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 (TSP) 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, Non-Temporary 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 (TCC) 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 will be made of Automated Information Systems (AIS), the Defense Switched
Network (DSN), Electronic Data Interchange (EDI), electronic mail (e-mail), facsimile (fax),
the World Wide Web (WWW), the 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. To streamline the process for making changes to this regulation, the coordination and publication
of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished IAW

2. DTR Action Officer (AO) Working Group members will submit proposed changes via e-mail
after coordination through their Service channels, as applicable, to the USTRANSCOM DTR
administrator using a Comment Resolution Matrix (CRM). The body of the e-mail will contain:

   a. **Subject**: Include DTR part number.
   b. **Issue**: Explain the issue in detail.
   c. **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.
   d. As described in the instructions included in the CRM, the proposed wording for the
      regulation will appear in the “comment” block and the “rationale” will include known
      advantages and disadvantages of 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/reissued publication, an interim update, or an “expedited change.” The coordination process is the same for revised/reissued publications and interim updates and is addressed in Paragraph C.3.c, below. Expedited changes are addressed in Paragraph C.3.d.

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 the proposed change package requires internal coordination within his or her Service/Agency or with a field activity, the individual may perform the coordination, provided 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 critical or time-sensitive, it 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.


b. As necessary, members may also include the Joint Staff (JS) Logistics Directorate (J4), Combatant Commands, USCG, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Defense Travel Management Office (DTMO), GSA, Department of Homeland Security’s Customs and Border Protection (CBP) and Transportation Security Administration (TSA), United States Department of Agriculture’s (USDA) 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, USTRANSCOM.
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 (TO) (Personal Property Shipping Offices [PPSO]/Personal Property Processing Offices [PPPO]):

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://www.move.mil/sme.

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 USTRANSCOM 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 (BL), 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. PPSO/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 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 Corps 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 and to maintain the log-in and password account for additional requirements in the DPS. The customer will also be advised to print a copy of the summary page of all the data entered in the DPS during the counseling session for reference use. Additionally, the customer must print, sign, and upload or save a digitally signed copy and upload the DD Form 1797, Personal Property Counseling Checklist, Figure 401-4 and the DD Form 1299, Application for Shipment and/or Storage of Personal Property, Figure 401-3, along with any other forms applicable to the move (e.g., customs forms and Alcohol, Tobacco, Firearms and Explosives forms). See the PPCIG for any country-specific custom form instructions. The customer is required to provide a signed copy of the forms and a copy of his or her authorization/order to the PPPO/PPSO. If the customer is unable to print the forms, the PPPO/PPSO must print and have the customer sign and upload 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 or save a digitally signed copy. 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 PPPO/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. The PPSO/PPPO must print the DD Form 1797 and obtain a signature from the customer or authorized representative and upload, or save a digitally signed copy and upload.

c. Professional Books, Papers, and Equipment (PBP&E) Allowances. PBP&E allowances 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, Subchapter 1: Part C, Paragraph 051304 (Service Members): Professional Books, Papers, and Equipment (PBP&E) and Required Medical Equipment, and Part F, Paragraph 054309: 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/PPPO.

e. Paperwork Retention. PPSO/PPPO 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 (BV) TSP scheduled to be allocated a shipment using the Code D and Code 2 Traffic Distribution Lists (TDL). 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 (GBD) 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 customers 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 TSP working to establish realistic RDDs (planned/agreed delivery dates) increases 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 PPPO/PPSO 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 PPPO/PPSO 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.
Personal Property

(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.

(4) PPPO/PPSO is required to assist DoD customers with the claims process. PPPO/PPSO will review all unsettled HHG claims greater than 60 GBDs from the claims submission date and contact the DoD customers to determine the status. PPPO/PPSO must help DoD customers with the claims process by contacting the DoD customers to determine the status. If the DoD customer would like to pursue reimbursement from the TSP, the DoD customer should be counseled to transfer the HHG claim to the MCO for processing. If the DoD customer received payment or does not want to pursue the HHG claim, the PPSO shall advise the customer how to update the DPS.

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 PPPO/PPSO 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 PPPO/PPSO 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 PPPO/PPSO may forward the complete inconvenience claim details package with a recommendation to USTRANSCOM for resolution.

(1) PPPO/PPSO is required to assist DoD customers to file inconvenience claims with the TSPs within 14 GBDs when the TSP failed to meet the agreed-upon delivery dates and to adjudicate any disagreement between a moving company and customer on the inconvenience claim.

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 PPPO/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 the ETA login and password to complete the CSS.

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

**NOTE:** DPS will send a reminder (e-mail) 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 https://www.move.mil.

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 BV. BV is determined by using performance scores (PS) (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. To protect your PII, visit [http://www.move.mil/](http://www.move.mil/), select “Moving Guide”, click on “Overseas Moves (OCONUS)”, and download the “Vessel Manifest Confidentiality Request Form”. Once completed, send the form to the email address identified on the form. An approval can take up to 90 days to process, but once approved, it is good for 2 years.
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 in the DPS upon delivery of each completed shipment.

6. Required Signatures. The counselor must ensure DD Form 1299 and DD Form 1797 contain the required signatures. Digital signatures are acceptable.
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 or a saved digitally signed copy.
   3. One copy of the DD Form 1299 signed by the customer or a saved digitally signed copy, 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 Defense Articles, 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 Defense Articles, 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 NTS.

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. Digital signatures are acceptable.
   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 to 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. USTRANSCOM 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. Services and/or TSPs may request USTRANSCOM to publish a PPA. USTRANSCOM must assess the appropriateness of issuing a PPA and obtain the required coordination with the Services prior to issuance. USTRANSCOM will publish PPAs and disseminate them to 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 in the DPS.
**Figure 401-1. Notification of Loss or Damage AT Delivery**

<table>
<thead>
<tr>
<th>INVENTORY NO.</th>
<th>ITEM</th>
<th>DESCRIPTION OF DAMAGE (if missing, be specific)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 AT DELIVERY**

- One (1) copy of the NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and one (1) copy of the NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY

Customer understands that he/she:
- Will receive from the delivering TSP a “NOTIFICATION OF LOSS OR DAMAGE AFTER 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 AFTER Delivery document into the DP3 on-line claims module or mail NOTIFICATION OF LOSS OR DAMAGE AFTER 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 days period after delivery.

<table>
<thead>
<tr>
<th>Received for Delivery at:</th>
<th>Name/Address of Transportation Service Provider (TSP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Customer Email</td>
<td></td>
</tr>
<tr>
<td>TSP Email</td>
<td></td>
</tr>
<tr>
<td>Toll-Free Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Customer:** (or his/her designated representative)

**Delivery Date:**

**Delivering TSP Signature:**

**Date:**

[Complete form with necessary information]
Figure 401-2. Notification of Loss or Damage AFTER Delivery
### Application for Shipment and/or Storage of Personal Property

<table>
<thead>
<tr>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. DATE PREPARED (YYYYMMDD)</td>
<td>2. SHIPMENT NUMBER</td>
<td></td>
</tr>
<tr>
<td>3. NAME OF PREPARING OFFICE</td>
<td>4. TO (Responsible Origin Personal Property Shipping Office)</td>
<td></td>
</tr>
<tr>
<td>a. NAME</td>
<td>b. ADDRESS (Street, Suite Number, City, State, ZIP Code)</td>
<td></td>
</tr>
<tr>
<td>5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. ADDRESS (Street, Suite Number, City, State, ZIP Code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. MEMBER OR EMPLOYEE INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. NAME (Last, First, Middle Initial)</td>
<td>b. RANK/GRADE</td>
<td>c. SSN</td>
</tr>
<tr>
<td>7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE</td>
<td>ITEMS/NO. OF CONTAINERS</td>
<td></td>
</tr>
<tr>
<td>(Enter quantity estimate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. MOBILE HOME INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Enter dimensions in feet and inches)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. MOBILE HOME SERVICES REQUESTED (X as applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTENTS PACKED</td>
<td>MOBILE HOME BLOCKED</td>
<td>MOBILE HOME UNBLOCKED</td>
</tr>
<tr>
<td>8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. TYPE ORDERS (X one)</td>
<td>b. ISSUED BY</td>
<td>c. NEW DUTY ASSIGNMENT</td>
</tr>
<tr>
<td>9. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. DESTINATION INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. EXTRA PICKUP/Delivery ADDRESS (If applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. PACK</td>
<td>b. PICKUP</td>
<td>c. DELIVERY</td>
</tr>
<tr>
<td>12. SCHEDULED DATE FOR (YYYYMMDD)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. NET POUNDS (Actual or estimated)</td>
<td>b. POUNDS OF PREP (Actual or estimated)</td>
<td></td>
</tr>
<tr>
<td>13. REMARKS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate &quot;NONE.&quot;)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. FROM</td>
<td>b. TO</td>
<td>c. NET POUNDS (Actual or estimated)</td>
</tr>
<tr>
<td>15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. SIGNATURE OF MEMBER/EMPLOYEE</td>
<td>b. DATE SIGNED</td>
<td>c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)</td>
</tr>
<tr>
<td>d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. REASON FOR NONAVAILABILITY OF SIGNATURE</td>
<td>b. CERTIFIED BY (Signature)</td>
<td></td>
</tr>
<tr>
<td>17. TITLE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 401-3. DD Form 1299, Application for Shipment and/or Storage of Personal Property**
**CERTIFICATION OF SHIPMENT RESPONSIBILITIES**

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

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.
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**

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

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 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.
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 warehouseman 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.
# Personal Property Counseling Checklist

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 37 USC 406; 5 USC 5726; and E.O. 9397.

**PRINCIPAL PURPOSES:** 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.

**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.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay settlement of a claim.

<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle initial)</th>
<th>2. SOCIAL SECURITY NUMBER</th>
<th>3. GRADE/RANK/RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. ISSUING AUTHORITY</th>
<th>5. ORDER NUMBER AND PARAGRAPH</th>
<th>6. DATE (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. CHECKLIST (Record special instructions on back):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PART I - HOUSEHOLD GOODS</td>
</tr>
<tr>
<td>(1) Entitlements under the order described above (number of shipments, authorized destination, etc.)</td>
</tr>
<tr>
<td>(2) Weight allowances: PCS TBY</td>
</tr>
<tr>
<td>(3) Weight restriction at new duty station, if any.</td>
</tr>
<tr>
<td>(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).</td>
</tr>
<tr>
<td>(5) Pickup date and required delivery dates as determined by requirements of the member: RDC</td>
</tr>
<tr>
<td>(6) Mode/method of shipment, including name of carrier, if known.</td>
</tr>
<tr>
<td>(7) Unauthorized items and disposal of useless items.</td>
</tr>
<tr>
<td>(8) Professional books, papers, and equipment.</td>
</tr>
<tr>
<td>(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.</td>
</tr>
<tr>
<td>(10) Serving/deserving appliances.</td>
</tr>
<tr>
<td>(11) Temporary storage (contractual or in-transit).</td>
</tr>
<tr>
<td>(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPBGL, DD Form 619, and carrier's inventory prior to signing and report them to ITO.</td>
</tr>
<tr>
<td>(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.</td>
</tr>
<tr>
<td>(14) Member's responsibility to sign delivery/documents and release them to carrier immediately upon delivery of property and completion of delivery service and notification of discrepancies.</td>
</tr>
<tr>
<td>(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.</td>
</tr>
<tr>
<td>(16) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.</td>
</tr>
<tr>
<td>(17) Extra pickup or delivery charges, when applicable.</td>
</tr>
<tr>
<td>(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.</td>
</tr>
<tr>
<td>(19) What documentation given to member and its importance to him.</td>
</tr>
<tr>
<td>(20) Member's responsibility to complete and turn in quality control form.</td>
</tr>
<tr>
<td>(21) Member's responsibility to ensure PP items are free of soil/pest infestation.</td>
</tr>
</tbody>
</table>

**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 was before closing it. |
| (6) How and by whom shipped. |

**PART III - NONTEMPORARY STORAGE**

| (1) Entitlements under this order, special services, etc. |
| (2) Included as part of HHG weight allowance when stored at Government expense. |
| (3) Where stored and for how long. |
| (4) Pickup data. |
| (5) Appliance servicing. |
| (6) Checking inventory at time of pickup. |
| (7) What documentation given to member and its importance to him. |
| (8) Items of extraordinary value, excess weight/cost. |
| (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. |

**PART IV - HOUSE TRAILERS/MOBILE HOMES**

| (1) Entitlements under this order, limitations, possible costs. |
| (2) Services authorized at Government expense and those billed to member. |
| (3) Responsibility of member to get trailer ready for movement. |
| (4) Inventory and contents of trailer. Items that cannot remain in trailer. |
| (5) Pickup and delivery dates. |
| (6) Intrastate storage and probable cost of storage. |
| (7) Carrier and Government liability. |
| (8) What documentation given to member and its importance to him. |
| (9) Responsibility to promptly submit quality control information. |

---

**Figure 401-4. DD Form 1797, Personal Property Counseling Checklist**

**IV-401-20**
### 7. CHECKLIST (Continued)

<table>
<thead>
<tr>
<th>PART V - PRIVATELY OWNED VEHICLES (POV)</th>
<th>PART VI - WEAPONS AND AMMUNITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Does vehicle qualify as a POV.</td>
<td>(1) Limitations and restrictions of country to which assigned.</td>
</tr>
<tr>
<td>(2) Authorizations, restrictions, special Host Government requirements.</td>
<td>(2) U.S. Government requirements and restrictions applicable for import.</td>
</tr>
<tr>
<td>(3) Applicable port of embarkation and debarkation; altarnatives if needed.</td>
<td>(3) Special forms and procedures; responsibilities of carriers, etc.</td>
</tr>
<tr>
<td>(4) Preparation of POV prior to delivery to port.</td>
<td></td>
</tr>
<tr>
<td>(5) Application and other documents required. Power of Attorney if required.</td>
<td>(1) Carrier, storage firm and Government liability for loss or damage.</td>
</tr>
<tr>
<td>(6) Excess costs, when applicable: overseas; excess distance.</td>
<td>(2) Carrier and Government liability for mobile home. Liability for repairs amount.</td>
</tr>
<tr>
<td>(7) Checking inventory of items left in POV; origin and destination.</td>
<td></td>
</tr>
<tr>
<td>(8) Secure lien holder’s permission if required.</td>
<td>(3) Carrier and Government liability for POV.</td>
</tr>
<tr>
<td>(9) Responsibility to provide Port of Debarment proper address where notification of arrival can be sent; period POV can remain at port.</td>
<td>(4) Limitations on Government liability.</td>
</tr>
<tr>
<td>(10) Joint inspection of POV at time of delivery and pickup.</td>
<td>(5) Importance of documentation - accurate inventory exception on delivery, etc.</td>
</tr>
<tr>
<td>(11) Licenses and insurance requirements of state or overseas country.</td>
<td>(6) Valuation of items of extraordinary value - substantial value.</td>
</tr>
<tr>
<td>(12) Foreign manufactured POVs.</td>
<td>(7) Whom to see at destination in the event of loss or damage.</td>
</tr>
<tr>
<td>(13) Delivery of POV to port by agent; special requirements for.</td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>(x)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) HOUSEHOLD GOODS</td>
<td>(6) MOBILE HOMES ($150.00 limitation on repairs authorized)</td>
<td></td>
</tr>
<tr>
<td>(2) NONTEMPORARY STORAGE</td>
<td>(7) WEAPONS AND AMMUNITION</td>
<td></td>
</tr>
<tr>
<td>(3) PRIVATELY OWNED VEHICLES</td>
<td>(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PHANTHEMT</td>
<td></td>
</tr>
<tr>
<td>(4) LOSS AND DAMAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) UNACCOMPANIED BAGGAGE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### b. SIGNATURE OF COUNSELOR

<table>
<thead>
<tr>
<th>(c)</th>
<th>SIGNATURE OF MEMBER/DEPENDENT/AGENT</th>
</tr>
</thead>
</table>

### d. DATE (YYYY/MM/DD)

Figure 401-4. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont’d)
**REPORT OF CASUALTY**

<table>
<thead>
<tr>
<th>1. REPORT TYPE</th>
<th>2. DATE PREPARED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**3. SERVICE IDENTIFICATION**

<table>
<thead>
<tr>
<th>a. NAME (Last, First, Middle and Suffix)</th>
<th>b. SOCIAL SECURITY NO.</th>
<th>c. RANK</th>
<th>d. PAY GRADE</th>
<th>e. OCCUPATIONAL CODE/RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. COMPONENT</th>
<th>g. BRANCH</th>
<th>h. ORGANIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**4. CASUALTY INFORMATION**

<table>
<thead>
<tr>
<th>a. TYPE</th>
<th>b. STATUS</th>
<th>c. CATEGORY</th>
<th>d. DATE OF CASUALTY</th>
<th>e. PLACE OF CASUALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>f. CIRCUMSTANCES</th>
<th>g. DUTY STATUS</th>
<th>h. BODY RECOVERED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**5. BACKGROUND INFORMATION**

<table>
<thead>
<tr>
<th>a. DATE OF BIRTH</th>
<th>b. PLACE OF BIRTH</th>
<th>c. COUNTRY OF CITIZENSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. RACE

e. ETHNICITY
   f. SEX

g. RELIGIOUS PREFERENCE

**6. ACTIVE DUTY INFORMATION**

<table>
<thead>
<tr>
<th>a. PLACE OF ENTRY</th>
<th>b. DATE OF ENTRY</th>
<th>c. HOME OF RECORD AT TIME OF ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**7. INTERESTED PERSONS/REMARKS** (Name, Address, and Relationship) (Continue on separate sheet, if necessary)

**FOOTNOTES:**

1. Primary next-of-scn.
2. Beneficiary(e)s if death gratuity as designated on record of emergency data.
3. Beneficiary for unpaid pay and allowances as designated on record of emergency data.

**8. REPORTING INFORMATION**

<table>
<thead>
<tr>
<th>a. COMMAND AGENCY</th>
<th>b. DATE RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**9. DISTRIBUTION**

10. SIGNATURE ELEMENT

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.

Figure 401-5. DD Form 1300, Report of Casualty
<table>
<thead>
<tr>
<th>DATA REQUIRED BY THE PRIVACY ACT OF 1974</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>CBP DECLARATION NUMBER</td>
</tr>
</tbody>
</table>

**PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES**

1. **TO:** (Overseas POE/APO) 
2. **FROM:** (Transportation Officer) 

**SECTION A - OWNER'S CBP DECLARATION**

<table>
<thead>
<tr>
<th>3. NAME</th>
<th>4. GRADE</th>
<th>5. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Last, First, Middle Initial) (Print or type)</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. UNIT ADDRESS OVERSEAS (include APO number)</th>
<th>7. ADDRESS IN UNITED STATES (include ZIP Code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. DECLARATION FOR: (X indicate copy of orders)</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] HOUSEHOLD GOODS</td>
</tr>
</tbody>
</table>

9. **I DECLARE THAT:** (1) All items in this shipment to the United States consist of only 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 thereafter 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) if there are none, I have written the words "No Exceptions," (4) None of the items are to be taken or shipped to the United States as an accompaniment for others or for sale, barter, or exchange; (5) This declaration is made for me and for members of my family;

- Total of quantities of alcoholic beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) ; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)

- a. Assigned to permanent duty overseas,
- b. Required to perform temporary duty overseas for 140 days or more,
- c. Assigned to temporary duty overseas under orders which extend beyond 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 issuance of travel orders.

**10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.3-R PART V AND OVERSEAS INSTRUCTIONS.**

- a. SIGNATURE OF OWNER
- b. DATE (YYYY/MM/DD)

**11. REMARKS**

**12. FOR USE OF US CBP OFFICERS**

**SECTION B - OVERSEAS PORT SHIPMENT DATA**

**13. NAME OF CARRIER**

**14. VOYAGE OR FLIGHT NO.**

---

**Figure 401-6. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part I)**
Figure 401-7. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part II)
<table>
<thead>
<tr>
<th>14. NAME OF CARRIER</th>
<th>15. VOYAGE/FLIGHT NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16. REMARKS

Figure 401-7. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Part II) (Cont’d)
**Figure 401-8. ATF Form 6 - Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles**
Figure 401-8. ATF Form 6-Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 401-8. ATF Form 6 - Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 401-8. ATF Form 6 - Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 401-8. ATF Form 6 - Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
16. The permit is valid for 24 months 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 at his designated address, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

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

19. An approved ATF Form 6 - Part I (5330.3A) which is unissued, expired, suspended or revoked shall be returned immediately to the Director, Bureau of ATF, 2448 Harry Road, Martinsburg, WV 25405, Attention: Firearms and Explosives Imports Branch.

20. For non-commercial imports, 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 article(s).

21. The importer of a firearm should be familiar with the provisions of the law governing who may lawfully possess a firearm in the United States. Generally, 18 U.S.C. 922 prohibits the manufacture, 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, marihuana, 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 non-immigrant alien admitted to the United States under a visa, 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.

22. For commercial imports, the CBP copy of the form 6A will be transmitted to CBP electronically through the Automated Commercial Environment (ACE). For more information on how to use ACE, visit the Trade Resources Center at www.tcfa.gov or contact a CBP clearance representative at 1-571-468-5500.

23. Licensed importers and AIBCA registrants are still required to file their copy of the Form 6A with CBP within 15 days of receipt from CBP custody. This copy will have Section I and III completed. Section II is not required.

24. Federal firearms licensees must retain this form as part of their ATF required records permanently as prescribed by 27 CFR 478.125(c). Importers required 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 44.34(b).

Additional Forms are available from:

ATF Distribution Center
1510 Canton Branch Drive
Landover, MD 20783-3315

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. § 552a(a)(3)).

1. Authority. Disclosures of the information requested on ATF Form 6 Part I (5330.3A) are mandatory pursuant to 18 U.S.C. 623 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2781, 26 U.S.C. 1944) 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 agencies 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 where such disclosure is not prohibited by law.

4. Effects. Failure to supply complete information will delay processing and may cause denial of the application.

Figure 401-8. ATF Form 6 - Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Defense Articles (Cont’d)
Figure 401-9. ATF Form 6 - Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Defense Articles
1. The Director, Bureau of Alcohol, Tobacco, Firearms and Explosives, may issue a permit authorizing the importation of a firearm, ammunition, or defense articles into the United States to the place of residence of any military member of the U.S. Armed Forces who is in an active duty outside the United States within the 60-day period immediately preceding the intended importation, provided:
   (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 defense articles intended for the personal use of such member, and
   (c) that such importation would not constitute a violation of any provision of the Arms Control Act of 1968, Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (18 Stat. 188, 18 U.S.C. Appendix), or 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 license to effect the importation, provided that the firearms 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 the Commerce and Border Protection (CBP) that each 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 surplus military firearms, i.e., a firearm or ammunition which is not generally recognized as particularly suitable for sporting purposes, or a firearm as defined in 18 U.S.C. 5847(a), (i.e., machinegun, submachine gun,5330.3B machine gun, short-barreled rifle or short-barreled shotgun, etc.).

5. Applications for permission to import firearms, ammunition, and defense articles by military members of the United States Armed Forces must be filed in ATF Form 6-PART I (5330.3B), Commercial Items, i.e., Firearms, imports, dealers, SOT: civilian, military, skydropers, etc. must use ATF Form 6-PART II (5330.3B) to apply for permission to import firearms, ammunition, and defense articles.

6. The use or sale of firearms (including weapon, firearm, 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:
   (a) The personal use of firearms or ammunition which you hold in the U.S. before.
   (b) Firearms or ammunition (domestic or foreign) that were sold and used in the U.S. system after 1914.
   (c) Firearms or ammunition which an individual acquired for use (for example, shooting or protection) 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, kit).
   (e) Firearms or ammunition of a nonresident that are temporarily imported for use in a specific event or action (for example, any expecting sporting event, official law enforcement, or repair).

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, 510 Main Street, 4580, Cincinnati, OH 45260, Telephone 1-877-241-3377 for help and forms.
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 defense articles, 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 Use. 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 ammunition where such disclosures are 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 maintain or to increase 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 is in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 20 U.S.C. 5844, and 22 U.S.C. 2778. 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.

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 Defense Articles (Cont’d)
**AGRICULTURE INSPECTION CERTIFICATE**

(USEUCOM Regulation 30-3)

<table>
<thead>
<tr>
<th>Print Name (Last, First, MI)</th>
<th>Rank/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placed inspected:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check type of shipment:</th>
<th>HHG</th>
<th>UB</th>
<th>GBL #</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Entered by TO)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

Military Pre-inspection Certification Stamp

---

Signature of Member: ___________________________ Date: ___________________________

Contains High Risk: YES / NO

Remarks:

---

**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 bongs, 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.)

While 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 induction 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.)

Meat and meat products are prohibited unless they are shipped commercially from a USDA-approved packing plant.

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. Un-tanned hides or skins are prohibited.

**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.)

---

**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, YES / NO U.S. Customs Declaration for Personal Property.

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.

______________________________ Date: __________________________
Signature of Member

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 PPCCG Country Instructions for the UK before completing this form.

1. MEMBER
   a. NAME (Last, First, Middle)  b. RANK OR GRADE

3. DECLARATION (X and complete the appropriate boxes below.) WARNING: There are severe penalties for false declarations.
   a. THIS IS A:   HOUSEHOLD GOODS SHIPMENT   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 (PPCG), and certify that no prohibited items are included in this shipment. If prohibited items are subsequently determined to be included in the shipment, 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.

   c. DOES THIS SHIPMENT CONTAIN ANY RESTRICTED ITEMS AS LISTED IN THE PPCG?  YES  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. Further understand not to include firearms that are in the restricted category as listed in the PPCG 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/PA (usafe-uk.pa@us.af.mil) providing details (if a firearm include type, make, model and serial number) and circumstances, prior to including the restricted item in the shipment. If permits/licenses cannot be obtained, item will be confiscated and destroyed by UK Border Control.

   SIGNATURE

   d. DOES THIS SHIPMENT CONTAIN ANY NON-RESTRICTED FIREARMS AS LISTED IN THE PPCG?
      NO  YES  If Yes, provide full details below.

   e. DOES THIS SHIPMENT CONTAIN ANY GOODS SUBJECT TO IMPORT DUTIES OR TAXES?
      (1) TOBACCO GOODS  YES  NO  (2) WINES AND/OR SPIRITS  YES  NO  (3) COMMERCIAL GOODS  YES  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, allow 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?
      NO  YES  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 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 PPCG 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 Initials)  (2) RANK OR GRADE  (3) SIGNATURE

DD FORM 1434, MAY 2016  PREVIOUS EDITION IS OBSOLETE

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

IV-401-38
**INSTRUCTIONS**

Refer to PPCIG UK Country Instructions for full information (PPCIG Paragraph shown by each category below).

<table>
<thead>
<tr>
<th>PROHIBITED ITEMS (These items cannot be shipped into the UK. Do not include these items in your shipment.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prohibited Firearms (Para 7):</strong> Handguns, automatic and burst fire weapons, semi-automatic and pump action rifles, shotguns with barrels less than 24&quot; and/or overall length of 40&quot;, 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.</td>
</tr>
<tr>
<td><strong>Prohibited Offensive Weapons (Para 7):</strong> 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 claves, swords (with curved blade 16&quot; and over).</td>
</tr>
<tr>
<td><strong>Food (Para 3):</strong> Products containing meat, poultry, fish, egg, milk/other dairy content, honey, gelatin and pet food (includes canned goods).</td>
</tr>
<tr>
<td><strong>Medication (Para 3):</strong> Controlled drugs (opium, heroin, morphine, cocaine, cannabis/marijuana, amphetamines, LSD, etc.).</td>
</tr>
<tr>
<td><strong>Plants (Para 3):</strong> Vegetables, fruit, bulbs, seeds.</td>
</tr>
<tr>
<td><strong>Sexually Explicit/Pornographic/Violent Material (Para 9):</strong> Material with humans and animals (compare to legally produced 18-rated UK videos).</td>
</tr>
<tr>
<td><strong>Transmitting Equipment (Para 11):</strong> See PPCIG references/contacts/websites for full information.</td>
</tr>
<tr>
<td><strong>Counterfeit Money (Para 13):</strong> Coins and Bank Notes.</td>
</tr>
<tr>
<td><strong>RESTRICTED ITEMS (Ship only if PPCIG requirements met.)</strong></td>
</tr>
<tr>
<td><strong>Restricted Firearms (Para 7):</strong> You can only import the following if you have the required UK issued authorization documents* at time of importation.</td>
</tr>
<tr>
<td>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).</td>
</tr>
<tr>
<td>*Authorization documents required at time of importation, either:</td>
</tr>
<tr>
<td>- Valid UK Import License or;</td>
</tr>
<tr>
<td>- Valid UK Shotgun Certificate (single and double barrel shotguns, 3 round capacity pump action shotguns);</td>
</tr>
<tr>
<td>- Valid UK Firearms Certification (single action rifles, bolt action rifles, rifle/shotgun combinations/multi-round capacity shotguns, high powered air/BB rifles);</td>
</tr>
<tr>
<td>- Valid UK Airsoft Club membership card (realistic imitation Airsoft weapons).</td>
</tr>
</tbody>
</table>

| 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. |
| **Food (Para 3):** Non-prohibited foods must be identified on inventory. |
| **Medication (Para 3):** List names for non-prohibited on inventory. |
| **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 DD1434: |
| - 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. |
| **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. |
| **NON-RESTRICTED ITEMS (Includef on inventory, and DD 1434 if PPCIG shows as requirement.)** |
| **Non-Restricted Firearms (Para 7):** The following may be imported but must be declared with description on the DD 1434: |
| 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). |
| **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. |

CONTACT USAFE-UK.A4@US.AF.MIL FOR QUERIES ON THE PPCIG COUNTRY INSTRUCTIONS FOR THE UK

**DD FORM 1434 (BACK), MAY 2015**

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**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)***

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

- 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 85.151(a)). EPA letter of approval must be attached to this form.

- code U - 2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 50mph.

- code W - non-chauffeur-owned 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.

- code Y - unleaded fuel - a vehicle that: (1) for model years earlier than 1966 operates on fuel other than gasoline or diesel fuel, or (2) for 1965 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1967 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.

Temporary imports

- code L - imported for repair or alteration in accordance with 40 CFR 85.151(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.

- code H - imported for testing purposes in accordance with 40 CFR 85.151(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.

- code K - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotion) in accordance with 40 CFR 85.151(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.

- code N - imported 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.

- code O - imported for nonpersonal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.

Independent commercial importer (ICI) imports

- 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.

- code C - imported by an ICI for modification and testing in accordance with 40 CFR 85.1506. Vehicles must be at least 8 years old.

- 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 85.151(b)(3)). Customs bond required.

- 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.

OEM imports

- 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.

- 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.

U.S. Department of Transportation Requirements

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.rhtaa.dot.gov/cars/rules/import.

Paperwork Reduction Act Notice

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 202 and 203). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 44, 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 (2022), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the collected form to this address.

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