

## USTRANSCOM Personal Property Advisory #23-0108

**Date:** 21 August 2023

**From:** USTRANSCOM Defense Personal Property Management Office (DPMO), Scott AFB, IL 62225

**To:** All Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSOs), Personal Property Processing Offices (PPPOs), and Department of Defense (DoD) Approved Transportation Service Providers (TSPs)

**Subject:** Importation Requirements

1. DPMO has been approached regarding several customs clearance procedures and want to take a moment to reiterate the requirements set forth to clear household good (HHG) shipments.
2. The following references have been used to facilitate the guidance provided throughout:
  - 2.1. DPMO Tender of Service
  - 2.2. DTR Part V, Chapter 502, aligning with original notification by Personal Property Advisory #22-0020
  - 2.3. Personal Property Advisory #22-0085
  - 2.4. 19 Code of Federal Regulations 148
3. In addition to the references listed above in Paragraph 2, DPMO has conferred with Customs and Border Protection (CBP) officials on importation requirements of HHGs and items, such as motorcycles that may be included in a customer's shipment.
4. Formal entries require customers to provide a Power of Attorney (POA) for a customs broker to act on the customer's behalf. DPMO has determined that only when alcohol shipments are present, which require formal entry, will a customer be required to provide a POA for shipment of HHG.
5. Regarding general importation requirements, TSPs and associated agents (e.g., port, overseas general, etc.) must ensure that the customer's Social Security Number (SSN), the customer's rank/grade, the words "DoD Personal Property, DoD Shipment or Military Shipment," or the BL number is **NOT** utilized (entered) in the "Marks and Numbers," "Description of Goods," or any other fields in the Automated Manifest System (AMS) or the Automated Commercial Environment (ACE). This ensures compliance with Homeland Security Customs and Border Protection guidance for safeguarding Personally Identifiable Information (PII).
6. When filing shipments with custom brokers and filling out the Importer Security Filing (ISF) 10+2, TSPs are to follow the guidance outlined in DTR Part V, Chapter 502, Paragraph N. Furthermore, Paragraph N.3.b. states "Personal Effects/HHG/UB: Employee Identification Number/Internal Revenue Service (IRS) number, or CBP assigned number **of the firm(s)**,

**logistics provider, or the logistics provider's intermediary agent** in the United States on whose account the merchandise is shipped.” [Bolded for emphasis].

6.1. This language was provided in Personal Property Advisory #22-0020 and became effective 7 January 2022.

6.2. At this same time, DPMO facilitated updates to the DD Form 1252 and DD Form 1252-1 masking the SSN on TSP facing screens. However, due to a formatting issue, this had to be reversed and the forms officially updated the DD Form 1252 and DD Form 1252-1, to remove the SSN and replace with the Department of Defense Identification Number (DODID), leading to the publication of Personal Property Advisory #23-0085 on updates.

7. DPMO has also received multiple questions on the importation of motorcycles and the requirements for clearing customs and who is responsible.

8. DPMO coordinated with CBP to determine that when a motorcycle is shipped with HHG the following are required:

8.1. CBP Form 7501

8.2. Environment Protection Agency Form 3520 with manufacture’s letter of conformity

8.3. Department of Transportation Form HS 7

8.4. Title or Bill of Sale (for motorcycle)

9. If the above documents can be provided a Power of Attorney is not required, which aligns with 19 CFR 148 requirements for importation documentation for Service members. Furthermore, it is the TSPs responsibility to ensure all customer’s documents are available and provided to customs to allow for proper clearance.

10. DoD Counselors have the responsibility to ensure customers understand their requirements during counseling to properly communicate HHG items being shipped and should disclose them when planning their shipment with the TSP.

11. TSPs have the responsibility to ensure they are conducting a good pre-move survey and/or knowing the items being packed for shipment. They should then ensure that requirements are met for clearance.

11.1. Motorcycles are generally considered HHG and cleared as an informal entry. However, depending on the customer destination DMV it may require a signed Customs and Border Protection (CBP) Form 7501, which are typically only required for formal entries.

11.2. When a signed CBP Form 7501 is required by the destination DMV for a shipment that includes a motorcycle, the TSP should:

11.2.1. Complete all the required documents in Paragraph 7 above and provide

completed, signed copies to the customer in order to furnish to the destination DMV.

11.2.2. In the event the documents cannot be completed prior to shipment, inform the customer to visit the local customs office at destination, which is typically at any port or airport and in most federal buildings to complete the CBP Form 7501. CBP will sign the CBP Form 7501 free of charge to be provided to the DMV.

**12.** Questions about this advisory may be sent to [transcom.scott.tcj9.mbx.ox@mail.mil](mailto:transcom.scott.tcj9.mbx.ox@mail.mil).

**13.** This message was approved for release by the Deputy Director, Defense Personal Property Management Office, (TCJ9-D).