

CHAPTER B-408

NON-STANDARD PROCESSES & SPECIAL MOVES

A. INTRODUCTION

This chapter prescribes procedures and guidance on non-standard processes and special moves for Department of Defense (DoD) Service members, DoD civilians, U.S. Coast Guard (USCG) members and their families (collectively referred to herein as “customers”).

B. DOD AND USCG EMPLOYEES BEING ASSIGNED TO DEPARTMENT OF STATE (DOS) EMBASSIES OR CONSULATES UNDER CHIEF OF MISSION AUTHORITY

1. Prime Contractor Responsibilities.

- a. When ordered, the Prime Contractor is responsible for the counseling of DoD and USCG customers when they are assigned to a DOS Embassy or Consulate under Chief of Missions originating from the Continental United States (CONUS) or Outside CONUS (OCONUS) military installation.
- b. Upon completion of customer’s counseling, the Prime Contractor will submit the Counseling Output Form defined in Performance Work Statement, Appendix H, Tab 1 – Counseling Elements and a copy of the customer’s orders to the DOS by electronic mail (email) DODPP@state.gov or facsimile (fax) 202-472-8446. The DOS will acknowledge receipt of the documentation to affect the shipment and will handle the shipments through final delivery.

2. DoD and USCG Responsibilities.

- a. Provide a single fund citation or Transportation Account Code (TAC) to initiate movement for each personal property shipment.
- b. Collect excess costs from customers whose DOS arranged shipments place them in an excess cost status.
- c. When counseling is not conducted by the Prime Contractor, the DoD and USCG counseling offices will counsel customers and is required to email/fax a copy of all applicable Personal Property shipping documents (i.e. DD Form 3162, Personal Property Pre-Counseling Worksheet, Shipment Summary Worksheet [SSW], [Figure B-408-16](#), DD Form 1797, Personal Property Counseling Checklist, [Figure B-408-7](#), DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure B-408-8](#)) and a copy of their orders to the U.S. Department of State, Transportation and Travel Management Division, at:
 - (1) DODPP@state.gov or fax to 202-472-8446.
 - (2) If necessary, a DoS representative can be reached at 800-424-2947 or 202-472-8480/8481.
 - (3) The DoS will acknowledge receipt of the documentation to affect the shipment.
- d. Coordinate with the DOS the release of Non-Temporary Storage (NTS) to allow DOS arranged shipment in connection with (ICW) consecutive overseas tours under Chief of Mission assignments.
- e. For DOS shipments only, the DoD and USCG will provide claims settlement, including payment, if the DoD and USCG customer is not able to satisfactorily settle their claims directly with the DOS-arranged Transportation Service Provider (TSP). The DoD and USCG

- will assist the customer in processing claims through the Military Claims Office, if the DOS is not able to provide settlement with the TSP.
- f. Update the Personal Property Consignment Instruction Guide (PPCIG) with instructions on the processes to implement DOS-arranged shipments to, from, and between diplomatic mission locations.
3. DOS Responsibilities.
- a. Will provide counseling to all DoD and USCG customers assigned under Chief of Missions to or departing from a DOS embassy or consulate location. Counseling will be in accordance with (IAW) the Joint Travel Regulations (JTR) allowances.
- b. Will maintain a transportation rate table by CONUS to OCONUS-shipping lanes and provide shipment and financial reporting information to USTRANSCOM for dissemination to DoD and USCG (HQs Service-level).
- c. Determine the “Best Value” method and select the TSP to move DoD and USCG personal property to or from a diplomatic mission location.
- d. Provide the DoD and USCG with shipment information including weight and cost data for all shipments arranged by the DOS to facilitate computation of excess cost indebtedness.
- e. Shall counsel DoD and USCG customers when their shipments originate from an Embassy or Consulate and will acquire shipping data points and the orders from the employee.
- f. Will arrange for the movement and temporary storage of personal property, to include household goods, consumables, POV (Privately Owned Vehicle), and unaccompanied baggage (UB), of DoD military and civilian employees and USCG personnel assigned to the DOS under Chief of Mission authority. The DOS Embassy or Consulate shipping office shall handle those shipments through final delivery.
- g. Arrange Storage-in-Transit (SIT), when necessary, to support DoD and USCG personnel. The SIT will not exceed 90 days unless approved IAW the JTR by the Service concerned. The DOS will notify all DoD and USCG customers 30 days prior to the expiration of each 90-day SIT and determine whether additional SIT is required. When any DoD or USCG member requires SIT in excess of 90 days, the DOS will obtain a DD Form 1857, Temporary Commercial Storage at Government Expense, [Figure B-408-9](#), with supporting documentation and forward it to the respective Service representative for approval or disapproval. Request and approval of additional storage for civilian employees must be coordinated with the Service HQ concerned. The DOS will provide the additional SIT when approved by the Service concerned.
- h. When a customer requests NTS of property while assigned OCONUS to a diplomatic mission, arrange the transportation of personal effects to an USTRANSCOM-designated NTS facility. The DOS will also arrange transportation of personal effects from NTS upon the customer’s request ICW reassignment between diplomatic missions. The DOS is responsible for the transportation of personal effects, while the DoD is responsible for providing the NTS services.
- i. The following provisions apply when utilizing USTRANSCOM-designated West or East Coast NTS facilities:
- (1) West Coast Storage Prime Contractor:
Metropolitan Van & Storage
2200 South Watney Way
Fairfield, CA, 94533-6744

Phone: 707-747-4820

Fax: 707-746-5603

- (a) Release from NTS for shipment by DOS:
A DD Form 1299 or a written request from the customer must be submitted to the Joint Personal Property Shipping Office North Central (JPPSO-NC) with orders authorizing the shipment. Upon receipt, JPPSO-NC will coordinate the release from NTS for the shipment by DOS-arranged transportation.
- (b) Shipment destined to NTS: The following advance documentation is required to place a shipment into storage:
 - 1 Customer's orders
 - 2 DD Form 1299
 - 3 Weight tickets
 - 4 Household Goods (HHG) descriptive inventory
 - 5 DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, [Figure B-408-10](#). (this must be sent to the 834th Transportation Battalion, 410 Norman Ave, Concord, CA 94520, and all vessel arrival notices must indicate the 834th Transportation Battalion as the "notify party").

NOTE: If the shipment arrives without the required documentation, the inbound coordinator will contact the DOS to obtain the required documentation.

- (c) NTS Extension: A Letter or Orders authorizing the customer's new Date Eligible for Return from Overseas (DEROS) is required to extend the NTS entitlement. These documents must be forwarded JPPSO-NC. The shipping office will prepare a DD Form 1164, Service Order for Personal Property, [Figure B-408-11](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

(2) East Coast Storage Prime Contractor:

Metropolitan Van & Storage

101 Industrial Drive

Suffolk, VA 23435-3430

Phone: 804-234-3055

Fax: 707-746-5603

- (a) Release from NTS for shipment by DOS:
A DD Form 1299 or a written request from the customer must be submitted to the Joint Personal Property Shipping Office South Central (JPPSO-SC) with orders authorizing the shipment. Upon receipt, JPPSO-SC will coordinate the release from NTS for the shipment by DOS-arranged transportation.
- (b) Shipment destined to NTS: The following advance documentation is required to place a shipment into storage:
 - 1 Customer's orders
 - 2 DD Form 1299
 - 3 Weight tickets
 - 4 HHG descriptive inventory

5 DD Form 1252 (this must be sent to the 841st Transportation Battalion, Joint Base Charleston, 1050 Remount Road, Bldg. 3304, North Charleston, SC 29406, and all vessel arrival notices must indicate the 841st Transportation Battalion as the “notify party”).

NOTE: If the shipment arrives without the required documentation, the responsible TO will contact the DOS to obtain the required documentation.

(c) NTS Extension: A Letter or Orders authorizing the customer’s new DEROS is required to extend the NTS entitlement. These documents must be forwarded to JPPSO-SC. JPPSO-SC will prepare a DD Form 1164, [Figure B-408-11](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

j. [POVs](#).

- (1) Provide USTRANSCOM with a list of areas served by the individual U.S. Dispatch Agents, [Table B-408-1](#). This will allow the Global POV Contract (GPC) Prime Contractor to contact the correct Dispatch Agent.
 - (2) Use the POV Prime Contractor origin documentation to determine eligibility and designate an Intermediate Vehicle Processing Center (IVPC), as depicted in DD Form 788, [Private Vehicle Shipping Document for Automobile](#), [Figure B-408-12](#).
 - (3) Provide invoice package to the GPC program manager. Package will consist of one original copy of the import or export Excel spreadsheet certified by DOS and a copy of member’s orders. Package will show all charges. Required data will include the Transportation Account Code, origin, destination, ship date, full name, and cost.
 - (4) Provide for joint inspection of the POV condition. Document the condition of the POV at the time of receipt or delivery of the vehicle from or to the GPC Prime Contractor at the VPC.
- k. Ensure all the TSPs contracted by the DOS will provide Full Replacement Value (FRV) liability to ensure payment of claims.
- l. Assert recovery claims against TSPs on behalf of each DoD and USCG claims service for those claims adjudicated by each DoD and USCG claims service in the same manner and to the same extent as the DOS asserts its own claims.
- m. Assist DoD and USCG customers in processing and submitting loss and damage claims with the DOS-arranged TSP. Refer DoD/USCG customers to their respective claims service for claims settlement when the customers are unsuccessful in settling a claim with the DOS-arranged TSP. The DOS will provide the following contact information to each customer when the additional claims assistance is necessary:
- (1) United States Army Center for Personnel Claims Support
Attn: IMKN-CPC
50 Third Ave, Suite 307A
Building 1310, Pike Hall
Fort Knox, KY 40121-5230
Commercial: 502-626-3000
E-mail: usarmy.knox.hqda-otjag.mbx.cpcs@army.mil
 - (2) Office of the Judge Advocate General
Personnel Claims Unit
9053 First Street, Suite 102
Norfolk, VA 23511-3605

Toll-free: 888-897-8217
Commercial: 757-440-6315
DSN: 564-3310
Toll-free fax: 866-782-7297
Commercial fax: 757-440-6316
DSN fax: 564-3337
E-mail: norfolkclaims@navy.mil

- (3) United States Marine Corps
Manpower and Reserve Affairs
Code MFP-2, Claims
3280 Russell Road
Quantico, VA 22134-5103
Commercial: 703-784-9533
DSN: 278-9533
Fax: 703-784-9827
E-mail: hqmc.claims@usmc.mil
- (4) United States Coast Guard
HHG Claims & Carrier Recoveries
USCG Finance Center
P.O. Box 4121
Chesapeake, VA 23327-4121
Commercial: 757-366-6504, 757-366-6507, or 757-366-6515
Fax: 757-366-6541
E-mail: FIN-SMB-HHG@uscg.mil
- (5) Air Force Claims Service Center
AFCSC/JAD
1940 Allbrook Drive
Bldg 1 Suite 500
Wright Patterson AFB, OH 45433
Toll-free: 877-754-1212
Commercial: 937-656-8044
DSN: 986-8044
E-mail: AFCSC.JA@us.af.mil
Website: <https://claims.jag.af.mil/>

- n. Provide necessary assistance concerning shipment documentation to the Military Claims Services for settlement of loss and damage claims. No claims liability will rest with the DOS and no claims action will be done by the DOS. DoD service members must file their claim(s) through appropriate DoD channels against any commercial carriers involved. No subrogation may be done against the DOS when contracted carriers refuse to make claim payment.
 - o. Provide the DoD and USCG support within the requested time frame to respond to official inquiries from varied sources (e.g., Congressional, White House, Inspector General, and Freedom of Information Act).
4. Payment Terms and Conditions.
- a. Services provided will be IAW the Economy Act (31 United States Code 1535).
 - b. The DOS will perform a prepayment audit of a transportation vendor's invoice and make payment directly to the vendor for all DoD and USCG shipments.

- c. The DOS will initiate Treasury Standard Form (SF) 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts, instructing the Department of Treasury to disburse funds supporting personal property shipments of DoD and Department of Homeland Security employees. Lines of accounting (LOA) supporting these shipments will be one or a combination of full LOAs, Movement Designator Codes (MDC), or TACs.
- d. SF 1034, Public Voucher for Purchases and Services Other than Personal, [Figure B-408-13](#), will accompany Treasury SF 1221 to the Defense Finance and Accounting Service (DFAS) paying office as indicated in the following table.

| Department Code | Service | DFAS Paying Office |
|-----------------|-----------|--------------------|
| 17 | Navy/USMC | Cleveland |
| 21 | Army | Rome |
| 57 | Air Force | Limestone |
| 97 | DoD | Columbus |

- (1) SF 1221 processed items for which the DOS had paid.
- (2) The Voucher Auditor Detail Report will reflect 993 (standard start information), a voucher description, the currency in which the payment was made, the payment date, the amount, and the fiscal coding.
- (3) The DFAS will map the process on behalf of the DoD/USCG and coordinate with the Treasury Department.
- (4) The DFAS will coordinate with the Services to reconcile the cost.
- (5) The DOS will take set-off action against a DOS-arranged TSP in those cases where the TSP is liable for but does not pay the full amount demanded by a claims service. In no case may the DOS compromise or waive recovery amounts as demanded by a DoD or USCG claims service without prior coordination of the claims service.
- (6) The DOS will transfer monies recovered from DOS-arranged TSPs for DoD/USCG claims to the claims service using standard interagency funding transfer procedures.

C. HARD-LIFT SHIPMENTS

- 1. General. The non-standard locations included in this section require Government support as indicated, including the continued use of the Defense Transportation System (DTS), in order for the Prime Contractor to provide the relocation services. These instructions are subject to change. The PPCIG contains specific country clearance information and other shipping details. The Government reserves the right to designate additional hard-lift locations, and offer alternative shipping methods to the Prime Contractor, based on changing economic or geopolitical factors. The Prime Contractor shall only be responsible for origin and destination services and delivery to and from the appropriate port. The Government will be responsible for routing between the port of embarkation (POE) in one theater and port of debarkation (POD) in another theater.
 - a. Outbound Procedures (From Port/Terminal). The Prime Contractor shall pickup shipments at the Military Terminal shown on the Transportation Control Movement Document (TCMD) or otherwise advised by the Government IAW the Global Household Goods Contract guidance.

The water and aerial ports designated for movement of shipments out of these Hard-lift Locations are identified below in [Paragraphs C.2. through C.5.](#)

- b. Inbound Procedures (To Port/Terminal). The Prime Contractor shall deliver shipments to the Military Terminal shown on the TCMD for the locations that are identified below in [Paragraphs C.2. through C.5.](#)
- c. Preparing Shipments. The Prime Contractor will use [Figures B-408-1 through B-408-6](#) and adhere to the following procedures when preparing shipments to any of the below hard-lift areas in [Paragraphs C.2. through C.5:](#)

(1) [External Wooden Containers.](#)

- (a) Government-owned containers (GOCs). GOCs are containers constructed IAW Commercial Standard American Society for Testing and Materials (ASTM)-D4169-14. GOCs also include those containers listed in Surface Deployment and Distribution Command (SDDC) Pamphlet 55-12, those meeting ASTM-D6251, and wooden overflow and oversize containers purchased by the government or received by the Prime Contractor.

NOTE: Exterior stencils and markings must be IAW provisions listed within B-408 Paragraph C.1.

- (b) Commercial-Owned Containers (COCs). COCs are required to be constructed IAW Commercial Standard American Society for Testing and Materials (ASTM)-D4169-14

NOTE: Exterior stencils and markings must be IAW provisions listed within B-408 Paragraph C.1.

- (2) [Marking Exterior Shipping Containers.](#) The Prime Contractor will mark all GOCs by stenciling with letters at least one (1) inch high. Freehand marking will not be used. Felt-tip markers will not be used. All old shipment markings will be obliterated prior to delivery to residence. Each container will be stenciled with all required elements prior to departure from the warehouse.

- (a) Permanent markings on containers will be legible and conform to Commercial Standard ASTM-D4169-14 and SDDC Pamphlet 55-12. The following permanent markings will be stenciled in black letters 1-1/2 inches high, [Figures B-408-2, Location of Permanent Markings on ASTM-D4169-14 Wood Household Goods Box,](#) and [Figure B-408-3, Location of Permanent Markings on MIL-STD-1489 HHG Box:](#)

On one side and one end:

USE NO HOOKS
STORE UNDER COVER
US PROPERTY
SDDC APPROVED

In the appropriate places:

CENTER OF BALANCE
LIFT HERE
FORKLIFT HERE

- (b) On Commercial Standard ASTM-D4169-14 and SDDC Pamphlet 55-12 containers, the following additional permanent markings will be stenciled on one side and one

end toward the top of the container in black letters two (2) inches high. The Prime Contractor will stencil the word “UP” with an arrow pointing to the top of the container. Then under “UP” on an orange background not to exceed 8 x 10 inches in black letters approximately two (2) inches high, the Prime Contractor will stencil “DPM.” The word “EXPEDITE” will be symmetrically spaced below in 1-1/2-inch-high black letters. (See Figures [B-408-2](#) and [B-408-3](#).)

- (c) Shipments identified as “BLUEBARK” will be stenciled in 1-inch letters with the code word BLUEBARK above the PPGBL/BL number.
- (d) As a minimum, the property member’s/employee’s last name will be legibly handwritten or stenciled on all containers for identification purposes prior to departure from the origin residence or other pickup point.
- (e) Permanent markings on DPM HHG, [Figure B-408-3](#), and UB, [Figure B-408-5](#), Markings of Unaccompanied Baggage, containers will be legible and conform to Commercial Standard ASTM-D4169-14 and SDDC Pamphlet 55-12. DPM HHG and UB containers will have a completed Military Shipping Label (MSL) Military Shipping Label for Personal Property, [Figure B-408-4](#), affixed on one side and one end panel for all shipments entering the DTS, except for passenger bags and similar packages, which will have an MSL affixed to one surface. The MSL requires human-readable information as well as linear and two-dimensional bar codes. The human-readable and linear bar-coded portions of the MSL are prepared as described below and the two-dimensional bar code is prepared. If the shipping container does not lend itself to the application of the label, or if the label would cover or interfere with other required markings, the label will be attached to a general-purpose tag or a placard. The general-purpose tag or placard will be tied, wired, or otherwise fastened to the shipment unit or movement conveyance.
- (f) The following listed human-readable data and Code 39 linear bar codes will be placed on each MSL. Some entries are keyed to numbered blocks on the MSL, and some are in addition to that form’s requirements. The human-readable unit of measure will be provided in U.S. standard terms (e.g., pieces, inches, feet, and pounds for measured items) and the data values will be rounded up to the nearest whole number with leading zeros suppressed. Also see Military Standard-129, Department of Defense Standard Practice, Military Marking for Shipment and Storage, and ANSI MH10.8.1.
 - 1 Transportation Control Number (TCN): Human-readable and linear bar code using 1/2-inch-high Code 39 format.
 - 2 Transportation Account Code (TAC), PPGBL/BL number, and carrier.
 - 3 From: The consignor Department of Defense Activity Address Code (DODAAC) and in-the-clear address.
 - 4 Type Service: In-the-clear text (e.g., TGBL Cd J). The clear-text descriptions may be derived from the personal property TCN field 15 descriptions.
 - 5 Ship to/POE: Three-digit air/sea port of embarkation (POE) code, and enough space for (five) 5 lines of up to 35 characters for the in-the-clear address.
 - 6 Transportation Priority: Bold text 3/4 inches tall.
 - 7 POD: Three-digit air/sea port of debarkation (POD) code or blank.
 - 8 Consignee/Mark For: Member’s/employee’s name, followed by the consignee

DODAAC and/or Mark For in-the-clear address, and linear bar code using 1/2-inch-high Code 39 format.

- 9 Weight: Actual gross weight (this piece) with unit of measure. Do not zero fill.
- 10 RDD: Three-digit code or blank for Required Delivery Date. Blank for classified unit move.
- 11 Cube: Cube (this piece) with unit of measure. Do not zero fill.
- 12 Tare Weight: Weight of container before loading personal property.
- 13 Date Shipped: Four-position code or in-the-clear date. Blank for unit move.
- 14 Net Weight: Weight of personal property loaded into a container.
- 15 Piece Number: The piece number (of total pieces) of this shipment and a linear bar code using 1/2-inch-high Code 39 format. Do not zero fill. The piece number and total pieces may be expressed as “Piece Number of Total Pieces” to save space on the label.
- 16 Total Pieces: Total number of pieces in this shipment unit. Do not zero fill.
- 17 PDF417 2D symbol.

NOTE: Social Security Number will not be stenciled on the container unless it is a part of the TCN. Failure to comply will be considered a violation and action will be taken by the responsible Transportation Office (TO).

- (3) Skids. Any container that will be handled with a forklift will be constructed with two or more skids. All wooden containers entering the DTS with a gross weight of 100 pounds or more or with length and width dimensions of 48 inches by 24 inches or more will be equipped with two skids of not less than a minimum of three (3) inches high and 3-1/2 inches wide. Skid sizes will be IAW ASTM-D6251.
- d. Carriers may optionally stencil shipment markings in addition to the MSL on the outside of containers. Freehand marking is not acceptable. Markings will be proportional to the available space on the container. Old markings not applicable to the current shipment will be permanently obliterated before the container's arrival at the member's/employee's residence. One copy of the member's/employee's orders will be placed in each container used to ship UB. When an order applies to more than one customer, the name of the customer to whom the baggage belongs will be identified.
- e. Overflow Containers. Overflow containers will be limited to use for those items that accumulate over and above that which can be packed into an ASTM-D4169-14 or SDDC Pamphlet 55-12 container. The construction of an overflow container will be IAW ASTM-D6251. The overflow container normally is of lesser size than ASTM-D4169-01 or SDDC Pamphlet 55-12 containers and will be limited to one per shipment.
- f. Oversize Containers. Oversize containers will be limited to use for a single item that exceeds the dimensions of and cannot be accommodated in ASTM-D4169-14 or SDDC Pamphlet 55-12 container and therefore requires a specially built container. One or more of this type may be required per shipment. These containers will be constructed IAW ASTM-D6251, and the exterior container dimensions furnished to the ordering officer.
- g. If any container being prepared to enter the DTS has an outside measurement greater than 84 inches, the Prime Contractor is required to prepare an Outsized Air Cargo Report.

- h. On outbound overseas shipments entering the DTS, the Prime Contractor will prepare and affix a two-dimensional and linear barcoded MSL as defined in [Paragraph C.1.c.\(3\)\(f\)](#).
2. [Naval Station Guantanamo Bay \(NSGB\), Cuba](#).
 - a. For Inbound UB shipments: The Prime Contractor will route using a DD Form 1384, [Transportation Control Movement Document \(TCMD\)](#), [Figure B-408-6](#), to avoid refusal at terminal via Norfolk (NGU), Virginia for airlift to Cuba using Military Air, but will consign to DPM Contractor at NSGB as final destination.
 - b. For Inbound personal property shipments: The Prime Contractor will route directly to the barge Contractor (refer to the Personal Property Consignment Guide [PPCIG]) but will consign to DPM Contractor at NSGB as final destination. Prime Contractor must contact the POC designated by NAVSUP HQ and provide advance notification that personal property shipment is intended for further transfer to NSGB. For shipping motorcycles to Cuba as HHGs, utilize normal crating procedures. A DD Form 1384 TCMD must accompany shipment to avoid refusal at terminal. Due to delays in shipping from Jacksonville, increased transit time/RDD of three (3) weeks authorized, alert member of added delay and alert PPPO Jacksonville shipment is enroute.
 - c. Outbound shipments: The aerial port for pickup and onward movement of HHGs is Norfolk for destinations north of South Carolina across the country and Blount Island, FL for destinations south of South Carolina and across the country. The aerial port for pickup and onward movement of all UB shipments is Norfolk.
3. [Diego Garcia \(also known as British Indian Ocean Territory\)](#).
 - a. For UB shipments: The Prime Contractor will route using a DD Form 1384 TCMD to Diego Garcia (NKW) using Military Air. Shipment will be consigned to Personal Property Officer, US Navy Support Facility, Diego Garcia via TMO, 60 APS, 90 Ragsdale Rd, BLDG 977, Travis AFB, CA 94535-2941. The TCMD will be marked for member and unit of assignment.
 - b. HHGs items, including furniture items are prohibited. Furniture and nonessential items should be placed in NTS at origin through the duration of members' overseas Diego Garcia tour.
 - c. Personal property storage facilities are not available in Diego Garcia.
 - d. Andersen AFB, Guam, is the designated in-transit port for all UB shipments from Diego Garcia for onward movement to the Philippines.
 - e. Outbound shipments: The aerial port for pickup and onward movement is Travis AFB, CA (SUU). If a shipment's final destination is in the Pacific theater, the Prime Contractor may be directed to pick up personal property shipment(s) at an Air Mobility Command (AMC) location nearer to the actual destination.
4. [Kwajalein Atoll, Marshall Islands](#).
 - a. For HHG and UB shipments: The Prime Contractor will route using a DD Form 1384 TCMD and consign to Transportation Officer, US Army Kwajalein Atoll, Marshall Islands. Mark for member.
 - b. HHG and UB should be routed via AMC through CONUS-West Coast: Aerial Port of Embarkation (APOE): Travis AFB, CA (SUU), with final destination Aerial Port of Debarkation (APOD) as Kwajalein, MH (KWA). AMC shipments transit through Joint Base Hickam-Pearl Harbor, HI (HIK), therefore, add seven (7) days to the transit time. UB/HHG

- shipments from the Far East and other overseas activities should reflect the origin APOE and reflect APOD as KWA as noted above.
- c. Should there be routing restrictions from the Far East, shipment may be routed to debark at WPOD 3DT (Oakland, CA) and be consigned to Kwajalein Range Services, LLC, 1615 Alvarado Street, San Leandro, CA 94577 (510-618-5121). Mark for transshipment to (Insert member's name) US Army Kwajalein Atoll, Marshall Islands.
 - d. Outbound shipments: The aerial port for pickup and onward movement is Travis AFB, CA (SUU). If a shipment's final destination is in the Pacific theater, the Prime Contractor may be directed to pick up the property at an AMC location nearer to the actual destination.
5. Thule, Greenland.
- a. For HHG and UB shipments: The Prime Contractor will route using a DD Form 1384 TCMD via AMC Joint Base McGuire-Dix-Lakehurst, NJ (WRI) and consign to TMO, Pituffik SP, Greenland. Mark for member.
 - b. Outbound shipments: The aerial port(s) for pickup and onward movement are Joint Base McGuire-Dix-Lakehurst, NJ (WRI) or Dover AFB, DE (DOV).
6. Delivery from Hard-Lift Locations.

The Prime Contractor shall pickup shipments from designated locations for shipments inbound from hard-lift locations within three (3) government business days upon notification of shipment availability and shall be delivered to the customer by the RDD determined by established transit times from port to customer's delivery location, which will not exceed the maximum times allowed (See Defense Transportation Regulation (DTR) Part IV, Appendix B-E, Transit Times).

D. BOAT AND MOBILE HOME SHIPMENTS

1. Boats: The Prime Contractor will perform the separate shipment for boats when approved by the Task Ordering Officer (TOO) IAW DTR Part IV, Chapter B-403, Task Order Officer, and applicable for: privately owned boats or personal watercraft (including but not limited to canoes, kayaks, dinghies, row boats, jet skis, and sculls) with or without an associated trailer; over 14 feet in length or over 6 feet 10 inches in width or over 6 feet 5 inches in height. Boats or personal watercraft equal to or less than the above dimensions shall be shipped with household goods and will not be considered a separate shipment.
2. Mobile Homes: The Prime Contractor will ship mobile homes when approved by the TOO IAW the Performance Work Statement (PWS), and that meet the following definition: A mobile dwelling, which includes manufacturer installed contents, constructed, or converted for use as a principal residence and designed to be moved overland, either self-propelled or by towing. This includes a single or double-wide with or without expandable rooms. If the mobile home exceeds the manufacturer's recommended gross weight for shipment, the Prime Contractor shall advise the customer that the weight must be reduced to the recommended gross weight limit.

E. SPECIAL MOVES

1. BLUEBARK. BLUEBARK designates a personal property shipment of a deceased customer. Additional information is available in JTR 052010, HHG Transportation Due to Medical Travel or the Death of a Service Member.
 - a. When the Next of Kin (NOK), heir or legal representative is known, the Command Representative, as the liaison for the NOK, heir, or legal representative, requests shipment or NTS of the HHG through the Prime Contractor.

- b. When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the personal property must be placed in NTS. This should be coordinated with the Mortuary Affairs Officer (MAO) and also, Casualty Affairs Officer (CAO), or Summary Courts Officer (SCO).
- c. Government Responsibility:
 - (1) BLUEBARK shipments should be briefed by a Personal Property Supervisor or a designated counselor; and brief time limitations of a BLUEBARK personal property shipment (JTR paragraph 052010 (3) Table 5-49).
 - (2) All Government representatives will assist in the handling of a BLUEBARK shipment with the utmost sensitivity. The Services will assign a MAO or CAO who is the primary point of contact (POC) for matters involving the death of a customer. The MAO or CAO will coordinate the movement and storage of the deceased customer's personal property, to include obtaining the necessary appropriation data if not provided on the authorized documentation.
 - (3) The Government counselor will confirm with the MAO or CAO who the POC will be for all communications regarding their PCS entitlements and scheduling of the shipment. The assigned Government counselor will contact the POC to schedule an appointment to provide a full counseling briefing.
 - (4) Upon notification of a customer's death, the appropriate Summary Courts Officer, the MAO, or the CAO will coordinate the movement and storage of the deceased customer's personal property.
 - (5) The Government counselor will confirm NOK wishes for Quality Assurance Evaluator (QAE) ICW pack, pickup, and delivery.
 - (6) The Government counselor will provide contact information to the shipment MAO or CAO for Origin and Destination representatives.
 - (7) The Government counselor will provide guidance on who to contact and how to file an extension, if needed, for shipment or storage entitlements.
 - (8) The TOO will review all applicable entitlements for the MAO or CAO shipment request and authorization.
 - (9) The Government will provide the Prime Contractor with the following documentation required to arrange a BLUEBARK shipment.
 - (a) Letter of designation of Command Representative for effecting personal property.
 - (b) Documentation showing the NOK/legal recipient designating a delivery address and contact info.
 - (c) Copy of DD Form 1300, Report of Casualty, [Figure B-408-14](#), with a line of accounting or Memorandum from Casualty Affairs with line of accounting data.
- d. TO Responsibility:
 - (1) The responsible origin TO will ensure that all shipment documents are marked "Direct Delivery Prohibited."
 - (2) The responsible TO will notify the destination TO by electronic means of the impending BLUEBARK shipment to include copies of all documentation (annotated with the term "BLUEBARK") to the destination shipping. Advance documentation must be provided in a timely manner to allow the destination TO sufficient time to contact the Prime

- Contractor and consignee before arrival of the shipment. The destination TO must be provided, at a minimum, the consignee's name, address, and the RDD.
- (3) The responsible destination TO coordinates delivery and inspection with the authorized receiving agent.
 - (4) Quality Assurance Evaluator. Refer to DTR Part IV, Chapter B-405, Quality Assurance Evaluator.
- e. **Prime Contractor Responsibility:** The Prime Contractor provides shipping information to the MAO or CAO at delivery point.
- (1) Mark all shipping documents and shipping containers with the capitalized code word "BLUEBARK".
 - (2) The Prime Contractor directs all inquiries about personal effects or shipments on BLUEBARK cases to Casualty Affairs or Contracting Officer Representative (COR).
- f. Customer Satisfaction Survey for BLUEBARK shipments will not be sent.
2. Wounded Warrior. Wounded Warrior designates a personal property shipment of a Service Member who has been ordered to a hospital with expected prolonged treatment. The Prime Contractor will follow the procedures outlined in Service-specific regulations in the handling of BLUEBARK and Wounded Warrior shipments. Additional information is available in JTR 052010.
- a. When the NOK, heir or legal representative is known, the Command Representative, as the liaison for the NOK, heir, or legal representative, requests shipment or NTS of the household goods through the Prime Contractor.
 - b. When the NOK, heir, or legal representative is not known, or there is a dispute regarding ownership (litigation), the HHG must be placed in NTS. This should be coordinated with the MAO or CAO.
 - c. **Government Responsibility:**
 - (1) The Government counselor will confirm who, when, and where the Seriously Wounded, Ill or Injured Service Members or their appointed representative will be counseled.
 - (2) The Government counselor will confirm all approved exceptions and entitlements and the special requirements requested from the counseling office and counsel accordingly.
 - (3) The Government will provide the Prime Contractor with the following documentation required to arrange a Wounded Warrior shipment.
 - (a) Letter of designation of Command Representative for effecting personal property.
 - (b) Documentation showing the NOK/legal recipient designating a delivery address and contact info.
 - (c) Copy of DD Form 1300 with a line of accounting or Memorandum from Casualty Affairs with line of accounting data.
 - d. **Prime Contractor Responsibility:**
 - (1) The Prime Contractor will provide shipping information to the CAO POC at delivery point.
 - e. Exceptions for Seriously Wounded, Ill, or Injured Service Member shipments are Pickup and Delivery at self or mini storage may be granted.

- f. Normally the customer must be present for this service, however, the responsible TO has the authority to approve this additional service.
3. Safety Moves. If a personal property shipment requires a Safe Move, as defined in the JTR paragraph 051205 C (including Sensitive Shipments and Witness Protection Shipments), the Prime Contractor will follow contractual requirements, regulatory guidance, and Service-specific instructions by the TOO, if applicable. The Prime Contractor will ensure the protected individual's shipment record is masked for protection and the protected individual is the only one who can access or be provided shipment details.
4. POCs
 - a. Air Force: Personal Property Activity, PPAHQ.AF.Workflow@us.af.mil.
 - b. Army: Army Sustainment Command (ASC), usarmy.ria.asc.list.spo-personal-property@army.mil.
 - c. U.S. Coast Guard, Family Advocacy Program Manager, Office: (202) 475-5161; Mobile: (202) 817-6947.
 - d. Marine Corps: HQ Personal Property LPD, usmcpersonalproperty@usmc.mil.
 - e. Navy: Casualty Affairs, 1-800-368-3202 or 901-874-2501, after duty hours 901-634-9279.
5. Expedited Shipments. In exceptional cases, the Military Services may require expedited services on a shipment, to include use of commercial or military airlift. Requirements for expedited shipments will be identified in a task order issued by an authorized TOO IAW DTR Part IV, Chapter B-403, Task Order Officer.

F. UNUSUAL OCCURRENCES

1. This paragraph applies to all unusual occurrences including, but not limited to, the following:
 - a. Natural disasters (e.g., floods, fires, storms, earthquakes).
 - b. Strikes, labor disputes, work stoppages.
 - c. Civil disturbances.
 - d. Unlawful entries, vandalism, theft.
 - e. Seizure of Prime Contractor assets for failure to pay just debts.
 - f. Closure of Prime Contractor's facility due to a court order.
 - g. Prime Contractor service failure/cessation of operations/bankruptcy.
 - h. Upon becoming aware of an incident or situation that is causing, or is likely to cause, loss, damage, or frustration of personal property shipments.
 - i. Suspected presence of mold.
2. The Prime Contractor is required to notify the responsible origin or destination TO and USTRANSCOM (transcom.scott.tcj9.mbx.pp-perf@mail.mil) IAW prime contract. The above stated unusual occurrence(s) specifics and conditions (i.e. facts, details, data, information, etc.) are required to be reported utilizing the Unusual Occurrence Notification document ([Figure B-408-15](#)), located at:
[https://www.ustranscom.mil/dp3/docs/otherpdfs/0500+DP3_BUSINESS_RULES_REGULATION_AND_FORMS/DP3%20Unusual%20Occurrence%20Notification%20\(June%202023\).pdf](https://www.ustranscom.mil/dp3/docs/otherpdfs/0500+DP3_BUSINESS_RULES_REGULATION_AND_FORMS/DP3%20Unusual%20Occurrence%20Notification%20(June%202023).pdf).
3. Upon receipt of the Prime Contractor's notification of an unusual occurrence (as defined above),

the responsible TO designated representative (i.e. TOO, Government Surveillance Representative [GSR], QAE) will:

- a. Review and verify that the Prime Contractor has complied with all information required on the Unusual Occurrence Notification document.

NOTE: The following information is required (denoted by an asterisk [*] on the form):

- (1) Type and date of the unusual occurrence.
 - (2) Address.
 - (3) Installation(s)/Geographic Area affected.
 - (4) Type of Occurrence.
 - (5) By whom the occurrence was discovered, and the date and time discovered.
 - (6) Task Order number.
 - (7) Number of shipments involved and by Service and Customer.
 - (8) Description/Narrative of the occurrence.
 - (9) Additional information unique to a strike situation.
- b. Notify the Defense Personal Property Management Office Lead Customer Experience COR, by electronic means using the Unusual Occurrence Notification document ([Figure B-408-15](#)), located at:
[https://www.ustranscom.mil/dp3/docs/otherpdfs/0500+DP3_BUSINESS_RULES_REGULATIONS_AND_FORMS/DP3%20Unusual%20Occurrence%20Notification%20\(June%202023\).pdf](https://www.ustranscom.mil/dp3/docs/otherpdfs/0500+DP3_BUSINESS_RULES_REGULATIONS_AND_FORMS/DP3%20Unusual%20Occurrence%20Notification%20(June%202023).pdf).

NOTE: The Unusual Occurrence Notification document will be completed and sent to USTRANSCOM's email at: transcom.scott.tcj9.mbx.ox@mail.mil.

4. USTRANSCOM Defense Personal Property Management Office (DPMO) will review Unusual Occurrence Notification document(s) and engage with:
 - a. TO. DPMO will assess Unusual Occurrence Notification data and information and engage with TO as needed.
 - b. USTRANSCOM CO. DPMO COR will provide the Contracting Officer all information and data needed to facilitate contracting requirements.

| PACKING LIST OF HOUSEHOLD GOODS | | | | | | Page 1 of |
|---|--------------------|--------------|---------|----------------|-----------------------|------------|
| SHIPPING ACTIVITY | | OWNER (Name) | | (Rank or rate) | | |
| PACKED BY | | LOT NO. | | DATE | | |
| CONSIGNEE TO (Name and complete address) | | | | | | |
| METHOD OF SHIPMENT | | | | | | |
| <input type="checkbox"/> Rail (LCL) <input type="checkbox"/> Air Freight <input type="checkbox"/> Motor Freight <input type="checkbox"/> Water Other _____ (Specify) | | | | | | |
| Container No. | *Type of Container | Contents | Inv No. | Wt. (Lbs.) | Location of Condition | Cubic feet |
| | | | | | | |

| *ABBREVIATIONS | | | | | |
|---|--------------------|---------------------|-------------------|------------|------------|
| FOR TYPE OF CONTAINER: | EXCEPTION SYMBOLS | LOCATION SYMBOLS | | | |
| NW - Nailed Wood | BR - Broken | F - Faded | R - Rubbed | B - Bottom | RT - Right |
| FB - Fiber Board | BU - Burned | G - Gouged | SC - Scratched | C - Corner | S - Side |
| OC - Open Crate | CH - Chipped | GC - Good Condition | SO - Soiled | F - Front | TOP - Top |
| BRL - Barrel | CU - Contents and | L - Loose | T - Torn | LEF - Left | LG - Leg |
| HGCC - Household Goods Consolidated Crate | Conditions Unknown | M - Marred | Z - Cracked | RE - Rear | V - Veneer |
| | D - Dented | NW - Normal Wear | OR - Owner's Risk | | |

Figure B-408-1. Packing List of Household Goods

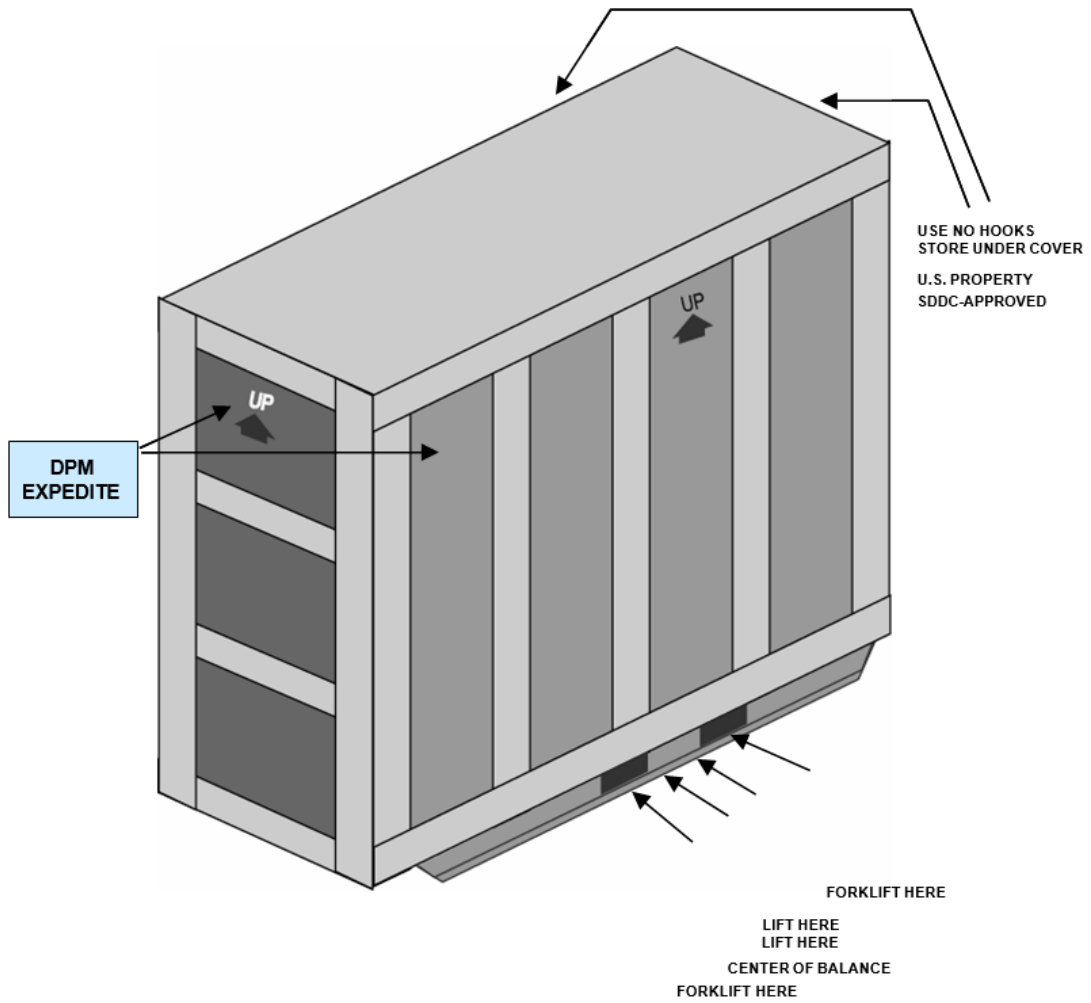


Figure B-408-2. Location of Permanent Markings on ASTM-D4169-14 Wood HHG Box

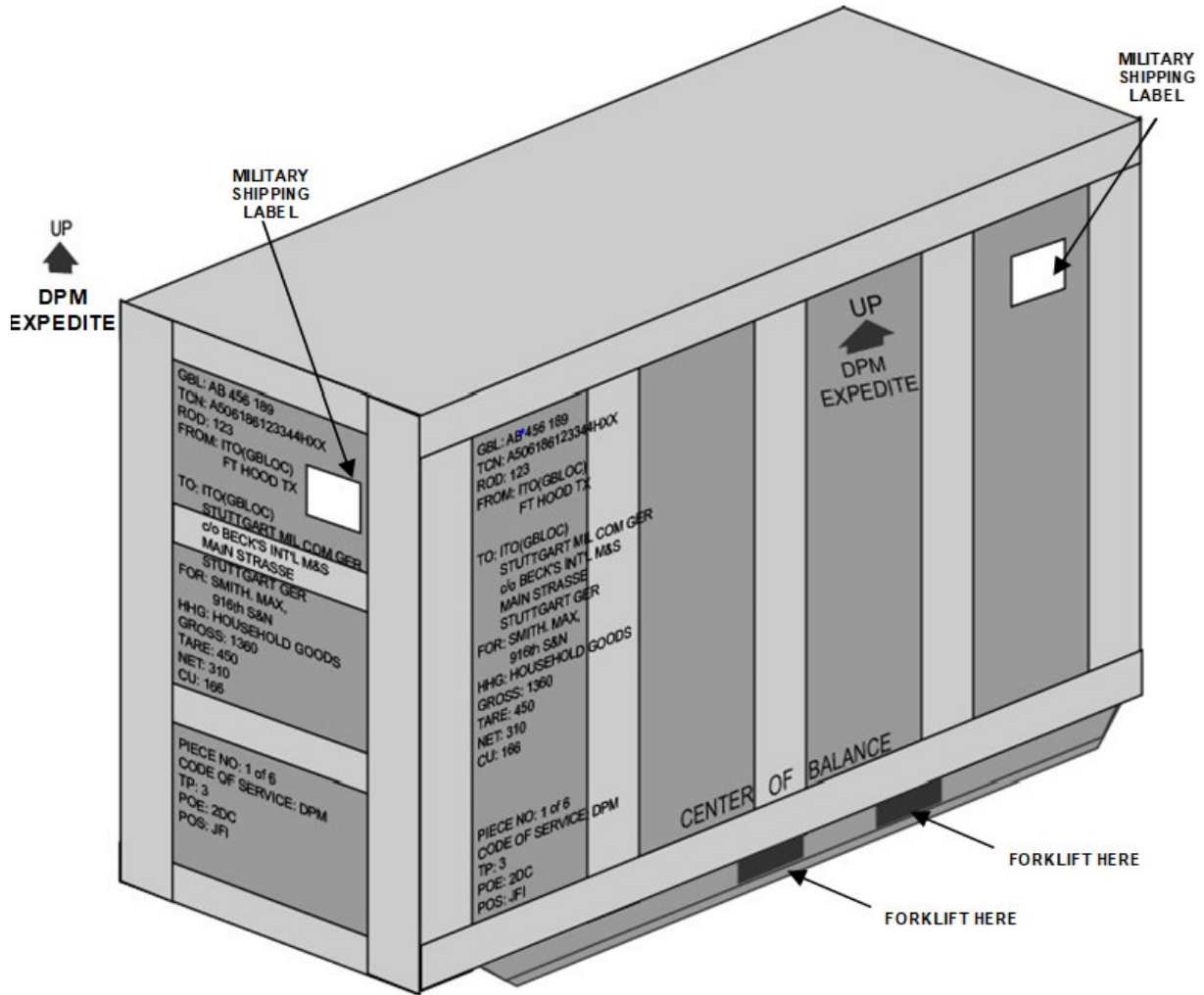


Figure B-408-3. Location of Permanent Markings on MIL-STD-1489 HHG Box

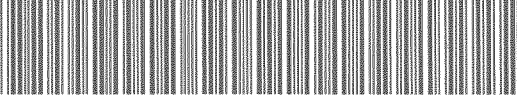

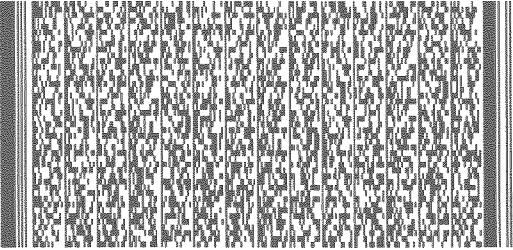
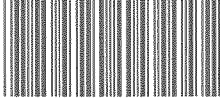
| | | | |
|---|---|---|-------------------|
| TCN F1096305469621JXX | | | |
|  | | | |
| From FB4407 In-the-clear Address 3 Lines Max, 35 Characters Per Line XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXX | | TAC / PPGBL / Carrier FZZZ M1234567 XYZ Carrier Worldwide | |
| Piece 1 Of 4  | Weight (lb.) 350 | Date Shipped 1099 | RDD 118 |
| | Cube (ft.) 36 | Priority 2 | |
| Ship To / POE DOV In-the-clear Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXX | | | |
| POD RMS | MSL / TCMD Information  | | |
| Type Service TGBL UB | | | |
| Tare Weight (lb.) 40 | | | |
| Net Weight (lb.) 310 | | | |
| For JB Smith | | | |
| FB5612  | | Ultimate Consignee / Mark For Consignee Free Text Address 5 Lines Max, 35 Characters Per Line Abcdefg Higjklmno Pqrstuv Wxyz Abcdefg Higjklmno Pqrstuv Wxyz XXXXXXXXXX1XXXXXXXXXX2XXXXXXXXXX3XXXXX | |

Figure B-408-4. Military Shipping Label, Personal Property

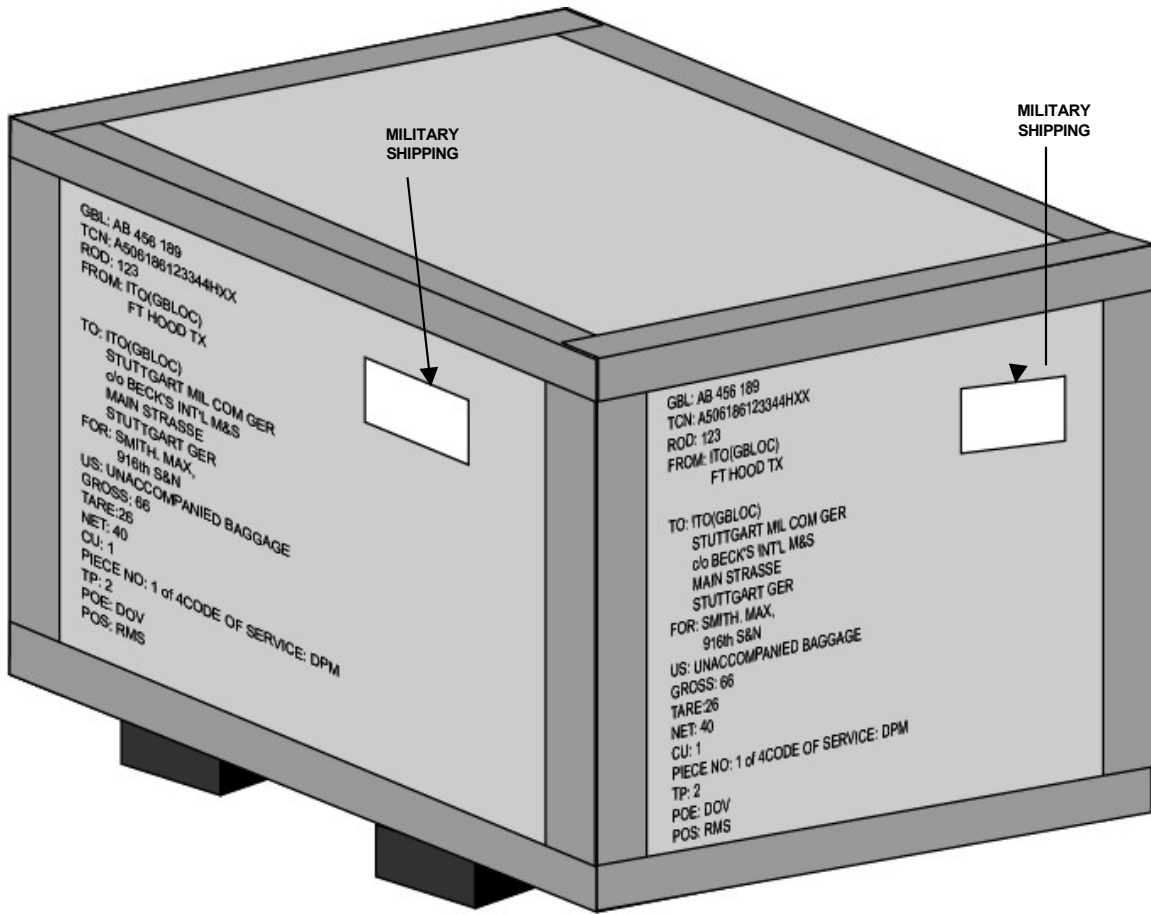


Figure B-408-5. Markings of Unaccompanied Baggage

| PERSONAL PROPERTY COUNSELING CHECKLIST | | | |
|--|-----------------|---|-------------------------------------|
| PRIVACY ACT STATEMENT | | | |
| <p>AUTHORITY: 37 U.S.C. 476, Travel and transportation allowances: dependents; baggage and household effects; 5 U.S.C. 5726, Storage expenses; household goods and personal effects.</p> <p>PRINCIPAL PURPOSE(S): 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>ROUTINE USE(S): 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: http://ddpold.defense.gov/Privacy/308Neindex/BlanketRowlineUses.aspx, may also apply.</p> <p>DISCLOSURE: 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 (DDMMYYYY) | 8. NEW PERMANENT DUTY STATION (PDS) |
| 9. ACKNOWLEDGEMENT OF CUSTOMER SATISFACTION SURVEYS (CSS) <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. | | | |
| 10. ENTITLEMENTS UNDER THE ORDER DESCRIBED ABOVE: <input type="checkbox"/> HHG <input type="checkbox"/> UB <input type="checkbox"/> NTS <input type="checkbox"/> POV <input type="checkbox"/> BOAT <input type="checkbox"/> CLAIMS | | | |
| PART I - HOUSEHOLD GOODS (HHG) | | PART V - PRIVATELY OWNED VEHICLES (POV) | |
| (1) Weight allowances: PCS: _____ TDY: _____ (2) Weight restriction at new duty station, if any. (3) Appliance Servicing. Customer to disconnect all electrical appliances. (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. (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. (6) Check DD Form 619 at origin for accuracy of information recorded thereon. (7) Customer's responsibility to annotate discrepancies, loss/damage on delivery documents (Notice of Loss and Damage AT/AFTER). (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. (9) Extra pickup or delivery of personal property, including associated charges, when applicable/authorized. (10) Customer's responsibility to ensure property is free of soil and pest infestation. | | (1) Authorizations; Restrictions; Host Government requirements. (2) Applicable port of Embarkation and Debarcation; alternate if needed. (3) Preparation of POV prior to VPC drop-off: recalls/cleaning/fuel requirement. (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) Excess costs, when applicable; oversize, excess distance. (6) Checking inventory of items left in POV; origin/destination. (7) Secure title or lien holder's permission if required. (8) Licensing/insurance requirements of state or country. (9) Foreign manufactured POVs. (10) Delivery of POV to port by agent, Power of Attorney or letter of authorization. (11) Additional information/clarification to include tracking POV can be found at https://www.ccsmrpo.com . (12) Authorized storage location, length of storage/expiration date. (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. | |
| PART II - UNACCOMPANIED BAGGAGE (UB) | | PART VI - BOATS | |
| (1) UB weight allowance is included in your HHG weight allowance when an administrative/restricted weight allowance is applicable. (2) Weight allowances: (3) What can be shipped as unaccompanied baggage. (4) Preparation - Copy of Orders in each container. (5) Items of extraordinary value. Hand carry, if possible. | | (1) Boat as principal residence. (2) Domestic: Less than 14ft; 14ft or longer; move by PPM method. (3) International: Standard overseas container size or moved as OTO. (4) Removal of pufferable items. (5) Safety standards and transit permit, if necessary. (6) Responsibility to pay accessorial service charges. | |
| PART III - NON-TEMPORARY STORAGE (NTS) | | PART VII - LIABILITY, CLAIMS, PROTECTION | |
| (1) Included as part of HHG weight allowance when stored at Gov't expense. (2) Authorized storage location, length of storage/expiration date. (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. (4) Appliance servicing. Customer to disconnect all electrical appliances. (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. (6) Items of extraordinary value. (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. (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. | | (1) Full Replacement Value (FRV) and what it covers. (2) Quick Claims Settlement. (3) Providing notice of loss or damage to the TSP at delivery. (4) Providing notice of additional loss or damage to the TSP within 180 days of delivery. (5) FRV claim must be submitted directly with the TSP within 9 months of delivery. (6) Transferring unresolved claim to the Military Claims Office after 30 days or upon receipt of TSP final offer. (7) Filing a claim within 2 years at depreciated value. (8) Contractor and Government liability for POV - Fair market value. (9) Inconvenience claims; Failure of a TSP to meet a RDO 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. (10) If customer has items of extraordinary value, customer should consider additional insurance at their expense. | |
| PART IV - WEAPONS | | | |
| (1) Limitations and restrictions of country/state to which assigned. (2) US Government requirements and restrictions applicable for import. (3) Special forms and procedures; responsibilities of TSP, etc. (4) Shipment of ammunition at Gov't expense is PROHIBITED. | | | |
| LINKS | | | |
| It's Your Move (Military): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf It's Your Move (Civilian): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf Shipping Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf Storing Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf Moving Your Mobile Home: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf | | | |

DD FORM 1797, MAR 2022

PREVIOUS EDITION IS OBSOLETE.

Figure B-408-7. 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 B-408-7. DD Form 1797, Personal Property Counseling Checklist (Cont'd)

CUI (when filled in)

| | | | | | |
|---|--|--|--|---------------------------------------|--|
| APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i> | | 1. DATE PREPARED (DDMMYYYY) | | 2. SHIPMENT NUMBER | |
| 3. NAME OF PREPARING OFFICE | | 4. TO (Responsible Origin Personal Property Shipping Office) | | | |
| | | a. NAME | | | |
| 5. DESTINATION PERSONAL PROPERTY SHIPPING OFFICE | | b. ADDRESS (Street, Suite Number, City, State, ZIP Code) | | | |
| a. NAME | | | | | |
| b. TELEPHONE NUMBERS (Include Area Code) | | c. TELEPHONE NUMBERS (Include Area Code) | | | |
| 6. CUSTOMER INFORMATION | | | | | |
| a. NAME (Last, First, Middle Initial) | | b. DOD ID | | c. RANK/GRADE | |
| d. AGENCY | | e. EMAIL ADDRESS PRIMARY (Work) | | f. EMAIL ADDRESS ALTERNATE (Personal) | |
| 7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ ITEMS AND/OR POUNDS OF PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) (Enter quantity estimate) | | | | | |
| a. AUTHORIZED WEIGHT | | b. ESTIMATED WEIGHT | c. ESTIMATED MEMBER PBP&E | d. ESTIMATED MIL SPOUSE PBP&E | |
| 8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS: | | | | | |
| a. TYPE ORDERS (X one) | | b. ISSUED BY | | c. NEW DUTY ASSIGNMENT | |
| <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY | | | | | |
| d. DATE OF ORDERS (DDMMYYYY) | | | e. ORDERS NUMBER | | |
| 9. PICKUP (ORIGIN) INFORMATION | | | 10. DESTINATION INFORMATION | | |
| a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) | | | a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) | | |
| b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code) | | | b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code) | | |
| c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER | | | c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER | | |
| 11. EXTRA PICKUP INFORMATION (if applicable) | | | 12. EXTRA DELIVERY INFORMATION (if applicable) | | |
| a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) | | | a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) | | |
| b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code) | | | b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code) | | |
| c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER | | | c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER | | |
| 13. INTRANSIT INFORMATION/PERMANENT MAILING ADDRESS | | | b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code) | | |
| a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) | | | c. EMAIL ADDRESS (Other than Primary or Alternate) | | |
| 14. DESIRED DATES FOR (DDMMYYYY) | | | | | |
| a. EARLIEST PICKUP | | b. LATEST PICKUP | c. DESIRED PICKUP | d. EST SHPT ARRIVAL | |
| 15. DIRECT DELIVERY REQUESTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO | | | | | |
| 16. REMARKS | | | | | |
| 17. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form. | | | | | |
| a. SIGNATURE OF CUSTOMER | | | | b. DATE SIGNED (DDMMYYYY) | |
| 18. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Personal property is baggage, household goods, and/or professional books, papers and equipment authorized to be shipped at government expense. | | | | | |
| a. REASON FOR NONAVAILABILITY OF SIGNATURE | | | b. CERTIFIED BY (Signature) | | |
| | | | | | |
| | | | c. TITLE | | |
| | | | | | |

DD FORM 1299, MAR 2022 CUI (when filled in) Controlled by:
CUI Category: PRVCY
LDC:
POC: Page 1 of 2

PREVIOUS EDITION IS OBSOLETE. Reset

Figure B-408-8. DD Form 1299, Application for Shipment and/or Storage of Personal Property

CUI (when filled in)

| PRIVACY ACT STATEMENT | |
|---|---|
| <p>AUTHORITY: 37 USC 406 and 5 USC 5728.</p> <p>PRINCIPAL PURPOSE(S): For evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the customer in case goods to be shipped exceed Government entitlement limits.</p> <p>ROUTINE USE(S): DD Form 1299 may be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents as the official shipping and storage order.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and impede storage arrangements.</p> | |
| CERTIFICATION OF SHIPMENT RESPONSIBILITIES | |
| <p>In consideration of said household goods or mobile home being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"> 1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders. 2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination. 3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment. | <ol style="list-style-type: none"> 4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation. 5. I understand the entitlements for transportation of my mobile home and/or shipment of household goods/unaccompanied baggage are provided for in Chapter 5 of JTR. 6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period. I also understand the timeline for all my responsibilities for filing a claim on those goods begins when Government responsibility expires. 7. Professional books, papers and equipment are or were necessary in the performance of official duties Member/Spouse if applicable. |
| CONDITION FOR STORAGE | |
| <p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"> 1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement. 2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect. 3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract. 4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage. 5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household | <p>goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none"> 6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense. 7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized. 8. All new Government contracts for the storage of household goods limits the liability of \$8.00 times the net weight of the lot is mandatory at each NTS Facility location. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage. |

DD FORM 1299 (BACK), MAR 2022

CUI (when filled in)

Page 2 of 2

PREVIOUS EDITION IS OBSOLETE.

Figure B-408-8. DD Form 1299, Application for Shipment and/or Storage of Personal Property (Cont'd)

CUI (when filled in)

| TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE | | | |
|--|---|-----------------------------|---------------------|
| PRIVACY ACT STATEMENT | | | |
| <p>AUTHORITY: Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p>ROUTINE USE(S): The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p>DISCLOSURE: Voluntary, however, unless disclosed, member will not be authorized additional storage.</p> | | | |
| SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS | | | |
| Reference Paragraph U5375-B2, JFTR | | | |
| When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate. | | | |
| SECTION II - MEMBER'S STATEMENT OF FACTS | | | |
| 1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply) | | | |
| <input type="checkbox"/> a. SERIOUS ILLNESS OF THE MEMBER | <input type="checkbox"/> e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING | | |
| <input type="checkbox"/> b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT | <input type="checkbox"/> f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION | | |
| <input type="checkbox"/> c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS | <input type="checkbox"/> g. OTHER REASON (Specify) | | |
| <input type="checkbox"/> d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION | | | |
| 2. MEMBER INFORMATION | | | |
| a. NAME (Last, First, Middle Initial) | b. RANK | c. SOCIAL SECURITY NUMBER | |
| | | | |
| d. SIGNATURE | | e. DATE SIGNED (YYYYMMDD) | |
| | | | |
| SECTION III - APPROVAL | | | |
| 3. INSTALLATION NAME | 4. INSTALLATION ADDRESS (Include Zip Code) | 5. DATE APPROVED (YYYYMMDD) | |
| | | | |
| 6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE. | | | |
| 7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD NOT TO EXCEED 90 DAYS. | | | |
| 8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD) | | | |
| Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage. | | | |
| 9a. APPLICABLE SPECIAL ORDER | b. PARAGRAPH | c. HEADQUARTERS | d. DATED (YYYYMMDD) |
| | | | |
| 9. ACCOUNTING CLASSIFICATION | | | |
| | | | |
| 10. TRANSPORTATION OFFICER INFORMATION | | | |
| a. NAME (Last, First, Middle Initial) | | b. RANK | |
| | | | |
| c. TITLE | | d. SIGNATURE | |
| | | | |

DD FORM 1857, SEP 1998
 PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: USD(A&B)
 CUI Category: PRVCY
 Distribution/Dissemination Control: FEDCON
 POC: osd.pentagon.ousd-a-s.mbx.cmo@mail.mil

Reset

Figure B-408-9. DD Form 1857, Temporary Commercial Storage at Government Expense

Prescribed by: DTR 4500.9-R CUI (when filled in)

| | | |
|--|--|------------------------|
| US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS | WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution. | CBP DECLARATION NUMBER |
| DATA REQUIRED BY THE PRIVACY ACT OF 1974 | | |
| AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Department of Defense Identification (DODID) is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your DODID and other requested personal information may cause delay in processing through CBP, pending positive identification. | | |
| PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES | | |
| 1. TO: (Overseas POE/APOE) | 2. FROM: (Transportation Officer) | |
| SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders) | | |
| 3. NAME (Last, First, Middle Initial) (Print or type) | 4. GRADE | 5. DODID NUMBER |
| 6. UNIT ADDRESS OVERSEAS (Include APO number) | 7. ADDRESS IN UNITED STATES (Include ZIP Code) | |
| 8. DECLARATION FOR: (X appropriate item) (Attach copy of orders) <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE | | |
| 9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) in excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____; Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below) | | |
| <input type="checkbox"/> a. Assigned to permanent duty overseas. <input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more. <input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more. <input type="checkbox"/> d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders. <input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States. <input type="checkbox"/> f. Directed to ship personal property in advance of the issuance of travel orders. | | |
| 10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS. | | |
| a. SIGNATURE OF OWNER | b. DATE (YYYYMMDD) | |
| 11. REMARKS | 12. FOR USE OF US CBP OFFICERS | |
| SECTION B - OVERSEAS PORT SHIPMENT DATA | | |
| 13. NAME OF CARRIER | 14. VOYAGE OR FLIGHT NO. | |

DD FORM 1252, JAN 2023
 PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: A&S
 CUI Category: PRIVCY
 LDC: FEDCON
 POC: osd.pentagon.osd-a-s.mbx.cmo@mail.mil

COPY DESIGNATION: (X one) 1 Attach to Manifest 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container
 3 Origin Transportation Office file 4 Owner

Reset

Figure B-408-10. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments

| SERVICE ORDER FOR PERSONAL PROPERTY | | | | | | | | | | |
|--|------|----------------------------|--|---------------------------------------|--|---|------------------------|-------------------------------|--------------------|----------------------|
| 1. TO (Transportation Service Provider) | | | | | 2. FROM (Ordering Office) | | | | | |
| a. NAME | | | | | a. NAME | | | | | |
| b. ADDRESS (Street, City, State, ZIP Code) | | | | | b. ADDRESS (Street, City, State, ZIP Code) | | | | | |
| 3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES: | | | | | | | | | | |
| a. SCAC CODE | | b. FEDERAL AGENCY | | c. APPROPRIATION IDENTITY | | d. BASIC ORDERING AGREEMENT NUMBER | | e. MODIFICATION NUMBER | | |
| f. SERVICE ORDER NUMBER | | | g. LOT NUMBER | | | h. LOCATION OF PROPERTY (Street, City, State, ZIP Code) | | | | |
| (1) OLD | | | | | | | | | | |
| (2) NEW | | | | | | | | | | |
| i. ESTIMATED STORAGE PERIOD | | j. PICK-UP DATE (YYYYMMDD) | | k. STORAGE EXPIRATION DATE (YYYYMMDD) | | l. ESTIMATED WEIGHT | | m. WEIGHT IN STORAGE (Actual) | | |
| | | | | | | | | | | |
| n. OWNER | | | | | | | | | | |
| (1) NAME (Last, First, Middle Initial) | | | | | (2) PERMANENT ADDRESS (Street, City, State, ZIP Code) | | | | | |
| | | | | | | | | | | |
| (3) PAY GRADE | | | (4) SSN | | | | | | | |
| 4. NEW ACCOUNTS - SERVICES ORDERED | | | | | | | | | | |
| a. PACKING ITEM I | | b. SPECIAL SERVICES | | | c. DRAYAGE-IN ITEM III | | d. HANDLING-IN ITEM IV | | e. STORAGE ITEM V | |
| | | (1) WARDROBE - ITEM IIA | (2) EXPENSIVE/VALUABLE ITEM - ITEM IIB | | | | | | | |
| RATE | NO. | RATE | NO. | RATE | ZONE | RATE | RATE | RATE | RATE | |
| \$ | | \$ | | \$ | | \$ | | \$ | | |
| 5. REMOVAL ACTIONS | | | | | | | | | | |
| a. APPROPRIATION IDENTITY | | | b. STORAGE REMOVAL DATE (YYYYMMDD) | | | c. DELIVERY ADDRESS (Street, City, State, ZIP Code) | | | | |
| | | | | | | | | | | |
| d. SERVICES ORDERED | | | | | | | | | | |
| (1) HANDLING IN ITEM IV | | (2) HANDLING OUT ITEM IV | | (3) DRAYAGE-OUT ITEM VII | | (4) UNPACKING ITEM VIII | (5) WEIGHT REHANDLED | | (5) WEIGHT REMOVED | (5) WEIGHT REMAINING |
| RATE | RATE | ZONE | RATE | RATE | | | | | | |
| \$ | \$ | | \$ | \$ | | | | | | |
| 6. REMARKS | | | | | | | | | | |
| | | | | | | | | | | |
| 7. SPECIAL INSTRUCTIONS | | | | | | | | | | |
| a. MAIL INVOICES TO: | | | | | | | | | | |
| b. STORAGE AUTHORITY: | | | | | | | | | | |
| c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT | | | | | LBS. Weight in excess of such maximum will be charged to the customer. | | | | | |
| d. ESTIMATED COST OF THE SERVICES IS \$ You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer. | | | | | | | | | | |
| e. ACCOUNTING CLASSIFICATION: | | | | | | | | | | |
| 8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage. | | | | | | | | | | |
| a. TYPED NAME (Last, First, Middle Initial) | | | b. TITLE | | | c. SIGNATURE | | d. DATE SIGNED (YYYYMMDD) | | |
| | | | | | | | | | | |

DD FORM 1164, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION: Original 2 3
 4 5 6 7
 Reset

Figure B-408-11. DD Form 1164, Service Order for Personal Property

Prescribed by: DTR 4500.9-R

| PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE | | | | | | | | | |
|--|--|--|---|--|--|-----------------------------------|--|-----|-----|
| TCMD DATA | 1. DOC ID (1-3) TP1 | 2. CONTAINER NO. (4-6) | 3. CONSIGNOR (9-14) | 4. COMM EX (15-19) | 5. POE (21-33) | 6. POD (24-26) | 7. PACK (28-29) | | |
| 8. TRANSPORTATION CONTROL NUMBER (30-48) | | 9. CONSIGNEE (47-52) | | 10. RDD (54-56) | 11. YR ACCOUNT (64-67) | 12. PIECES (68-71) | 13. WEIGHT (72-76) | | |
| 14. CUSE (77-78) | 15. DOC ID (1-3) TPB | 16. POV YR, MAKE (9-14) | | 17. OWNER'S LAST NAME (54-66) | | 18. F & MI (67-68) | 19. GRADE (69-73) | | |
| 20. STATE (71-72) | | 21. LICENSE NUMBER (73-77) | | 21. COLOR (75-80) | 22. BODY TYPE | 23. VEHICLE IDENTIFICATION NUMBER | | | |
| 24. ODOMETER READING | | 25. VESSEL (Voyage Number) | | 26. AUTHORIZATION CHARGES PAID, ETC. | | 27. DATE LOADED (YYYYMMDD) | | | |
| 28. STORAGE LOCATION | | | | 29. BILLING ADDRESS FOR NOTIFICATION PURPOSES | | | | | |
| 30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. | | | | 1. (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) | | | | |
| | | | | □ | (c) POE check in stow/condition when stuffed in container | | | | |
| | | | | ◇ | (d) POD check in stow/condition when removed from container | | | | |
| | | | | ○ | (e) Release of custody by discharge abroad | | | | |
| | | | | * | (f) POD use (Optional) | | | | |
| 31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE. | | | | | | | | | |
| | | | | 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 - Bodily 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. OTHERS | | |
| 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 (Optional) | | | j. HUB CAPS | | | | | | |
| k. CUSHION | | | k. JACKLUG 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 | | | | | | |
| 38. DoD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles) | | | | | | | | | |
| a. THE VEHICLE DESCRIBED ABOVE: | | | | | | | | | |
| <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 1978. | | | | | | | | | |
| <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. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.) | | | | | | | | | |
| <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. | | | | | | | | | |
| c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.) | | | | | | | | | |
| <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.) | | | | | | | | | |

Figure B-408-12. DD Form 788, Private Vehicle Shipping Document for Automobile

| CONDITIONS GOVERNING SHIPMENT | |
|--|--|
| <p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, I.e.:</p> <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 to 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> | |
| 37. DELIVERY RECEIPT | |
| a. EXCEPTIONS | |
| (1) OWNER | (2) VERIFICATION OR DISAGREEMENT WITH REASONS |
| | |
| <p>b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY</p> | |
| | |
| 38. MISCELLANEOUS INFORMATION | |
| | |
| <p>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.</p> | |
| a. SIGNATURE OF OWNER OR AGENT | b. DATE (YYYYMMDD) |
| | |
| 40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE | 41. NAME OF PORT |
| | |

DD FORM 788 (BACK), SEP 1998

Reset

Figure B-408-12. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

| Standard Form 1034 Revised January 1980 Department of the Treasury I TFRM 4-2000 | | PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL | | | VOUCHER NO. | | |
|--|-----------------------------|--|-----------------------------|--|------------------------------|---------------|-----------------------|
| U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION | | | DATE VOUCHER PREPARED | | SCHEDULE NO. | | |
| | | | CONTRACT NUMBER AND DATE | | PAID BY | | |
| PAYEE'S NAME AND ADDRESS | | | REQUISITION NUMBER AND DATE | | | | DATE INVOICE RECEIVED |
| | | | | | DISCOUNT TERMS | | |
| | | | | | PAYEE'S ACCOUNT NUMBER | | |
| | | | | | GOVERNMENT B/L NUMBER | | |
| SHIPPED FROM | | TO | | WEIGHT | | | |
| NUMBER AND DATE OF ORDER | DATE OF DELIVERY OR SERVICE | ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i> | QUANTITY | UNIT PRICE | | AMOUNT (1) | |
| | | | | COST | PER | | |
| | | | | | | | |
| (Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL | | | | | | | |
| PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE | | APPROVED FOR: = \$ _____ BY ² _____ TITLE _____ | EXCHANGE RATE = \$1.00 | DIFFERENCES _____ Amount verified; correct for _____ (Signature or initials) _____ | | | |
| Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment. | | | | | | | |
| _____ | | _____ | | _____ | | | |
| (Date) | | (Authorized Certifying Officer) ² | | (Title) | | | |
| ACCOUNTING CLASSIFICATION | | | | | | | |
| P A B I Y D | CHECK NUMBER | | ON ACCOUNT OF U.S. TREASURY | | CHECK NUMBER | | |
| | | | | | ON (Name of bank) | | |
| | CASH | | DATE | | PAYEE ³ | | |
| | | | | | | | |
| ¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise, the approving officer will sign in the space provided, over his official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be. | | | | | PER _____ TITLE _____ | | |
| Previous edition usable 1034-119 NSN 7540-00-900-2234 | | | | | | | |
| PRIVACY ACT STATEMENT The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. | | | | | | | |

Figure B-408-13. Standard Form 1034, Public Voucher for Purchases and Services Other than Personal

CUI (when filled in)

| REPORT OF CASUALTY | | | | | |
|--|-----------|------------------------|--|---------------------------|-----------------------------|
| 1. REPORT TYPE | | | 2. DATE PREPARED | | |
| 3. SERVICE IDENTIFICATION | | | | | |
| a. NAME (Last, First, Middle and Suffix) | | b. SOCIAL SECURITY NO. | c. RANK | d. PAY GRADE | e. OCCUPATIONAL CODE/RATING |
| f. COMPONENT | | g. BRANCH | h. ORGANIZATION | | |
| 4. CASUALTY INFORMATION | | | | | |
| a. TYPE | b. STATUS | c. CATEGORY | d. DATE OF CASUALTY | e. PLACE OF CASUALTY | |
| f. CIRCUMSTANCES | | | | | |
| g. DUTY STATUS | | | | h. REMAINS RECOVERED | |
| 5. BACKGROUND INFORMATION | | | | | |
| a. DATE OF BIRTH | | b. PLACE OF BIRTH | | c. COUNTRY OF CITIZENSHIP | |
| e. ETHNICITY | | | | | |
| d. RACE | | | f. GENDER | | |
| g. RELIGIOUS PREFERENCE | | | | | |
| 6. ACTIVE DUTY INFORMATION | | | | | |
| a. PLACE OF ENTRY | | b. DATE OF ENTRY | c. HOME OF RECORD AT TIME OF ENTRY | | |
| 7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary) | | | | | |
| <small>FOOTNOTES: 1 Primary next-of-kin. 2 Beneficiary(ies) for death gratuity - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.</small> | | | | | |
| 8. REPORTING INFORMATION | | | | | |
| a. COMMAND AGENCY | | | | b. DATE RECEIVED | |
| 9. DISTRIBUTION | | | 10. SIGNATURE ELEMENT | | |
| | | | <small>NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.</small> | | |

DD FORM 1300, FEB 2011
 PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by:
 CUI Category:
 LDC:
 POC:

Page 1 of 1

Figure B-408-14. DD Form 1300, Report of Casualty



DEFENSE PERSONAL PROPERTY PROGRAM UNUSUAL OCCURRENCE NOTIFICATION

The use of this form is in accordance with Defense Transportation Regulation 4500.9-R, Part IV, Chapter 410. It shall be used to inform Defense Personal Property Program representatives of personal property shipments experiencing unusual occurrences.

Reporting Organization:

Notification For:

Origin Transportation Office:

Destination Transportation Office:

Responsible MCO:

*Time and Date of Occurrence: Report Created Date:

*Address of Facilities:

*Installation/Geographic Area Affected:

*Type of Occurrence:

If Other, please explain:

*Occurrence Discovered By (Name, Title):

Time and Date Occurrence was Discovered:

POC:

Email: Phone #:

SIT Shipment: Yes No *Task Order #:

*List all Shipments Involved by Customers name, Bill of Lading or Task Order # and Service Affiliation (Army, AF, Navy, Marines, Coast Guard, DoD)

Figure B-408-15. Unusual Occurrence Notification

*Narrative of Occurrence (Multiple Lines)/Unique information to a strike situation:

Insurance Company:

Policy #:

| <u>For Office Use Only</u> | |
|----------------------------|--|
| Date of Last inspection: | <input style="width: 543px; height: 22px;" type="text"/> |
| MCO(s) Name: | <input style="width: 587px; height: 22px;" type="text"/> |
| MCO Phone Number: | <input style="width: 557px; height: 22px;" type="text"/> |
| MCO Email: | <input style="width: 603px; height: 22px;" type="text"/> |

Forward all pictures and copy of documents in accordance with DTR Chapter B-408

Figure B-408-15. Unusual Occurrence Notification (Cont'd)

CONTROLLED UNCLASSIFIED INFORMATION



Preparation date

Shipment summary worksheet

Customer information

Name Last, first, middle initial

| | | | |
|-----------------|------------|-----------------------|--|
| Preferred email | | Preferred phone | |
| DOD ID | Rank/grade | Service branch/agency | |

Mailing address for IRS form W-2

Orders & accounting information

| | |
|-----------------------|-------------------------|
| Order issue date | Order type/order number |
| Issuing branch/agency | New duty assignment |

Entitlements & move summary

Move summary

| | | | |
|-------------------|------------------------|-------------------------|-----------------------------|
| Authorized origin | Authorized destination | POV shipment authorized | Max SIT storage entitlement |
|-------------------|------------------------|-------------------------|-----------------------------|

Maximum weight entitlement

| | | | |
|-------------------|----------------|-----------------------|--------------------|
| Entitlement (lbs) | Pro-gear (lbs) | Spouse pro-gear (lbs) | Total weight (lbs) |
|-------------------|----------------|-----------------------|--------------------|

Shipments

| | | | |
|----------------------|--------------|-----------------------|-------------------------|
| Shipment number/type | Pick-up date | Shipment weight (lbs) | Current shipment status |
|----------------------|--------------|-----------------------|-------------------------|

Storage

| | | | |
|----------------------|------------|---------------|-----------------------|
| Shipment number/type | Entry date | Delivery date | Total days in storage |
|----------------------|------------|---------------|-----------------------|

Maximum obligations

100% GCC (lbs)

SIT

Max advance

Actual obligations Based on above shipments and storage

100% GCC (lbs)

SIT

Advance

Figure B-408-16. DP3 MilMove Shipment Summary Worksheet

CONTROLLED UNCLASSIFIED INFORMATION



Preparation date

Shipment summary worksheet

Current payment request

| Member-paid expenses | Claimable expenses | Member-paid | GTCC-paid |
|-----------------------------------|------------------------------|---------------|---------------|
| _____ | Contracted expenses | _____ | _____ |
| GTCC-paid expenses | Consumable packing materials | _____ | _____ |
| _____ | Weighing fees | _____ | _____ |
| Remaining PPM incentive (pre-tax) | Gas | _____ | _____ |
| _____ | Tolls | _____ | _____ |
| Member-paid SIT | Oil | _____ | _____ |
| _____ | Other | _____ | _____ |
| GTCC-paid SIT | Total | \$0.00 | \$0.00 |

*Any money paid to member above the amount of claimable expenses listed above will be subject to tax at standard rate (estimated 22%). SIT reimbursements are not subject to tax.

| Disbursement | Pick-up date | Shipment weight (lbs) | Current shipment status |
|--------------|--------------|-----------------------|-------------------------|
| | | | |

Trusted agents Allowed to act on customers behalf via letter of authorization

| Name Last, first, middle initial | Authorization date (YYYYMMDD) | Email | Phone |
|----------------------------------|-------------------------------|-------|-------|
| | | | |

Legal agreements / privacy act – customer

Financial liability

If this shipment(s) incurs costs above the allowance I am entitled to, I will pay the difference to the government, or consent to the collection from my pay as necessary to cover all excess costs associated by this shipment(s).

Advance obligations

I understand that the maximum advance allowed is based on the estimated weight and scheduled departure date of my shipment(s). In the event less weight is moved or my move occurs on a different scheduled departure date, I may have to remit the difference with the balance of my incentive disbursement and/or from the collection of my pay as may be necessary.

If I receive an advance for my PPM shipment, I agree to furnish weight tickets within 45 days of final delivery to my destination. I understand that failure to furnish weight tickets within this time frame may lead to the collection of my pay as necessary to cover the cost of the advance.

Enclosed documentation

- Orders (with all amendments)
- Origin weight ticket (empty)
- Origin weight ticket (full)
- Destination weight ticket (full)
- Weight ticket (other)
- Receipts for reimbursable expenses
- Vehicle registration
- DD-FMS-2231 direct deposit form
- Other

Signatures

| Signature of customer or trusted agent | PPPO/PPSO representative | Date signed |
|--|--------------------------|-------------|
| | | |

Figure B-408-16. DP3 MilMove Shipment Summary Worksheet (Cont'd)

Table B-408-1. U.S. Despatch Agencies

| Despatch Agency Contact Info | Destinations Served |
|--|---|
| Transportation & Travel Management 2025 E St. NW SE3135 (SA-09) Washington, D.C. 20037 Phone: 800-424-2947 Fax# (202) 472-8446 E-Mail: DODPP@state.gov | Global destinations. |
| U.S. Despatch Agency 2800 S. 192 Street, Suite 108 Seattle, WA 98188 Phone: 206-764-3805 Fax: 206-764-6660 E-Mail: Despatch_Agency_Seattle@state.gov | East Asian and Pacific Affairs (EAP) plus Kathmandu and Vladivostok |
| U.S. Despatch Agency Miami Corporate Park Building H, Suite 250 7789 NW 48th St. Miami, FL 33166 Phone: 305-640-4574 Fax: 305-715-3502 E-Mail: Despatch_Agency_Miami@state.gov | Western Hemisphere Affairs (WHA) (except posts in Canada and Mexico) |
| U.S. Despatch Agency 1820 Portal Street Suite 400 Baltimore, MD 21224 Phone: 410-631-0045 Fax: 410-631-0058 E-Mail: Despatch_Agency_Baltimore@state.gov | Worldwide |
| U.S. Logistics Center 225 South Vermilion Avenue Brownsville, TX 78521 Phone: (956) 982-3916 Fax: (956) 982-6832 E-Mail: DespatchAgencyUSLCBrownsville@state.gov | Mexico (only) |
| ELSO – American Embassy Office Atlantic House Noorderlaan 147 - 10A 2030 Antwerp, Belgium Phone: 32-3-540-2011 Fax: 32-3-540-2040 E-Mail: Despatch_Agency_ELSO@state.gov | African Affairs (AF), Europe (EUR), Near Eastern Affairs (NEA), and South & Central Asian Affairs (SCA) Transit point for some shipments from DAs in New York (NY), Seattle (SE), Miami (MI), or Baltimore (BA). |

Updated: 12 SEP 2018

THIS PAGE INTENTIONALLY LEFT BLANK