



## ATTACHMENT K3 SHIPPING YOUR POV



## TABLE OF CONTENTS

ATTACHMENT K3 SHIPPING YOUR POV .....	K3-1
A.    Introduction.....	K3-3
B.    Military Service Instructions.....	K3-3
C.    Who Can Ship a POV – Entitlement.....	K3-3
D.    Restrictions .....	K3-3
E.    Combining POV Weight Limitations for Service Member Married to Service Member .....	K3-5
F.    Transportation Methods .....	K3-5
G.    Insurance and Licensing .....	K3-5
H.    When to Ship Your POV .....	K3-6
I.    Types of POVs You May Ship .....	K3-6
J.    Lienholder (Leased or Financed) POVs .....	K3-7
K.    Non-Conforming POVs .....	K3-7
L.    Propane Tanks.....	K3-8
M.    What You May Ship in Your POV .....	K3-8
N.    What You May Not Ship in Your POV .....	K3-8
O.    Customer Responsibilities .....	K3-8
P.    Contractor Liability.....	K3-11
Q.    Contractor Responsibilities.....	K3-12
R.    Customer Feedback.....	K3-14
S.    POV Processing Center Information .....	K3-14
T.    Where Is My POV .....	K3-14
U.    Abandoned POVs .....	K3-15
V.    General VPC Information .....	K3-15

## A. INTRODUCTION

This attachment provides you, the entitlement holder or customer, with information on shipping your privately owned vehicle (POV) under the Global POV Contract (GPC). The successful movement of your POV is not a matter of chance. It is a result of advance preparation and planning. It is your POV. Ask questions. Be involved. Read what you sign. Contact your local Transportation Office (TO) or Personal Property Shipping Office (PPSO) prior to making any plans to ship a POV. This attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with (IAW) Department of Defense Directive 5154.29, DoD Pay and Allowances Policy and Procedures as PDTATAC Case 090628.

## B. MILITARY SERVICE INSTRUCTIONS

In addition to instructions contained in this attachment, the shippers and Service TOs are governed by instructions established by the sponsoring Service, the Joint Travel Regulations (JTR). This attachment does not apply to United States (U.S.) Coast Guard civilian employees as their allowances are governed by the Federal Travel Regulation and Department of Homeland Security regulations.

## C. WHO CAN SHIP A POV – ENTITLEMENT

Uniformed Service members and Department of Defense (DoD) civilian employees are considered “entitlement holders” when a permanent change of station order is issued to that member or employee. An entitlement holder may be authorized to ship a POV if:

1. You are a Uniformed Service Member and:
  - a. Have been ordered to make a Permanent Change of Station (PCS) to, from, or between Outside Continental United States (OCONUS) Permanent Duty Stations (PDS),
  - b. A change in a ship’s home port is authorized, or
  - c. Specific conditions are met dealing with the Continental United States (CONUS)-to-CONUS transportation of a POV.
2. You are a DoD civilian employee and:
  - a. Have been transferred in the government’s interest;
  - b. Are a new appointee; or
  - c. Are a student trainee assigned to your first permanent duty station PDS.
3. When retiring/separating to or from OCONUS locations where POV transportation is authorized, the time limit for shipping a POV is the same as for travel and household goods transportation limits, 1 year from the date of retirement/separation with severance pay or 180 days from the date of separation. See JTR Chapter 5, Paragraph 0530, Shipment of a POV.

**NOTE:** Members electing to retire/separate in the overseas area are subject to the import/customs fees of the host Government. Some fees have been known to be extremely high. Contact your local PPSO/Personal Property Processing Office (PPPO) for additional information.

## D. RESTRICTIONS

1. Only one POV owned or leased by you or your dependent and for your personal use may be shipped to your new duty station at government expense.
2. Transportation of one POV at government expense is not to exceed 20 measurement tons (MTON). To calculate the MTONs of your POV, multiply the length times the width times the

height (all in inches), divide by 1728 (this gives you the cubic feet of your POV), and then divide by 40 to obtain your POV MTONs (L x W x H/1728 = Cubic Feet/40 = MTONs). Any excess for shipping a POV over 20 MTONs will be collected IAW Component publications.

3. If you desire to make your own arrangements to ship an additional POV commercially, consult your sponsor and TO/PPSO for any restrictions. You may have to pay an import duty on a second POV. Contact your local TO for specific details.
4. There may be restrictions/prohibitions to importing POVs into the country to which you are moving. These restrictions/prohibitions can range from vehicle type to color and/or condition. You must review the Personal Property Consignment Instruction Guide (PPCIG) at <https://dps.move.mil/cust> and determine whether any restriction/prohibitions exist. You may also check with your local PPSO/PPPO regarding these restrictions/prohibitions.
5. At a minimum, shipping a POV to, from, or between the United States, U.S. territories, and countries requires one proof of ownership document (e.g., vehicle title in the entitlement holder’s name; lienholder letter containing the entitlement holder’s name; or, in instances where the vehicle is titled or leased under the name of someone other than the member or a dependent named on the entitlement holder’s orders, a letter of authorization from the title or lien holder(s) authorizing the member to ship a vehicle owned by a third party), AND a current vehicle registration. The countries listed below have additional documentation requirements that must be provided before shipping a POV.
6. Lienholder release letters for financed/leased POVs are not required for POVs being transported to/from/between the United States and its territories, EXCEPT for shipments to Puerto Rico and the U.S. Virgin Islands (USVI). See Paragraph D.6.a for additional information.
  - a. Shipments to Puerto Rico and the USVI from the U.S. or one of its other territories require a lienholder release letter to complete the local Hacienda process and register the vehicle upon arrival.
  - b. Members will not need a lienholder release letter for financed or leased POVs being shipped to/from/between the following locations: the “lower 48” CONUS states, Alaska, Hawaii, and U.S. territories: Guam/Northern Mariana Islands; American Samoa; Midway, Palmyra, and Johnston Atolls; Baker Howland, Jarvis, Wake, and Navassa Islands; and Kingman Reef.

**NOTE:** This list does not replace the information contained in the PPCIG. Your local personal property office can provide assistance as needed.

COUNTRY	UNIQUE DOCUMENT REQUIREMENTS
Australia	SOFA (status of forces agreement) personnel require vehicle import approval and an asbestos declaration (a formal letter from the manufacturer stating the vehicle was made with asbestos-free parts.)
Burkina Faso	Pre-owned/used vehicles require a certificate of origin.
Chad	Vehicle registration, title or certificate of lien release, chassis number, and cost of vehicle must be listed on the invoice. Forward a copy of the invoice to Central African Logistics Office (CALO) and United States Defense Attaché Office (USDAO) Cameroon 4 weeks prior to vehicle’s estimated arrival date.
Dominican Republic	Before shipping, members must provide a written statement that they will cover vehicle taxes, duties, and registration fees.
East Timor	Members must complete an import permit and send it to the Timor-Leste Department of Land Transportation. See the PPCIG for more details.

COUNTRY	UNIQUE DOCUMENT REQUIREMENTS
India	A Euro-3 or Euro-4 emission certification is required from the vehicle's manufacturer for vehicles made after 01 April 2005.
Nepal	Member must provide a conformity of production (COP) certificate indicating the vehicle meets or exceeds Euro-3 emission standards.
Oman	"No objection certificate" required. See the PPCIG for more details.
Samoa	Vehicle export requires a permit from the Central Bank of Samoa in Apia, Samoa. See the PPCIG for more details.
South Africa	Members must apply for a "Letter of Authority" from the South African Bureau of Standards when importing a vehicle. Forward the original bill of lading with vehicle information to the General Services Office.
Venezuela	Obtain and provide written approval from the General Services Office to import or export a vehicle. See the PPCIG for more details.

#### E. COMBINING POV WEIGHT LIMITATIONS FOR SERVICE MEMBER MARRIED TO SERVICE MEMBER

1. The 20-MTON limitation in the JTR may be combined to transport one larger POV at government expense in lieu of transporting two POVs for an eligible member-married-to-member couple during the transfer of both members, each under a PCS authorization/order.
2. The cost for transporting the vehicle may not exceed the total cost the government would have incurred if each member had transported a vehicle of 20 MTONs through the designated POV loading port/Vehicle Processing Center (VPC).

#### F. TRANSPORTATION METHODS

1. Government/Commercial Transportation:
  - a. Transportation of a POV may be by government/commercial means as authorized by law. A member traveling with the vehicle via ferry is covered in the JTR.
  - b. The government determines the transportation mode.
 

**NOTE:** Transportation of a POV by air is not authorized at government expense.
2. Personally Procured Transportation (Civilian Employees Only):
  - a. If POV transportation is authorized at government expense and the employee personally arranges transportation, reimbursement is limited to the employees' actual expenses, not to exceed the POV transportation cost from port/VPC serving the authorized origin point to port/VPC serving the authorized destination (see JTR Paragraph 054703, Shipment Methods) in the CONUS. Travelers who personally arrange for POV transportation (i.e., contract directly for the POV to be moved) are entirely responsible for all issues related to (e.g., the Status of Forces Agreement, Import/export processes, tariffs, customs, and use of U.S. carriers under the Voluntary Inter-modal Sealift Agreement Program), when required.

#### G. INSURANCE AND LICENSING

1. United States. Insurance and licensing, if required, will be the responsibility of the customer. In some states, armed forces or Host Nation (HN) vehicle registrations, license plates, and licenses either are not valid or are valid for only a very short time. Arrange to obtain these items prior to taking delivery of your POV. Most state motor vehicle divisions will accept registrations of

POVs by mail. If you are returning from overseas, make arrangements prior to leaving your old duty station for the CONUS. You should insure your POV before taking delivery. Coverage must meet the minimum requirements prescribed by the state where your next duty station is located. Prior arrangements may save you money, as you will be able to compare prices offered by various insurance companies.

2. CONUS Vehicle Registration Requirements. The Department of Motor Vehicles (DMV) for most states will only issue a certificate of title or a registration for an imported vehicle when the applicant submits proof that the vehicle properly entered the United States through U.S. Customs and Border Protection (CBP). The Global POV contractor normally uses CBP Form 7501, Entry Summary, to import DoD POVs into the CONUS. Additional forms that may be required are available at the VPC at the time you pick up your POV. To save time when registering your vehicle with the state, please ensure you have the applicable forms before you leave the VPC.
3. Overseas. Insurance, taxes, and licensing vary from country to country. The best sources of information are your local TO and your overseas sponsor. Remember, you are responsible for obtaining insurance and licenses and paying any taxes. Be sure to check on these items well in advance of making your shipment. Insurance is often much more expensive overseas; research this matter carefully prior to making your shipment.

## H. WHEN TO SHIP YOUR POV

1. For Air Force personnel:
  - a. POVs will be accepted for shipment if delivered to the port within 90 days after the customer or dependent has departed for an overseas tour of more than 1 year or within 30 days after the departure of the customer on an overseas tour of duty of 1 year or less.
  - b. For OCONUS tours of more than 1 year, when delivery to the port is delayed beyond 90 days and/or less than a year remains on the current tour, the POV may be shipped only with the approval of the OCONUS Commander (CDR).
2. For Army, Marine Corps, Navy, and Coast Guard personnel:
  - a. POVs will be accepted when at least 12 months remain to be served at their current OCONUS duty station at the time the vehicle is delivered to the loading port. An exception must be approved through the Secretarial Process.

## I. TYPES OF POVS YOU MAY SHIP

The definition of a POV is:

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a customer or a dependent of the customer for the primary purpose of providing personal transportation that:
  - a. Is self-propelled;
  - b. Is licensed to travel on the public highways;
  - c. Is designed to carry passengers or household goods; and
  - d. Has four or more wheels or, at the entitlement holder's option, is a motorcycle or moped (applicable if the customer does not ship a vehicle with four or more wheels on the same authorization/order).

**NOTE 1:** For leased vehicle or financed vehicles, the customers must provide written approval from the leasing or financing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. See Paragraph D.6 for exceptions. Entitlement

holders are responsible for meeting all requirements recorded in the lease or finance company's agreement. (See Paragraph J.)

**NOTE 2:** A trailer, camper, recreational vehicle, mobile home or dwelling, airplane, or any vehicle intended for commercial use is not a POV. The full definition of a POV is contained in JTR Appendix A, Definitions and Acronyms, "Privately Owned Vehicle (POV)".

## J. LIENHOLDER (LEASED OR FINANCED) POVS

If your POV is leased, financed, or has a recorded lien and you plan to export the vehicle from the United States to a foreign country or to the U.S. Territories of Puerto Rico or the U.S. Virgin Islands, you must provide written approval from the lienholder -- a lender or institution that legally has an interest in your property until you pay it off in full. The written approval must be on the lienholder's letterhead and contain a complete description of the vehicle, including the Vehicle Identification Number (VIN), the owner or lienholder name, and the lienholder's telephone number. The writing must bear the lienholder official's original signature, the date it was signed, and the lienholder's acknowledgement that shipping the POV back to the United States before your next PCS order is a private matter between you and the lienholder.

**NOTE:** "United States" in this section means the continental United States, Alaska, Hawaii, and its territories of Guam/Northern Mariana Islands; American Samoa; Midway, Palmyra, and Johnston Atolls; Baker Howland, Jarvis, Wake, and Navassa Islands; and Kingman Reef.

## K. NON-CONFORMING POVS

1. POVs imported to the United States are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 United States Code (U.S.C.) 301; bumper standards under the Motor Vehicle Information and Cost Act of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990.
2. These laws and regulations apply to importing POVs to any state of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. Modifications required for nonconforming POVs to comply with U.S. safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with federal emissions standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the United States. For information regarding registration or operation of an imported vehicle in a specific state, contact the DMV or other appropriate agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets U.S. EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance.
3. Prior to turn-in of a non-conforming POV for shipment to the United States, the customer must have in their possession a signed contract with an Independent Commercial Importer (ICI) and/or a Registered Importer (RI) to accomplish required vehicle modifications upon arrival. The POV will not be released for pickup until the ICI/RI has issued the appropriate entry authorization for the United States. The customer is responsible for any additional costs (including required bonded transport) associated with the import of a non-conforming POV.

4. Additional information on importing/converting vehicles to U.S. specifications may be obtained from <https://www.nhtsa.gov/importing-vehicle>. If your e-mail does not recognize the URL as a link, copy the entire URL and paste it into your Web browser.

#### **L. PROPANE TANKS**

Vehicles with propane tanks are only accepted when the propane tank is an integral part of the vehicle used to power the engine. If the propane tank is for other purposes and requires considerable cost for removal, the tank must be purged and certified before the POV is turned in at the VPC. A label should be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. The certification must come from an individual or firm authorized to purge propane tanks. New tanks are considered to have met these requirements. Loose tanks that are readily accessible for removal, such as those used for gas stoves or barbeques, are not accepted.

#### **M. WHAT YOU MAY SHIP IN YOUR POV**

1. Vehicle tools, not to exceed \$200 in value.
2. Items such as jacks tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights.
3. One spare tire and two snow tires with wheels (either mounted or un-mounted).
4. Portable cribs, children's car seats, and strollers.
5. Luggage racks and supports.
6. Small items such as thermos bottles, bottle warmers, and car cushions will be packed for transportation by the VPC. Speakers and audio/video equipment in POV or trunk must be bolted down or permanently fixed as part of the POV.
7. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

#### **N. WHAT YOU MAY NOT SHIP IN YOUR POV**

1. TVs and DVD/VCRs, except factory or permanently installed.
2. Household items and camping equipment.
3. Radios and CD/tape decks not installed as permanent equipment.
4. Accessories not permanently installed.
5. Flammables or hazardous substances (e.g., waxes, oils, paints, solvents, polishes).
6. Any pressurized cans.
7. Citizen Band (CB) radios unless specifically authorized/listed in the PPCIG. Failure to comply with any restrictions may result in your POV being held at the port of discharge until such equipment has been removed and shipped out of the country. All costs associated with removing your CB radio from your POV and shipping will be at your expense.
8. Consumables and spare vehicle parts will not be accepted for transportation.

#### **O. CUSTOMER RESPONSIBILITIES**

Following these rules will make shipping your POV overseas much easier. Failure to follow these rules may result in your POV not meeting the standards for shipment. If you choose to ship out of an



alternate port, you may incur an alternate port charge. Contact your local PPSO/PPPO for further assistance.

**NOTE 1:** You must review the PPCIG at <https://dps.move.mil/cust> and determine whether restrictions/prohibitions exist for importing your POV/motorcycle into the country you're moving to.

**NOTE 2:** Protecting Your Personally Identifiable Information (PII) on International Shipments. Public Law allows for certain data elements on ocean vessel manifests that may contain PII to be shared with parties outside the DoD. To protect your PII, visit <https://www.cbp.gov/trade/automated/electronic-vessel-manifest-confidentiality>, select "Electronic Vessel Manifest Confidentiality Online Application". Complete and submit the form online. Approvals can take up to 90 days to process, but once approved, it is good for 2 years.

1. POV Turn-In at Origin:

- a. Ensure the vehicle does not have an unresolved "Recall Notice". You can check the recall status of your POV by referencing the following website: <https://vinrcl.safercar.gov/vin/>. The VPC can refuse to accept a vehicle for shipment if the vehicle presents a safety hazard to a VPC employee or its facilities and or equipment. Documentation from a certified mechanic/dealership authorized to perform "Recall Notice" repairs may be required. If a recall cannot be corrected due to lack of parts from the original manufacturer or due to a lack of mechanical ability in the geographical area, the customer should contact their servicing VPC for assistance.
- b. You must have a complete set of orders, all modifications and amendments, and (if applicable) a power of attorney (POA)/letter of authorization.
  - (1) A POA or letter of authorization is required if the entitlement holder is turning in a vehicle that is titled in someone else's name, including a spouse or other dependent's name.
- c. A copy of your marriage certificate is required if your spouse is turning in a POV on your behalf and any of the following situations apply:
  - (1) The entitlement holder's name is not listed on the vehicle's title or lienholder release letter;
  - (2) The spouse's surname (i.e., last name or family name) is not the same as the entitlement holder's surname;
  - (3) The spouse's name is not listed in the change of station orders; and/or
  - (4) The spouse is the legal owner of the vehicle.
- d. Ensure you have sufficient funds available in the event of unexpected delays/expenses to, from, or at the VPC.
- e. Provide written approval from leasing or lienholder Company authorizing shipment, if required (see Paragraph J).
- f. Have in your possession Government/State issued photo identification.
- g. Ensure your POV contains no more than one-fourth tank of fuel (gasoline or diesel).
- h. Have in your possession proof of ownership (e.g., vehicle title in the entitlement holder's name; lienholder letter; or, in instances where the vehicle is titled in the name of someone other than the member or a dependent named on the member's orders, a letter of authorization from the title holder(s) authorizing the member to ship a vehicle owned by a third party using their entitlement) AND a current vehicle registration.

**NOTE:** For import into the United States, the vehicle must have a Department of Transportation (DOT) sticker and the Environmental (EPA) sticker attached in the original position. For POVs that do not have the required DOT/EPA identifications, refer to [Paragraph K](#), Non-Conforming POV, of this attachment. For additional information, please contact your local VPC for assistance.

- i. Contact the VPC prior to shipment if the PCS is to a remote area that may have limited shipping capability.
- j. Have in your possession a complete set of keys, to include gas cap and wheel lock keys upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up your POV. Valet keys will not be accepted.
- k. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
- l. A POA or letter of authorization designating someone to act on your behalf. These options do not apply to a spouse who is identified on your official travel orders and shipping a POV to the authorized duty location stated on the orders. Here is an acceptable example: “I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (make, mode, VIN) to the appointed Vehicle Processing Center, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment.”
- m. Ensure your designated agent has proper Government/State-issued identification and all other documentation required to ship your POV.
- n. Make sure your POV is in a safe and operable condition when you turn it in at the VPC. Inoperable POVs will not be accepted. POVs with major cracks in the windshield will not be accepted. POVs with leaks will not be accepted for shipment IAW Code of Federal Regulations Title 49. POV brakes must function properly to include the parking brake.
- o. Make sure your POV is clean. Dry-vacuum only. To avoid mold growth during shipment and ensure compliance with local agricultural import restrictions, the VPC will not accept a POV with dirt, soil, mud, water or similar matter on its exterior or interior surfaces, to include the undercarriage. Empty all debris and personal items from the vehicle’s interior pockets and compartments before turn-in.
- p. Provide a destination address, phone number, and/or email address where you may be notified that vehicle is ready for pickup. Make sure your POV meets any HN emission control and safety standards. Discuss HN requirements with your sponsor and local TO before departing. You may be required to make some modifications prior to shipping your vehicle.
- q. Since your POV may be exposed to freezing temperatures during shipment or during storage at the destination terminal, safeguard the cooling system with a permanent-type antifreeze solution. An anti-freeze testing to minus -20 degrees Fahrenheit or lower should be used. (For Arctic areas, contact your sponsor or TO to determine whether additional protection is necessary.)
- r. An inspector will conduct a joint inspection of the POV with you. When the inspection is completed, you and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, [Figure K3-1](#), or commercial equivalent.
- s. You will be provided a legible copy of the DD Form 788 or commercial equivalent as a receipt for your POV. Make sure you read the liability statements on the reverse of the DD Form 788, or commercial equivalent POV inspection and shipping form. Keep for your records and in case you need to file a claim.

- t. For shipments to Turkey, the customer will be required to provide a vehicle engine number.
2. POV Pickup at Destination:
    - a. The customer will receive notification(s) that their vehicle is available for pickup. It is the entitlement holder's responsibility to arrange for pickup procedures of their POV. Customers must pick up their POV at the destination or arrange pickup by an assigned representative within a reasonable time. The Military Services IAW with DTR have determined that 45 calendar days is a reasonable time to arrange for POV pickup. It is the entitlement holder's responsibility to arrange for POV pickup and coordinate actions with the contractor, government contracting officer representative, or TO within this 45 day period. If the entitlement holder does not meet this requirement, their POV may be subject to conversion to the owner's expense, the POV may be disposed of, and/or the entitlement holder may be held liable for additional processing charges.
    - b. When you or your designated agent picks up your POV at the destination VPC, you must have:
      - (5) Proper Government/State-issued identification (i.e., military ID, driver's license).
      - (6) Your copy of the DD Form 788 or VPC provided commercial equivalent of the DD Form 788.
      - (7) A complete set of keys.
      - (8) A certified POA or letter of authorization designating someone to act on your behalf must be provided to the VPC at the time of pickup. These options do not apply to a spouse who is identified on your official travel orders.
      - (9) For, OCONUS to CONUS, a valid U.S. street address is required to clear U.S. Customs. Each customer is required to present this address at destination prior to receipt of POV by the VPC.

3. Loss and Damage.

When picking up your POV:

- a. Carefully inspect the exterior and interior to determine whether there is any new damage.
- b. Ensure items left in the POV at the origin VPC or port terminal are still there.
- c. Carefully and completely list any loss and or damage to your POV on your vehicle shipping document, DD Form 788, or commercial equivalent. Failure to do this may result in no payment for this damage.

## **P. CONTRACTOR LIABILITY**

1. For vehicles shipped to the United States, fair market value for the vehicle and its accessories will be determined by reference to the retail value in the National Automobile Dealers Association (NADA) Official Used Car Guide for the region in which the customer will file his or her claim.
2. For vehicles shipped to destinations outside the United States, the fair market value will be the retail value according to the same publication at the U.S. port from which the vehicle was shipped. If the POV is not in the NADA Official Used Car Guide, the fair market value will be the clean retail value for the most comparable POV appearing in the guide.
3. Claims should be filed with one of the following within 2 years of delivery:
  - a. POV contractor

- b. Military Claims Office.
4. On-site settlements are handled as follows:
    - a. At the time of delivery, the POV contractor has the capability to immediately settle a claim through direct deposit.
    - b. The customer retains the right to file a subsequent claim for loss and/or damage to the vehicle discovered after departing the VPC.
    - c. The contractor can have the customer sign a partial release of liability for loss and/or damages that are settled directly with the customer. All readily visible loss and/or damage will be noted on the DD Form 788, or commercial equivalent, prior to the customer leaving the VPC. However, the mere fact that loss and/or damage are not noted on the DD Form 788 at the time of delivery back to the customer will not be a valid basis for denial of a claim. The customer may file claims for loss and/or damage discovered that is not on the DD Form 788, provided the customer can prove that the loss and/or damage occurred due to the negligence of or while in the care, custody, or control of the contractor or any of its subcontractors.
  5. In some cases, an inconvenience claim may be made. An inconvenience claim is a claim for compensation that is above and beyond the customer's legal entitlement. Government reimbursement for members and their dependents for rental car expenses when a POV is delivered after the required delivery date is an authorized entitlement. Government reimbursement to members under this entitlement will not exceed 7 days at \$30 a day (maximum entitlement \$210) and will expire on the date the vehicle becomes available for pickup at the destination. The POV contractor will only consider reimbursement for amounts that exceed the claimant's entitlement. This entitlement (7 days/\$30 a day) does not apply to civilian employees. Civilian employees may file for inconvenience claim when their POV is delivered after the required delivery date. Examples of inconvenience claims include, but are not limited to, requests for reimbursement of rental car expenses and requests for reimbursement of temporary lodging expenses. In the event of an inconvenience caused through the fault or negligence of the contractor (e.g., the POV does not arrive as scheduled), the contractor will review and consider each claim on a case-by-case basis and, based on the circumstances, pay, decline, or make a firm settlement offer in writing to the claimant within 45 calendar days.

## **Q. CONTRACTOR RESPONSIBILITIES**

1. Vehicle Turn-In Process. The contractor must:
  - a. Process the POV within 1 hour of sign-in.
  - b. Counsel the customer/agent on the vehicle movement process and complete all the documentation required for movement.
  - c. Joint Vehicle Inspection:
    - (1) Participate in the joint inspection of the vehicle with the customer to record the physical condition of the vehicle. The customer may take exception to the inspector's recording of the physical condition of the vehicle and annotate discrepancies on the reverse side of the vehicle inspection form. Only the person turning in the POV is allowed in the inspection area.
    - (2) Inform the customer of the opportunity to provide comments regarding service received on the DD Form 788 or the United States Transportation Command (USTRANSCOM)-approved commercial equivalent vehicle inspection form.

- (3) Pack and inventory personal contents that will remain in the POV in the 24"x16"x16" accessory box provided by the contractor. Provide a copy of the inventory to the customer, tape the box closed, and have the customer sign the tape to ensure security of the contents.
  - (4) Provide the customer with a legible copy of the DD Form 788, or USTRANSCOM-approved commercial equivalent, upon acceptance of the vehicle.
  - (5) Transport the vehicle to the destination even if it becomes disabled while in transit.
- NOTE:** It is important that the customer retain this document and have it in his/her possession at the time of pickup to compare the condition of the vehicle with that recorded at turn-in.
- d. Attach an identification label on the vehicle to identify delivery location/VPC.
  - e. Ensure no unsafe, inoperable, or vehicles with leaks are accepted for shipment.
  - f. Vehicle Acceptance. After acceptance of the vehicle for the shipment:
    - (1) Use battery booster cables to start the vehicle if necessary.
    - (2) Repair or replace flat tires before delivery of vehicle. If necessary, replace the damaged tire(s) with a comparable make and value.
  - g. Advise the customer on the loss and damage claims procedures.
2. Vehicle Pickup Process. The contractor must:
- a. Perform the following notification procedures:
    - (1) Provide verifiable notification to the entitlement holder at either the RDD or the date a POV is available for pickup, whichever is later.
    - (2) Provide a second verifiable notification to the entitlement holder that the POV is available for pickup 21 calendar days after POV is available for pickup or after RDD at the destination, whichever is later.
    - (3) Provide a third and final verifiable notification to the entitlement holder that the POV is available for pickup and abandonment procedures will be initiated 45 calendar days after the POV is available for pickup or after RDD at the destination, whichever is later.
  - b. Notify the customer by telephone, email, and/or preferred communication means provided by the entitlement holder if the POV is inoperable or damaged.
  - c. Process the POV within 1 hour of sign-in.
  - d. Perform a joint inspection with the customer documenting the physical condition of the POV on the DD Form or commercial equivalent.
  - e. Advise the customer on the loss and damage claims procedures.
3. Oversized Vehicles. The contractor must:
- a. Advise the customer/agent that the government's maximum obligation (entitlement) cannot exceed the cost to ship a vehicle equal in size to 20 MTONs, unless approved through the Secretarial Process for medical reasons. To calculate the POV's MTONs, multiply the L x W x H of the POV in inches, divide by 1728, and then divide by 40.
  - b. Recommend ways for the customer to downsize the vehicle (e.g., remove ladder, external spare tire, and luggage racks and fold or remove side-view mirrors).

- c. Calculate the charges for any excess costs for the shipment of an oversized vehicle.  
Collection of this excess cost will be IAW DoD Component Publications.

## R. CUSTOMER FEEDBACK

1. USTRANSCOM depends on the customer to provide information on the contractor's performance. The VPC will encourage all customers to complete "Customer Feedback." This is the only means of ensuring a quality move and taking action to correct deficiencies if they occur. This is also the opportunity for the customer to provide input to improve the POV movement process.
2. Only the government representative has access to the "Customer Feedback" box. Although it is preferred the card be turned in at the VPC, the customer has the option to complete the card and mail it to:

USTRANSCOM  
ATTN: DPMO (TCJ9-OP)  
508 Scott Drive, Building 1900W  
Scott, AFB, IL 62225-5357

## S. POV PROCESSING CENTER INFORMATION

The remainder of this attachment provides information unique to each VPC. Consult your local TO to determine the proper VPC from which to ship your POV.

**NOTE:** Hours of operation for each VPC are listed in the applicable section and are strictly adhered to. VPCs are not open on weekends or holidays. Please plan your trip accordingly.

While every effort is made to provide up-to-date information on the POV program, it is important that you consult with your local TO for any recent changes. We welcome written recommendations to correct or improve this attachment. Address your comments to:

USTRANSCOM  
ATTN: DPMO (TCJ9-OP)  
508 Scott Drive, Building 1900W  
Scott, AFB, IL 62225-5357

## T. WHERE IS MY POV

Customers can obtain information online regarding the status of their POVs by visiting the website <http://www.pcsmypov.com/>. In addition to the individual locations listed below, a customer desiring to ship a POV or make an appointment at a VPC should call:

For U.S. domestic appointments: 1-855-389-9499  
For appointments in Germany: +800-02277447  
For any other locations: 00800-227-7447

This information includes:

1. Turning In/Picking Up a POV
2. Shipping/Storing services
3. VPC Locations (CONUS/OCONUS)
4. Required Documentation
5. Frequently Asked Questions.

**U. ABANDONED POVS**

If all required notification procedures have been met and the entitlement holder has not responded or has signed authorizing disposal, USTRANSCOM will notify Services and proceed with POV abandonment/disposal.

**V. GENERAL VPC INFORMATION**

POVs must be turned in and picked up at a VPC. Customers can obtain information online by visiting <http://www.pcsmypov.com/>.

1. CONUS VPC Information.

POV processing hours of operation are **Monday through Friday**, 0800 to 1600. VPCs are closed on weekends and Federal holidays. It is highly recommended you arrive at the VPC by 1500 hours to ensure processing is completed on time. During inclement weather, a VPC may open later or close earlier than the scheduled time. Please call the servicing VPC to confirm the hours of operation.

<p><b><u>Atlanta</u></b>                  2579 Campbell Boulevard                  Ellenwood, Georgia 30294                  Phone: 404-425-9177                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:Atlanta.VPC@ialpov.us">Atlanta.VPC@ialpov.us</a></p>	<p><b><u>Baltimore</u></b>                  2940 Waterview Ave                  Baltimore, MD 21230                  Phone: 667-401-0770                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:Baltimore.VPC@ialpov.us">Baltimore.VPC@ialpov.us</a></p>
<p><b><u>Charleston</u></b>                  3601 Meeting Street Rd                  North Charleston, SC 29405                  Phone: 843-647-6635                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:Charleston.VPC@ialpov.us">Charleston.VPC@ialpov.us</a></p>	<p><b><u>Dallas</u></b>                  1717 W. Airfield Drive                  Grapevine, TX 75261                  Phone: 469-203-8629                  Toll Free: 855-389-9499                  Fax: 972-639-3976                  E-mail: <a href="mailto:Dallas.VPC@ialpov.us">Dallas.VPC@ialpov.us</a></p>
<p><b><u>Denver, CO</u></b>                  14777 E. 35th Place                  Aurora, CO 80011                  Phone: (303) 835-7461                  Toll Free: 855-389-9499                  Email: <a href="mailto:Denver.VPC@ialpov.us">Denver.VPC@ialpov.us</a></p>	<p><b><u>Jacksonville (Blount Island)</u></b>  <b>NOTE:</b> Use of Blount Island is for personnel assigned to/from Guantanamo Bay, Cuba ONLY. The website <a href="http://www.pcsmypov.com/">http://www.pcsmypov.com/</a> cannot be used to track shipments to/from this location.  <b>Appointment Required</b>                  TransAtlantic Line                  8998 Blount Island                  Jacksonville, FL 32226                  Phone: 904-751-1845                  E-mail: <a href="mailto:athornton@portus-us.com">athornton@portus-us.com</a></p>
<p><b><u>Los Angeles</u></b>                  5440 W Century Blvd.                  Los Angeles, CA 90045                  Phone: 424-488-7696                  Toll Free: 855-389-9499                  Fax: 310-697-4565                  E-mail: <a href="mailto:LosAngeles.VPC@ialpov.us">LosAngeles.VPC@ialpov.us</a></p>	<p><b><u>Norfolk</u></b>                  1215 Executive Blvd                  Chesapeake, VA 23320                  Phone: 757-320-4254                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:Norfolk.VPC@ialpov.us">Norfolk.VPC@ialpov.us</a></p>

<p><b><u>NY/NJ Metro</u></b>                  47 Kilmer Drive                  Edison NJ 08817                  Phone: (732) 289-3095                  Toll Free: 855-389-9499                  Email: <a href="mailto:Newjersey.VPC@ialpov.us">Newjersey.VPC@ialpov.us</a></p>	<p><b><u>Orlando, FL</u></b>                  11262 Boggy Creek Rd                  Orlando FL 32824                  Phone: (407) 374-0587                  Toll Free: 855-389-9499                  Email: <a href="mailto:Orlando.VPC@ialpov.us">Orlando.VPC@ialpov.us</a></p>
<p><b><u>San Diego</u></b>                  1655 N. Magnolia Ave                  El Cajon, CA 92020                  Phone: 559-483-9955                  Toll Free: 855-389-9499                  Fax: 619-956-0975                  E-mail: <a href="mailto:SanDiego.VPC@ialpov.us">SanDiego.VPC@ialpov.us</a></p>	<p><b><u>Seattle</u></b>                  7855 S. 212<sup>th</sup> St,                  Kent, WA 98032                  Phone: 253-948-3488                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:Seattle.VPC@ialpov.us">Seattle.VPC@ialpov.us</a></p>
<p><b><u>St. Louis</u></b>                  4236 Crescent Industrial Dr.                  Pontoon Beach, IL 62040                  Phone: 314-326-4153                  Toll Free: 855-389-9499                  E-mail: <a href="mailto:StLouis.VPC@ialpov.us">StLouis.VPC@ialpov.us</a></p>	

2. OCONUS VPC Information.

POV processing hours vary (see table). OCONUS VPCs are closed on Saturday, Sunday, U.S. Federal holidays, and Host Nation holidays. It is highly recommended you call in advance to confirm operating hours and arrive at the VPC by 1500 hours to ensure processing is completed on time.

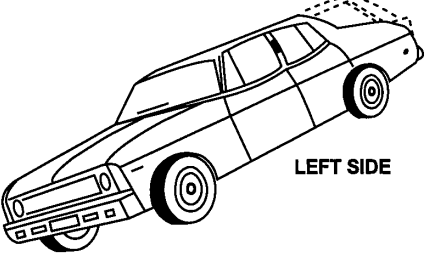

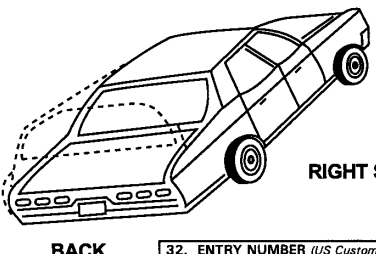

<p><b><u>Alaska – Anchorage</u></b>                  *POV Processing Hours 0800–1600.                  Anchorage Vehicle Processing Center                  300 LaTouche St,                  Anchorage, AK 99501                  Phone: 907-891-8496                  Toll Free: 855-389-9499                  Fax: 907-227-1201                  E-mail: <a href="mailto:Anchorage.VPC@ialpov.us">Anchorage.VPC@ialpov.us</a></p>	<p><b><u>Alaska – Fairbanks</u></b>                  *POV Processing Hours 0800–1600.                  Fairbanks Vehicle Processing Center                  5250 Airport Industrial Rd                  Fairbanks, AK 99709                  Phone: 907-891-8499                  Toll Free: 855-389-9499                  Fax: 907-459-5591                  E-mail: <a href="mailto:Fairbanks.VPC@ialpov.us">Fairbanks.VPC@ialpov.us</a></p>
<p><b><u>Bahrain</u></b>                  *POV Processing Hours 0800–1600.                  Open Sunday through Thursday                  Closed Friday and Saturday                  Bahrain Vehicle Processing Center                  Office 11, Bldg 1988, Road 1527, Block 115                  Bahrain Investment Wharf, Hidd                  Tel:+973-69992417; Fax: +973-69991406                  E-mail: <a href="mailto:Bahrain.vpc@ialpov.us">Bahrain.vpc@ialpov.us</a></p>	<p><b><u>Belgium – Chievres</u></b>                  *POV Processing Hours 0800–1600.                  Chievres Vehicle Processing Center                  80th Asg Chievres Air Base, Building 46                  Chievres, Walloon Region, Belgium, 7950                  Phone: 0032 68 331 980                  E-mail: <a href="mailto:Chievres.vpc@ialpov.us">Chievres.vpc@ialpov.us</a></p>



<p><b><u>Brunssum - Netherlands</u></b>                  *POV Processing Hours 0800–1600                  Brunssum Vehicle Processing Center                  USAG Benelux – Brunssum                  Kranenpool 3, Building 7, 6443 VA                  Brunssum, Netherlands                  Phone: +31-45-2100 400                  Fax: +31-45-2100 402                  E-mail: <a href="mailto:Brunssum.VPC@ialpov.us">Brunssum.VPC@ialpov.us</a></p>	<p><b><u>Germany – Ansbach</u></b>                  *POV Processing Hours 0800–1600.                  Ansbach Vehicle Processing Center                  Meinhardswindener Strasse 25                  Barton Barracks; Building 5259                  Ansbach, Bavaria, Germany, 91522                  Local: +49 981 97781159                  Email: <a href="mailto:Ansbach.VPC@ialpov.us">Ansbach.VPC@ialpov.us</a></p>
<p><b><u>Germany – Baumholder</u></b>                  *POV Processing Hours 0800–1600.                  Baumholder Vehicle Processing Center                  Clinic Barracks, Gate 15 on L 169 Street,                  Building 8751                  Baumholder, Germany, 55774                  Phone: 0049 6783-9008476                  E-mail: <a href="mailto:Baumholder.VPC@ialpov.us">Baumholder.VPC@ialpov.us</a></p>	<p><b><u>Germany – Boeblingen</u></b>                  *POV Processing Hours 0800–1600.                  Boeblingen Vehicle Processing Center                  Panzerkaserne                  Building 2931                  Boeblingen, BW, Germany, 71032                  Phone: 0049 7031 7334749                  E-mail: <a href="mailto:Boeblingen.VPC@ialpov.us">Boeblingen.VPC@ialpov.us</a></p>
<p><b><u>Germany – Grafenwoehr</u></b>                  *POV Processing Hours 0800–1600.                  Grafenwoehr Vehicle Processing Center                  U.S. Grafenwoehr Base                  322 Shiloh Avenue                  Grafenwöhr, BY, Germany, 92655                  Phone: 0049 9641 9260061                  E-mail: <a href="mailto:Ansbach.VPC@ialpov.us">Ansbach.VPC@ialpov.us</a></p>	<p><b><u>Germany – Kaiserslautern</u></b>                  *POV Processing Hours 0800–1600.                  Kaiserslautern Vehicle Processing Center                  Kapaun Air Station Building 2806                  Kaiserslautern, RP, Germany, 67661                  Phone: 0049 631-35790088                  E-mail: <a href="mailto:Kaiserslautern.vpc@ialpov.us">Kaiserslautern.vpc@ialpov.us</a></p>
<p><b><u>Germany – Spangdahlem</u></b>                  *POV Processing Hours 0800–1600.                  Spangdahlem Vehicle Processing Center                  Spangdahlem Air Base                  Building 222                  Spangdahlem, RP, Germany, 54529                  Phone: 0049 6565 9558009                  E-mail: <a href="mailto:Spangdahlem.vpc@ialpov.us">Spangdahlem.vpc@ialpov.us</a></p>	<p><b><u>Germany – Wiesbaden</u></b>                  *POV Processing Hours 0800–1600.                  Wiesbaden Vehicle Processing Center                  Mainz-Kastel Station, Building 4013,                  Mainz Kastel, HE, Germany, 55252                  Phone: 0049 6134 6019144                  Fax: 0049-6134-5679774                  E-mail: <a href="mailto:Wiesbaden.vpc@ialpov.us">Wiesbaden.vpc@ialpov.us</a></p>
<p><b><u>Guam</u></b>                  *POV Processing Hours 0800–1600.                  Guam Vehicle Processing Center                  Naval Activities Branch                  Building 3179                  Santa Rita, GU, Guam 96915 3134                  Phone: 671-339-2205                  Toll Free: 877-716-7702                  Fax: 671-564-2105                  E-mail: <a href="mailto:Guam.VPC@ialpov.us">Guam.VPC@ialpov.us</a></p>	<p><b><u>Hawaii</u></b>                  *POV Processing Hours 0700–1500.                  Honolulu Vehicle Processing Center                  Honolulu Harbor Pier 1                  Fort Armstrong, Forrest Avenue                  Honolulu, HI 96813                  Phone: 808-670-3095                  Toll Free: 855-389-9499                  Fax: 808-439-6847                  E-mail: <a href="mailto:Honolulu.VPC@ialpov.us">Honolulu.VPC@ialpov.us</a></p>

<p><b><u>Italy – Aviano</u></b>          *POV Processing Hours 0800–1600.          Aviano Vehicle Processing Center          Via Monte Tremol no. 20,          Aviano, Italy 33081          Phone: 0039 0434 -651106           E-mail: <a href="mailto:Aviano.vpc@ialpov.us">Aviano.vpc@ialpov.us</a></p>	<p><b><u>Italy – Livorno</u></b>          *POV Processing Hours 0800–1600.          Livorno Vehicle Processing Center          Leghorn Army Depot, Gate 27, Building 5138          Depot Via Aurelia Tombolo Pisa,          Livorno, Italy 56128          Phone: 0039 050-989200          E-mail: <a href="mailto:Livorno.vpc@ialpov.us">Livorno.vpc@ialpov.us</a></p>
<p><b><u>Italy – Naples</u></b>          *POV Processing Hours 0800–1600.          Naples Vehicle Processing Center          U.S. Navy Support Site          Building 2081, Contrada Boscariello          Gricignano di Aversa, Campania, Italy 81030          Phone: 0039 081-8116522          E-mail: <a href="mailto:Naples.vpc@ialpov.us">Naples.vpc@ialpov.us</a></p>	<p><b><u>Italy – Sigonella</u></b>          *POV Processing Hours 0800–1600.          Sigonella Vehicle Processing Center          Base Navale USA/NAS II, Building 724,          Strada Statale 417 Catania-Gela, 95030 Piano d’          Arci/Sigonella, Sicilia (CT), Italy          Phone: 0039 095-865529          Fax: 0039-095-86-5413          E-mail: <a href="mailto:Sigonella.vpc@ialpov.us">Sigonella.vpc@ialpov.us</a></p>
<p><b><u>Italy – Vicenza</u></b>          *POV Processing Hours 0800–1600.          Vicenza Vehicle Processing Center          Via Strada Della Pelose          Building 928, Entrance 8,          Torri di Quartesolo Vizenca, Veneto, Italy 36040          Phone: 0039 0444-380262          E-mail: <a href="mailto:Vicenza.vpc@ialpov.us">Vicenza.vpc@ialpov.us</a></p>	<p><b><u>Puerto Rico</u></b>          *POV Processing Hours 0800–1600          Victoria Industrial Group          Bo Martín González, Lote 2-C, Calle 3          Carolina, PR 00987          Phone: (787) 979-6888          Toll Free: 1 (855) 389-9499          Fax: (787) 776-7878          E-mail: <a href="mailto:PuertoRico.VPC@ialpov.us">PuertoRico.VPC@ialpov.us</a></p>
<p><b><u>South Korea – Daegu</u></b>          *POV Processing Hours 0800–1600.          Daegu Vehicle Processing Center          Area IV Support Activity          Daegu Camp Henry, Building 1415          Daegu, South Korea 96218          Phone: 82-53-470-3326          Fax: 82-53-470-8113          E-mail: <a href="mailto:Daegu.VPC@ialpov.us">Daegu.VPC@ialpov.us</a></p>	<p><b><u>South Korea – Pyongtaek</u></b>          *POV Processing Hours 0800–1600.          Pyongtaek Vehicle Processing Center          Building 7040, Indian Head Avenue 11th Street,          Camp Humphrey, Pyongtaek South Korea          APO AP 96271          Phone: 82-02-798-7032          Fax: 82-02-798-7033          E-mail: <a href="mailto:pyongtaek.vpc@ialpov.us">pyongtaek.vpc@ialpov.us</a></p>
<p><b><u>Spain</u></b>          *POV Processing Hours 0800–1300/1400–1600.          Rota Vehicle Processing Center          C/Inventor Pedro Cawley 10, Polígono Ind.          Las Salinas del Levante,          El Puerto de Santa María, AL, Spain, 11500          Phone: +34 956 852 034          Toll Free: 900 321 321          E-mail: <a href="mailto:Rota.vpc@ialpov.us">Rota.vpc@ialpov.us</a></p>	<p><b><u>Turkey - Incirlik</u></b>          *POV Processing Hours 0800–1600.          Incirlik Vehicle Processing Center          Delta Shipping and Trading Inc. Co.          Yenimahalle 33 Sokak No. 31 ,Incirlik          Adana, Turkey 01340          Phone: +90 322 332 78 50          E-mail: <a href="mailto:Incirlik.VPC@ialpov.us">Incirlik.VPC@ialpov.us</a></p>

<p><b><u>Turkey – Izmir</u></b> <b>*POV Processing Hours 0800–1600.</b> <b>Izmir Vehicle Processing Center</b> <b>Delta Shipping and Trading Inc. Co.</b> <b>Doganlar Mah. 1417 Sokak , Bornova,</b> <b>Izmir, Turkey 35040</b> <b>Phone: 0090 232 479 1929</b> <b>E-mail: <a href="mailto:izmir.vpc@ialpov.us">izmir.vpc@ialpov.us</a></b></p>	<p><b><u>United Kingdom</u></b> <b>*POV Processing Hours 0800–1600.</b> <b>Mildenhall Vehicle Processing Center</b> <b>Field Road (beside ESSO station), Mildenhall,</b> <b>Suffolk, Great Britain, IP28 7AL</b> <b>Phone: 0044 1638 562752</b> <b>E-mail: <a href="mailto:Mildenhall.vpc@ialpov.us">Mildenhall.vpc@ialpov.us</a></b></p>
---	---

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE															
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)								
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)		10. RDD (54-56)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)		13. WEIGHT (72-76)				
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-66)			18. F & MI (67-68)		19. GRADE (69-70)				
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER							
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)						
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES											
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.				f. (1) USER CODE	(2) INSPECTION		(3) DATE (YYYYMMDD)		(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)						
				<b>X</b>	(a) Turn in joint inspection - owner/agent & Government representative										
				a. DATE (YYYYMMDD)	<b>T</b>	(b) POE use (Optional)									
				b. SIGNATURE OF OWNER OR AGENT				<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container						
				c. NAME OF AGENT (Last, First, Middle Initial) (Print)				<input type="checkbox"/>	(d) POD check in stow/condition when removed from container						
				d. STREET ADDRESS				<input type="checkbox"/>	(e) Release of custody by discharge stevedore						
				e. CITY, STATE, AND ZIP CODE				<input type="checkbox"/>	(f) POD use (Optional)						
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.															
31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.															
 <b>FRONT</b>				 <b>LEFT SIDE</b>				 <b>RIGHT SIDE</b>				 <b>BACK</b>			
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 - Rusty		RU - Rubbed SC - Scratched SO - Soiled		TO - Torn WO - Badly Worn			
33. INTERIOR CONDITION			CODE	34. ACCESSORIES			IN BOX	LOOSE	35. PROCESSING SERVICE			POE	POD		
a. FRONT SEATS				a. CATALYTIC CONVERTER/PELLETS					a. ADD/DRAIN FUEL						
b. REAR SEAT				b. SIDE MIRRORS					b. CONNECT/DISCONNECT BATTERY						
c. REAR MIRROR				c. ANTENNA					c. PACK ACCESSORIES						
d. FRONT SEAT BELTS				d. FAN BELT					d. OTHER						
e. REAR SEAT BELTS				e. FENDER SKIRTS											
f. ASH TRAYS				f. FIRE EXTINGUISHER											
g. FLOOR MATS				g. FIRST AID KITS											
h. DOOR PANELS				h. CIGARETTE LIGHTER											
i. ARM RESTS				i. HAND TOOLS/FLASHLIGHT											
j. REAR SPEAKERS (Additional)				j. HUB CAPS											
k. CUSHION				k. JACK/LUG WRENCH											
l. UPHOLSTERY				l. JUMPER CABLES											
m. RADIO (AM, FM, Tape)				m. LUGGAGE RACK											
n. CB RADIO				n. BLANKET											
o. CARPET				o. WARNING TRIANGLE/TROUBLE LIGHT											
p. CLOCK				p. SPARE TIRE											
36. 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 1976.															
<input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)															
b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)															
(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.															
(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.															
(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.)															
(1) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.															
(2) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.															
(3) <input type="checkbox"/> Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.															
<input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)															

DD FORM 788, SEP 1998 PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR

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

DD FORM 788 (BACK). SEP 1998

Figure K3-1. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)