customer who desires to transport a POV that exceeds 20 MT must complete and process the DD Form 139, Pay Adjustment Authorization, Figure K3-1, or DD Form 1131, Cash Collection Voucher, Figure K3-2, to pay the excess transportation costs, unless the member/dependent(s) requires the POV for medical reasons.

**NOTE**: Excess costs will be collected IAW Service regulations.

## H. INSURANCE AND LICENSING

1. United States. Insurance and Licensing, if required, will be the responsibility of the customer. In some states, armed forces or Host Nation (HN) vehicle registrations, license plates, and licenses either are not valid or are valid for only a very short time. Arrange to obtain these items prior to taking delivery of your POV. Most state motor vehicle divisions will accept registrations of POVs by mail. If you are returning from overseas, make arrangements prior to leaving your old duty station for the CONUS. You should insure your POV before taking delivery. Coverage must meet the minimum requirements prescribed by the state where your next duty station is located. Prior arrangements may save you money, as you will be able to compare prices offered by various insurance companies.

2. Overseas. Insurance, taxes, and licensing vary from country to country. The best sources of information are your local TO and your overseas sponsor. Remember, you are responsible for obtaining insurance and licenses and paying any taxes. Be sure to check on these items well in advance of making your shipment. Insurance is often much more expensive overseas; research this matter carefully prior to making your shipment.

## I. WHEN TO SHIP YOUR POV

1. For Air Force personnel:

   a. POVs will be accepted for shipment if delivered to the port within 90 days after the customer or dependent has departed for an overseas tour of more than 1 year or within 30 days after the departure of the customer on an overseas tour of duty of 1 year or less.

   b. For OCONUS tours of more than 1 year, when delivery to the port is delayed beyond 90 days and/or less than a year remains on the current tour, the POV may be shipped only with the approval of the OCONUS Commander (CDR).

2. For Army, Marine Corps, Navy, and Coast Guard personnel:

   a. POVs will be accepted when at least 12 months remain to be served at their current OCONUS duty station at the time the vehicle is delivered to the loading port. An exception is allowed if the OCONUS area CDR or your commanding officer certifies the vehicle is necessary in performance of official duties.

## J. TYPES OF POVS YOU MAY SHIP

The definition of a POV is:

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a customer or a dependent of the customer for the primary purpose of providing personal transportation that:

   a. Is self-propelled

   b. Is licensed to travel on the public highways

   c. Is designed to carry passengers or household goods

d. Has four or more wheels or, at the member's/employee's option, is a motorcycle or moped (applicable if the customer does not ship a vehicle with four or more wheels on the same authorization/order).

**NOTE 1**: In the case of a leased vehicle, the customer must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the customer. (See Para K.)

**NOTE 2**: A trailer, airplane, or any vehicle intended for commercial use is not a POV.

## K. LEASED POVS

If your POV is leased, or a recorded lien exists and you plan to export the vehicle from the United States to a foreign country, you must provide written approval from the "third-party-in-interest" (leasing company or lien-holder), which provides that the vehicle may be exported. This written approval must be on the leasing company's or lien-holder's letterhead paper, and contain a complete description of the vehicle, including the Vehicle Identification Number (VIN), the name of the owner or lien-holder of the leased vehicle, and the telephone numbers at which that owner or lien-holder may be contacted. The writing must bear an original signature of an official of the leasing companies or lien-holder, and state the date it was signed. The written approval must include the leasing company or lien-holder's acknowledgements that return shipment prior to the next PCS is a private matter between the leasing company or lien-holder and you. All requirements stated in the lease agreement are your responsibility.

**NOTE**: "United States" means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

## L. PROPANE TANKS

Vehicles with propane tanks are only accepted when the propane tank is an integral part of the vehicle used to power the engine. If the propane tank is for other purposes and requires considerable cost for removal, the tank must be purged and certified before the POV is turned in at the VPC. A label should be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. The certification must come from an individual or firm authorized to purge propane tanks. New tanks are considered to have met these requirements. Loose tanks that are readily accessible for removal, such as those used for gas stoves or barbeques, are not accepted.

## M. WHAT YOU MAY SHIP IN YOUR POV

1. Vehicle tools, not to exceed $200 in value.
2. Items such as jacks tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights.
3. One spare tire and two snow tires with wheels (either mounted or un-mounted).
4. Portable cribs, children's car seats, and strollers.
5. Luggage racks and supports.
6. Small items such as thermos bottles, bottle warmers, and car cushions will be packed for transportation by the VPC. Speakers and audio/video equipment in POV or trunk must be bolted down or permanently fixed as part of the POV.
7. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

## N. WHAT YOU MAY NOT SHIP IN YOUR POV

1. TVs and DVD/VCRs, except factory or permanently installed.
2. Household items and camping equipment.
3. Radios and CD/tape decks not installed as permanent equipment.
4. Accessories not permanently installed.
5. Flammables or hazardous substances (e.g., waxes, oils, paints, solvents, polishes).
6. Any pressurized cans.
7. Citizen Band (CB) radios unless specifically authorized/listed in the PPCIG. Failure to comply with any restrictions may result in your POV being held at the port of discharge until such equipment has been removed and shipped out of the country. All costs associated with removing your CB radio from your POV and shipping will be at your expense.
8. Consumables and spare vehicle parts will not be accepted for transportation.

## O. CUSTOMER RESPONSIBILITIES

Following these rules will make shipping your POV overseas much easier. Failure to follow these rules may result in your POV not meeting the standards for shipment. If you choose to ship out of an alternate port, you may incur an alternate port charge. Contact your local PPSO/PPPO for further assistance.

**NOTE**: You must review the PPCIG at https://tops.ppcigweb.sddc.army.mil/ppcig/menu/home/warning.do and determine whether restrictions/prohibitions exist for importing your POV/motorcycle into the country you're moving to.

1. POV Turn-In at Origin:
   a. Ensure the vehicle does not have an unresolved "Recall Notice". The VPC can refuse to accept a vehicle for shipment if the vehicle presents a safety hazard to a VPC employee or its facilities and or equipment. Documentation from a certified mechanic/dealership authorized to perform "Recall Notice" repairs may be required.
   b. Have valid sets of orders/amendments.
   c. Ensure you have sufficient funds available in the event of unexpected delays/expenses to, from, or at the VPC.
   d. Provide written approval from leasing or lien-holder Company authorizing export outside the CTUS.
   e. Have in your possession Government/State issued identification.
   f. Ensure your POV contains no more than one-fourth tank of fuel (gasoline or diesel).
   g. Have in your possession proof of vehicle ownership (title or registration).

      **NOTE**: For import into the United States, the vehicle must have a Department of Transportation (DOT) sticker and the Environmental (EPA) sticker attached in the original position. For POVs that do not have the required DOT/EPA identifications, refer to Para S, Non-Conforming POV, of this attachment. For additional information, please contact your local VPC for assistance.

   h. Contact the VPC prior to shipment if the PCS is to a remote area that may have limited shipping capability.

i. Have in your possession a complete set of keys, to include gas cap and wheel lock keys upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up your POV. Valet keys will not be accepted.

j. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.

k. A certified Power of Attorney (POA) or letter of authorization designating someone to act on your behalf. These options do not apply to a spouse who is identified on your official travel orders. Here is an acceptable example:

> "I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (make, model, VIN) to the appointed military outlaying port, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment."

l. Ensure your designated agent has proper Government/State-issued identification and all other documentation required to ship your POV.

m. Make sure your POV is in a safe and operable condition when you turn it in at the VPC. Inoperable POVs will not be accepted. POVs with leaks will not be accepted for shipment IAW CFR Title 49. POV brakes must function properly to include the parking brake.

n. Make sure your POV is clean. Dry-vacuum only. The VPC will not accept a POV laden with dirt, soil, mud, water or similar matter, to include the undercarriage. Empty all pockets and compartments.

o. Provide a destination address, phone number, and/or electronic mail address where you may be notified that vehicle is ready for pickup. Make sure your POV meets any HN emission control and safety standards. Discuss HN requirements with your sponsor and local TO before departing. You may be required to make some modifications prior to shipping your vehicle.

p. Since your POV may be exposed to freezing temperatures during shipment or during storage at the destination terminal, safeguard the cooling system with a permanent-type antifreeze solution. An anti-freeze testing to minus -20 degrees Fahrenheit or lower should be used. (For Arctic areas, contact your sponsor or TO to determine whether additional protection is necessary.)

q. An inspector will conduct a joint inspection of the POV with you. When the inspection is completed, you and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, Figure K3-3, or commercial equivalent.

r. You will be provided a legible copy of the DD Form 788 or commercial equivalent as a receipt for your POV. Make sure you read the liability statements on the reverse of the DD Form 788, or commercial equivalent POV inspection and shipping form. Keep for your records and in case you need to file a claim.

s. For shipments to Turkey, the customer will be required to provide a vehicle engine number.

2. POV Pick-Up at Destination:
   a. Contact the VPC for official confirmation that the POV is on hand and available for pickup.
   b. When you or your designated agent picks up your POV at the destination VPC, you must have:
      (1) Proper Government/State issued identification (i.e., military ID, driver's license).
      (2) Your copy of the DD Form 788 or VPC provided commercial equivalent of the DD Form 788.
      (3) A complete set of keys.
      (4) A certified POA or letter of authorization designating someone to act on your behalf must be provided at the time of pickup. These options do not apply to a spouse who is identified on your official travel orders.
      (5) For, OCONUS to CONUS, a valid U.S. street address is required to clear U.S. Customs. Each customer is required to present this address at destination prior to receipt of POV by the VPC.

      **NOTE**: Please note that, if your vehicle is not picked up within 45 days from the postmarked date of notification of arrival, you are subject to the vehicle being placed in storage at your expense.
3. Loss and Damage.

   When picking up your POV:
   a. Carefully inspect the exterior and interior to determine whether there is any new damage.
   b. Ensure items left in the POV at the origin VPC or port terminal are still there.
   c. Carefully and completely list any loss and or damage to your POV on your vehicle shipping document, DD Form 788, or commercial equivalent. Failure to do this may result in no payment for this damage.

## P. CONTRACTOR LIABILITY

1. For vehicles shipped to the United States, fair market value for the vehicle and its accessories will be determined by reference to the retail value in the National Automobile Dealers Association (NADA) Official Used Car Guide for the region in which the customer will file his or her claim.
2. For vehicles shipped to destinations outside the United States, the fair market value will be the retail value according to the same publication at the U.S. port from which the vehicle was shipped. If the POV is not in the NADA Official Used Car Guide, the fair market value will be the clean retail value for the most comparable POV appearing in the guide.
3. Claims should be filed with one of the following within 2 years of delivery:
   a. POV contractor
   b. Military Claims Office.
4. On-site settlements are handled as follows:
   a. At the time of delivery, the POV contractor has the capability to immediately settle a claim and pay up to $1,000 (presented in the form of a check) prior to customer's departure.
   b. The customer retains the right to file a subsequent claim for loss and/or damage to the vehicle discovered after departing the VPC.

c. The contractor can have the customer sign a partial release of liability for loss and/or damages that are settled directly with the customer. All readily visible loss and/or damage will be noted on the DD Form 788, or commercial equivalent, prior to the customer leaving the VPC. However, the mere fact that loss and/or damage are not noted on the DD Form 788 at the time of delivery back to the customer will not be a valid basis for denial of a claim. The customer may file claims for loss and/or damage discovered that is not on the DD Form 788, provided the customer can prove that the loss and/or damage occurred due to the negligence of or while in the care, custody, or control of the contractor or any of its subcontractors.

5. In some cases, an inconvenience claim may be made. An inconvenience claim is a claim for compensation that is above and beyond the customer's legal entitlement. Government reimbursement for members and their dependents for rental car expenses when a POV is delivered after the required delivery date is an authorized entitlement. Government reimbursement to members under this entitlement will not exceed 7 days at $30 a day (maximum entitlement $210) and will expire on the date the vehicle becomes available for pickup at the destination. The POV contractor will only consider reimbursement for amounts that exceed the claimant's entitlement. This entitlement (7 days/$30 a day) does not apply to civilian employees. Civilian employees may file for inconvenience claim when their POV is delivered after the required delivery date. Examples of inconvenience claims include, but are not limited to, requests for reimbursement of rental car expenses and requests for reimbursement of temporary lodging expenses. In the event of an inconvenience caused through the fault or negligence of the contractor (e.g., the POV does not arrive as scheduled) the contractor will review and consider each claim on a case-by-case basis and, based on the circumstances, pay, decline, or make a firm settlement offer in writing to the claimant within 45 calendar days.

## Q. CONTRACTOR RESPONSIBILITIES

1. Vehicle Turn-In Process. The contractor must:
   a. Process the POV within 1 hour of sign-in
   b. Counsel the customer/agent on the vehicle movement process and complete all the documentation required for movement
   c. Participate in a joint inspection of the physical condition of the POV with the customer
   d. Attach an identification label on the vehicle to identify delivery location/VPC
   e. Ensure no unsafe, inoperable, or vehicles with leaks are accepted for shipment
   f. Ensure all motorcycles are crated for delivery to the destination VPC
   g. Advise the customer on the loss and damage claims procedures.
2. Vehicle Pickup Process. The contractor must:
   a. Process the POV within 1 hour of sign-in
   b. Provide verifiable notification to the customer/sponsor within 2 business days of receipt of the POV at the destination
   c. Notify the customer by telephone if the POV is inoperable or damaged
   d. Perform a joint inspection with the customer documenting the physical condition of the POV
   e. Advise the customer on the loss and damage claims procedures.

3. Oversized Vehicles. The contractor must:
   a. Advise the customer/agent that the government's maximum obligation (entitlement) cannot exceed the cost to ship a vehicle equal in size to 20 MT, unless approved through the Secretarial Process for medical reasons.. To calculate the POVs MT, multiply the L x W x H of the POV in inches, divide by 1728, and then divide by 40.
   b. Recommend ways for the customer to downsize the vehicle (e.g., remove ladder, external spare tire, and luggage racks and fold or remove side-view mirrors).
   c. Calculate the charges for any excess costs for the shipment of an oversized vehicle.
4. Explain how excess costs are determined and prepare the DD Form 1131, or DD Form 139, in order to collect excess costs from the customer. The contractor may also refer the customer to the government representative when payment of excess charges is warranted.
5. Joint Vehicle Inspection. The contractor must:
   a. Participate in the joint inspection of the vehicle with the customer to record the physical condition of the vehicle. The customer may take exception to the inspector's recording of the physical condition of the vehicle and annotate discrepancies on the reverse side of the vehicle inspection form. Only the person turning in the POV is allowed in the inspection area.
   b. Inform the customer of the opportunity to provide comments regarding service received on the DD Form 788 or the Military Surface Deployment and Distribution Command (SDDC) approved commercial equivalent vehicle inspection form.
   c. Pack and inventory personal contents that will remain in the POV in the 24"x16"x16"accessory box provided by the contractor. Provide a copy of the inventory to the customer, tape the box closed and have the customer sign the tape to ensure security of the contents.
   d. Provide the customer a legible copy of the DD Form 788, or SDDC approved commercial equivalent, upon acceptance of the vehicle.

   **NOTE**: It is important that the customer retain this document and have it in his/her possession at the time of pickup to compare the condition of the vehicle with that recorded at turn-in.
6. Vehicle Acceptance. After acceptance of the vehicle for the shipment, the contractor must:
   a. Use battery booster cables to start the vehicle if necessary.
   b. Repair or replace flat tires before delivery of vehicle. If necessary, replace the damaged tire(s) with a comparable make and value.
   c. Transport the vehicle to the destination even if it becomes disabled while in transit.

## R. CUSTOMER COMMENT CARD

1. SDDC depends on the customer to provide information on the contractor's performance. The VPC will encourage all customers complete a "Customer Comment Card". This is the only means of insuring a quality move and taking action to correct deficiencies if they occur. This is also the opportunity for the customer to provide input to improve the POV movement process.

2. Only the government representative has access to the "Customer Comment Card" box. Although it is preferred the card be turned in at the VPC, the customer has the option to complete the card and mail it to:

   Military Surface Deployment and Distribution Command
   ATTN: AMSSD-PPS
   1 Soldier Way, Building 1900 West
   Scott AFB, IL 62225

## S. NON-CONFORMING POVS

1. POVs imported to the United States are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 United States Code (U.S.C.) 301; bumper standards under the Motor Vehicle Information and Cost Act of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990.

2. These laws and regulations apply to importing POVs to any state of the United States, the District of Columbia, Puerto Rico, The Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. Modifications required for nonconforming POVs to comply with U.S. safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with federal emissions standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the United States. For information regarding registration or operation of an imported vehicle in a specific state, contact the Department of Motor Vehicles or other appropriate agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side-door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets U.S. EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance.

3. Prior to turn-in of a non-conforming POV for shipment to the United States, the customer must have in their possession a signed contract with an Independent Commercial Importer (ICI) and/or a Registered Importer (RI) to accomplish required vehicle modifications upon arrival. The POV will not be release for pickup until the ICI/RI has issued the appropriate entry authorization for the United States. The customer is responsible for any additional costs (including required bonded transport) associated with the import of a non-conforming POV.

4. For additional information on importing/converting vehicles to U.S. specifications may be obtained from www.nhtsa.dot.gov/cars/rules/import/ **(*) Non-DoD Website**. If your e-mail does not recognize the URL as a link, copy the entire URL and paste it into your Web browser.

## T. CONUS VEHICLE REGISTRATION REQUIREMENTS

The Department of Motor Vehicles (DMV) for most states will only issue a certificate of title or a registration for an imported vehicle when the applicant submits proof that the vehicle properly entered the United States through U.S. Customs and Border Protection (CBP). The Global POV contractor normally uses CBP Form 7501, Entry Summary, to import DoD POVs into the CONUS. Additional forms that may be required are available at the VPC at the time you pick up your POV. To save time when registering your vehicle with the state, please ensure you have the applicable forms before you leave the VPC.

## U. STORAGE OF POVS

Refer to the "Storing Your POV" Attachment, which can be found on the DTR Web page at http://www.sddc.army.mil/PP/default.aspx, and select "Storing Your POV." For additional information, see JTR Para 5376 (Uniform members) or JTR Para 5742 (Civilian employees) or contact your TO for additional assistance.

## V. POV PROCESSING CENTER INFORMATION

The remainder of this brochure provides information unique to each VPC. Consult your local TO to determine the proper VPC from which to ship your POV.

**NOTE**: Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

While every effort is made to provide up-to-date information on the POV program, it is important that you consult with your local TO for any recent changes. We welcome written recommendations to correct or improve this brochure. Address your comments to:

Military Surface Deployment and Distribution Command
ATTN: AMSSD-PPS
1 Soldier Way, Building 1900 West
Scott AFB, IL 62225

## W. WHERE IS MY POV

Customers can obtain information online regarding the status of their POV by visiting the following website: http://www.pcsmypov.com/ **(*)**. In addition to the individual locations listed below, a customer desiring to ship a POV or make an appointment at a VPC should call:

For U.S. domestic appointments: 1-855-389-9499
For appointments in Germany: +800-02277447
For any other locations: 00800-227-7447

This information includes:

1. Turning In/Picking Up a POV.
2. Shipping/Storing services.
3. VPC Locations (CONUS/OCONUS).
4. Required Documentation.
5. Frequently Asked Questions.

## X. GENERAL VPC INFORMATION

POVs must be turned in, and picked up, at a VPC. Customers can obtain information online by visiting http://www.pcsmypov.com/ **(*)**.

1. CONUS VPC Information

   POV processing hours of operation are **Monday–Friday**, 0800–1600. VPCs are closed on weekends and Federal holidays. It is highly recommended you arrive at the VPC by 1500 hours to ensure processing is completed on time. During inclement weather, a VPC may open later or close earlier than the scheduled time. Please call the servicing VPC to confirm the hours of operation.

| | |
|---|---|
| **Atlanta**<br>**2579 Campbell Boulevard**<br>**Ellenwood, Georgia 30294**<br>**Phone: 404-425-9177**<br>**Toll Free: 855-389-9499**<br>**E-mail: Atlanta.VPC@ialpov.us** | **Baltimore**<br>**6333 Macaw Court**<br>**Elkridge, MD 21075**<br>**Phone: 667-401-0770**<br>**Toll Free: 855-389-9499**<br>**E-mail: Baltimore.VPC@ialpov.us** |
| **Charleston**<br>**3601 Meeting Street Rd**<br>**North Charleston, SC 29405**<br>**Phone: 843-647-6635**<br>**Toll Free: 855-389-9499**<br>**E-mail: Charleston.VPC@ialpov.us** | **Dallas**<br>**957 Heinz Way**<br>**Grand Prairie, TX 75051**<br>**Phone: 469-203-8629**<br>**Toll Free: 855-389-9499**<br>**Fax: 972-639-3976**<br>**E-mail: Dallas.VPC@ialpov.us** |
| **Jacksonville (Blount Island)**<br>**NOTE**: Use of Blount Island is for personnel assigned to/from Guantanamo Bay, Cuba ONLY. The website http://www.pcsmypov.com/ cannot be used to track shipments to/from this location.<br>**Appointment Required**<br>**TransAtlantic Line**<br>**8998 Blount Island**<br>**Jacksonville, FL 32226**<br>**Phone: 904-751-1845**<br>**E-mail: athornton@portus-us.com** | **Los Angeles**<br>**14611 South Broadway St**<br>**Gardena, CA 90248**<br>**Phone: 424-488-7696**<br>**Toll Free: 855-389-9499**<br>**Fax: 310-697-4565**<br>**E-mail: LosAngeles.VPC@ialpov.us** |
| **Norfolk**<br>**1215 Executive Blvd**<br>**Chesapeake, VA 23320**<br>**Phone: 757-320-4254**<br>**Toll Free: 855-389-9499**<br>**E-mail: Norfolk.VPC@ialpov.us** | **San Diego**<br>**11433 Woodside Ave**<br>**Santee, CA 92071**<br>**Phone: 559-483-9955**<br>**Toll Free: 855-389-9499**<br>**Fax: 619-956-0975**<br>**E-mail: SanDiego.VPC@ialpov.us** |
| **Seattle**<br>**654 Milwaukee Ave N**<br>**Auburn, WA 98001**<br>**Phone: 253-948-3488**<br>**Toll Free: 855-389-9499**<br>**E-mail: Seattle.VPC@ialpov.us** | **St. Louis**<br>**13918 Saint Charles Rock Rd**<br>**Bridgeton, MO 63044**<br>**Phone: 314-326-4153**<br>**Toll Free: 855-389-9499**<br>**E-mail: StLouis.VPC@ialpov.us** |

2. OCONUS VPC Information

POV processing hours vary (see table). OCONUS VPCs are closed on Saturday, Sunday, U.S. Federal holidays, and Host Nation holidays. It is highly recommended you call in advance to confirm operating hours and arrive at the VPC by 1500 hours to ensure processing is completed on time.

| | |
|---|---|
| **Alaska – Anchorage**<br>***POV Processing Hours 0800–1600.**<br>**Anchorage Vehicle Processing Center**<br>**300 LaTouche St,**<br>**Anchorage, AK 99501**<br>**Phone: 907-891-8496**<br>**Toll Free: 855-389-9499**<br>**Fax: 907-227-1201**<br>**E-mail: Anchorage.VPC@ialpov.us** | **Alaska – Fairbanks**<br>***POV Processing Hours 0800–1700.**<br>**Fairbanks Vehicle Processing Center**<br>**5250 Airport Industrial Rd**<br>**Fairbanks, AK 99709**<br>**Phone: 907-891-8499**<br>**Toll Free: 855-389-9499**<br>**Fax: 907-459-5591**<br>**E-mail: Fairbanks.VPC@ialpov.us** |
| **Bahrain**<br>***POV Processing Hours 0800–1600.**<br>**Open Sunday through Thursday**<br>**Closed Friday and Saturday**<br>**Bahrain Vehicle Processing Center**<br>**EM Cargo Building 167, Gate 4**<br>**Road 4903, East Riffa Industrial Area**<br>**Al Musaskar 940, Kingdom of Bahrain**<br>**Phone: 00973 17 702417**<br>**E-mail: Bahrain.vpc@ialpov.us** | **Belgium – Chievres**<br>***POV Processing Hours 0800–1600.**<br>**Chievres Vehicle Processing Center**<br>**80th Asg Chievres Air Base, Building 46**<br>**Chievres, Walloon Region, Belgium 7950**<br>**Phone: 0032 68 331 980**<br>**E-mail: Chievres.vpc@ialpov.us** |
| **Benelux Schinnen Netherlands**<br>***POV Processing Hours 0800–1600.**<br>**Schinnen Vehicle Processing Center**<br>**Borgerweg 10 Building 27, Room 102**<br>**Schinnen, Netherlands, 6365 CW**<br>**Phone: 0031-46 443 0732**<br>**E-mail: Chievres.vpc@ialpov.us** | **Germany – Ansbach**<br>***POV Processing Hours 0800–1600.**<br>**Ansbach Vehicle Processing Center**<br>**Meinhardswindener Strasse 25**<br>**Barton Barracks; Bldg.5259**<br>**Ansbach, Bavaria, Germany 91522**<br>**Local: +49 981 97781159**<br>**Email: Ansbach.VPC@ialpov.us** |
| **Germany – Baumholder**<br>***POV Processing Hours 0800–1600.**<br>**Baumholder Vehicle Processing Center**<br>**Clinic Barracks, Gate 15 on L 169 Street, Bldg 8751**<br>**Baumholder, Germany, 55774**<br>**Phone: 0049 6783-9008476**<br>**E-mail: Baumholder.VPC@ialpov.us** | **Germany – Boeblingen**<br>***POV Processing Hours 0800–1600.**<br>**Boeblingen Vehicle Processing Center**<br>**Panzerkaserne**<br>**Building 2931**<br>**Boeblingen, BW, Germany, 71032**<br>**Phone: 0049 7031 7334749**<br>**E-mail: Boeblingen.VPC@ialpov.us** |
| **Germany – Grafenwoehr**<br>***POV Processing Hours 0800–1600.**<br>**Grafenwoehr Vehicle Processing Center**<br>**U.S. Grafenwoehr Base**<br>**322 Shiloh Avenue**<br>**Grafenwöhr, BY, Germany 92655**<br>**Phone: 0049 9641 9260061**<br>**E-mail: Ansbach.VPC@ialpov.us** | **Germany – Kaiserslautern**<br>***POV Processing Hours 0800–1600.**<br>**Kaiserslautern Vehicle Processing Center**<br>**Kapaun Air Station Building 2806**<br>**Kaiserslautern, RP, Germany, 67661**<br>**Phone: 0049 631-35790088**<br>**E-mail: Kaiserslautern.vpc@ialpov.us** |

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| **Germany – Spangdahlem**<br>***POV Processing Hours 0800–1600.**<br>**Spangdahlem Vehicle Processing Center**<br>**Spangdahlem Air Base**<br>**Building 222**<br>**Spangdahlem, RP, Germany 54529**<br>**Phone: 0049 6565 9558009**<br>**E-mail: Spangdahlem.vpc@ialpov.us** | **Germany – Wiesbaden**<br>***POV Processing Hours 0800–1600.**<br>**Wiesbaden Vehicle Processing Center**<br>**Mainz-Kastel Housing Area**<br>**Wiesbadener Strasse 78**<br>**Mainz Kastel, HE, Germany 55252**<br>**Phone: 0049 6134 6019144**<br>**E-mail: Wiesbaden.vpc@ialpov.us** |
| **Guam**<br>***POV Processing Hours 0800–1600.**<br>**Guam Vehicle Processing Center**<br>**Naval Activities Branch**<br>**Building 3179**<br>**Santa Rita, GU, Guam 96915 3134**<br>**Phone: 671-339-2205**<br>**Toll Free: 877-716-7702**<br>**Fax: 671-564-2105**<br>**E-mail: Guam.VPC@ialpov.us** | **Hawaii**<br>***POV Processing Hours 0800–1500.**<br>**Honolulu Vehicle Processing Center**<br>**1411 Sand Island Parkway**<br>**Pier 51-B**<br>**Honolulu, HI, 96819**<br>**Phone: 808-527-3473**<br>**Toll Free: 855-389-9499**<br>**Fax: 808-439-6847**<br>**E-mail: Honolulu.VPC@ialpov.us** |
| **Italy – Aviano**<br>***POV Processing Hours 0830–1600.**<br>**Aviano Vehicle Processing Center**<br>**Via dei Longobardi 49,**<br>**San Quirino, Italy, 33080**<br>**Phone: 0039 0434 -919625**<br>**E-mail: Aviano.vpc@ialpov.us** | **Italy – Livorno**<br>***POV Processing Hours 0800–1530.**<br>**Livorno Vehicle Processing Center**<br>**Leghorn Army Depot, Gate 27, Building 5138**<br>**Depot Via Aurelia Tombolo Pisa,**<br>**Livorno, Italy, 56128**<br>**Phone: 0039 050-989200**<br>**E-mail: Livorno.vpc@ialpov.us** |
| **Italy – Naples**<br>***POV Processing Hours 0800–1600.**<br>**Naples Vehicle Processing Center**<br>**U.S. Navy Support Site**<br>**Building 2081, Contrada Boscariello**<br>**Gricignano di Aversa, Campania, Italy,81030**<br>**Phone: 0039 081-8116522**<br>**E-mail: Naples.vpc@ialpov.us** | **Italy – Sigonella**<br>***POV Processing Hours 0730–1500.**<br>**Sigonella Vehicle Processing Center**<br>**Base Military USA NAS II**<br>**Strada Statale 417 Catania, Piano D Arci**<br>**Signonella, Sicilia, Italy, 95030**<br>**Phone: 0039 095-865529**<br>**E-mail: Sigonella.vpc@ialpov.us** |
| **Italy – Vicenza**<br>***POV Processing Hours 0730–1600.**<br>**Vicenza Vehicle Processing Center**<br>**Via Strada Della Pelose**<br>**Building 928, Entrance 8,**<br>**Torri di Quartesolo Vizenca, Veneto, Italy, 36040**<br>**Phone: 0039 0444-380262**<br>**E-mail: Vicenza.vpc@ialpov.us** | **Puerto Rico**<br>***POV Processing Hours 0800–1600**<br>**San Juan Vehicle Processing Center**<br>**Parque Industrial San Miguel**<br>**Calle 1 #60**<br>**San Juan, PR, Puerto Rico, 00920**<br>**Phone: 787-792-1233**<br>**Toll Free: 800-388-5013**<br>**Fax: 787-781-0688**<br>**E-mail: PuertoRico.VPC@ialpov.us** |

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|---|---|
| **South Korea – Daegu**<br>***POV Processing Hours 0800–1600.**<br>**Daegu Vehicle Processing Center**<br>**Area IV Support Activity**<br>**Daegu Camp Henry, Building 1415**<br>**Daegu, South Korea, 96218**<br>**Phone: 82-53-477-3326**<br>**Fax: 053-477-3327**<br>**E-mail: Daegu.VPC@ialpov.us** | **South Korea - Seoul**<br>***POV Processing Hours 0800–1600.**<br>**Seoul Vehicle Processing Center**<br>**Camp Kim, Gate 17, Building C1244-68**<br>**U.S. ARMY GARRISON YONGSAN**<br>**Seoul, AP, South Korea 96205-5333**<br>**Phone: 82-02-798-7036**<br>**Fax: 82-02-798-7035**<br>**E-mail: Seoul.VPC@ialpov.us** |
| **Spain**<br>***POV Processing Hours 0800–1300/1400–1600.**<br>**Rota Vehicle Processing Center**<br>**C/Inventor Pedro Cawley 10, Polígono Ind.**<br>**Las Salinas del Levante,**<br>**El Puerto de Santa María, AL, Spain, 11500**<br>**Phone: +34 956 852 034**<br>**Toll Free: 900 321 321**<br>**E-mail: Rota.vpc@ialpov.us** | **Turkey - Incirlik**<br>***POV Processing Hours 0800–1100/1300–1600.**<br>**Incirlik Vehicle Processing Center**<br>**Delta Shipping and Trading Inc. Co.**<br>**Yenimahalle 33 Sokak No. 31 ,Incirlik**<br>**Adana, Turkey 01340**<br>**Phone: +90 322 332 78 50**<br>**E-mail: Incirlik.VPC@ialpov.us** |
| **Turkey – Izmir**<br>***POV Processing Hours 0800–1100/1300–1600.**<br>**Izmir Vehicle Processing Center**<br>**Delta Shipping and Trading Inc. Co.**<br>**Doganlar Mah. 1417 Sokak , Bornova,**<br>**Izmir, Turkey 35040**<br>**Phone: 0090 232 479 1929**<br>**E-mail: Izmir.vpc@ialpov.us** | **United Kingdom**<br>***POV Processing Hours 0800–1600.**<br>**Brandon Vehicle Processing Center**<br>**Field Road, (beside ESSO station) Mildenhall,**<br>**Suffolk, Great Britain, IP28 7AL**<br>**Phone: 0044 1638 515 714**<br>**E-mail: Brandon.vpc@ialpov.us** |

| PAY ADJUSTMENT AUTHORIZATION | | | | *NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.* | | | |
|---|---|---|---|---|---|---|---|
| MEMBER *(Last name)* *(First)* *(Middle)* | | | | SSAN | GRADE/RANK/RATE | BRANCH OF SERVICE | DATE |
| PAY GRADE NO. | LAST PAY RECORD EXAMINED | AMOUNT | APPROPRIATION DATA | | | | |
| FROM | | | NAME OF ACCOUNTABLE D.O. | | | | |
| | | | SYMBOL NO. | G.A.O. EXCEPTION CODE | | | |
| TO | | | YOU ARE HEREBY AUTHORIZED TO ☐ CHARGE ☐ CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE | | | | |

EXPLANATION AND/OR REASON FOR ADJUSTMENT

*The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.*

| FROM | CERTIFYING OFFICER *(Name, rank/grade, and signature)* |
|---|---|

CERTIFICATE

*I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)*

| TO | TYPED NAME AND GRADE OF D.O. | |
|---|---|---|
| | D.O. SYMBOL NO. | DATE |
| | SIGNATURE | |

**DD FORM 139, MAY 53** EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69. *Form approved by Comp. Gen., U.S. April 23, 1953*

**Figure K3-1. DD Form 139, Pay Adjustment Authorization**

| CASH COLLECTION VOUCHER | 1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER<br>2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER |
|---|---|

**3. RECEIVING OFFICE**

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. RECEIVED AND FORWARDED BY *(Printed Name, Title and Signature)*

d. DATE *(YYYYMMDD)*

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

**4. DISBURSING OFFICE**

a. ACTIVITY *(Name and Location) (Include ZIP Code)*

b. DISBURSING OFFICER *(Printed Name, Title and Signature)*

d. DISBURSING STATION SYMBOL NUMBER

c. TELEPHONE NUMBER *(Include Area Code)*:
COMMERCIAL: DSN:

e. DATE *(YYYYMMDD)*

**5. PERIOD:** a. FROM: b. TO:

| 6. DATE RECEIVED | 7. NAME OF REMITTER DESCRIPTION OF REMITTANCE | 8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED | 9. AMOUNT | 10. ACCOUNTING CLASSIFICATION |
|---|---|---|---|---|
| | | | | |
| | | 11. TOTAL | 0.00 | |

DD FORM 1131, DEC 2003 PREVIOUS EDITION IS OBSOLETE.

**Figure K3-2. DD Form 1131, Cash Collection Voucher**

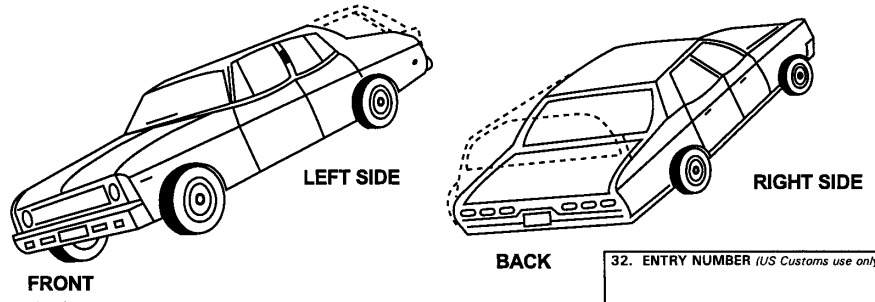
**PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE**

| TCMD DATA | 1. DOC ID *(1-3)* TP1 | 2. CONTAINER NO. *(4-8)* | 3. CONSIGNOR *(9-14)* | 4. COMM-EX *(15-19)* | 5. POE *(21-23)* | 6. POD *(24-26)* | 7. PACK *(28-29)* |
|---|---|---|---|---|---|---|---|
| 8. TRANSPORTATION CONTROL NUMBER *(30-46)* | | | 9. CONSIGNEE *(47-52)* | 10. RDD *(54-56)* | 11. TR ACCOUNT *(64-67)* | 12. PIECES *(68-71)* | 13. WEIGHT *(72-76)* |
| 14. CUBE *(77-78)* | 15. DOC ID *(1-3)* TP8 | 16. POV YR, MAKE *(9-14)* | | 17. OWNER'S LAST NAME *(54-66)* | | 18. F & MI *(67-68)* | 19. GRADE *(69-70)* |
| 20. STATE *(71-72)* | 21. LICENSE NUMBER *(73-77)* | | 21. COLOR *(78-80)* | 22. BODY TYPE | 23. VEHICLE IDENTIFICATION NUMBER | | |
| 24. ODOMETER READING | | 25. VESSEL *(Voyage Number)* | | 26. AUTHORIZATION CHARGES PAID, ETC. | | | 27. DATE LOADED *(YYYYMMDD)* |
| 28. STOWAGE LOCATION | | | 29. BILLING ADDRESS FOR NOTIFICATION PURPOSES | | | | |

| 30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. | f. (1) USER CODE | (2) INSPECTION | (3) DATE *(YYYYMMDD)* | (4) INSPECTOR'S PRINTED NAME *(Last, First, Middle Initial)* |
|---|---|---|---|---|
| | X | (a) Turn in joint inspection - owner/agent & Government representative | | |
| a. DATE *(YYYYMMDD)* | T | (b) POE use *(Optional)* | | |
| b. SIGNATURE OF OWNER OR AGENT | □ | (c) POE check in stow/condition when stuffed in container | | |
| c. NAME OF AGENT *(Last, First, Middle Initial) (Print)* | ◇ | (d) POD check in stow/condition when removed from container | | |
| d. STREET ADDRESS | ○ | (e) Release of custody by discharge stevedore | | |
| e. CITY, STATE, AND ZIP CODE | * | (f) POD use *(Optional)* | | |

Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.

**31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.**




**32. ENTRY NUMBER** *(US Customs use only)*

| POV CONDITION CODES | | | | | | |
|---|---|---|---|---|---|---|
| | BE - Bent | CR - Cracked | LO - Loose | MI - Mildewed | RU - Rubbed | TO - Torn |
| | BR - Broken | DE - Dent | MA - Marred | PF - Paint Faded | SC - Scratched | WO - Badly Worn |
| | CH - Chipped | GO - Gouged | MG - Missing | RS - Rusted | SO - Soiled | |

| 33. INTERIOR CONDITION | CODE | 34. ACCESSORIES | IN BOX | LOOSE | 35. PROCESSING SERVICE | POE | POD |
|---|---|---|---|---|---|---|---|
| a. FRONT SEATS | | a. CATALYTIC CONVERTER/PELLETS | | | a. ADD/DRAIN FUEL | | |
| b. REAR SEAT | | b. SIDE MIRRORS | | | | | |
| c. REAR MIRROR | | c. ANTENNA | | | | | |
| d. FRONT SEAT BELTS | | d. FAN BELT | | | b. CONNECT/DISCONNECT BATTERY | | |
| e. REAR SEAT BELTS | | e. FENDER SKIRTS | | | | | |
| f. ASH TRAYS | | f. FIRE EXTINGUISHER | | | | | |
| g. FLOOR MATS | | g. FIRST AID KITS | | | c. PACK ACCESSORIES | | |
| h. DOOR PANELS | | h. CIGARETTE LIGHTER | | | | | |
| i. ARM RESTS | | i. HAND TOOLS/FLASHLIGHT | | | | | |
| j. REAR SPEAKERS *(Additional)* | | j. HUB CAPS | | | d. OTHER | | |
| k. CUSHION | | k. JACK/LUG WRENCH | | | | | |
| l. UPHOLSTERY | | l. JUMPER CABLES | | | | | |
| m. RADIO *(AM, FM, Tape)* | | m. LUGGAGE RACK | | | | | |
| n. CB RADIO | | n. BLANKET | | | | | |
| o. CARPET | | o. WARNING TRIANGLE/TROUBLE LIGHT | | | | | |
| p. CLOCK | | p. SPARE TIRE | | | | | |

**36. DOD POV IMPORT CONTROL PROGRAM** *(X appropriate box for all vehicles)*

**a. THE VEHICLE DESCRIBED ABOVE:**

☐ (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. *(Bonding with US Customs required.)*
☐ (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.
☐ (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.
☐ (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards *(Select appropriate options under Import or Export sections.)*

**b. IMPORT** *(If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)*

(1) The catalyst was removed prior to use overseas and:
☐ (a) Has been reinstalled prior to shipment. *(Proof of installation required.)*
☐ (b) Will be reinstalled in accordance with the EPA Waiver.

(2) The catalyst was not removed prior to use overseas and:
☐ (a) A new catalyst has been installed prior to shipment. *(Proof of installation required.)*
☐ (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.

(3) This POV requires an oxygen sensor to meet US EPA emissions standards and:
☐ (a) An operable sensor has been installed prior to shipment. *(Proof of installation required.)*
☐ (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.
☐ (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.

**c. EXPORT** *(If POV is equipped with an oxygen sensor, X as applicable.)*

(1) ☐ Catalyst ☐ Oxygen sensor has been removed and is accompanying the vehicle.
(2) ☐ Catalyst ☐ Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.
(3) ☐ Catalyst ☐ Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.

☐ (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. *(Bond with US Customs required upon return.)*

**DD FORM 788, SEP 1998** PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR

**Figure K3-3. DD Form 788, Private Vehicle Shipping Document for Automobile**

**CONDITIONS GOVERNING SHIPMENT**

**I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:**

1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.

2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.

(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).

(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.

THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.

I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.

**37. DELIVERY RECEIPT**

**a. EXCEPTIONS**

| (1) BY OWNER | (2) VERIFICATION OR DISAGREEMENT WITH REASONS |
|---|---|
| | |

**b. TERMINAL SERVICE - PICKUP** *(X as applicable. If unsatisfactory, specify.)* ☐ **SATISFACTORY** ☐ **UNSATISFACTORY**

**38. MISCELLANEOUS INFORMATION**

**39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.**

| a. SIGNATURE OF OWNER OR AGENT | b. DATE *(YYYYMMDD)* |
|---|---|
| | |

| 40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE | 41. NAME OF PORT |
|---|---|
| | |

**DD FORM 788 (BACK), SEP 1998**

**Figure K3-3. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)**

**(*) Non-DoD Website:** You are now leaving the United States Department of Defense (DoD) Web domain and entering the website of another organization. The DoD does not maintain the target website. The website you are entering contains information created, published, or otherwise posted by organizations and entities independent of the DoD. The DoD does not approve, endorse, or certify any products, services, or information contained in the websites of any other organizations. The DoD is not responsible for the content, accuracy, legality, safety, functionality, timeliness, reliability, fitness for any particular purpose, accessibility, or privacy of any such website or hyperlink.