ATTACHMENT K4
STORING YOUR POV

June 2017
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A INTRODUCTION

This attachment provides you information to prepare your Privately Owned Vehicle (POV) for storage under the Global POV Contract (GPC). The successful storage 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 store 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.

NOTE: This attachment almost exclusively applies to military members eligible for POV storage. Civilian employees are only authorized POV storage in connection with evacuations (Joint Travel Regulation [JTR] Chapter 6, 060405) or when assigned Temporary Change of Station (TCS) in support of a contingency operation (JTR, Paragraph 032905).

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 and the 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 POV STORAGE ELIGIBILITY

1. A Service member is eligible to have one POV stored at a storage facility if the member is:
   a. Ordered to make a Permanent Change of Station (PCS) to a foreign/non-foreign Outside Continental United States (OCONUS) Permanent Duty Station (PDS) and:
      (1) POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions
      or
      (2) The vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS PDS.
   b. Sent to a Temporary Duty Station for more than 30 days to a contingency operation (JTR, Appendix A, Definitions and Acronyms)
   c. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage
   d. Authorized POV transportation because of a change in a ship’s home port where there are more than 30 days between the ship’s departure from the old home port and arrival at the new home port.

2. Storage: The Services, through their Secretarial processes, may designate POV storage facilities:
   a. Government-procured Storage Available:
      (1) If a Service elects to store a member’s POV, then the member may personally arrange storage at a commercial facility.
      (2) A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost not to exceed the Government-constructed storage cost.
b. Government-procured Storage Not Available, not Designated, or the member has been instructed by the TO/PPSO to store the POV at personal expense:

   (1) The member arranges POV storage at a commercial facility and is reimbursed for the actual storage cost.

   **NOTE 1:** Storage of more than one POV and/or storage of a POV instead of authorized transportation are not allowed. Members are financially responsible for storage and/or transportation of additional POVs.

   **NOTE 2:** Service regulations/guidance may require a letter from the TO authorizing POV storage.

3. Storage in Lieu of Shipment:

   a. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which a POV shipment is prohibited.

   b. A member who stores a POV at government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.

   c. A member may ship the stored POV if ordered on a Consecutive Overseas Tour and POV transportation is permitted to the subsequent OCONUS PDS.

   d. A member may not continue to store the POV at government expense while shipping another POV to the subsequent OCONUS PDS.

4. Restrictions:

   a. Vehicle Size: A member who stores a POV that exceeds 20 measurement tons is financially responsible for any storage costs caused by the vehicles excess size. (As an exception, the Secretarial Process may authorize/approve storage of an oversized POV for medical reasons.)

   b. Combining POV Size Limitation When Service Member Is Married to Service Member: The size restriction may be waived for the purpose of storing one larger vehicle at government expense in lieu of storing two POVs (one POV for each member) when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government’s total cost if each member had stored a vehicle within the maximum standard size.

   c. Other Excess Storage Costs: Excess storage costs incurred because of the member’s negligence or choice are the member’s financial responsibility. Excess costs are collected IAW Component publications.

      **NOTE 1:** Only one POV owned or leased by a member or the member’s dependents and for the member’s personal use may be placed in storage at Government expense.

      **NOTE 2:** The POV will remain in storage during the member’s tour of duty. When the vehicle is removed from storage, it cannot be returned to storage at Government expense under the same orders.

5. Emergency Storage in the Event of Evacuation:

   a. In the event a Department of Defense civilian employee/traveler and/or his/her dependents have to evacuate from an OCONUS PDS, emergency storage expenses for the traveler’s POV may be authorized IAW JTR Paragraph 060405.

**D 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, recodified at 49 U.S.C. 301; bumper standards under the Motor Vehicle Information and Cost Act
Defense Transportation Regulation – Part IV

Personal Property

1. Any motor vehicle owned by or on a long-term lease (12 or more months) to a member or a dependent of the member 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 member’s option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. Propane tanks:
   a. Vehicles with propane tanks are accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the Vehicle Processing Center (VPC) or port. A label will be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks, such as those used for gas stoves or barbeques, are not accepted.

NOTE: Storage of Non-Conforming POVs in the Continental United States (CONUS) is prohibited.

E INSURANCE AND LICENSING

Insurance and licensing, if required, are the responsibility of the member. Many states allow for submitting a De-Insured Certificate or a Non-Use Certificate to avoid re-registration penalties. Vehicle re-registration requirements are the responsibility of the member; contact your State Department of Motor Vehicles for assistance.

F TYPES OF POVs ALLOWED TO BE STORED

1. Any motor vehicle owned by or on a long-term lease (12 or more months) to a member or a dependent of the member 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 member’s option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.

2. Propane tanks:
   a. Vehicles with propane tanks are accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the Vehicle Processing Center (VPC) or port. A label will be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks, such as those used for gas stoves or barbeques, are not accepted.
G WHAT MAY BE STORED IN A POV

Only authorized personal articles may remain in a POV when it is turned in for storage. All household items and camping equipment must be removed. The following items may be stored:

1. Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights

2. One spare tire and two snow tires with wheels (either mounted or un-mounted).

H MEMBER RESPONSIBILITIES

Following a few simple rules will make storing a POV much easier. Failure to follow these rules may cause the POV VPC to refuse the POV for storage. The member must provide valid emergency contact information, including but not limited to their OCONUS duty station forwarding valid address, phone number(s), or personal and work electronic mail address where they may be contacted, and at least one point of contact in the CONUS. This information is necessary should the customer need to be contacted with regards to the status of their vehicle and updates to their storage entitlements.

1. POV-turn in at CONUS/OCONUS (Origin):
   a. Have three complete sets of orders/amendments and a letter of authorization signed by the TO authorizing POV storage.
   b. Ensure the POV contains no more than one-fourth tank of fuel (gasoline or diesel).
   c. An inspector will inspect the POV with the member. When the inspection is completed, the member and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, Figure K4-2, or commercial equivalent. The member will be provided with copies of all forms as a receipt for the POV. These copies will be required to pick up the vehicle, and it will be required by the Military Claims Office (MCO) should a claim be filed for loss or damage to the POV. Only the person turning in the POV will be allowed in the inspection area.
   d. All fluids must be fresh and at the proper levels when the POV is turned in for storage.
   e. Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks are not accepted.
   f. Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries are tested to ensure readings are between 11.5 to 13.2 volts. If the battery reading is below 11.5 volts, the battery might have to be replaced (at member’s expense) while the POV is in storage.
   g. Make sure the POV is in a safe and operable condition when it is turned in at the VPC. Vehicles that are inoperable or not safe are not accepted.
   h. Make sure the POV is clean. Dry-vacuum only. The VPC does not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
   i. Empty the glove compartments, except for all required items.
   j. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
   k. Have in your possession a valid driver’s license, proof of ownership (title and registration), and a photo ID.
1. 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 the POV.

m. If necessary, have a Certified Power of Attorney or letter of authorization from the member/employee designating someone to act on his or her behalf. These options do not apply to a spouse who is identified on the member’s/employee’s official travel orders. Here is an acceptable example:

“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”

n. If your vehicle is leased, you are required to provide a letter authorizing the storage of your vehicle. (Please check your lease documentation or check with your leaseholder beforehand, to avoid a delay in storing your vehicle.)

o. Ensure your agent has proper civilian identification and all other documentation required to store your POV.

p. Provide a valid forwarding address, phone number, or personal and work electronic mail address where you may be notified if repairs to the vehicle are required or to update you on your storage entitlements.

q. Read the liability statements presented by the contractor at the time of turn in.

r. For OCONUS only: The representative will have the member complete/sign DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, Figure K4-4, where applicable; EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to
Federal Air Pollution Regulations,

s. Figure K4-5, where applicable; and/or DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, Figure K4-3, where applicable.
t. If you require a storage extension (i.e., new or extended orders authorizing continued storage), you must provide supporting documentation to the VPC where you turned in your POV prior to storage expiration. Contact information is located at http://www.pcsmy pov.com. Abandonment procedures will be initiated for POVs without a continuing entitlement and authorization on file.

u. Ensure the vehicle does not have an unresolved “Recall Notice”. You can check the recall status of your POV by referencing the website https://vinrcl.safercar.gov/vin. The VPC can refuse to accept a vehicle for storage 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 the VPC for assistance.

I CONTRACTOR RESPONSIBILITIES

1. POV Turn-In Process:
   a. Advise the member on the vehicle storage process and complete all the documentation required for movement.
   b. Complete the additional vehicle storage checklist along with the vehicle inspection survey form.
   c. Ensure vehicles are safe, operable, and leak-free prior to acceptance.
   d. Ensure motorcycles are crated for delivery to the storage facility.

2. POV Storage:
   a. Store POVs indoors in accordance with the vehicle manufacturer’s recommendations and/or standard commercial practices in effect at the time of storage in order to maintain the operability of the POV while in storage.
   b. Clean POVs prior to placing them into storage, cover POVs when applicable, and lock POVs while in storage.
   c. Cycle air conditioning/heat and move POVs every 30 days.
   d. Repair/replace POV batteries as required to maintain operability.
   e. Add fuel stabilizer as required.
   f. Provide repair estimates to the member and Government Contracting Officer’s Representative (COR). Repair POVs as necessary to maintain operability of the POV after receiving approval from the Government COR and member.
   g. Notify the member of all repairs within 1 week of the repair being performed.

3. POV Pick-Up Process:
   a. Notify the member of the end of their storage entitlement within 45 days prior to the end of their tour of duty as stated in the original orders at the time of turn-in.
   b. Notify the member if the POV is inoperable or damaged.
   c. Notify the member of any difference on the odometer that is more than .5 miles per month while in storage.
d. Inform the member on claims procedures and provide the member a copy of instructions for filing a claim.

e. Handle on-site-claims at the destination VPC if the owner or the owner’s agent elects to settle such a claim.

f. Note all claimed damage prior to the member leaving the VPC.

g. Record remarks indicating the reason for the delay of delivery, loss/damages, and unique shipping circumstances.

h. Ensure a joint inspection with the member or the member’s agent.

4. Oversized Vehicles:

a. Determine whether the member’s vehicle exceeds the 20 measurement tons allowance the member is entitled to store at Government expense. To calculate your POVs measurement ton, multiply the length x width x height of your POV in inches, divide by 1728, and then divide by 40.

b. Recommend ways to reduce the dimensions of an oversized POV (e.g., remove ladders, externally mounted spare tires, and/or luggage racks and/or fold/remove side mirrors).

c. Calculate the charges for any excess costs for the storage of an oversized vehicle and prepare documents.

d. When the cost is determined, explain how the costs are determined and will be collected from the customer using DD Form 139, Pay Adjustment Authorization, Figure K4-1. The contractor may also refer the customer to the Government COR responsible for the VPC turn-in site.

5. Joint Inspection:

a. Perform a joint inspection of the member’s POV and record the physical condition of the POV. You are allowed to take exception to the inspector’s recording of the physical condition of your POV on the reverse side of the vehicle inspection form. Only the person responsible for vehicle turn-in/pick-up is allowed in the inspection area.

b. Provide the member the opportunity to comment on the service the member received on the DD Form 788 or on the USTRANSCOM-approved commercial equivalent vehicle inspection form.

c. Pack, secure, and inventory authorized personal contents that will remain in the POV and provide a copy of the inventory to the member.

d. Provide the member with a legible copy of DD Form 788 or the commercial equivalent upon acceptance of the member’s POV.

NOTE: It is important to retain this document and have it in your possession at the time of pickup to compare the condition of the vehicle with that recorded at turn-in.

6. Routing to a Storage Facility:

a. Move the vehicle to the storage facility it selects. The vehicle may be moved to another storage facility at any time while in storage. The relocation of the POV to another storage location has no effect on your storage entitlement.

7. Liability:

a. Contractor is liable for up to the fair market value of POV according to the National Automobile Dealers Association (NADA) Official Used Car Guide.
b. The contractor is not liable for any degradation due to the member’s unwillingness to maintain the POV in storage.

J CUSTOMER FEEDBACK

1. USTRANSCOM depends on the customer to monitor the contractor’s service to provide customers with quality services. We request all VPC customers to complete “Customer Feedback.” This feedback provides additional information and allows the Government and the contractor to take action to correct deficiencies when they occur, and it is your opportunity to provide input in the POV storage process.

2. Only the Government representative has access to the Customer Feedback. If the Government contractor utilizes a comment card as the tool to solicit customer feedback, 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: TCJ4-H  
   1 Soldier Way, Building 1900 West  
   Scott AFB, IL 62225

K LOSS AND DAMAGE

When picking up your POV:

1. Carefully inspect the exterior and interior to determine whether there are any new damages.

2. Make sure items left in the POV at the origin terminal are still there.

3. Annotate all discovered 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.

L ADVANCE MEMBER PICKUP NOTIFICATION

In the event you have not already contacted the storage facility or managing VPC to arrange the pickup of your POV, you will be notified by them via certified mail with pre-pickup information 45 days prior to your tour end date. Vehicles are stored for a period of 90 days after termination of tour of duty. If no contact is made by the end of 90-day period after termination of the member’s tour of duty, POV abandonment procedures will be initiated.

M DELIVERY FROM A STORAGE FACILITY FOR PICKUP AT CONUS/OCONUS VPC

You must provide the contractor with pickup or forwarding instructions no less than 30 days prior to the requested delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions are located at [http://www.pcsmypov.com/](http://www.pcsmypov.com/). Movement from storage requires a complete copy of the members’ new orders, including amendments. In addition, movement to OCONUS points will require the documents specified in “Shipping Your POV” attachment.

N EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS

Members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

1. Once a POV is released from storage, that POV is not authorized further storage at Government expense, to include personally procured storage, until new orders are issued.
2. POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.

3. The Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

**O ABANDONED POVs**

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

**P GOVERNMENT ASSISTANCE**

Most VPCs have a COR available on site to assist you in the movement and/or storage of your POV. If required, please ask the contractor to be referred to the COR. In those instances where a COR is not available, the member will be put in telephone contact with a COR at another VPC who can assist.

**Q GLOBAL POV CONTRACTOR WEBSITE**

Customers can obtain information online regarding the status of their POVs by visiting [http://www.pcmsmypov.com/](http://www.pcmsmypov.com/). In addition to the individual locations listed in Paragraph R, customers desiring to make an appointment at a VPC should call 855-389-9499.

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.

**R GENERAL VPC INFORMATION**

POVs must be turned in and, picked up, at a VPC and will be transported to the Vehicle Storage Facility. VPC locations may be found at [https://www.pcmsmypov.com/Locations](https://www.pcmsmypov.com/Locations).

1. CONUS Vehicle Processing Center Information:

   POV processing hours of operation are **Monday to 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. Call the servicing VPC to confirm hours of operation.

<table>
<thead>
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<th>Baltimore</th>
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<tbody>
<tr>
<td>2579 Campbell Boulevard</td>
<td>2940 Waterview Ave</td>
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<tr>
<td>Ellenwood, Georgia 30294</td>
<td>Baltimore, MD 21230</td>
</tr>
<tr>
<td>Phone: 404-425-9177</td>
<td>Phone: 667-401-0770</td>
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<tr>
<td>E-mail: <a href="mailto:Atlanta.VPC@ialpov.us">Atlanta.VPC@ialpov.us</a></td>
<td>E-mail: <a href="mailto:Baltimore.VPC@ialpov.us">Baltimore.VPC@ialpov.us</a></td>
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2. OCONUS Vehicle Processing Center 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.

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<tr>
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<th>Address</th>
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<td>30 LaTouche St, Anchorage, AK 99501</td>
<td>907-891-8496</td>
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<td><a href="mailto:Anchorage.VPC@ialpov.us">Anchorage.VPC@ialpov.us</a></td>
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<td>300 LaTouche St, Anchorage, AK 99501</td>
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<td>Anchorage</td>
<td>1717 W. Airfield Drive, Grapevine, TX 75261</td>
<td>469-203-9629</td>
<td>855-389-9499</td>
<td><a href="mailto:Anchorage.VPC@ialpov.us">Anchorage.VPC@ialpov.us</a></td>
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<td>Bahrain</td>
<td>Bahrain Vehicle Processing Center</td>
<td>0800 – 1600</td>
<td>Tel: +973-69992417 Fax: +973-69991406 E-mail: <a href="mailto:Bahrain.vpc@ialpov.us">Bahrain.vpc@ialpov.us</a></td>
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<td>Belgium</td>
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<td>Phone: 0032 68 331 980 E-mail: <a href="mailto:Chievres.vpc@ialpov.us">Chievres.vpc@ialpov.us</a></td>
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<td>Germany</td>
<td>Ansbach</td>
<td>0800 – 1600</td>
<td>Phone: 0049 6783-9008476 E-mail: <a href="mailto:Ansbach.VPC@ialpov.us">Ansbach.VPC@ialpov.us</a></td>
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<td>Germany</td>
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<td>Phone: 0049 631-35790088 E-mail: <a href="mailto:Kaiserslautern.vpc@ialpov.us">Kaiserslautern.vpc@ialpov.us</a></td>
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<td>Kaiserslautern</td>
<td>0800 – 1600</td>
<td>Phone: 0049 6134 6019144 Fax: 0049-6134-5679774 E-mail: <a href="mailto:Wiesbaden.vpc@ialpov.us">Wiesbaden.vpc@ialpov.us</a></td>
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<td>Germany</td>
<td>Spangdahlem</td>
<td>0800 – 1600</td>
<td>Phone: 0049 6565 9558009 E-mail: <a href="mailto:Spangdahlem.vpc@ialpov.us">Spangdahlem.vpc@ialpov.us</a></td>
<td></td>
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<tr>
<td>Location</td>
<td>Contact Information</td>
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<td><strong>Guam</strong></td>
<td>*POV Processing Hours 0800–1600.</td>
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<td></td>
<td>Guam Vehicle Processing Center</td>
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<td></td>
<td>Naval Activities Branch</td>
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<td>Building 3179</td>
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<td>Santa Rita, GU, Guam 96915 3134</td>
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<td>Phone: 671-339-2205</td>
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<td>Toll Free: 877-716-7702</td>
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<td>Fax: 671-564-2105</td>
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<td>E-mail: <a href="mailto:Guam.VPC@ialpov.us">Guam.VPC@ialpov.us</a></td>
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<td>Fort Armstrong, Forrest Avenue</td>
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<td>Honolulu, HI 96813</td>
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<td></td>
<td>Phone: 808-670-3095</td>
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<td></td>
<td>Toll Free: 855-389-9499</td>
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<td>Fax: 808-439-6847</td>
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<td>*POV Processing Hours 0800–1600.</td>
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<td>– Aviano</td>
<td>Aviano Vehicle Processing Center</td>
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<td></td>
<td>Via dei Longobardi 49, San Quirino, Italy, 33080</td>
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<td>Phone: 0039 0434 -919625</td>
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<td>– Livorno</td>
<td>Livorno Vehicle Processing Center</td>
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<td>Leghorn Army Depot, Gate 27, Building 5138</td>
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<td>Phone: 0039 050-989200</td>
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<td>Phone: 0039 081-8116522</td>
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<td>– Vicenza</td>
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<td>Building 928, Entrance 8, Torri di Quartesolo Vizenca, Veneto, Italy, 36040</td>
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<td>Phone: 0039 0444-380262</td>
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<td>E-mail: <a href="mailto:Vicenza.vpc@ialpov.us">Vicenza.vpc@ialpov.us</a></td>
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<td>– Sigonella</td>
<td>Sigonella Vehicle Processing Center</td>
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<td>Base Navale USA/NAS II, Building 724, Strada Statale 417, Catania-Gela, Piano d’</td>
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<td>Arci/Sigonella, Sicilia(CT), Italy, 95030</td>
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<td>Phone: 0039 095-865529</td>
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<td>Fax: 0039-095-86-5413</td>
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<td>E-mail: <a href="mailto:Sigonella.vpc@ialpov.us">Sigonella.vpc@ialpov.us</a></td>
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<td><strong>Puerto Rico</strong></td>
<td>*POV Processing Hours 0800–1600.</td>
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<td></td>
<td>Victoria Industrial Group</td>
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<td>Bo Martín González, Lote 2-C, Calle 3, Carolina, PR 00987</td>
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<td>Phone: (787) 979-6888</td>
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<td>Toll Free: 1 (855) 389-9499</td>
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<td>Fax: (787) 776-7878</td>
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<td>Area IV Support Activity</td>
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<td>Daegu Camp Henry, Building 1415</td>
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<td>Daegu, South Korea, AP 96218</td>
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<td></td>
<td>Phone: 82-53-470-8812</td>
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<td>Fax: 82-53-470-8113</td>
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<td>Pyeongtaek Vehicle Processing Center</td>
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<td>Building 7040, Indian Head Avenue 11th Street, Camp Humphrey, Pyeongtaek, South Korea</td>
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<td>APO AP 96271</td>
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<td>Phone: 82-02-798-7032</td>
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<td>Fax: 82-02-798-7033</td>
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<td>Country</td>
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<td>Address</td>
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<tr>
<td>Spain</td>
<td>0800–1300/1400–1600</td>
<td>Rota Vehicle Processing Center, C/Inventor Pedro Cavley 10, Poligono Ind.</td>
<td>34 956 852 034</td>
<td><a href="mailto:Rota.vpc@ialpov.us">Rota.vpc@ialpov.us</a></td>
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<td>Las Salinas del Levante, El Puerto de Santa María, AL, Spain, 11500</td>
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<td>Phone: 900 321 321</td>
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<tr>
<td>Turkey</td>
<td>0800–1600</td>
<td>Incirlik Vehicle Processing Center, Delta Shipping and Trading Inc. Co.</td>
<td>90 322 332 78 50</td>
<td><a href="mailto:Incirlik.VPC@ialpov.us">Incirlik.VPC@ialpov.us</a></td>
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<td>Adana, Turkey 01340</td>
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<td>Phone: 90 322 332 78 50</td>
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<td>Turkey</td>
<td>0800–1600</td>
<td>Izmir Vehicle Processing Center, Delta Shipping and Trading Inc. Co.</td>
<td>0090 232 479 1929</td>
<td><a href="mailto:Izmir.vpc@ialpov.us">Izmir.vpc@ialpov.us</a></td>
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<td>Doganlar Mah. 1417 Sokak, Bornova, Izmir, Turkey 35040</td>
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</tr>
<tr>
<td>United Kingdom</td>
<td>0800–1600</td>
<td>Brandon Vehicle Processing Center, Field Road (beside ESSO station)</td>
<td>0044 1638 515 714</td>
<td><a href="mailto:Brandon.vpc@ialpov.us">Brandon.vpc@ialpov.us</a></td>
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<tr>
<td></td>
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<td>Mildenhall, Suffolk, Great Britain, IP28 7AL</td>
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<td>Phone: 0044 1638 515 714</td>
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<td>E-mail: <a href="mailto:Brandon.vpc@ialpov.us">Brandon.vpc@ialpov.us</a></td>
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</tbody>
</table>
# Defense Transportation Regulation – Part IV

## Personal Property

### Figure K4-1. DD Form 139, Pay Adjustment Authorization

<table>
<thead>
<tr>
<th>PAY ADJUSTMENT AUTHORIZATION</th>
<th>NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member’s pay record.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER (Last name)</td>
<td>(First) (Middle) (Last)</td>
</tr>
<tr>
<td>SSN</td>
<td>GRADERANK/RAKE</td>
</tr>
<tr>
<td>PAY GRADE NO.</td>
<td>LAST PAY RECORD EXAMINED</td>
</tr>
<tr>
<td>FROM</td>
<td>NAME OF ACCOUNTABLE D.O.</td>
</tr>
<tr>
<td>TO</td>
<td>YOU ARE HEREBY AUTHORIZED TO</td>
</tr>
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<tr>
<td>EXPLANATION AND/OR REASON FOR ADJUSTMENT</td>
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</tbody>
</table>

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

<table>
<thead>
<tr>
<th>FROM</th>
<th>CERTIFYING OFFICER (Name, rank/grade, and signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td>I CERTIFY that the adjustment indicated above has been entered on the above-named member’s Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.’s signature and symbol number.)</td>
</tr>
<tr>
<td>TYPED NAME AND GRADE OF D.O.</td>
<td></td>
</tr>
<tr>
<td>D.O. SYMBOL NO.</td>
<td>DATE</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td></td>
</tr>
</tbody>
</table>

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.
PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE

TCMD DATA
1. DOC ID (1-3 TP) 2. CONTAINER NO. (+6-P) 3. CONSIGNOR (9-14) 4. COMM-EX (15-18) 5. POE (21-23) 6. POD (24-26) 7. PACK (28-29)
14. CURB (77-78) 15. DOC ID (1-3 TP) 16. PVY VRKAK (7-14) 18. M & M (67-68) 19. GRADE (69-70)
20. STATE (71-72) 21. LICENSE NUMBER (73-77) 22. BODY TYPE 23. VEHICLE IDENTIFICATION NUMBER
24. GOMEDER READING 25. VESSEL (Voyage Number) 26. AUTHORIZATION CHARGES PAID, ETC. 27. DATE LOADED (YYYYMMDD)

30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.

a. DATE (YYYYMMDD)   
 b. SIGNATURE OF OWNER OR AGENT
 c. NAME OF AGENT (Last, First, Middle Initial) (Print)
 d. STREET ADDRESS
 e. CITY, STATE, AND ZIP CODE

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.

32. ENTRY NUMBER (US Customs use only)

DD FORM 788, Private Vehicle Shipping Document for Automobile

IV-K4-18
### CONDITIONS GOVERNING SHIPMENT

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

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

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

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

4. That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F for (lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.

**THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the owner, 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.

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

### 37. DELIVERY RECEIPT

<table>
<thead>
<tr>
<th>a. EXCEPTIONS</th>
<th>b. VERIFICATION OR DISAGREEMENT WITH REASONS</th>
</tr>
</thead>
</table>

b. TERMINAL SERVICE - PICKUP (X as applicable. If unsatisfactory, specify.)

Satisfactory

Unsatisfactory

### 38. MISCELLANEOUS INFORMATION

### 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.

a. SIGNATURE OF OWNER OR AGENT

b. DATE (YYYY-MM-DD)

### 40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE

### 41. NAME OF PORT

DD FORM 788 (BACK). SEP 1998

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Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont’d)
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.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 19 U.S.C. 1496. 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.
RUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an imposter and also assists in criminal prosecution if counterfeit 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 SSN 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/APO)
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. SOCIAL SECURITY 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)
   - HOUSEHOLD GOODS
   - UNACCOMPANIED BAGGAGE
   - 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:
   - Cigars (State number)
   - Cigars (State number) and (7) I have been serving overseas under competent US Government orders and was (Check appropriate item below)
   - a. Assigned to permanent duty overseas.
   - b. Required to perform temporary duty overseas for 140 days or more.
   - c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.
   - d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.
   - e. Directed to evacuate myself, family, or personal property to the United States.
   - f. Directed to ship personal property in advance of 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, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments

Figure K4-3. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments
Figure K4-4. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

PORT OF ENTRY

CUSTOMS PORT CODE

CUSTOMS ENTRY NO.

ENTRY DATE

MAKE OF VEHICLE

MODEL

YEAR

VEHICLE IDENTIFICATION NUMBER (VIN)

REGISTERED IMPORTER NAME AND HTMS REGISTRATION NUMBER (Required when box 3 is checked)

DESCRIPTION OF MERCHANDISE OF MOTOR VEHICLE EQUIPMENT

| 1 | This vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Part 571 was in effect. |
| 24 | The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards on the vehicle or equipment item, except for the items listed in box 7. For vehicles older than 25 years of age, the vehicle owner or an employee of the vehicle owner, whoever is in control of the vehicle or device, must deliver the vehicle to a dealership to be repaired. |
| 26 | The vehicle was certified by its original manufacturer as conforming to all applicable Canadian Motor vehicle safety standards and its original manufacturer certifies that the vehicle conforms to the requirements of applicable Federal Motor Vehicle Safety Standards. |
| 29 | The vehicle is not made in Canada. A vehicle made outside of Canada is then manufactured or assembled in another country. |

Attachment: Copy of HTMS Permit, if applicable.

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Figure K4.5. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations
Figure K4-5. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont’d)