

## CHAPTER 408

### TRANSPORTATION OF PRIVATELY OWNED VEHICLES (POV)

#### A. GENERAL

1. This chapter prescribes procedures and provides guidance for the shipment, by surface means only, of customer's POVs.
2. This chapter applies to all POV shipments for customers authorized to have a POV shipped at government expense in accordance with (IAW) Joint Travel Regulation (JTR) Chapter 5, Service Members, Part E (Uniformed Members Only) and Part F (Civilian Employees Only), and Department of Defense (DoD) Component publications. This chapter does not apply to United States Coast Guard civilian employees, as their allowances are prescribed by the Federal Travel Regulation, Part 302-9, and Homeland Security policy.
3. These provisions apply to the shipment of POVs within the Continental United States (CONUS) and to, from, and between CONUS, Outside CONUS (OCONUS), and intra/inter-theater areas.
4. Information regarding restrictions can be found in the DoD Component publications and general instruction sections of the Personal Property Consignment Instruction Guide at <https://dps.move.mil/cust>.
5. The purpose of DD Form 788, Private Vehicle Shipping Document for Automobile, [Figure 408-1](#); DD Form 788-1, Private Vehicle Shipping Document for Van, [Figure 408-2](#); DD Form 788-2, Private Vehicle Shipping Document for Motorcycle, [Figure 408-3](#); or the commercial equivalent is:
  - a. Inspecting and reporting the condition of the POV and detecting damage and pilferage during shipment. The form gives a complete description of the POVs condition during all phases of shipment when it is in the government's custody.
  - b. Determining the validity of claims for loss or damage and for determining third-party responsibility. Since the vehicle is re-inspected at each phase of the shipment, responsibility for loss or damage can be determined accurately.

#### B. PERSONAL PROPERTY SHIPPING OFFICE (PPSO)/PERSONAL PROPERTY PROCESSING OFFICE (PPPO) RESPONSIBILITIES

1. Counsel the customer using DD Form 1797, Personal Property Counseling Checklist, [Figure 408-9](#). Provide the customer with a hard copy or URL of Appendix K's attachments for Shipping Your POV at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_3.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf) or Storing Your POV at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf), as applicable.
  - a. Counsel the customer concerning any excess costs resulting from shipment to and from other than the authorized ports/Vehicle Processing Center (VPC). Collection arrangements must be made IAW the DoD Component publications.
  - b. Counsel uniformed members no longer in a pay status and civilian employees effecting shipments through alternate ports/VPC they must pay the excess costs prior to the shipment.
2. Oversized Vehicles:
  - a. Counsel the customer that the maximum government's obligation (MGO) (entitlement) cannot exceed the cost to ship a vehicle equal in size to 20 measurement tons (MTON), unless approved through the Secretarial Process for medical reasons, and that the customer may incur an additional financial liability to the government for shipment of an oversized

POV. To calculate the POV's MTONs, multiply the L x W x H of the POV in inches, divide by 1728, and then divide by 40.

- b. Recommend ways for the customer to downsize the vehicle (e.g., remove ladder, external spare tire, and luggage racks, and fold or remove side-view mirrors). Uniformed members no longer in a pay status and civilian employees effecting shipments of oversized vehicles must pay excess costs prior to shipment IAW DoD Component publications.
3. Change of Home Port/VPC:
    - a. The Transportation Office (TO) must submit a request to the United States Transportation Command (USTRANSCOM) by electronic means as soon as possible or at least 10 days prior to pickup date of the first vehicle (see [Figure 408-8](#)).

### C. DOD EXPORT/IMPORT CONTROL PROGRAM

1. A POV imported to the United States is subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 United States Code (U.S.C.) Chapter 301, Motor Vehicle Safety; bumper standards under the Motor Vehicle Information and Cost Act of 1972, re-codified at 49 U.S.C. Chapter 325, Bumper Standards; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990. These laws and regulations apply to importing a POV to any state of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands of the United States.
2. Refer to the following websites for additional information:
  - a. <https://www.nhtsa.gov/importing-vehicle>
  - b. <https://www.cbp.gov/trade/basic-import-export/export-docs/motor-vehicle>
  - c. Shipping Your POV at [https://www.ustranscom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_3.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf)
3. Information concerning vehicle emissions and a listing of Independent Commercial Importers companies may be obtained from the EPA, Commercial: 202-564-9660. Information concerning compliance with motor vehicle safety standards and a listing of Registered Importers (RI) companies may be obtained from <http://www.fiatbarchetta.com/usa/autoimp.htm> and from the Department of Transportation (DOT) safety hotline, 800-424-9393 (in United States) or 202-366-0123.
  - a. United States (U.S.) Specification POV. The original manufacturer's certification label affixed to the vehicle doorpost or frame of motorized bike or motor scooter is the best evidence of conformance. The label shows the date of manufacture and the vehicle identification number. For multipurpose passenger vehicles, the type of vehicle must also be shown.
  - b. Non-U.S. Specification POV.
    - (1) Effective 31 January 1990, Public Law (PL) 100-562, Imported Vehicle Safety Compliance Act of 1988, and its implementing regulations require that POVs which are not certified by their original manufacturer to be in conformity with U.S. Federal Motor Vehicle safety, bumper, tires, and theft prevention standards, be imported into the Customs Territory of the United States (CTUS) only through RIs registered with the DOT National Highway Traffic Safety Administration (NHTSA). Non-U.S. specification vehicles must be brought into conformity with all Federal motor safety standards

prescribed by PL 100-562 within a reasonable time after importation. A customer must contact the NHTSA for a current listing of RIs for the POV.

- (2) In addition to customs requirements, importers of such vehicles must furnish a DOT conformance bond, in the amount of three times the value of the vehicle, on DOT Bond Form HS 474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards, [Figure 408-4](#).
4. In addition to federal emission control standards, California (CA) has its own program for regulating importation of nonconforming vehicles. Personnel on assignment to CA must comply with that state's emission-control requirements in addition to federal requirements. For more information on the CA requirements, contact:  
  
California Air Resources Board  
1001 "I" Street  
P.O. Box 2815  
Sacramento, CA 95812-5000  
  
Telephone: 800 242-4450 (outside CA) or 800 363-7664 (inside CA)  
e-Mail: [helpline@arb.ca.gov](mailto:helpline@arb.ca.gov)
5. For additional information on distinguishing a U.S. specification POV from a non-U.S. specification POV, see this regulation, Part V, Chapter 502, Paragraph J.

#### **D. CUSTOMER RESPONSIBILITIES**

1. The customer must ensure the POV is in safe operating condition and verify any open recalls. Service member/employees can verify open recall status using the following URL:  
<https://vinrcl.safercar.gov/vin/>.
2. Customers must provide documented proof that there are no open recalls during turn-in. If a recall cannot be corrected due to lack of parts from the original manufacturer or due to a lack of mechanical ability in the geographical area, the customer should contact their servicing Vehicle Processing Center (VPC) for assistance. The VPC can refuse to accept a vehicle for shipment if the vehicle presents a safety hazard to a VPC employee or its facilities and/or equipment.
3. Customer must ensure the POV meets all host-country restrictions and requirements when turned in at the port/VPC for shipment. A POV that does not meet host-country standards may be impounded by local authorities and not permitted to leave the port/VPC.
4. To have a long-term leased vehicle (12 months or longer) or a vehicle with a recorded lien in the United States shipped outside the CTUS to the permanent duty station (PDS), designated place, or other authorized destination, the customer must provide written approval from the "third-party-interest" (leasing company or lienholder) authorizing export outside the CTUS. This includes the 50 United States, the District of Columbia, and Puerto Rico. Not included are American Samoa, Guam, Johnston Island, Midway Island, the Virgin Islands of the United States, Wake Island, or the former Panama Canal Zone.
5. There is no prior approval required by the customer to request for a POV to be shipped to/from an alternate port/VPC when the alternate port is in the same country as the designated port/VPC.
6. POV shipment to/from an alternate port/VPC in a different country must be approved by the Secretarial Process, IAW JTR, Paragraphs 053001 B.3.d.(1) and (2) (Uniformed Members Only) or Paragraph 054708 (Civilian Employees Only) on alternate ports/VPCs. See [Figure 408-5](#) and DoD Component publications for delegation of approval authority.

7. The customer must ensure that only authorized personal articles remain in the POV when turned-in for processing. The following items are NOT allowed to be shipped in the POV:
  - a. Household items and camping equipment.
  - b. Tools (in excess of \$200 in value).
  - c. Radios, citizen-band radios, tape decks, tapes, and cassettes not installed as permanent equipment.
  - d. The shipment of flammable or hazardous material, including flares, oils, waxes, and polishes, is prohibited, except for small quantities of touch-up paint (between 5 and 3 oz), when properly sealed to prevent leakage and will not pose a hazard during movement.
  - e. Televisions and VCRs; except factory installed.
  - f. Accessories not permanently installed.
  - g. Any pressurized cans.
  - h. Any liquids; for example, antifreeze or air fresheners that may be spilled and leave a stain.
8. Items of personal property specified below MAY be left in the vehicle:
  - a. Items considered to be normal vehicular tools, such as jacks, tire irons, lug wrenches, tire chains, fire extinguishers, mechanical tire inflators, first aid kits, jumper cables, warning triangle/trouble lights, and basic hand tools (i.e., screwdrivers, pliers, wrenches, and hammers).
  - b. One spare tire and two snow tires with wheels (either mounted or unmounted).
  - c. Portable cribs, strollers, or child's car seats.
  - d. Luggage racks, small items such as thermos bottles, bottle warmers, car cushions, blankets, and similar items for the comfort or convenience of the customer during long motor trips. Such items may be shipped with the vehicle only if they can be loaded into and secured in the carton (24 inches x 16 inches x 16 inches) provided by the contractor for vehicular tools and accessories.
  - e. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.
9. The customer must turn in one complete set of keys (including a gas-cap and wheel lock key if applicable) with the vehicle at the time of delivery to the VPC. The customer must be counseled to retain a second complete set of keys and to have them available at the time of pickup at destination.
10. Because a vehicle may be subjected to freezing temperatures during transit, the customer must safeguard the vehicle's cooling system with a nonalcoholic, permanent-type antifreeze solution testing to minus 20 degrees Fahrenheit or lower, if the Armed Forces shipping agency determines it to be necessary. If the customer decides not to fulfill this requirement, a signed release must be secured by POV processing personnel.
11. The customer must ensure the POV contains no more than one-fourth tank of fuel when it is delivered to the port/VPC. The fuel system may be drained before shipment, and only a minimum replacement must be made at destination.
12. The customer must ensure all exterior surfaces and undercarriages of POVs are clean and free of soil and other foreign matter before turn-in. The customer must provide the destination terminal with an address where notification can be made of arrival and availability for pickup of the POV.

13. A letter of authorization, power of attorney, or other acceptable evidence of agency is required to deliver a vehicle by someone other than the customer's spouse (when the spouse is on the orders). An acceptable example of a letter of authorization is "I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military outloading port, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment." If the vehicle is to be picked up by anyone other than the customer, including the spouse (if listed on orders), that individual must have a power of attorney or be identified as a designated agent on the DD Form 788, Block 38, or commercial equivalent, and this designation/identification must be made at the time the form is prepared.
14. Vehicles with propane tanks must only be accepted when the propane tank is an integral part of the vehicle, used to power the engine or for other purposes, and would require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the VPC or port. A label must be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks, such as those used for gas stoves or barbecues, and tanks readily accessible for removal must not be accepted.
15. The customer must ensure the installed auto alarm or anti-theft device(s) is turned off or otherwise disabled prior to being turned in.
16. Upon completion of tour and shipment, ensure POV pickup is within 45 days from the date of arrival and availability or the required delivery date (RDD), whichever is later. If the POV is not picked up within 45 days, the POV will be subject to conversion to an entitled member/employee account, the POV may be disposed of, and/or the entitled member/employee may be held liable for additional processing charges.

## **E. USTRANSCOM RESPONSIBILITIES**

### **1. POV SHIPMENT:**

#### **a. Storage Timelines.**

- (1) Shipping and receiving POVs between ports/VPCs listed in Attachment K-3 and negotiating rates for oversized vehicle shipments with the contractor.
- (2) Assignment of RDD to POVs. RDDs must be assigned by the port/VPC at the time of vehicle turn-in. Factors entering into the RDD calculation are the number of days required for processing, port/VPC hold time, vessel availability, ocean transit time, processing time at the port/VPC of discharge, and number of days for the inland/transshipment movement to final destination.
- (3) The port/VPC initiates the applicable DD Forms 788 ([Figure 408-1](#)), 788-1 ([Figure 408-2](#)), and 788-2 ([Figure 408-3](#)) or commercial equivalent and performs a joint inspection with the customer. The individual performing the inspection must mark the code on the vehicle illustrations at the approximate location(s) of exterior damage. The POV condition codes are used to illustrate the type of damage to the exterior and the interior of the POV, which will be used to determine loss and/or damage between POV turn-in and pickup.
- (4) Approval for a POV shipment from a primary port/VPC is not required before POV turn-in at the port/VPC.

- (5) If a customer delivers a POV to an alternate port/VPC within the same country, the port/VPC, when directed by USTRANSCOM, must calculate charges for any excess costs. Collection of this excess cost will be IAW DoD Component publications.
  - (6) Approval for shipment to/from an alternate port/VPC in a different country. Prior approval of a customer's request for a POV to be shipped to/from an alternate port/VPC in a different country must be authorized or approved by the Secretarial Process, IAW JTR Paragraphs 053001 B 3.d.(1) and (2) (Uniformed Members Only) or Paragraph 054708 (Civilian Employees Only) on alternate ports/VPCs. See DoD Component publications for delegation of approval authority.
  - (7) If a customer delivers a POV to an alternate port/VPC in a different country without prior approval, the port/VPC must not process the vehicle for movement. The port/VPC must assist the customer in contacting the DoD or Coast Guard component to obtain approval (see DoD Component publications).
  - (8) Advise and counsel the customer that the MGO (entitlement) cannot exceed the cost to ship a vehicle equal in size to 20 MTONs, unless approved through the Secretarial Process for medical reasons and that the customer may incur an additional financial liability to the government for shipment of an oversized POV. To calculate the POV's MTONs, multiply the L x W x H of the POV in inches, divide by 1728, and then divide by 40.
  - (9) Recommend ways for the customer to downsize the vehicle (e.g., remove ladder, external spare tire, and luggage racks, and fold or remove side-view mirrors).
- b. Storage Pickup Timelines.
- (1) The customer must pick up their POV or arrange pickup by an assigned representative within a reasonable timeframe IAW JTR 053001 B.7 (Military Member) or 054706 (Employee). The Military Services have determined that 45 calendar days is a reasonable time to arrange for POV pickup. It is the entitled member/employee's responsibility to arrange for POV pickup and coordinate actions with the contractor, government contracting officer representative, or TO within this 45-day period. If the entitled member/employee does not meet this requirement, the POV may be subject to conversion to the entitled member/employee's expense, the POV may be disposed of, and/or the entitled member/employee may be held liable for additional processing charges.
  - (2) USTRANSCOM will make every effort to obtain entitled member/employee contact information to allow for proper notifications of vehicle arrivals and termination of entitlements. Contact information may be obtained by utilizing source documents (e.g., DD Form 788) to obtain in-transit phone numbers, contacting entitled member/employee, using Government e-mail accounts, and/or contacting Service HQ representatives, etc.
  - (3) Ensure customer notifications are being properly executed, and recorded and are meeting the required timelines following the POV availability at destination or RDD, whichever is later (POV e.g., available, 10, 21, and 45 days).
  - (4) Acquire a copy of the customer's POV files and records of all attempted notifications and correspondence from the contractor following the fourth notification attempt 45 calendar days after the vehicle arrives at the destination or final RDD, whichever is later.
  - (5) If contact has not been made, USTRANSCOM will request assistance from the member/employees unit, civilian personnel office, and Service Locators using [Table 408-1](#) not later than 45 calendar days after the vehicle is available for pickup at the destination or RDD, whichever is later. At a minimum, the following information must



be provided: entitled member/employee's name, Social Security Number (SSN)/Employee Identification (EMPLID)/Department of Defense Identification (DoDID) (if not known, last four), grade/rank, and last known duty station.

- (6) If contact has not been made by the 90<sup>th</sup> day, the vehicle and all property inside may be subject to the Service Members Civil Relief Act (SCRA) [50 U.S.C. App. §§ 501 et seq.] and applicable state, local, and bailment laws and regulations. **NOTE:** SCRA only applies to Service members (i.e., not civilian employees).
- (7) The applicable signed DD Form 788, Private Vehicle Shipping Document for Automobile ([Figure 408-1](#)), Van ([Figure 408-2](#)), and Motorcycle ([Figure 408-3](#)), or commercial equivalent form is considered sufficient authority to terminate entitled member/employee's entitlement and to subject charges for continued services at the entitled member/employee's expense. The entitled member/employee signing the form is indicating agreement with the certification of shipment responsibilities and that the Government will not be responsible for the release or return to the owner or agent after the expiration of the authorization period.

## 2. POV STORAGE:

### a. Storage Timelines

- (1) The customer must be counseled that, unless orders/documentation have been received to authorize additional storage, their vehicle will be subject to conversion to a commercial account IAW JTR 0532 B.11 entitlement timelines. For Permanent Change of Station (PCS) orders, this timeline is 90 days after their tour of duty. For Separation orders this timeline is 180 days from the date of separation. For Retirement orders, this timeline is up to 1 year from date of retirement. This commercial account will be at the entitled member/employee's expense if arrangements are not made for vehicle pickup and their vehicle may be disposed of as seen fit by the contractor following said suspense.

### b. Storage Pickup Timelines

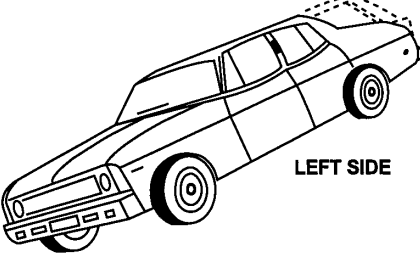
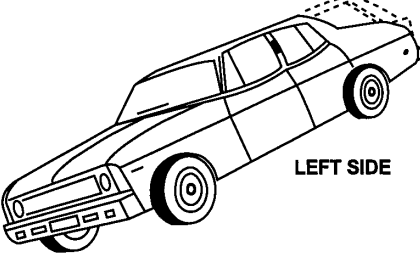
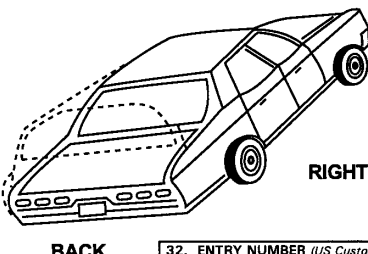
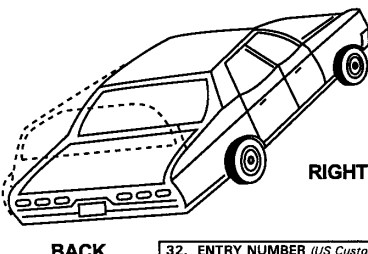
- (1) Notify the customer of storage expiration by email, mail, and/or fax within 45 calendar days prior to the end of their tour of duty as stated in the original orders at the time of turn-in. This notification is to inform the entitled member/employee of the anticipated storage expiration and is not a notice of entitlement termination. This notification will allow the entitled member/employee ample opportunity to provide the contractor updated information to arrange for POV pickup or orders/documentation authorizing extended storage entitlements.
- (2) Provide verifiable notification to the entitled member/employee of storage expiration within 2 calendar days of their end of tour as stated in the original orders at the time of turn-in. This and subsequent notifications shall instruct the entitled member/employee to arrange pickup or provide proof of storage entitlement extension.
- (3) If contact has not been made with the entitled member/employee 15 calendar days after order tour of duty, USTRANSCOM will notify the entitled member/employee's current unit command. For civilian employees, they will send a copy to the current civilian personnel office.
- (4) If the contractor has not made contact with the entitled member/employee within 30 calendar days after their end of tour as stated in the original orders at the time of vehicle turn-in, USTRANSCOM will acquire a complete copy of the entitled member/employee's vehicle storage files and records of all attempted notifications and correspondence from the contractor.

- (5) 30 calendar days after the entitled member/employee's end of tour as stated in the original orders at the time of vehicle turn-in, USTRANSCOM will request assistance from Service locators, using [Table 408-1](#). For civilian employees, they will send a copy to the current civilian personnel office. At a minimum, the following information must be provided: entitled member/employee's name, SSN/EMPLID/DoDID (if not known, last four), grade/rank, and last known duty station.
- (6) If contact has not been made, USTRANSCOM will send a final notification by certified mail with delivery confirmation 90 calendar days after the entitled member/employee's end of tour as stated in the original orders at the time of vehicle turn-in. USTRANSCOM will go to <https://www.usps.com> and obtain proof of delivery and document the delivery confirmation in the entitled member/employee's case file.
- (7) If contact has not been made, USTRANSCOM may convert the POV to the entitled member/employee's expense on the expiration date.
- (8) 90 calendar days after the entitled member/employee's end of tour as stated in the original orders at the time of vehicle turn-in and prior to entitlement expiration date and if contact has not been made, USTRANSCOM is required to complete a case file consisting of the following:
  - a. Orders.
  - b. DD Form 788.
  - c. All contractor and USTRANSCOM attempted notifications and entitled member/employee correspondence.
  - d. Navy Only: If the entitled member has not acknowledged correspondence, the Government will forward two SCRA certificates from <https://scra.dmdc.osd.mil/>, with one showing the entitled member's active duty status when the items were placed into storage and the second showing the active duty status when storage is scheduled to expire.
- (9) Forward the completed case file to the authorizing authority for a final contact attempt and concurrence/non-concurrence of the conversion using [Table 408-2](#).

#### **F. ABANDONED POVS**

If all required notification procedures have been met and the entitled member/employee has not responded or signed authorizing disposal, USTRANSCOM will notify services and will proceed with POV abandonment/disposal. Legally declared abandoned POVs will no longer be maintained and may be removed from the enclosed storage facility (if applicable) to a secured outdoor holding area until the vehicle is disposed of.



PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE											
<b>TCMD DATA</b>	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)				
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)		10. RDD (54-56)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)		
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)		19. GRADE (69-70)	
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER			
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)		
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES							
<b>30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.</b>  a. DATE (YYYYMMDD)  b. SIGNATURE OF OWNER OR AGENT  c. NAME OF AGENT (Last, First, Middle Initial) (Print)  d. STREET ADDRESS  e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)				
				X	(a) Turn in joint inspection - owner/agent & Government representative						
				T	(b) POE use (Optional)						
				<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container						
				<input type="checkbox"/>	(d) POD check in stow/condition when removed from container						
				<input type="checkbox"/>	(e) Release of custody by discharge stevedore						
				*	(f) POD use (Optional)						
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. <b>31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.</b>											
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   <b>FRONT</b> </div> <div style="text-align: center;">   <b>LEFT SIDE</b> </div> <div style="text-align: center;">   <b>RIGHT SIDE</b> </div> <div style="text-align: center;">   <b>BACK</b> </div> </div>											
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <b>POV CONDITION CODES</b>            BE - Bent BR - Broken CH - Chipped         </div> <div style="width: 20%;">           CR - Cracked DE - Dent GO - Gouged         </div> <div style="width: 20%;">           LO - Loose MA - Marred MG - Missing         </div> <div style="width: 20%;">           MI - Mildewed PF - Paint Faded RS - Rusty         </div> <div style="width: 20%;">           RU - Rubbed SC - Scratched SO - Soiled         </div> <div style="width: 20%;">           TO - Torn WO - Badly Worn         </div> </div>											
<b>33. INTERIOR CONDITION</b>				<b>CODE</b>		<b>34. ACCESSORIES</b>		<b>IN BOX</b>		<b>LOOSE</b>	
a. FRONT SEATS						a. CATALYTIC CONVERTER/PELLETS					
b. REAR SEAT						b. SIDE MIRRORS					
c. REAR MIRROR						c. ANTENNA					
d. FRONT SEAT BELTS						d. FAN BELT					
e. REAR SEAT BELTS						e. FENDER SKIRTS					
f. ASH TRAYS						f. FIRE EXTINGUISHER					
g. FLOOR MATS						g. FIRST AID KITS					
h. DOOR PANELS						h. CIGARETTE LIGHTER					
i. ARM RESTS						i. HAND TOOLS/FLASHLIGHT					
j. REAR SPEAKERS (Additional)						j. HUB CAPS					
k. CUSHION						k. JACK/UG WRENCH					
l. UPHOLSTERY						l. JUMPER CABLES					
m. RADIO (AM, FM, Tape)						m. LUGGAGE RACK					
n. CB RADIO						n. BLANKET					
o. CARPET						o. WARNING TRIANGLE/TROUBLE LIGHT					
p. CLOCK						p. SPARE TIRE					
<b>35. PROCESSING SERVICE</b>											
a. ADD/DRAIN FUEL											
b. CONNECT/DISCONNECT BATTERY											
c. PACK ACCESSORIES											
d. OTHER											
<b>36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)</b>											
<b>a. THE VEHICLE DESCRIBED ABOVE:</b>											
<input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.)											
<input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.											
<input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.											
<input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)											
<b>b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)</b>											
<input type="checkbox"/> (1) The catalyst was removed prior to use overseas and:											
<input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver.											
<input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and:											
<input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.											
<input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and:											
<input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.)											
<input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.											
<input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.											
<b>c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)</b>											
<input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.											
<input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.											
<input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.											
<input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)											

DD FORM 788, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

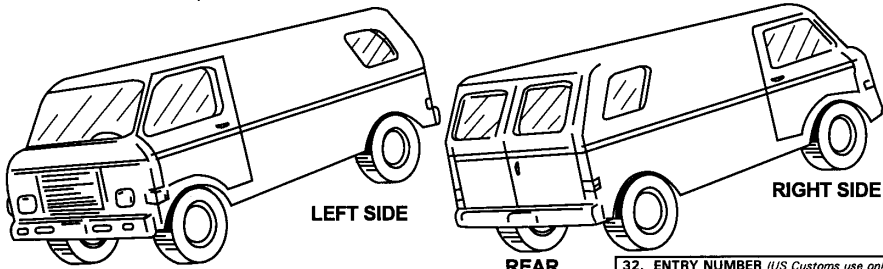
Designed using Perform Pro, WHS/DIOR

Figure 408-1. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT	
<b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</b>	
<p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p>	<p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p>
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
<p>(1) BY OWNER</p>	<p>(2) VERIFICATION OR DISAGREEMENT WITH REASONS</p>
<b>b. TERMINAL SERVICE - PICKUP</b> <i>(X as applicable. If unsatisfactory, specify.)</i>	
<div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> SATISFACTORY</span> <span><input type="checkbox"/> UNSATISFACTORY</span> </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</b>	
<b>a. SIGNATURE OF OWNER OR AGENT</b>	<b>b. DATE (YYYYMMDD)</b>
<b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b>	<b>41. NAME OF PORT</b>

DD FORM 788 (BACK). SEP 1998

Figure 408-1. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

PRIVATE VEHICLE SHIPPING DOCUMENT FOR VAN											
<b>TCMD DATA</b>	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)				
	8. TRANSPORTATION CONTROL NUMBER (30-46)		9. CONSIGNEE (47-52)		10. RDD (54-56)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)		
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)		19. GRADE (69-70)	
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER			
24. ODOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.				27. DATE LOADED (YYYYMMDD)			
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES							
<b>30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.</b>  a. DATE (YYYYMMDD)  b. SIGNATURE OF OWNER OR AGENT  c. NAME OF AGENT (Last, First, Middle Initial) (Print)  d. STREET ADDRESS  e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)				
				X	(a) Turn in joint inspection - owner/agent & Government representative						
				T	(b) POE use (Optional)						
				<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container						
				<input type="checkbox"/>	(d) POD check in stow/condition when removed from container						
				<input type="checkbox"/>	(e) Release of custody by discharge stevedore						
				*	(f) POD use (Optional)						
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. <b>31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.</b>											
											
<b>32. ENTRY NUMBER (US Customs use only)</b>											
<b>POV CONDITION CODES</b> BE - Bent BR - Broken CH - Chipped CR - Cracked DE - Dent GO - Gouged LO - Loose MA - Marred MG - Missing MI - Mildewed PF - Paint Faded RS - Rusted RU - Rubbed SC - Scratched SO - Soiled TO - Torn WO - Badly Worn											
<b>33. INTERIOR CONDITION</b> a. FRONT SEATS b. REAR SEAT c. REAR MIRROR d. FRONT SEAT BELTS e. REAR SEAT BELTS f. ASH TRAYS g. FLOOR MATS h. DOOR PANELS i. ARM RESTS j. REAR SPEAKERS (Additional) k. CUSHION l. UPHOLSTERY m. RADIO (AM, FM, Tape) n. CB RADIO o. CARPET p. CLOCK			<b>CODE</b> a. CATALYTIC CONVERTER/PELLETS b. SIDE MIRRORS c. ANTENNA d. FAN BELT e. FENDER SKIRTS f. FIRE EXTINGUISHER g. FIRST AID KITS h. CIGARETTE LIGHTER i. HAND TOOLS/FLASHLIGHT j. HUB CAPS k. JACK/LUG WRENCH l. JUMPER CABLES m. LUGGAGE RACK n. BLANKET o. WARNING TRIANGLE/TROUBLE LIGHT p. SPARE TIRE		<b>IN BOX</b> <b>LOOSE</b>		<b>35. PROCESSING SERVICE</b> a. ADD/DRAIN FUEL b. CONNECT/DISCONNECT BATTERY c. PACK ACCESSORIES d. OTHER				
<b>36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)</b> <b>a. THE VEHICLE DESCRIBED ABOVE:</b> <input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.) <input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA. <input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976. <input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.) <b>b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)</b> <input type="checkbox"/> (1) The catalyst was removed prior to use overseas and: <input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver. <input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and: <input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and: <input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.) <input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver. <input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle. <b>c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)</b> <input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle. <input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline. <input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US. <input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)											

DD FORM 788-1, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR

Figure 408-2. DD Form 788-1, Private Vehicle Shipping Document for Van

CONDITIONS GOVERNING SHIPMENT	
<b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</b>	
<p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p>	<p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p>
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<b>b. TERMINAL SERVICE - PICKUP</b> <i>(X as applicable. If unsatisfactory, specify.)</i> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY	
<b>38. MISCELLANEOUS INFORMATION</b>	
<b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</b>	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788-1 (BACK). SEP 1998

Figure 408-2. DD Form 788-1, Private Vehicle Shipping Document for Van (Cont'd)

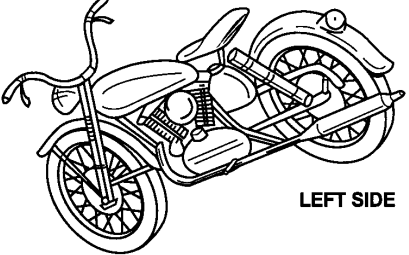
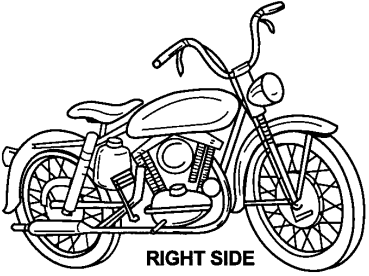
PRIVATE VEHICLE SHIPPING DOCUMENT FOR MOTORCYCLE															
<b>TCMD DATA</b>	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)								
	8. TRANSPORTATION CONTROL NUMBER (30-46)		9. CONSIGNEE (47-52)		10. RDD (54-56)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)		13. WEIGHT (72-76)				
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-68)		18. F & MI (67-68)		19. GRADE (69-70)					
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER							
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)						
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES											
<b>30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.</b>  a. DATE (YYYYMMDD)  b. SIGNATURE OF OWNER OR AGENT  c. NAME OF AGENT (Last, First, Middle Initial) (Print)  d. STREET ADDRESS  e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)								
				<b>X</b>	(a) Turn in joint inspection - owner/agent & Government representative										
				<b>T</b>	(b) POE use (Optional)										
				<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container										
				<input type="checkbox"/>	(d) POD check in stow/condition when removed from container										
				<input type="checkbox"/>	(e) Release of custody by discharge stevedore										
				<b>*</b>	(f) POD use (Optional)										
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. <b>31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.</b>															
<div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">   <b>FRONT</b>   <b>LEFT SIDE</b> </div> <div style="text-align: center;">   <b>REAR</b>   <b>RIGHT SIDE</b> </div> </div>															
32. ENTRY NUMBER (US Customs use only)															
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped		CR - Cracked DE - Dent GO - Gouged		LO - Loose MA - Marred MG - Missing		MI - Mildewed PF - Paint Faded RS - Rusted		RU - Rubbed SC - Scratched SO - Soiled		TO - Torn WO - Badly Worn			
33. INTERIOR CONDITION				CODE	34. ACCESSORIES				IN BOX	LOOSE	35. PROCESSING SERVICE			POE	POD
a. FRONT SEATS					a. CATALYTIC CONVERTER/PELLETS						a. ADD/DRAIN FUEL				
b. REAR SEAT					b. SIDE MIRRORS						b. CONNECT/DISCONNECT BATTERY				
c. REAR MIRROR					c. ANTENNA						c. PACK ACCESSORIES				
d. FRONT SEAT BELTS					d. FAN BELT						d. OTHER				
e. REAR SEAT BELTS					e. FENDER SKIRTS										
f. ASH TRAYS					f. FIRE EXTINGUISHER										
g. FLOOR MATS					g. FIRST AID KITS										
h. DOOR PANELS					h. CIGARETTE LIGHTER										
i. ARM RESTS					i. HAND TOOLS/FLASHLIGHT										
j. REAR SPEAKERS (Additional)					j. HUB CAPS										
k. CUSHION					k. JACK/LUG WRENCH										
l. UPHOLSTERY					l. JUMPER CABLES										
m. RADIO (AM, FM, Tape)					m. LUGGAGE RACK										
n. CB RADIO					n. BLANKET										
o. CARPET					o. WARNING TRIANGLE/TROUBLE LIGHT										
p. CLOCK					p. SPARE TIRE										
<b>36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box)</b> THE MOTORCYCLE DESCRIBED ABOVE:															
a. Was manufactured after January 1, 1978 and does not have a manufacturers label affixed certifying its conformance with US EPA emissions standards. The owner must post a bond with US Customs prior to vehicle release at the US Port of Entry.															
b. Was manufactured after January 1, 1978 and does have a manufacturers label affixed certifying its conformance with US EPA emissions standards.															
c. Is not subject to the regulations under the Clean Air Act because it was manufactured before January 1, 1978.															


Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle

CONDITIONS GOVERNING SHIPMENT	
<p><b>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the vehicle is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
<b>37. DELIVERY RECEIPT</b>	
<b>a. EXCEPTIONS</b>	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<p><b>b. TERMINAL SERVICE - PICKUP</b> <i>(X as applicable. If unsatisfactory, specify.)</i></p> <div style="display: flex; justify-content: flex-end; align-items: center;"> <input type="checkbox"/> SATISFACTORY             <input style="margin-left: 100px;" type="checkbox"/> UNSATISFACTORY           </div>	
<b>38. MISCELLANEOUS INFORMATION</b>	
<p><b>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSHIPMENT, EXCEPT AS NOTED ABOVE.</b></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%; padding: 5px;"> <p><b>a. SIGNATURE OF OWNER OR AGENT</b></p> </div> <div style="width: 35%; padding: 5px;"> <p><b>b. DATE (YYYYMMDD)</b></p> </div> </div>	
<p><b>40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE</b></p>	<p><b>41. NAME OF PORT</b></p>

DD FORM 788-2 (BACK), SEP 1998

Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle (Cont'd)



 US Department of Transportation  National Highway Traffic Safety Administration	<b>BOND TO ENSURE CONFORMANCE WITH MOTOR VEHICLE SAFETY AND BUMPER STANDARDS</b>	OMB No. 2127-0002  PL100-562, 15 USC 1397, and 1916
---	--	--

**Section 591.50(f)**

*(To redeliver vehicle, to produce documents, to perform conditions of release, such as to bring vehicle into conformance with all applicable federal Motor Vehicle Safety and Bumper Standards)*

Know All Men by These Presents That \_\_\_\_\_  
name of principal; if a corporation the State of Incorporation

of \_\_\_\_\_, as principal  
street address or post office box number, city, state, Zip Code

and \_\_\_\_\_ of \_\_\_\_\_  
Name, state of Incorporation, if any Address

and \_\_\_\_\_ of \_\_\_\_\_  
Name, state of Incorporation, if any Address

as sureties, are held and firmly bound unto the UNITED STATES OF AMERICA in the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), which represents 150% of the entered value of the following described motor vehicle as determined by the U. S. Customs Service:

\_\_\_\_\_  
Model year, make, series, engine, and chassis number

for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns (jointly and severally), firmly by these presents

**WITNESS** our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 199 \_\_\_\_\_

**WHEREAS**, motor vehicles may be entered under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended; and section 106 of the Motor Vehicle Information and Cost Savings Act; and

**WHEREAS**, pursuant to 49 CFR Part 591, a regulation promulgated under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the above-bounden principal desires to import permanently the motor vehicle described above, which is a motor vehicle that was not originally manufactured to conform with the Federal motor vehicle safety standards, and bumper standards; and

**WHEREAS**, pursuant to 49 CFR Part 592, a regulation promulgated under the provisions of section 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the above-bounden principal has been granted the status of Registered Importer of motor vehicles not originally manufactured to conform with the Federal motor vehicle safety standards (or, if not Registered Importer, has a contract with a Registered Importer covering the motor vehicle described above); and

**WHEREAS**, pursuant to 49 CFR 593, a regulation promulgated under the provisions of section, 108, National Traffic and Motor Vehicle Safety Act of 1966, as amended, the Administrator of the National Highway Traffic Safety Administration as determined that the motor vehicle described above is eligible for importation into the United States; and

**WHEREAS**, the motor vehicle described above has been imported at the port \_\_\_\_\_  
for consumption on entry No. \_\_\_\_\_, dated \_\_\_\_\_, 199 \_\_\_\_\_

**NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT-**

(1) The above-bounden principal (the "principal", in consideration of the permanent admission into the United States of the motor vehicle described above (the "vehicle"), voluntarily undertakes and agrees to have such vehicle brought into conformity with all applicable Federal motor vehicle safety and bumper standards within 120 days after such importation, as specified by the Administrator of the National Highway Traffic Safety Administration (the "Administrator");

(2) The principal shall then file, or if not a Registered Importer shall then cause the Registered Importer of the Vehicle to file, with the Administrator, a certificate that the vehicle complies with each Federal motor vehicle safety standard in effect the year that the vehicle was manufactured and which applies in such year to the vehicle, and that the vehicle complies with the Federal bumper standard (if applicable);

**Form HS-474 (1-90)**

**Figure 408-4. DOT Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards**

(3) The principal, if a Registered Importer, shall not release custody of the vehicle to any person for license or registration for use on public roads, streets, or highways, or license or register the vehicle from the date of entry until 30 calendar days after it has certified compliance of the vehicle to the Administrator, unless the Administrator notifies the principal before 30 days that (s)he has accepted such certification and the vehicle and bond may be released, except that no such release shall be permitted, before or after the 30th calendar day, if the principal has received written notice from the Administrator that an inspection of such vehicle will be required, or that there is reason to believe that such certification is false or contains a misrepresentation;

(4) And if the principal has received written notice from the Administrator that an inspection is required, the principal shall cause the vehicle to be available for inspection; and the vehicle and bond shall be promptly released after completion of an inspection showing no failure to comply. However, if the inspection shows a failure to comply, the vehicle and bond shall not be released until such time as the failure to comply ceases to exist;

(5) And if the principal has received written notice from the Administrator that there is reason to believe that the certificate is false or contains a misrepresentation, the vehicle or bond shall not be released until the Administrator is satisfied with the certification and any modification thereof;

(6) And if the principal has received written notice from the Administrator that the vehicle has been found not to comply with all applicable Federal Motor vehicle safety and bumper standards, and written demand that the vehicle be abandoned to the United States, or delivered to the Secretary of the Treasury for the export (at no cost to the United States), the principal shall abandon the vehicle to the United States, or shall deliver the vehicle, or cause the vehicle to be delivered to, the custody of the District Director of Customs of the port of entry listed above, or any other port of entry, and shall execute all documents necessary for exportation of the vehicle from the United States, at no cost to the United States; or in default of abandonment or redelivery after proper notice by the Administrator to the principal, the principal shall pay to the administrator the amount of this obligation;

Then this obligation shall be void; otherwise it shall remain in full force and effect.  
Signed, sealed, and delivered in the presence of

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Address (Principal) (SEAL)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Address (Surety) (SEAL)

**CERTIFICATE AS TO CORPORATE PRINCIPAL**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_  
of the corporation named as principal in the within bond; that \_\_\_\_\_, who signed the bond on behalf  
of the principal, was then \_\_\_\_\_ of said corporation; that I know his/her signature, and his/her  
signature thereto is genuine; and that said bond was duly signed, sealed and attested for and in behalf of said corporation by authority  
of its governing body.

\_\_\_\_\_  
(CORPORATE SEAL)

*(To be used when a power of attorney has been filed with NHTSA, and may be executed by secretary, assistant secretary, or other officer.)*

**Form HS-474 (1-90)**

**Figure 408-4. DOT Form HS-474, Bond to Ensure Conformance with Motor Vehicle Safety and Bumper Standards (Cont'd)**

FORMAT		
(Date)		
SUBJECT: Request for Shipment of POV through CONUS/OCONUS Alternate Port/VPC		
TO: (Origin TO)		
1. Request authority to ship my POV through (alternate port/VPC) . Vehicle can be delivered to port on (date) , for shipment to (destination) .		
2. Vehicle data is as follows:		
a. Make		
b. State and License No.		
c. Body Type		
d. Year		
3. I acknowledge that cost incurred by selection of an alternative port that exceeds the regular routing costs will be charged to me.		
(Customer's name/grade)		
(Address)		
(Telephone No.)		
(Origin TO)	1st Ind	(Date)
SUBJECT: Request for Shipment of POV Through Alternative Port		
1. Permission (granted/not granted).		
2. Reason(s) not granted.		
(TO)		

**Figure 408-5. Request for Shipment of POV Through CONUS/OCONUS Alternate Port/VPC Format**

<b>PAY ADJUSTMENT AUTHORIZATION</b>				<i>NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>				
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE		
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA					
FROM				NAME OF ACCOUNTABLE D.O.				
				SYMBOL NO.	G.A.O. EXCEPTION CODE			
TO   						YOU ARE HEREBY AUTHORIZED TO  <input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT  THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE		
EXPLANATION AND/OR REASON FOR ADJUSTMENT								
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.								
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)				
C E R T I F Y  T O  C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)   						TYPED NAME AND GRADE OF D.O.	
							D.O. SYMBOL NO.	DATE
							SIGNATURE	

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S. Army, 1953

**Figure 408-6. DD Form 139, Pay Adjustment Authorization**

<b>CASH COLLECTION VOUCHER</b>		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
<b>3. RECEIVING OFFICE</b>				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)			d. DATE (YYYYMMDD)	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____				
<b>4. DISBURSING OFFICE</b>				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. DISBURSING OFFICER (Printed Name, Title and Signature)			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____			e. DATE (YYYYMMDD)	
<b>5. PERIOD:</b> a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
11. TOTAL			0.00	

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

**Figure 408-7. DD Form 1131, Cash Collection Voucher**

**REQUEST FOR POV SHIPMENT -- CHANGE IN HOME PORT/VPC FORMAT**

TO: [PPOTORATES@US.ARMY.MIL](mailto:PPOTORATES@US.ARMY.MIL)

SUBJECT: REQUEST FOR SHIPMENT OF POV - CHANGE OF HOME PORT

1. CHANGE OF HOME PORT: (VESSEL NAME)
2. NUMBER OF VEHICLES:
3. PICKUP DATE:
4. FINAL PICKUP DATE:
5. ORIGIN:
6. DESTINATION:
7. PICKUP POINT:
8. ADD:
9. SPECIAL REQUIREMENTS: (NUMBER OF OVERSIZED POVS BEING SHIPPED, ATTACHED CAMPER SHELLS/CUSTOMIZED CAMPERS OR VANS.)
10. POC/TELEPHONE/FAX ORIGIN:
11. POC/TELEPHONE/FAX DESTINATION:

**Figure 408-8. Request for POV Shipment -- Change in Home Port/VPC Format**





PERSONAL PROPERTY COUNSELING CHECKLIST			
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> 37 U.S.C. 475, Travel and transportation allowances; dependents; baggage and household effects; 5 U.S.C. 5726, Storage expenses; household goods and personal effects.</p> <p><b>PRINCIPAL PURPOSE(8):</b> To ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System (DTS). Information collected may also be used in determining validity of claims, improper shipments and any third party responsibility.</p> <p><b>ROUTINE USE(8):</b> The most applicable routine use is: To private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pickup and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. The remaining routine uses located at: <a href="http://doid.defense.gov/Privacy/30/BN/index/BlanketRoutineUses.aspx">http://doid.defense.gov/Privacy/30/BN/index/BlanketRoutineUses.aspx</a> may also apply.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay processing of personal property shipment and/or settlement of a claim.</p>			
1. NAME (Last, First, Middle Initial)	2. DOD ID	3. BRANCH OF SERVICE	4. GRADE/RANK/RATING
5. ORDERS ISSUING AUTHORITY	6. ORDER NUMBER	7. DATE (DD/MM/YYYY)	8. NEW PERMANENT DUTY STATION (PDS)
<p><b>9. ACKNOWLEDGEMENT OF CUSTOMER SATISFACTION SURVEYS (CSS)</b></p> <p><input type="checkbox"/> I understand that I am required to complete the Customer Satisfaction Surveys (CSSs) throughout my moving process. Based on the performance in service satisfaction to the customer, the completion of the CSSs provides results the Government will use when awarding shipments to TSPs.</p>			
<p><b>10. ENTITLEMENTS UNDER THE ORDER DESCRIBED ABOVE:</b> <input type="checkbox"/> HHG <input type="checkbox"/> UB <input type="checkbox"/> NTS <input type="checkbox"/> POV <input type="checkbox"/> BOAT <input type="checkbox"/> CLAIMS</p>			
<b>PART I - HOUSEHOLD GOODS (HHG)</b>		<b>PART V - PRIVATELY OWNED VEHICLES (POV)</b>	
(1) Weight allowances: PCS: _____ TDY: _____		(1) Authorizations; Restrictions; Host Government requirements.	
(2) Weight restriction at new duty station, if any.		(2) Applicable port of Embarkation and Debarcation; alternate if needed.	
(3) Appliance Servicing. Customer to disconnect all electrical appliances.		(3) Preparation of POV prior to VPC drop-off: recalls/cleaning/fuel requirement.	
(4) I understand my Temporary Storage (SIT) entitlement is for _____ days. If I do not have an approved extension prior to my storage expiration date, the storage costs will become my financial responsibility.		(4) DD Form 788, Private Vehicle Shipping Document for Automobile - Receipt for your POV and Joint Inspection of POV at time of delivery & pickup.	
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.		(5) Excess costs, when applicable; oversize, excess distance.	
(6) Check DD Form 519 at origin for accuracy of information recorded thereon.		(6) Checking inventory of items left in POV; origin/destination.	
(7) Customer's responsibility to annotate discrepancies, loss/damage on delivery documents (Notice of Loss and Damage AT/AFTER).		(7) Secure title or lien holder's permission if required.	
(8) I understand I must arrange with origin PPSO to have a partial delivery at destination. Each item requiring partial delivery will be identified as "partial out" on the inventory at the time of pack out.		(8) Licensing/insurance requirements of state or country.	
(9) Extra pickup or delivery of personal property, including associated charges, when applicable/authorized.		(9) Foreign manufactured POVs.	
(10) Customer's responsibility to ensure property is free of soil and pest infestation.		(10) Delivery of POV to port by agent, Power of Attorney or letter of authorization.	
<b>PART II - UNACCOMPANIED BAGGAGE (UB)</b>		(11) Additional Information/clarification to include tracking POV can be found at <a href="https://www.ccsrmygov.com">https://www.ccsrmygov.com</a> .	
(1) UB weight allowance is included in your HHG weight allowance when an administrative/restricted weight allowance is applicable.		(12) Authorized storage location, length of storage/expiration date.	
(2) Weight allowances: _____		(13) Customer understands their responsibility to satisfy vehicle open hazardous/safety recalls prior to turn-in and that failure to do so may result in vehicle being refused for shipment. Any open recalls that cannot be satisfied must be coordinated and approved by the Vehicle Processing Center prior to arrival for turn-in.	
(3) What can be shipped as unaccompanied baggage.		<b>PART VI - BOATS</b>	
(4) Preparation - Copy of Orders in each container.		(1) Boat as principal residence.	
(5) Items of extraordinary value. Hand carry, if possible.		(2) Domestic: Less than 14ft; 14ft or longer, move by PPM method.	
<b>PART III - NON-TEMPORARY STORAGE (NTS)</b>		(3) International: Standard overseas container size or moved as OTO.	
(1) Included as part of HHG weight allowance when stored at Gov't expense.		(4) Removal of pilferable items.	
(2) Authorized storage location, length of storage/expiration date.		(5) Safety standards and transit permit, if necessary.	
(3) NTS at Gov't expense is limited to 1 year for members with Home of Selection entitlements and 180 days for members with Home of Record/Place Entering Active Duty entitlement.		(6) Responsibility to pay accessorial service charges.	
(4) Appliance servicing. Customer to disconnect all electrical appliances.		<b>PART VII - LIABILITY, CLAIMS, PROTECTION</b>	
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.		(1) Full Replacement Value (FRV) and what it covers.	
(6) Items of extraordinary value.		(2) Quick Claims Settlement.	
(7) I understand that once my HHG are placed in NTS, it is my responsibility to keep the PPSO that manages my shipment updated on my latest status (new PCS Orders, Separation, Retirement), and contact information.		(3) Providing notice of loss or damage to the TSP at delivery.	
(8) NTS funding for civilian employees expires at the end of each fiscal year (30 September). For continued storage at government expense, employees must request their Human Resource Office provide the PPSO funding authorization immediately after 1 October or as soon as funding authority is granted.		(4) Providing notice of additional loss or damage to the TSP within 180 days of delivery.	
<b>PART IV - WEAPONS</b>		(5) FRV claim must be submitted directly with the TSP within 9 months of delivery.	
(1) Limitations and restrictions of country/state to which assigned.		(6) Transferring unresolved claim to the Military Claims Office after 30 days or upon receipt of TSP final offer.	
(2) US Government requirements and restrictions applicable for import.		(7) Filing a claim within 2 years at depreciated value.	
(3) Special forms and procedures; responsibilities of TSP, etc.		(8) Contractor and Government liability for POV - Fair market value.	
(4) Shipment of ammunition at Gov't expense is PROHIBITED.		(9) Inconvenience claims; Failure of a TSP to meet a RDD can cause serious inconvenience to the DoD customers and their family, and can result in the unexpected expenditure of additional funds by the customer for rental/purchase of household necessities. When necessary, customer will be advised to file an inconvenience claim directly with TSP.	
<b>LINKS</b>		(10) If customer has items of extraordinary value, customer should consider additional insurance at their expense.	
It's Your Move (Military): <a href="https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_1.pdf">https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_1.pdf</a>		(11) Importance of documentation - accurate inventory, exceptions noted during pickup and delivery, etc.	
It's Your Move (Civilian): <a href="https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_2.pdf">https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_2.pdf</a>		(12) Customer's responsibility to acquire liability coverage for SIT/NTS converted to their expense.	
Shipping Your POV: <a href="https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_3.pdf">https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_3.pdf</a>			
Storing Your POV: <a href="https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_4.pdf">https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_4.pdf</a>			
Moving Your Mobile Home: <a href="https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_5.pdf">https://www.ustranscom.mil/dt/part-iv/dtr/part_iv_app_k_5.pdf</a>			

DD FORM 1797, MAR 2022

PREVIOUS EDITION IS OBSOLETE.

Figure 408-9. DD Form 1797, Personal Property Counseling Checklist

PART VIII - GENERAL INSTRUCTIONS		
1) Very Important Papers (Importance of documentation provided).		
2) The moving company assigned to move your shipment may contact you to discuss your Earliest, Latest, and Desired Pickup dates. The Estimated Shipment Arrival date is a projected date your shipment should arrive at the destination. Dates shown on the DD Form 1299 are initially for informational purposes.		
3) On pack/pickup date(s) you or your designated agent must be at the residence from 0800-1700; otherwise the cost of the attempted pack/pickup will be charged to you.		
4) Member provided a copy of the Host Countries Personal Property Consignment Instruction Guide (PPCIG).		
5) Customer's responsibility to provide a POC to the TSP for disposition of property upon arrival, and update information in DPS upon arrival at destination.		
6) Customer's responsibility to contact origin/destination PPSO if there is a change in orders that could affect movement of this/these shipment(s).		
7) Customer's responsibility to provide active e-mail address and personal (cell) phone number; to include, updating immediately if/when any changes occur.		
8) Customer's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment (e.g. excess weight, special services, alt location).		
9) Unauthorized Items and disposal of useless items; (e.g., building materials, live ammunition, flammable and corrosive materials, propane tanks).		
10) Professional books, papers, and equipment (PBP&E) for (M)ember and (S)pouse. Must be identified as (M) or (S) on inventory. If identified as Spouse pro-gear, I must provide the PPSO a list, certified by me, of the PBP&E along with a description of the profession or community service of my spouse before it can be included in the shipment. Packed separately from other property. Allowances: (M) NTE 2,000 pounds; (S) NTE 500 pounds.		
11) Procedure to designate agent to release property or accept property in absence of customer (Power of Attorney or informal letter of authorization).		
12) Shipment of Alcoholic Beverages: All Federal and State taxes, permits and Customs duty fees are members responsibility and not reimbursable.		
13) Retiree & Separatee with Home of Selection entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within three (3) years of the effective date of my retirement, placement on TDRL, or discharge with HOS entitlement. Note: Valid for retirement/ Separation dates on or after 24 Jun 2022, dates prior to 24 Jun 2022, the member has one (1) year to turn over HHG for movement.		
14) Separatee with Home of Record/Place of enlistment entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within 180 days of the effective date of my separation.		
15) Mobile Home: Service authorized at Government expense and those billed to the customer.		
16) Mobile Home: Responsibility of the customer to get their mobile home ready for transportation.		
17) Mobile Home: Inventory the contents of the mobile home and identify items that cannot remain in the mobile home to ensure safe transport.		
18) Mobile Home: In transit storage and possible excess cost.		
19) Mobile Home: Separate shipment of household goods is not authorized except for safety reasons and/or PCS outside the CONUS.		
11. SPECIAL INSTRUCTIONS:		
12. CONFIRMATION OF COUNSELING I certify that I have been briefed and understand the personal property entitlements as identified above. I understand the financial responsibility for excess costs and additional expenses incurred for the requested services, that are above and beyond those authorized by the government for personal convenience/preference, are solely the responsibility of the member/customer.		
a. SIGNATURE OF COUNSELOR	b. SIGNATURE OF CUSTOMER/DEPENDENT/AGENT	c. DATE (DDMM/YYYY)
		

DD FORM 1797 (BACK), MAR 2022

Figure 408-9. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)

**Table 408-1. Service Locators**

<u>AIR FORCE</u>	<u>NAVY</u>
Personal Property Activity HQ Plans, Strategy & Integration (PSI) 555 E Street East, Suite 4 JBSA Randolph, TX 78150-4439 <b>E-mail:</b> <a href="mailto:hgppa.psi@us.af.mil">hgppa.psi@us.af.mil</a>	<b>E-mail:</b> <a href="mailto:HHGHELP@navy.mil">HHGHELP@navy.mil</a>
<u>ARMY</u>	<u>COAST GUARD</u>
Locator: Army Knowledge Online (AKO) The Transportation Office must work with their local Installation Military Personnel Offices who issue PCS, Separation, Retirement orders and have personal data on Soldiers in their automated system.	Office of Military Personnel COMDT CG-1332 <b>Tony Pearson:</b> <a href="mailto:anthony.h.pearson@uscg.mil">anthony.h.pearson@uscg.mil</a>
<u>MARINE</u>	
<b>E-mail:</b> <a href="mailto:usmcpersonalproperty@usmc.mil">usmcpersonalproperty@usmc.mil</a>	

**Table 408-2. Authorizing Authorities for Concurrence/Non-Concurrence of Conversion**

Branch	Active duty members who have not acknowledged pending termination	All Others
Air Force & Army	Responsible Transportation Officer	Responsible Transportation Officer
Navy	Service HQ	Responsible Transportation Officer
Marine Corps	Service HQ	Responsible Transportation Officer (civilians only)
Coast Guard	Service HQ	Service HQ

**THIS PAGE INTENTIONALLY LEFT BLANK**