

**CHANGE OF HOMEPORT  
OF NAVAL VESSELS  
AS OF 15 June 2005**

**MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION  
COMMAND  
200 STOVALL STREET  
ALEXANDRIA, VA 22332-5050**

# **PART I**

## **INTRODUCTION**

The purpose of this pamphlet is to provide vessel move coordinators (VMC) and the local personal property shipping office (PPSO) with information necessary to prepare for the movement of Privately Owned Vehicles (POV) when a Change of Homeport (CHP) is ordered within CONUS. Successful POV movements are not a matter of chance—they are a result of proper preparation and planning. VMCs must establish good communications with crewmembers to determine their move requirements. VMCs and the local PPSO must maintain constant communications through the entire process to ensure success.

### **WHO CAN SHIP A POV**

The allowance to ship a POV is limited to a permanent change of station upon official change in homeport of a vessel. A crewmember may be eligible to ship a POV in connection with a change of homeport only if/when they are issued a change of homeport (CHP) certificate by the vessel's commanding officer or designated representative in accordance with MILPERSMAN 1320-322.

Under normal circumstances crewmembers must have one year remaining on their assignment to the vessel to receive a CHP certificate. Crewmembers with less than 12 months remaining on tour should be in receipt of PCS orders or may be extended on tour to qualify for CHP certificate. (see MILPERSMAN 1320-322).

### **WHOM TO CONTACT TO ARRANGE SHIPMENT**

The VMC must contact the local PPSO to arrange entitlement counseling for all crewmembers and to arrange transportation of POVs to the new homeport. After making arrangements for POV shipment with the PPSO, the VMC will provide crewmembers with dates and location to turn in their POVs for transportation to the new homeport.

## **WHEN AND WHERE TO SHIP POVs**

Shipment of POVs in connection with a CHP is performed using DOD's POV Volume Move Program. USTRANSCOM's Military Surface Deployment and Distribution Command (SDDC) manage this program.

POVs are usually shipped within a maximum of 45 days prior to the vessel's scheduled departure from the homeport.

The designated location for turning in POVs will be determined by SDDC, and coordinated with the VMC and the local PPSO. If the designated turn-in location is on an installation, the VMC will assign eligible crewmembers a date and time to turn in their vehicles.

If the designated turn-in location is a vehicle processing center (VPC), the VMC will advise eligible crewmembers of available turn-in dates. VMC must advise these members to schedule an appointment for turn-in with the designated VPC. The VMC will make every effort to ensure crewmembers make their scheduled appointments. Failure to do so will degrade service to shipmates, increases the Government's cost to process the POVs, and may result in out-of-pocket costs to the member, which are not reimbursable.

## **TYPES OF POVs CREWMEMBERS MAY SHIP**

Only self-propelled, wheeled motor vehicles can be shipped. This includes automobiles, station wagons, jeeps, motorcycles, motor scooters, vans, and pickups. Other passenger-carrying, multipurpose motor vehicles designed for overland ground transportation not specifically listed above may qualify. However, these generally require a written statement from the crewmember/owner certifying the vehicle is for personal use as the primary passenger-carrying vehicle.

POVs that are modified to be "low riders" must have at least 6 inches of ground clearance to prevent damage to POV during car carrier loading and unloading. Also, POVs may not have a lift kit higher than 3 inches.

**NOTE: Motorcycles should be shipped with or as HHG. Advise crewmembers to contact the local personal property shipping office to make arrangements for shipping a motorcycle.**

## **RESTRICTIONS**

Only **one** POV owned or leased by the service member or authorized dependent for personal use may be shipped at Government expense. Leased vehicles should have at least 12 months remaining on the lease.

**Shipment is only authorized from the vessel's losing homeport to the new homeport. Shipment to, from, or between any other location is not authorized.**

**Size Limitations** An eligible crewmember may ship at Government expense one POV that does not exceed 20 measurement tons. A measurement ton equals 40 cubic feet. The POV's exterior dimension are used to determine the vehicle size in measurement tons.

To determine vehicle size in measurement tons, measure the vehicle length, width, and height in inches, and then divide the answer by 1,728, and then divide by 40.

The POV will be measured from its most extended points, including antennas, side view mirrors, and hitches. Therefore, crewmembers should remove truck mirrors, antennas, and other articles that extend from the vehicle and could create excess cost.

A compact car averages approximately 9 measurement tons; a full size car, about 15. If crewmember ships a pickup truck with a camper shell, a panel truck converted to a camper, or similar vehicle that exceeds 20 measurement tons, he or she will be liable for all additional transportation cost incurred for exceeding 20 measurement tons. These costs will be collected in accordance with the member's military service regulations.

The local Personal Property Officer (PPO) may grant an exception to the POV size limit for medical reasons. The crewmember's written request should state the need for the oversized vehicle, vehicle make and model, and should include endorsement from commanding officer. Thirty (30) days prior the member's requested turn-in date, he or she should submit their request to the VMC, who will immediately forward it to the local PPO. The PPO needs the additional time to request special routing and services.

## **SHIPPER/CREWMEMBER RESPONSIBILITIES**

Crewmembers shall immediately notify the VMC of any changes in orders or other information affecting their eligibility to ship a POV. The VMC will advise the PPSO of these changes.

The crewmember must complete and submit the attached "POV TURN-IN SHEET" to the VMC by the deadline established by the VMC.

**NOTE: See Part II "Crewmember Instructions" for additional shipper/crewmember responsibilities.**

## **VESSEL RESPONSIBILITIES**

The vessel's commanding officer (CO) or designated representative will designate a vessel move coordinator (VMC), at the old and new homeport, to act as primary point of contact to coordinate with the PPSO and/or VPC the movement of POVs.

### **VMC responsibilities at origin:**

- Notify the origin PPSO upon notification of an official change of homeport.
- Schedule appointment with local PPSO as soon as possible to discuss POV movement requirements and any other move requirements.
- Review all CHP POV shipment instructions for crewmembers, VMC and PPSO, and MILPERSMAN 1320-322 for guidance on issuing CHP certificates.
- Poll crewmembers and provide local PPSO an initial estimate of the number of POVs requiring movement.
- Schedule group counseling for crew with local PPSO.
- Provide local PPSO with a list of personnel requiring shipment of their POVs no later than 60 days prior to first projected move date.
- Coordinate with local installation commanders to establish locations on the installation for POV turn in, shipment processing, and staging. Local PPSO can assist VMC with this effort

**Note: This step is only required when SDDC determines that the nearest vehicle-processing center (VPC) cannot accommodate staging requirements or that it's impractical to have crewmembers drive their vehicles to the nearest VPC.**

- Coordinate POV turn in schedule (member, time and date). Assign crewmembers a date and time to turn in their vehicle if the designated turn-in location is on an installation.
- If the turn-in location is a VPC, advise crewmembers of the dates available for turn-in and advise them to schedule an appointment with the VPC on one of those dates.
- Ensure crewmembers meet their scheduled turn-in dates and times.
- Ensure each eligible crewmember completes the attached "POV TURN-IN SHEET," collect crewmembers' forms and supporting documents, and submit them in a single package to PPSO NLT 30 days prior to first move date. PPSO will immediately forward documents to VPC/contractor.
- Immediately notify the PPSO of any changes in crewmember's orders or other information affecting the entitlement to ship a POV.

**VMC responsibilities at destination:**

See crewmember's instructions for complete list of crewmember's responsibilities.

**NOTE: SDDC will determine if delivery of POVs will be at a VPC or a designated location on an installation. When the delivery location is not a VPC, it is the responsibility of the VMC to establish a delivery/holding area at the destination installation and to accept delivery of vehicles on behalf of the member/government.**

**The VMC shall perform the following:**

**VPC designated as the delivery point:**

- Ensure crewmembers pickup vehicle within 45 days of its arrival at the VPC. Storage is not authorized.

**Installation designated as the delivery point:**

- Coordinate with local installation commanders to establish a designated delivery and/or holding lot within commuting distance of the ships homeport. Advise destination PPSO of holding area location.
- Ensure the POV holding area has controlled access to provide security of the vehicles and protect the Government from the cost of damage or theft claims.

- All documentation and keys will be collected by the VMC and kept in a locked container with controlled access.
- As the member's/governments agent, perform joint inspection (exterior and interior) of the vehicle with the contractor using the vehicle shipping document (DD Form 788), which is provided by the contractor. Make sure items left in the POV at origin are still there.
- Carefully and completely list any loss and all damages to POV not noted on the original vehicle shipping document (DD Form 788) or commercial equivalent. **NOTE: Failure to do this may result in denial of the Government's claim for damage against the contractor.**
- Coordinate POV pick up with the crewmembers.
- **See "JOINT CUSTOMER/CONTRACT VEHICLE INSPECTION" under Part II the "GENERAL SHIPMENT INFORMATION FOR CREWMEMBER/SHIPPER" in instances when the VMC is required to take possession from the contractor as the Government agent. The contractor will provide a copy of the origin inspection form completed at origin showing the exceptions notated at that time.**
- **Direct crewmember to local PPSO for guidance on filing loss and damage claim.**

## **PERSONAL PROPERTY SHIPPING OFFICE (PPSO) RESPONSIBILITIES**

Provide efficient, responsive, and quality transportation services within the assigned Area of Responsibility (AOR) and ensure compliance with governing laws, directives, systems or programs, and regulations for cargo, passenger, personal property, and unit/homeport moves.

Provide technical direction, management, and evaluation of the traffic management and unit/homeport movement aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, SDDC, the Code of Federal Regulations (CFR), and DOD Components.

**ORIGIN PPSO: Once contacted by the ship's**, maintain contact, as necessary, with the vessel's move coordinator (VMC), destination PPSO, transportation service provider (TSP), and SDDC throughout the movement process. Disseminate origin movement data to all concerned parties to facilitate and ensure the smooth flow of transportation movement requirements. Serve

as the focal point of contact for the VMC and TSP for POV shipments originating in the AOR until such time as the POV is delivered to the TSP for movement to destination.

- Upon notification of CHP, provide VMC a copy of this instruction and crewmember's instructions.
- Schedule an appointment with VMC to review process and determine all move requirements.
- Submit request for volume move of POVs to SDDC NLT 45 days prior to first projected move date.
- Conduct group counseling of vessel's crew to review POV shipping entitlements and provide instructions for POV turn-in and pick up.
- Collect completed data sheets from VMC and submit them to TSP 30 days prior to first projected move date.
  
- Inform SDDC and TSP if POVs of installation's access requirements if delivery is on an installation

**DESTINATION PPSO:** Liaison with the moving organization/vessel and/or VMC, origin PPSO, TSP, and SDDC throughout the move process. Serve as the destination focal point of contact for the VMC, SDDC, and TSP when POVs are delivered to an installation and not a VPC.

See crewmember's instructions for complete list of crewmember's responsibilities.

**NOTE: SDDC will determine if delivery of POVs will be at a VPC or a designated location on an installation. When the delivery location is not a VPC, it is the responsibility of the VMC to establish a delivery/holding area at the destination installation and to accept delivery of vehicles on behalf of the member/Government.**

**VPC designated as the delivery point:**

- Refer VMC and crewmembers to VPC regarding pickup of POVs.
- Advise VMC that POVs must be picked-up within 45 days of its arrival at the VPC. Storage is not authorized.

**Installation designated as the delivery point. :**

- When requested assist VMC with establishing a designated delivery and/or holding lot within commuting distance of the ships homeport.
- When requested from VMC ensure a designated personal property office representative is present with the designated vessel representative (VMC) to assist with receipt/delivery of POVs.
- Inform SDDC and TSP if POVs of installations access requirements if delivery is on an installation.

## PART II

### GENERAL SHIPMENT INFORMATION FOR CREWMEMBER/SHIPPER

#### PROPANE TANKS

Vehicles with propane tanks will only be 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 at the vehicle processing center or port. 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. 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 that use for gas stoves or barbeques and are readily accessible for removal will not be accepted.

#### WHAT YOU MAY LEAVE IN YOUR POV

You must ensure only authorized personal articles remain in your POV when it is turned in for processing. All household items and camping equipment must be removed. You may ship the following:

- Tools, not to exceed \$200 in value,
- Items such as jacks tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights,
- One spare tire and two snow tires with wheels (either mounted or unmounted);
- Portable cribs, children's car seats, and strollers;
- Luggage racks and supports;
- Small items such as thermos bottles, bottle warmers, and car cushions if they can be packed entirely within one carton provided by the VPC; if your POV is going to be containerized at the port, these articles may be placed in the trunk without a carton. Factory or non-factory stereo, speakers and audio/Video equipment in POV or trunk **must** be bolted down or permanently fixed as part of the POV.

#### WHAT YOU MAY NOT SHIP IN YOUR POV

- TVs and VCRs, except factory installed;
- Accessories not permanently installed;
- Flammable or hazardous substances such as waxes, oils, paints, solvents, polishes.

Remove and dispose of these items before you turn in your POV.

- Any liquids, for example antifreeze or air fresheners that may be spilled and leave stain.
- Any pressurized cans.

#### At origin:

- Have seven copies of your orders, change of homeport certificate and any amendments.
- Ensure your POV contains less than **one-fourth** tank of fuel (gasoline or diesel).
- Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.
- Have in your possession a complete set of keys, to include gas cap and wheel lock keys, if necessary, upon delivery to the vehicle processing center. Retain a complete set of duplicate keys and have them with you when you pick up your POV.
- Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
- See DTR Part IV, Chapter 408, to designate party to receive the POV at destination on the DD Form 788 or SDDC commercial equivalent.

- There must be a signed letter of authorization, and a **certified copy of members' power of attorney**, or other acceptable evidence of agency if vehicle is delivered for movement by someone other than the service member. (Not required of spouse appearing on the PCS orders.) Here's 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 outlying port, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for overseas shipment."

- Ensure your agent has proper civilian identification and all other documentation required to ship your POV.
- Make sure your POV is in a safe and operable condition when you turn it in at the port.
- Make sure your POV is clean. The contractor will not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
- Empty all vehicle pockets and compartments.
- Have the make, model, color, year, and serial number of your POV available.
- Have mileage of vehicle at time of turn-in available.
- Provide a destination address, phone number and/or email address where you may be notified that vehicle is ready for pickup.
- An inspector will inspect the POV with you. When the inspection is completed, you and the inspector will sign DD Form 788, "Private Vehicle Shipping Document" or SDDC approved commercial equivalent. You will be provided a legible copy of DD Form 788 or SDDC approved commercial equivalent as a receipt for your POV. Your copy of DD Form 788 or SDDC approved commercial equivalent will be required when you pick up the vehicle, and it will be required by the military claims office should you file a claim for loss or damage to your POV.
- 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 antifreeze testing to minus 20 degrees Fahrenheit or lower should be used.
- Consider rust protection and undercoating prior to shipment. Climatic conditions in certain areas of the world may cause your POV to deteriorate rapidly without some type of protection.
  - Make sure you read the liability statements on the reverse of DD Form 788, or SDDC commercial equivalent POV inspection and shipping form.

#### **At destination:**

- To avoid unnecessary trips to the VPC contact the vehicle processing center/TO for official confirmation that the POV is on-hand and available for pickup.
- When you or your designated agent pick up the POV at the destination vehicle processing center/installation, you must have:
  - Proper identification i.e., military ID, driver's license;
  - Your copy of DD Form 788 "Private Vehicle Shipping Document" or SDDC approved commercial equivalent;
  - Complete set of keys;
  - If your receiving agent is not designated on the VISF the person picking up the POV must have a **certified copy of members' Power of Attorney** (POA). Please note that if your vehicle is not picked up within 45 days from the postmarked date of notification of arrival, you are subject to the vehicle being placed in storage at your expense. (Only applicable at VPCs)

#### **Vehicle Pick-Up Process**

- See one hour processing requirement above.
- Notify the customer/sponsor via first class mail at least two days prior to the date that the POV will be available for pick-up at destination.

- When possible the contractor shall notify customer by telephone if the POV is damaged.
- Contractor and customer may jointly inspect the condition of the POV (applicable only for VPC delivery). The contractor may have the member inspect the vehicle alone and only perform a joint inspection if damage is noted by the member or agent.

### **JOINT CUSTOMER/CONTRACT VEHICLE INSPECTION**

- The contractor may participate in the joint inspection of the vehicle with the customer to record (survey) the physical condition of the vehicle. Customer is allowed to take exception to the inspector's recording of the physical condition of the vehicle on the reverse side of the vehicle inspection form. Only the person turning in the POV is allowed in the inspection area.
- Contractor shall inform the customer of the opportunity to provide comments regarding service received on the DD Form 788 or the SDDC approved commercial equivalent vehicle inspection form and ensure the customer initials Block 13, thus verifying the opportunity to provide comments.
- The customer may place small amounts of authorized personal contents in the accessory box provided for this purpose. The contractor will inventory the contents of the box, provide a copy of the inventory to the customer, tape the box lid and have the customer sign the tape to insure security of the contents
  - Contractor **MUST** provide the customer with a legible copy of DD Form 788, or SDDC approved commercial equivalent, upon acceptance of the vehicle. **IT IS IMPORTANT THAT YOU RETAIN THIS DOCUMENT AND HAVE IT IN YOUR POSSESSION AT THE TIME OF PICK-UP TO COMPARE THE CONDITION OF THE VEHICLE WITH THAT RECORDED AT TURN-IN.**

### **VEHICLE ACCEPTANCE – CONTRACTOR RESPONSIBILITIES**

- After acceptance of the vehicle for the shipment (documentation is completed) it is the contractor's responsibility to:
  - use battery booster cables to start the vehicle if necessary.
  - repair or replace flat tires before delivery of vehicle. If necessary use a tire of comparable make and value to replace damaged tires.
  - transport the vehicle to the destination even if it becomes disabled while in transit.

### **- CUSTOMER SERVICE RECORD/COMMENT CARD**

SDDC depends on the customer to monitor the contractor's service in our efforts to provide customers with quality services. In this regard we request all customers to complete a "Customer Comment Card" provided to every customer by the Global POV contractor, and deposit it in the locked box available locate the turn-in point. This is our only means of insuring a quality move and taking action to correct deficiencies when they occur. It is your opportunity provide input in the POV movement process

Only the Government representative has access to the "Customer Comment Card" box. Although we would prefer the card turned-in at the point of vehicle turn-in, if customer desires not to fill out comment card at the VPC it may completed at a later time date, and send to the

address shown below.

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

Military Surface Deployment and Distribution Command  
ATTN: SDDC-PPP-PA  
200 STOVALL STREET  
ALEXANDRIA VA 22332-5000

**Information regarding the status of POV shipments can be obtained on the worldwide-web at <http://www.wherismypov.com>**

## Attachment 1

MEMBER'S NAME	
PAY GRADE	
SSAN	
YEAR	
MAKE	
MODEL	
TYPE	
2DR/4DR	
COLOR	
STATE	
LICENSE #	
VIN #	
<b>HEIGHT (IN INCHES) OF VEHICLE</b>	
Email address:	
STATE SIDE EMERGENCY CONTACT & ADDRESS	

## POV TURN IN SHEET

**Complete this form and submit it to your vessel's move coordinator with the documents listed below. Your move coordinator will provide you with a deadline for submitting this form and documents.**

### **REQUIREMENT CHECKLIST (at time of turn-in)**

1. 5 COPIES OF ORDERS--FRONT AND BACK
2. 3 COPIES OF LIEN AUTHORIZATION LETTER (PERMISSION FROM FINANCING COMPANY TO SHIP OVERSEAS)
3. 3 COPIES OF REGISTRATION WITH **SERVICE MEMBER'S NAME ON IT**
4. 3 COPIES OF VALID MILITARY ID--FRONT AND BACK
5. **MUST HAVE LESS THAN 1/4 TANK OF GAS (CANNOT ACCEPT OR SHIP WITH MORE THAN 1/4 TANK)**
6. SET OF KEYS TO UNLOCK ALL COMPARTMENTS OF THE VEHICLE
7. IF LOCKING LUG NUTS, NEED THE KEY
8. EMERGENCY BRAKE MUST WORK AND HOLD
9. MUST BE CLEANED AND VACUUMED INSIDE -- WASHED OUTSIDE
10. ONLY THE FOLLOWING ITEMS MAY BE LEFT IN THE VEHICLE  
**JACKS, TIRE IRONS SPARE TIRE, CHILDREN'S CAR SEATS, TOOLS NOT TO EXCEED \$200 IN VALUE, FACTORY AND NON-FACTORY INSTALLED STEREO AND SPEAKERS INSIDE VEHICLE OR TRUNK MUST BE BOLTED DOWN OR PERMANENTLY INSTALLED AS PART OF THE VEHICLE.**

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