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://www.move.mil/sme.

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 or Storing Your POV at 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


2. Refer to the following websites for additional information:
   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](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

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 barbeques, 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 90th 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.
## CONDITIONS GOVERNING SHIPMENT

I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:  
1. That only one (1) privately-owned vehicle is being transported overseas under permanent changes 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 set of keys.  
2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.  
3. That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634a(b).  
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) releases the Government of any liability for damage due to freezing.

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

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

### 37. DELIVERY RECEIPT

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<th>a. EXCEPTIONS</th>
<th>b. VERIFICATION OR DISAGREEMENT WITH REASONS</th>
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### 38. MISCELLANEOUS INFORMATION

- TERMINAL SERVICE - PICKUP (If applicable. If unsatisfactory, specify.)
  - SATISFACTORY
  - UNSATISFACTORY

### 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.

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<th>a. SIGNATURE OF OWNER OR AGENT</th>
<th>b. DATE (YYYYMMDD)</th>
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### 40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE

### 41. NAME OF PORT

DD FORM 788 (BACK). SEP 1998

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

IV-408-12
Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle
### CONDITIONS GOVERNING SHIPMENT

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

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

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

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

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

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**Figure 408-3. DD Form 788-2, Private Vehicle Shipping Document for Motorcycle (Cont’d)**
BOND TO ENSURE CONFORMANCE WITH MOTOR VEHICLE SAFETY AND BUMPER STANDARDS

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, ___________________________________________________________________________, as principal

of __________________________________________________________, street address or post office box number, city, state, Zip Code

and __________________________________________________________, Name, state of Incorporation, if any

and __________________________________________________________, Name, state of Incorporation, if any

are and hereby are and shall remain, as sureties, for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns (jointly and severally), for the payment of which we bind ourselves, our heirs, executors, administrators, successors, and assigns (jointly and severally),

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),

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 502, 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 such certification and the vehicle and bond maybe 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 delivery, or after 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
_______________________________
Name
_______________________________
Address
_______________________________
Name
_______________________________
Address
_______________________________
Name
_______________________________
Address
_______________________________
Name
_______________________________
Address
_______________________________
Name
_______________________________
Address
_______________________________
Name
_______________________________
Address

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 (1-98)

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 date 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
**PAY ADJUSTMENT AUTHORIZATION**

<table>
<thead>
<tr>
<th>MEMBER (Last name)</th>
<th>(First)</th>
<th>(Middle)</th>
<th>SSAN</th>
<th>GRADE/RANK/RATE</th>
<th>BRANCH OF SERVICE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAY GRADE NO.</th>
<th>LAST PAY RECORD EXAMINED</th>
<th>AMOUNT</th>
<th>APPROPRIATION DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>NAME OF ACCOUNTABLE D.O.</th>
<th>SYMBOL NO.</th>
<th>G.A.O. EXCEPTION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO</th>
<th>YOU ARE HEREBY AUTHORIZED TO</th>
<th>CHARGE</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>CERTIFYING OFFICER (Name, rank, grade, and signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>CERTIFICATE</th>
<th>TYPED NAME AND GRADE OF D.O.</th>
<th>D.O. SYMBOL NO.</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DD FORM 139, MAY 53**

Edition of this form not having SSAN is obsolete after 30 Jun 69.

Figure 408-6. DD Form 139, Pay Adjustment Authorization
### CASH COLLECTION VOUCHER

<table>
<thead>
<tr>
<th>1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER</td>
</tr>
</tbody>
</table>

#### 3. RECEIVING OFFICE

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

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

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

#### 4. DISBURSING OFFICE

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

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

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

- d. **DATE** (YYYYMMDD)

- e. **DISBURSING STATION SYMBOL NUMBER**

#### 5. PERIOD

- a. **FROM**:

- b. **TO**:

<table>
<thead>
<tr>
<th>6. DATE RECEIVED</th>
<th>7. NAME OF REMITTER</th>
<th>8. DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED</th>
<th>9. AMOUNT</th>
<th>10. ACCOUNTING CLASSIFICATION</th>
</tr>
</thead>
</table>

#### 6. DATE RECEIVED


<table>
<thead>
<tr>
<th>7. NAME OF REMITTER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>8. DETAIL DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9. AMOUNT</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10. ACCOUNTING CLASSIFICATION</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11. TOTAL</th>
</tr>
</thead>
</table>

**DD FORM 1131, DEC 2003**

*PREVIOUS EDITION IS OBSOLETE.*

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

**IV-408-19**
**REQUEST FOR POV SHIPMENT -- CHANGE IN HOME PORT/VPC FORMAT**

TO:  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

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

#### 7. CHECKLIST (Record special instructions on back)

**PART I - HOUSEHOLD GOODS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Entitlements under the order described above (number of shipments, authorized destination, etc.)</td>
</tr>
<tr>
<td>(2)</td>
<td>Weight allowances: PCS, TDIY</td>
</tr>
<tr>
<td>(3)</td>
<td>Weight restriction at new duty station, if any.</td>
</tr>
<tr>
<td>(4)</td>
<td>Member’s responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).</td>
</tr>
<tr>
<td>(5)</td>
<td>Pickup date and required delivery date as determined by requirements of the member: PUD, RDD</td>
</tr>
<tr>
<td>(6)</td>
<td>Member’s responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.</td>
</tr>
<tr>
<td>(7)</td>
<td>Unauthorized items and disposal of useless items.</td>
</tr>
<tr>
<td>(8)</td>
<td>Professional books, papers, and equipment.</td>
</tr>
<tr>
<td>(9)</td>
<td>Item of extraordinary value, access weight.</td>
</tr>
<tr>
<td>(10)</td>
<td>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>
</tbody>
</table>

**PART II - UNACCOMPANIED BAGGAGE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>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>(2)</td>
<td>Professional books, papers, and equipment.</td>
</tr>
<tr>
<td>(3)</td>
<td>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>
</tbody>
</table>

**PART III - NONTEMPORARY STORAGE**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Entitlements under this order, special services, etc.</td>
</tr>
<tr>
<td>(2)</td>
<td>Included as part of HHG weight allowance when stored at Government expense.</td>
</tr>
<tr>
<td>(3)</td>
<td>Table of hourly and for how long.</td>
</tr>
<tr>
<td>(4)</td>
<td>Appliance servicing.</td>
</tr>
<tr>
<td>(5)</td>
<td>Checking inventory at time of pickup.</td>
</tr>
<tr>
<td>(6)</td>
<td>What documentation given to member and its importance to him.</td>
</tr>
<tr>
<td>(7)</td>
<td>Member’s responsibility to complete and turn in quality control form.</td>
</tr>
<tr>
<td>(8)</td>
<td>Unauthorized items and disposal of useless items.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>Entitlements under this order, limitations, possible costs.</td>
</tr>
<tr>
<td>(2)</td>
<td>Services authorized at Government expense and those billed to member.</td>
</tr>
<tr>
<td>(3)</td>
<td>Responsibility of member to get trailer ready for movement.</td>
</tr>
<tr>
<td>(4)</td>
<td>Inventory and contents of trailer. Items that cannot remain in trailer.</td>
</tr>
<tr>
<td>(5)</td>
<td>Pickup and delivery dates.</td>
</tr>
<tr>
<td>(6)</td>
<td>Member’s responsibility to ensure that PP items are free of soil/pest infestation.</td>
</tr>
<tr>
<td>(7)</td>
<td>Carrier and Government liability.</td>
</tr>
<tr>
<td>(8)</td>
<td>What documentation given to member and its importance to him.</td>
</tr>
<tr>
<td>(9)</td>
<td>Responsibility to promptly submit quality control information.</td>
</tr>
</tbody>
</table>

**DD FORM 1797, SEP 1998**

**PREVIOUS EDITION IS OBSOLETE.**

---

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

**IV-408-21**
### 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) US Government requirements and restrictions applicable for import.</td>
</tr>
<tr>
<td>(3) Applicable port of embarkation and debarkation, alternate 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>PART VII - LIABILITY, CLAIMS, PROTECTION</td>
</tr>
<tr>
<td>(5) Application and other documents required; Power of Attorney if required.</td>
<td>(1) Carrier, storage fees 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 unless.</td>
</tr>
<tr>
<td>(7) Checking inventory of items left in POV; origin and destination.</td>
<td>(3) Carrier and Government liability for POV.</td>
</tr>
<tr>
<td>(8) Secure lien holder's permission if required.</td>
<td>(4) Limitations on Government liability.</td>
</tr>
<tr>
<td>(9) Responsibility to provide Port of Debar oration proper address where notification of arrival can be sent; period POV can remain at port.</td>
<td>(5) Importance of documentation - accurate inventory exception on delivery, etc.</td>
</tr>
<tr>
<td>(10) Joint inspection of POV at time of delivery and pickup.</td>
<td></td>
</tr>
<tr>
<td>(11) Licensing 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 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>Item</th>
<th>(Y)</th>
<th>(N)</th>
<th>(Y)</th>
<th>(N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) HOUSEHOLD GOODS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2) NONTEMPORARY STORAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(3) PRIVATELY OWNED VEHICLES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) LOSS AND DAMAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(5) UNACCOMPANIED BAGGAGE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(6) MOBILE HOMES ($750.00 limitation on repairs annulled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(7) WEAPONS AND AMMUNITION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(8) I HAVE BEEN PURCHASED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PANJILLET.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### b. SIGNATURE OF COUNSELOR

#### c. SIGNATURE OF MEMBER/DEPENDENT/AGENT

#### d. DATE (YYYYMMDD)

**Figure 408-9. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)**
### Table 408-1. Service Locators

<table>
<thead>
<tr>
<th>AIR FORCE</th>
<th>NAVY</th>
</tr>
</thead>
</table>
| Personal Property Activity HQ  
Plans, Strategy & Integration (PSI)  
555 E Street East, Suite 4  
JBSA Randolph, TX 78150-4439  
E-mail: hqppa.psi@us.af.mil | E-mail: HHGHELP@navy.mil |

<table>
<thead>
<tr>
<th>ARMY</th>
<th>COAST GUARD</th>
</tr>
</thead>
</table>
| Locator: Army Knowledge Online (AKO)  
Register for an account at [www.us.army.mil](http://www.us.army.mil)  
click on the link to “Register for AKO”  
AKO/DKO Registration FAQ: [https://esd-crm.csd.disa.mil/app/answers/list](https://esd-crm.csd.disa.mil/app/answers/list)  
**An Army sponsor (military or civilian) is required to register**  
Click on the “People” icon at the top right of the AKO screen | Office of Military Personnel  
COMDT CG-1332  
**Tony Pearson: anthony.h.pearson@uscg.mil** |

<table>
<thead>
<tr>
<th>MARINE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail: <a href="mailto:usmcpersonalproperty@usmc.mil">usmcpersonalproperty@usmc.mil</a></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Branch</th>
<th>Active duty members who have not acknowledged pending termination</th>
<th>All Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Force &amp; Army</td>
<td>Responsible Transportation Officer</td>
<td>Responsible Transportation Officer</td>
</tr>
<tr>
<td>Navy</td>
<td>Service HQ</td>
<td>Responsible Transportation Officer</td>
</tr>
<tr>
<td>Marine Corps</td>
<td>Service HQ</td>
<td>Responsible Transportation Officer (civilians only)</td>
</tr>
<tr>
<td>Coast Guard</td>
<td>Service HQ</td>
<td>Service HQ</td>
</tr>
</tbody>
</table>