

# **Department of State/GSO handbook**

**Effective Date 24 Mar 2010**



**Movement of DOD Household Goods**

**MILITARY SURFACE DEPLOYMENT  
AND DISTRIBUTION COMMAND**

## **Deputy Chief of Staff for Passenger and Personal Property**

Department of State General Services Officers Worldwide

Ladies and Gentlemen:

This letter forwards the Department of Defense (DOD) Personal Property Instruction containing the policies and procedures for the movement of DOD personnel's personal property. This Instruction is effective on 24 March 2010. Additional information may be found on [www.sddc.army.mil](http://www.sddc.army.mil) under Personal Property/POV link.

The material in the instructions supersedes all previously provided instructions from the Military Surface Deployment and Distribution Command (SDDC). It is to be used as the DOD authority in the processing of all international through Government bill of lading personal property shipments, to include privately owned vehicles (POV) for DOD personnel. Periodic changes will be issued updating the Instruction's contents. In addition, SDDC will release an interim message for quick notification of emergency guidance or of other urgent items of interest involving the programs.

Your comments on improvements to the Instruction are encouraged in order to improve the effectiveness and efficiency of the programs. Any questions regarding the Instruction or its contents should be directed to Headquarters, Military Surface Deployment and Distribution Command, ATTN: AMSSD-PPP-PO, 709 Ward Drive, Bldg 1990, Scott AFB, IL 62225. Telephone numbers are: Defense Service Network (DSN), 770-5485; Commercial, (618) 220-5485. Office hours are (CST), 7am to 4:30 pm, Monday through Friday.

Daniel J. Bradley  
Lt Col, USAF  
DCS, Personal Property Directorate

## **REFERENCES**

- (a) DOD Directive 400.19, "Interservice, Interdepartmental , and Interagency Support," October 14, 1980
- (b) Joint Federal Travel Regulation (Volume 1) and Joint Travel Regulation (Volume 2)
- (c) Defense Transportation Regulation (DTR) 4500-.9 R, Part V, November 2009
- (d) Defense Transportation Regulation (DTR) 4500.9R, Part IV, April 2003
- (e) Department of State AIRGRAMS, reference no. A-435, F.O. 11652, TAGS: ATRN, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts dated March26, 1972. Reference no A-92, E.O. 11652, TAGS: ATRN, SUBJECT: Shipment of HHE, UAB and POV's belonging to Military Members, dated 11 January 1982. Reference A-27, SUBJECT: Procedures for Shipping Personal Property of Department of Defense (DOD) Personnel Assigned Duty at Foreign Service Posts, dated 11 January 1988.
- (f) DOD Personal Property Consignment Instruction Guide

## **Department of State (DOS)/DOD/USCG Personal Property Shipment Test**

DOD/USCG and DOS have agreed to allow DOS to arrange DOD/USCG members' personal property shipments to and from diplomatic missions at the following 15 test locations over the next three years (starting 1 April 2010):

<b><u>AFRICOM:</u></b>	Abuja	Kigali	Pretoria
<b><u>CENTCOM:</u></b>	Amman	Tashkent	Tel Aviv
<b><u>EUCOM:</u></b>	Kiev	Moscow	Vienna
<b><u>PACOM:</u></b>	Beijing	Jakarta	New Delhi
<b><u>SOUTHCOM:</u></b>	Bogota	Caracas	Santo Domingo

There will be an MOA between DOD/USCG and DOS that outlines responsibilities for the movement of DOD/USCG members assigned to/from diplomatic missions abroad. Below is an excerpt from that MOA outlining the process for the test.

- DOS will use their standard Integrated Logistics Management System (ILMS) to order and track all DOD/USCG shipments.
- DOD/USCG will provide in-person counseling (as opposed to on-line self counseling) for all members shipping to designated test locations. DOD/USCG will provide DOS appropriate documentation to affect shipment.
- DOD (through SDDC) will monitor DPS One-Time-Only (OTO) booking office for shipments inadvertently routed via SDDC to designated test locations. SDDC will advise the PPSO/JPPSO to route IAW these instructions.
- DOS will coordinate directly with DOD/USCG members upon completion of counseling.
- DOS will send completed customer satisfaction survey reports to DOD/USCG monthly or upon request.
- DOS will provide agreed upon shipment data to DOD on all shipments made to/from/between test locations.
- DOS will provide entitlement/shipment counseling to DOD/USCG member's who have shipments originating at test site locations. DOS will also continue to provide counseling (DD Form 1299) support to assist DOD/USCG members will initiating movement of other shipments from non-test locations.
- DOS will provide DOD/USCG with a single invoice per shipment based on the requested end-to-end shipment requirement.
- DOD/USCG is responsible for administering the collection of any excess costs due the United States Government. DOS will provide applicable shipment costing data to allow DOD/USCG to adjudicate excess costs.

**DOD PERSONAL PROPERTY INSTRUCTION**

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## DEFINITIONS

1. Accessorial Service. A service apart from the linehaul transportation incident to the movement of personal property. Examples of accessorial services include extra labor, storage-in-transit or other service not covered by the posted rate. An extra charge in addition to the posted rate will be charged for these services.
2. Agent, Transportation Service Provider (TSP). A business firm, corporation, or individual acting for, or on behalf of, a transportation service provider (TSP).
3. Air Mobility Command (AMC). An Air Force major command and USTRANSCOM Air Force component with the primary responsibility for DOD strategic airlift.
4. Attempted Pickup and/or Delivery Charge. The use of labor and/or vehicles to perform pickup or delivery of property at the member's residence, when ordered by the personal property shipping officer and service cannot be performed.
5. BLUEBARK. A code word used to designate a personal property shipment of a deceased member or deceased dependent of a member .
6. Codes of Service. The following are types of service under the ITGBL method:
  - a. Code 4. Movement of household goods in SDDC-approved door-to-door shipping containers (wooden boxes). Transportation service provider (TSP) provides linehaul from residence, ocean transportation, and linehaul to destination residence.
  - b. Code 5. Movement of household goods in SDDC-approved door-to-door shipping containers. Transportation service provider (TSP) provides linehaul from residence, the Government provides ocean transportation, and the transportation service provider (TSP) provides linehaul to destination residence.
  - c. Code 6. Movement of household goods whereby the transportation service provider (TSP) provides containerization at origin and all linehaul and commercial air transportation required to reach destination .
  - d. Code 7. Movement of unaccompanied baggage whereby the transportation service provider (TSP) provides containerization at origin and all linehaul and commercial water transportation required to reach destination .
  - e. Code 8. Movement of unaccompanied baggage whereby the transportation service provider (TSP) provides containerization at origin and all linehaul and commercial air transportation required to reach destination.

f. Code T. Movement of household goods whereby the transportation service provider (TSP) provides containerization at origin, linehaul to a military aerial port, the government provides air transportation, and the transportation service provider (TSP) provides linehaul to destination.

g. Code J. Movement of unaccompanied baggage whereby the transportation service provider (TSP) provides containerization at origin, linehaul to a military aerial port, the government provides air transportation, and the transportation service provider (TSP) provides linehaul to destination.

7. Container. An external shipping conveyance for the movement of personal property. Personal property containers must be weather tight, fitted with at least one door (hinged or removable section), and capable of being handled and transported by existing equipment. Containers must be constructed to conform to minimum dimensional, material, and construction specifications.

8. Continental United States (CONUS). As used in connection with household goods, includes all areas within the United States, excludes Hawaii. For purposes of soliciting rates for unaccompanied baggage, includes all areas within the contiguous United States, excluding Alaska and Hawaii.

9. Cost Comparison. An evaluation by the Commander SDDC, or a PPSO of the relative total through costs of a personal property shipment to select the method and mode of shipment that meets the member's requirements at the lowest overall cost.

10. Customs Territory of the United States (CTUS). The 50 states, the District of Columbia, and Puerto Rico.

11. Destination Point. City or installation shown in the destination block on the Personal Property Government Bill of Lading.

12. Final Delivery Point. Place at which transportation service provider (TSP) surrenders possession of property to the owner or owner's agent and no further transportation or services are required under the Personal Property Government Bill of Lading.

13. Government Bill of Lading Office Code(GBLOC). A four-letter alpha code that identifies the installation or activity responsible for shipments moving under Government Bills of Lading. GBLOCs are used for internal accounting purposes and for the distribution of information to the installation or activities. The proponent for issuance is the Commander, SDDC ATTN: SDPP-IC, 709 Ward Dr. Bldg 1990,,Scott AFB, IL 62225

14. Gross Weight. The total weight of all articles plus necessary packing materials and shipping containers.

15. Hazardous Material. Any material having one or more hazardous characteristics. Hazardous materials are classified according to the greatest hazard present. See Chap 2, Tab D this handbook for a listing of hazardous materials.

16. Household Goods: Items (with exceptions ) associated with the home and all personal effects belonging to a member and dependents as defined in the Joint Federal Travel Regulations (JFTR) [http://www.defensetravel.dod.mil/perdiem/jftr\(aa-au\).pdf](http://www.defensetravel.dod.mil/perdiem/jftr(aa-au).pdf) for military service members and. the Joint Travel Regulations (JTR) [http://www.defensetravel.dod.mil/perdiem/jtr\(aa-au\).pdf](http://www.defensetravel.dod.mil/perdiem/jtr(aa-au).pdf) for the DOD civilian employees.

17. Inter-theater Movement. Movement of personal property from an origin point in one overseas theater to a destination point in another overseas theater.
18. Intra-theater Movement. Movement of personal property from an origin point in an overseas theater to a destination point in the same overseas theater.
19. Kilogram. One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by 2.2046 factor. To convert pounds into kilograms, multiply pounds by 0.453 factor.
20. Member. The military or civilian employee of the Department of Defense, United States Coast Guard (USCG) or an individual sponsored by the Department of Defense or USCG for whom services are being provided at Government expense.
21. Military Sealift Command. A major command of the US Navy and a component of the USTRANSCOM responsible for common-user sealift transportation services.
22. Military Surface Deployment and Distribution Command. An Army major command and USTRANSCOM component that provides cargo, passenger, and personal property traffic management services to all DOD Components.
23. Net Weight. The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.
24. One-Time-Only (OTO) Rates. Rates solicited by SDDC from individual transportation service provider (TSP)s for the one-time movement of personal property.
25. Origin Installation. Military installation or activity which controls and issues Personal Property Government Bills of Lading for personal property shipments at the point of origin
26. Overseas Theater. An overseas area which is composed of one or more of the Armed Services, designated to operate in a specific geographical area, i.e., the Pacific, European, Southern, or other command.
27. Packing Carton. Packing carton used for packing items requiring additional protection prior to placing inside shipping container.
28. Personal Property. See Household Goods. Includes household goods, unaccompanied baggage, POVs.
29. Personal Property Shipping Office . An activity designated to provide traffic management, counseling, and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.
30. Pickup Point. The specific location where the transportation service provider (TSP) takes possession of personal property for shipment.
31. Port of Embarkation/Debarcation.
  - a. Ocean (WPOE/WPOD). Includes dock, wharf, pier, or berth at which cargo is loaded aboard a

ship or is discharged from a ship, including the transportation service provider (TSP)'s port terminal facility or warehouse serving the port.

b. Aerial (APOE/APOD). Includes AMC or commercial facilities for loading, unloading, and handling of shipments, including the transportation service provider (TSP)'s port terminal facility or warehouses serving the port.

32. Rate area. An area is generally defined as each of the states and the District of Columbia and a country/U.S. possession, or other such description in the overseas area. However, individual states and countries may be subdivided into two or more rate areas or combined into a single, larger rate area to facilitate service and rate computations in the ITGBL program.

33. Required Delivery Date (RDD). A specified calendar date on or before which the transportation service provider (TSP) agrees to offer the entire shipment of personal property for delivery to the member or member's agent at destination. If the RDD falls on a Saturday; Sunday; Foreign National, U.S. National, or state holiday, the RDD will be the following workday.

34. Shipment. Property made available by one shipper to the transportation service provider (TSP) for loading at one time, at one place of origin, for one consignee, and to one destination.

35. Shipping Container. External container, crate, tri-wall, bi-wall, or other Government-approved container into which individual articles and/or packing cartons are placed.

36. Standard Carrier Alpha Code (SCAC). A four-digit alpha code assigned to each transportation service provider (TSP) by the National Motor Freight Traffic Association to identify that transportation service provider (TSP) in the various procedures and documents used in the DOD Personal Property Shipment and Storage Program.

37. Storage.

a. Temporary Storage. Storage in connection with a linehaul movement of personal property that is acquired either by PPGBL or contract. Such storage is cumulative and may accrue at origin, in-transit, at destination, or any combination thereof.

b. Non-temporary Storage. Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a Tender of Service entered into by the storage firm and the Government.

38. Tender. A document providing quotations to the Government based on special rules, regulations, rates, and charges applicable to personal property shipments. A tender issued by or for a regulated transportation service provider (TSP) shall be based on a Surface Transportation Board (STB) or other regulatory body operation authority or permit.

39. Through Government Bill of Lading (TGBL). A single PPGBL issued to a commercial transportation service provider (TSP) to acquire transportation and related services for a shipment of household goods or unaccompanied baggage from origin to destination.

a. International TGBL (ITGBL). The movement of personal property between CONUS and an overseas point, or between overseas points, by use of a DOD-approved transportation service provider (TSP). The transportation service provider (TSP) shall arrange or perform all required

services incident to movement. The transportation service provider (TSP)'s responsibility begins once the shipment is accepted at origin and ends upon delivery at destination.

40. Transit Times. The minimum time established for the movement of a shipment from origin to destination. This time is determined by counting the day after pickup as the first day. Saturdays, Sundays, and holidays are counted as part of the transit time.

41. Transportation service provider (TSP), DOD-Approved. Any transportation service provider (TSP), as defined above, approved by the Commander, SDDC, for participation in the DOD Personal Property Shipment and Storage Program .

42. Unaccompanied Baggage. The portion of a member's prescribed weight allowance of personal property including professional books, papers, and equipment, normally shipped separately from the bulk of personal property and designated as such on the member's application for shipment.

43. United States Transportation Command (USTRANSCOM). The unified command which is the DOD single manager for sea, land and air transportation in both peace and war. USTRANSCOM controls all DOD transportation assets except those which are Service-unique or theater-assigned.

44. Transportation Service Provider (TSP). Any party, person, agent or carrier that provides freight and/or personal property transportation and related services to an agency, including Motor Carrier, Freight Forwarder and Broker.

## **GLOSSARY OF ABBREVIATIONS**

APOD aerial port of debarkation

APOE aerial port of embarkation

ATF Alcohol, Tobacco, and Firearms (Bureau of)

CONS consumable items

CONUS continental United States

CTUS customs territory of the United States

CU cube

CWT hundredweight

DOD Department of Defense

DTR Defense Transportation Regulation

EPA Environmental Protection Agency

GBL Government bill of lading

GBLOC Government bill of lading office code

GSO General Services Officer

HHG household goods

ITGBL international through Government bill of lading

JFTR Joint Federal Travel Regulation

MARS Military Affiliated Radio System

MDC movement designator code

NCWT net hundredweight

OTO one-time-only

PBP&E professional books, papers, and equipment

PCS permanent change of station

POD port of debarkation

POE port of embarkation

POF privately owned firearms

POV privately owned vehicles

PPCIG Personal Property Consignment Instruction Guide (Worldwide)

PPGBL Personal Property Government Bill of Lading

RDD required delivery date

SCAC standard carrier alpha code

SDDC Surface Deployment and Distribution Command

SIT storage-in-transit

SSN social security number

TDY temporary duty

TO transportation office

UB unaccompanied baggage

USTRANSCOM United States Transportation Command

VPC Vehicle Processing Center

WPOD water port of debarkation

WPOE water port of embarkation

# CHAPTER 1

## GENERAL

### **1000. Purpose**

- a. This handbook prescribes traffic management procedures for the movement and storage of HHG, UB, and POFs. Provisions do not apply to the administration or interpretation of entitlements. These policies and instructions are only for DOD and USCG military personnel and civilian personnel assigned duty at Foreign Service posts.
- b. This handbook covers the preparation of requests for shipment of personal property as well as the preparation of the required shipping documents, describes request and reply procedures, and gives preparation instructions for the request and reply formats.

### **1001. Policy**

- a. Quality service to the member is given primary emphasis in implementation and management of the personal property program.
- b. All DOD members must have their HHG and UB shipped under the provisions of the ITGBL program. No DOD personal property shipments are authorized to be moved under the provisions of the DOS.

### **1002. Responsibilities**

- a. SDDC. Commander, SDDC is designated as the executive agent for DOD Personal Property Shipment and Storage Program on a worldwide basis per DTR 4500.9R.
  - (1) Deputy Chief of Staff for Personal Property. The Deputy Chief of Staff for Personal Property designated the Domestic and International Rates Branch as manager of the OTO Program. The Domestic and International Rates Branch is the overall coordinator for this instructions and updates.
  - (2) TSP/Agents. DOD Shipments are to be moved only by HQSDDC approved TSP's. General Service Officers may request the use of specific agents when submitting OTO requests.
  - (3) Publications.
    - (a) SDDC instruction. These instructions provide the minimum guidance, instructions, and examples required to request, prepare documentation, and administer DOD shipments. It is in compliance with DOD 4500.9R, Defense Transportation Regulation, Part IV Personal Property and International Personal Property Solicitations. No other documents will be used by the GSO in the management and shipment of DOD personal property without prior written approval from HQSDDC

(b) International Personal Property Rate Solicitation and Special Rate Solicitations. Solicitations provide rate submission instructions and charges authorized for services. These solicitations are used by HQSDDC and the transportation service provider (TSP)s to obtain OTO rates and services, which in turn, are used by the Defense Finance and Accounting Service and General Services Administration for audits and payments.

(c) The Personal Property Consignment Instruction Guide (PPCIG), published by HQSDDC, provides consignment instructions for DOD shipments. Each page contains a "Special Instructions" section which may be used to convey special routing and consignment information which is not shown elsewhere. Also included are General Instructions pages which contain information applicable to all military services on Customs requirements, POVs, pets, privately owned weapons, etc. Failure to follow consignment instructions will result in mis-consigned shipments. Mis-consigned shipments create additional costs to DOD and hardship for the DOD member. You may access the PPCIG at SDDC's homepage at [www.sddc.army.mil](http://www.sddc.army.mil)

b. Department of State (DOS). Office of Transportation Division. The Chief Transportation Division is designated as the executive agent for support of the DOD Personal Property Shipment and Storage Program as described in this instruction. The Transportation Division will act as the DOS single point of contact with the SDDC program managers and with service headquarters for the execution of DOS responsibilities.

c. General Service Officer ( GSO )

- (1) GSOs are responsible for executing DOD personal property shipments in accordance with this instruction. Responsibilities and authorities are delegated to the GSO, in accordance with the DOD/DOS Interagency Agreement and this instruction.
- (2) GSOs are not to use DOS channels for shipment of DOD household goods and unaccompanied baggage, except for any shipments to/from the DOD/DoS test locations starting 1 Apr 10.
- (3) Publications and Publications Accounts. GSOs should maintain their established publication accounts.
- (4) Personal Property Consignment Instruction Guide,
  - (a). Each GSO is responsible to ensure the PPCIG instructions for inbound shipments into their AOR are current, clear, and concise.
  - (b). For outbound shipments, deviation from the consignment guide instructions must be requested as part of the OTO request. SDDC does not have the authority to deviate from overseas host country requirements.
  - (c). It is the responsibility of each GSO to ensure that instructions are correct. Whenever a change occurs, submit a change of consignment instructions to the HQ SDDC, SDDC Personal Property Office-Europe or SDDC Personal Property Office-Pacific depending on which area you are in. Changes may be submitted by e-mail.

- (5) Accept and process promptly all requests for the shipment or storage of DOD personal property, regardless of the member's military service affiliation.
- (6) Prepare the proper customs documents to effect duty free clearance of personal property shipments for those areas where specific customs documents are required.
- (7) Establish reasonable RDD based on the member's requirements, i.e. taking in consideration leave, schooling, TDY enroute, anticipated date of residence at destination, etc.
- (8) Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this instruction. Process requests for OTO rates to move shipments. (See OTO procedures, Chapter 2)
- (9) Advise the member or the member's authorized agent of the name of the TSP/agent selected
- (10) Control, secure, issue and prepare Personal Property Government Bills of Lading (PPGBL's), SF 1203, and submit them to the transportation service provider (TSP) before the actual pickup date. See Chapter 5 for preparation and distribution of the PPGBL. If the GSO cannot secure PPGBLs any U.S. Government Bills of Lading may be utilized. All DOD shipments will be processed on a Government Bill Of Lading, never an Airway Bill.
- (11) Establish a shipment file for inbound and outbound personnel.
- (12) Certify on the Statement of Accessorial Services Performed (DD Form 619-1), the period of time when a shipment is ordered in (to) and out of SIT. Return a certified copy to the transportation service provider (TSP) within 10 workdays of receipt.
- (13) Perform claims inspections, as required, to determine transportation service provider (TSP) compliance with tenders of service, tariffs, and rate tenders.
- (14) Recommend to HQSDDC the suspension or disqualification of a transportation service provider (TSP) with full justification if deemed necessary by the GSO.

### **1003. Publications:**

Most publications referenced in this handbook are available through the SDDC homepage at [www.sddc.army.mil](http://www.sddc.army.mil)

### **1004. Forms Supply:**

All forms discussed in this instruction are available through normal supply channels or downloaded from appropriate websites. DOD forms can be found at the below listed website. (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>)

U.S. Customs and Border Protections forms can be obtained from the below listed website. (<http://www.customs.ustreas.gov/xp/cgov/toolbox/forms/>)

### **1005. Application for Shipment or Storage of Personal Property:**

Application procedures are provided in Chapter 5, which describes the completion and distribution of various forms and specifies required supporting documentation.

### **1006. Accessorial Services:**

As a general rule, accessorial services are not authorized for ITGBL boat, POV and OTO moves of HHG and UB. In these moves, accessorial services are part of the single factor rate. If you have a question, contact the appropriate SDDC office for assistance.

### **1007. Technical and Training Support:**

a. Technical Support. Contact your area SDDC Office for support. They can be reached at

(1) HQ SDDC, ATTN: SDPP-PO phone number (618) 220-3495 or fax (770)--5414

(2) SDDC-Europe, phone number (49) 711-729-4081, 4083 or 4085, fax (49) 722-729-2597 or e-mail to [ppd@eucom.mil](mailto:ppd@eucom.mil)

(3) SDDC-Pacific, phone number (808)-656-3741 or fax (808)-656-3221, or mail to [SDDC-PAC-PP@us.army.mil](mailto:SDDC-PAC-PP@us.army.mil)

b. Training Support.

SDDC Support. HQ SDDC, SDDC-Europe and SDDC-Pacific will provide assistance and on-site training in their respective office, as required. On-site training should be requested 30-days prior to the desired start date. GSOs are encouraged to send their personnel for this hands-on training. The training is provided without cost. Travel and per diem costs are the responsibility of the DOS.

### **1008. Tracing Procedures:**

GSO's can institute or respond to tracing requests as described in Paragraph 2003 of this instruction.

### **1009. Counseling:**

When a DOD member receives a PCS order, the GSO briefs the member on shipping entitlements. This involves preparation of an Application for Shipment and or Storage of Personal Property (DD Form 1299), and a Personal Property Counseling Checklist (DD Form 1797). Reasonable weight estimates are required by HQSDDC. See Chapter 5 and Appendix B for additional instructions.

### **1010. Claims:**

As a general rule, GSOs will not become involved with the processing of claims by DOD personnel. GSOs are required to provide appropriate documentation of shipments originating or being delivered in their areas of responsibility as required by the individual service. Claims instructions are provided at Appendix C. DOD personnel will process claims in accordance with their individual service regulations. If a request for assistance is made to the GSO, the GSO should contact the appropriate service headquarters in Appendix A.

### **1011. PPGBL Preparation:**

Chapter 5 provides detailed instructions for preparation and distribution of the PPGBL. This document is required for all personal property shipments made for DOD members

### **1012. Entitlements:**

Authorization for shipment of personal property, POVs, professional books, papers, and equipment is prescribed in the JFTR/JTR. A table of prescribed weight allowances in effect on the date of this instruction is shown in Appendix (B), the members' military service headquarters may impose restrictions to those amounts. In some cases, the members PCS order will contain entitlement information, however, if a request for authorization is required, the GSO should contact the appropriate service headquarters in Appendix A.

### **1013. Foreign Flag Certification:**

No DOD shipment is authorized to move under DOS foreign flag certification. GSO's are not authorized to approve the use of foreign flag vessels or aircraft to move DOD shipments. Only Military Surface Deployment & Distribution Command (SDDC) and Air Mobility Command (AMC) are authorized to issue foreign flag certificates.

- a. If you are aware US Flag vessel service is not available, include this information in your OTO request in accordance with Chapter 2.
- b. DOD transportation service provider (TSP)s or their agents are solely responsible for the request to AMC or SDDC for foreign flag certification.

### **1014. Inconvenience Claims:**

The transportation service provider (TSP) industry generally has shown willingness to honor reasonable inconvenience claims that are the direct result of the transportation service provider (TSP)'s failure to pick up or deliver personal property shipments on agreed-upon dates. While transportation service provider (TSP)s are not required by the Tender of Service to settle or honor claims for inconvenience, the member is entitled to submit such a claim. The member should contact his service headquarters for assistance in filing inconvenience claims. See DTR Chap 410

### **1015. BLUEBARK Designation:**

The code word "BLUEBARK" shall be used to designate a personal property shipment of a

deceased member, or deceased dependent of a member. In the case of a BLUEBARK shipment, origin GSO shall:

- a. Mark the code word "BLUEBARK" in a conspicuous place on all shipping documents.
- b. Send copies of all documentation (annotated with the code word "BLUEBARK") to the destination GSO/TO. Advance documentation shall be mailed in a timely manner to allow the destination GSO/TO sufficient time to contact the transportation service provider (TSP) and consignee before arrival of the shipment.

## CHAPTER 2

### ITGBL OTO PROGRAM

#### **2000. Purpose and Scope:**

This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB under the ITGBL OTO method. The provisions of this chapter apply to all DOD-sponsored HHG and UB shipments.

#### **2001. Responsibilities:**

a. GSOs requiring an OTO rate will submit a request by priority message, email or fax to CDRSDDC SCOTT AFB IL//SDPP-PO (example at Tab A). Recommend e-mail submission to (ppops@sddc.army.mil). Request for shipments moving entirely within or between Europe, Africa and the Middle East will be submitted to SDDC-Europe (AMSSD-PPP-POE) via e-mail at [ppd@eucom.mil](mailto:ppd@eucom.mil). Requests for shipments moving entirely within or from any point within the Pacific AOR will be submitted to SDDC-Pacific (AMSSD-PP-POP) via email at SDDC-PAC-PP@us.army.mil.

b. After award of shipment to an OTO transportation service provider (TSP), SDDC will provide the requesting GSO shipment award information consisting of the transportation service provider (TSP)'s name, SCAC, rate, tender number, origin agent and destination agent, by message, fax, or e-mail. This notification from SDDC constitutes authority to issue a PPGBL for the shipment

#### **2002. Instructions for Shipment Containing Firearms, Alcoholic Beverages or Hazardous Materials:**

- a. Shipment of privately owned firearms (Tab B)
- b. Shipment of alcoholic beverages (Tab C)
- c. Shipment of hazardous material (Tab D)

#### **2003. Shipment Tracing:**

Personal property shipments shall be traced by the GSO to determine current location, status, and new estimated time of arrival; when the needs of the member require such action; when the shipment has not arrived by the RDD; when the transportation service provider (TSP) has not reported a delay to the destination GSO/TO; or when the transportation service provider (TSP)-reported ETA has elapsed.

- a. The destination GSO shall first attempt to trace shipment through the transportation service provider (TSP)'s agent at destination.

b. If the property is not located, the destination GSO shall contact the home office of the transportation service provider (TSP). Transportation service provider (TSP) contact information can be found under the Approved Transportation service provider (TSP) listing of the Personal Property/POV page of SDDC's homepage at [www.sddc.army.mil](http://www.sddc.army.mil). Tracer message should be transmitted via e-mail and include an information copy to the origin GSO/TO. For Marine Corps personnel, provide an information copy to the Marine Security Guard Detachment Commander at the American Embassy. Tracer message shall contain the following information elements and any other information pertinent to the shipment:

(1) Member's name, last four digits of social security number in XXX-XX-NNNN, rank and branch of service

(2) Commodity shipped (UB or HHG)

(3) Code of service of shipment

(4) Origin GSO/TO, including GBLOC

(5) Destination GSO, including GBLOC

(6) Date of pickup

(7) RDD

(8) PPGBL, airway bill number, transportation control number, flight number, vessel, or voyage number, if known.

(9) POC including name, and commercial telephone number, fax, e-mail address and return address.

(10) Remarks, including all actions taken on tracing this shipment before this message. Actions will be listed in chronological order.

c Tracers shall ask the transportation service provider (TSP) to furnish, within 72 hours the current status, location, and ETA.

d If no reply is received or the reply is uninformative, the destination GSO/TO shall forward a copy to the SDDC overseas command (SDDC PPO-Europe/SDDC PPO-Pacific)

#### **2004. Storage-in-Transit (SIT):**

The GSO may authorize SIT when necessary to meet the member's requirements, in accordance with subparagraphs a and b below.

a. SIT Period. SIT for military members will be authorized in accordance with the JFTR and the sponsoring Service guidelines. SIT for civilian employees will be authorized in accordance with the JTR, and cannot exceed the number of days specified in the employee's orders.

b. GSO will notify the destination TO and HQSDDC, ATTN: SDPP-PO (or SDPP-PO-E for Intra-theater Europe), on all OTO shipments placed in SIT at origin.

**2005. Non-Temporary Storage (NTS):**

NTS is not authorized overseas. If the GSO has a situation that may require consideration of NTS, GSO will contact the military service headquarters, with a full explanation of the situation and ask for instructions.

## CHAPTER 2

### TAB A

#### OTO REQUEST FORMAT

**NOTE:** Requests submitted outside TOPS should be emailed to the responsible location:

HQ SDDC – [sddc.safb.rates@us.army.mil](mailto:sddc.safb.rates@us.army.mil)

Europe – [ppd@eucom.mil](mailto:ppd@eucom.mil)

Pacific – [mae.ohori@us.army.mil](mailto:mae.ohori@us.army.mil)

AMEMBASSY BANGKOK//GSO//

UNCLAS

SUBJ: REQUEST FOR OTO PERSONAL PROPERTY SHIPMENT

1. MEMBER'S NAME, RANK, LAST 4 OF SSN, BRANCH OF SERVICE
2. CODE OF SERVICE: (4,5,6,7,8,J,T)
3. ORIGIN: (Pickup address to include street, city and country. Include your GBLOC)
4. DESTINATION: (Address where shipment is actually going to include street, if known, city, state or country. Include destination transportation office GBLOC)
5. PICKUP DATE:
6. REQUIRED DELIVERY DATE (RDD)
7. ESTIMATED WEIGHT:
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES:
9. ROUTING: (Normally not applicable for Embassy shipments. Transportation service provider (TSP)s provide the routing)
10. LIST OF SUSPENDED TRANSPORTATION SERVICE PROVIDER (TSP)S: (Normally not applicable for Embassy shipments)
11. REMARKS: (Include information such as, shipment packed and crated, use of specific agent at origin required, or any other unusual circumstance)
12. POINT OF CONTACT: (Name, e-mail address and phone number of individual submitting OTO request)

NOTE: For Intra-theater shipments moving within or between countries in Europe, Africa and the Middle East use the same format but address to SDDC-Europe and e-mail to [ppd@eucom.mil](mailto:ppd@eucom.mil)  
"All OTO requests for Central and South America should be routed through GBLOC OSNC (Ft Buchanan, Puerto Rico) for submission

## CHAPTER 2

### TAB B

#### SHIPMENT PROCEDURES FOR PRIVATELY OWNED FIREARMS (POF'S)

1. Purpose. This tab provides policies and procedures for movement of a member's POF's both interstate and import/export to and from the U.S.

2. Limitations and Prohibitions

Any shipment of firearms will be first checked in the Personal Property Consignment Instruction Guide (PPCIG)) to ensure the weapon can be shipped to the destination location the member is transferring to. If the weapon can be shipped please follow the instruction in the PPCIG for the shipment of the weapon.

3. Authorization: Importation of firearms to the U.S.

a. Military members are required to check with their gaining activity for authorization to import to the U.S. all firearms previously taken out of the U.S. by the member and those firearms acquired while overseas for the member's personal use. However, firearms acquired overseas that have not been registered with the ATF are not permitted to be imported in the Customs Territory of the United States (CTUS). The member may import war trophies and surplus military firearms if authorized by the member's DOD component. Importation will be to the member's place of residence and will comply with those state and local ordinances.

b. DOD civilian employees are required to check with their gaining activities and post reports for authorization to import to the U.S. only those firearms that have been certified by U.S. Customs and have been taken overseas by the employees. Firearms acquired by the employee while overseas may not be imported directly to the U.S. The employee will contact an authorized dealer in his or her state of residence in the U.S. to act in his or her behalf to obtain a permit for importation, after which the employee may obtain the firearm directly from the dealer.

4. Responsibilities of Members. Members will:

a. Obtain and provide copies, upon request, of documentation authorizations, individual licenses, or registration forms for the firearms to be shipped as part of an authorized personal property shipment

b. Ensure all applicable laws and regulations of the U.S. and its Territories, foreign countries, and municipalities are complied with regarding the possession, carrying, registration, and shipment of POFs. Military members are also subject to respective military service-prescribed limitations and regulations. (See DTR, Part IV, Customs and the General Instructions of the Personal Property Consignment Guide, Worldwide for additional information.)

c. Ensure all firearms are free of explosive charges when turned over for shipment.

d. Under Federal law, the transportation service provider (TSP) or contractor shall be notified that firearms are being transported.

5. Application for Shipment of Firearms. All applications for the shipment of firearms into CONUS or for shipments that include firearms shall be accompanied by appropriate forms or certificates described by DTR, Part IV. A separate DD Form 1299 will be executed when the firearm is not to be packed and shipped with the HHG or UB. The make, model, caliber, and serial number of all firearms to be shipped shall be listed on the shipment inventory, whether shipped separately or as a part of HHG or UB. It is advisable for the member to obtain a Customs Form 4457 (Certificate of Registration) from the nearest U.S. Customs office before shipment from the U.S. as proof of ownership in the United States. Upon reentry to U.S. Custom's territory, the member will provide proof of ownership in the U.S. The statement "This shipment contains firearms" shall be placed in the Remarks block on the PPGBL. Counselor should refer to the PPCIG during counseling. The DD Form 1252-1 accompanies the shipment.

6. Shipment through the U.S. Postal Service.

This method of shipment will not be used under any circumstances.

7. Reporting Discrepancies. Transportation service provider (TSP)s, GSOs, and members discovering theft, attempted theft, or non-receipt of firearms shall report the incident immediately to their activity commander and by message to HQ SDDC: ATTN: SDPP-PO. This report shall contain the origin and destination of the shipment; the member's name, rank and military service; a description and serial number of the firearm; law enforcement agencies notified; and all other information concerning the incident. DOD components shall establish procedures to ensure appropriate information is submitted through provost marshal or security officer channels to the National Crime Information Center and to the DOD central registry upon discovery of loss, theft, or recovery of lost or stolen firearms.

## CHAPTER 2

### TAB C

#### **SHIPMENT OF ALCOHOLIC BEVERAGES**

1. Following is the DOD policy on shipment of liquor/alcoholic beverages (including beer and wine) in personal property shipments.

a. Shipments moving from outside the CTUS into CTUS. Liquor/Alcoholic beverages cannot be shipped in the UB or HHG shipment. (See DTR, Part IV, Restricted and Prohibited Articles) Members should be advised to hand carry these items as accompanied baggage, dispose of them, or ship at personal expense. Under certain circumstances reimbursement may be received. Obtain guidance from the sponsoring military service headquarters before advising members to ship alcoholic beverages at personal expense.

b. Shipments moving from CONUS to overseas, inter-theater, or intra-theater (other than within the same country). Shipment of liquor/alcoholic beverages will be in accordance with the destination country General Instructions page in the PPCIG,. Contact the destination transportation office or GSO for specific guidance if PPCIG does not contain any shipping information.

c. Shipments originating and terminating within the same country. Alcoholic beverages may be shipped in the personal property shipment if there are no country restrictions and the transportation service provider (TSP) will accept them.

d. If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, these items will not be allowed in the personal property shipment due to possible violation of the customs laws of the destination country.

## CHAPTER 2

### TAB D

#### **SHIPMENT OF HAZARDOUS MATERIALS**

The following items will not be shipped with HHG, UB, or POVs.

1. Combustible Liquids

Alcoholic beverages (any single container exceeding one gallon capacity)

Alcohols

Antifreeze compounds

Camphor oil

Fluid cleaners (containing combustible materials, e.g. spot clothing cleaners and office machine cleaners).

2. Corrosive Liquids:

Acids--muriatic, nitric, photographic, sulfuric

Battery with acid

Disinfectants

Dyes

Flame retardant compounds

Iron/steel rust preventing/rust removing compounds

Paint and paint related materials

3. Explosives

Ammunition

Black powder

Blasting caps

Dynamite, plastics or any similar explosives

Explosive auto alarms

Fireworks

Fuse lighters

Igniters

Primers

Propellants

Signal flares

Smokeless powder

Souvenir explosive instruments of war

Spear guns having charged heads

Toy propellants or smoke devices

4. Flammables:

Acetone

Adhesives (glues, cements and plastics)

Ammonia  
Charcoal briquettes  
Cleaning fluids  
Compound 3 weed killers  
Denatured alcohol  
Enamel  
Gasoline  
Insecticides  
Kerosene  
Lacquer  
Leather dressing or bleach  
Lighter fluids (pocket, charcoal, camp stove, lamp or torch)  
Liquors (any single container exceeding one gallon capacity)  
Matches  
Oil stains for wood  
Paint  
Paint or varnish remover  
Petroleum products  
Polishes, liquid (metal, stove, furniture and wood)  
Propane or other gas used for cooking or heating purposes  
Propane tanks  
Shellac  
Shoe polish (liquid)  
Solvents, plastic  
Stains  
Turpentine  
Varnish  
Wood filler

5. Gases, Compressed: Engine starting fluids, fire extinguishers, gases used in welding, scuba diving tanks (see note below).

6. Aerosol Can: Containing a flammable gas, flammable liquid, toxic, or corrosive substance.

7. Chlorinated Hydrocarbons in decorative lamps (i.e. Lava Lamps)

8. Other Regulated Material Termed Combustible, Corrosive, or Flammable

Note 1: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for shipment will include:

- a. Written certification of purging serviced by dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.
- b. Completely empty tank, remove the valve, and replace valve with plug designed for this purpose.

Note 2: Completely drain all fuel from engine power driven equipment. Drain equipment (motorcycle, moped, lawn mowers, boats, snowmobiles.) Run until engine stalls. Drain all oil and water. Allow the fuel tank and lines to remain open for 24 hours prior to pickup. Disconnect non-

spillable gel-type batteries and tape the ends to prevent short circuit. Only non-spillable gel-type batteries are authorized. The batteries may remain in the equipment holder, but ensure they remain upright when packed in the shipping container. Batteries with acid or alkali are prohibited from shipment.

## CHAPTER 3

### TRANSPORTATION OF PRIVATELY OWNED VEHICLES

The movement of privately owned vehicles for DOD members assigned to embassies/consulates will be in accordance with the memorandum of understanding (MOA) in effect between the Surface Deployment and Distribution Command and the Department of State effective 1 July 2004 and the Standard Operating Procedures as shown below.

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Standard Operating Procedures

-

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Supplement to the

Memorandum of Agreement

Between

Department of State and Surface Deployment and Distribution Command

For the Movement of

DOD-sponsored Privately-Owned Vehicles

## **PURPOSE**

The following procedures provide specific details to delineate responsibilities between the Surface Deployment and Distribution Command (SDDC) and the Department of State (DOS) to transport Department of Defense (DOD) sponsored privately owned vehicles (POV) to or from United States Embassies, Consulates and Missions through the DOS transportation system.

The DOS assumes no responsibility or liability for delivery dates/times. Required Delivery Dates (RDD) and/or other requirements for reimbursement (e.g., rental car) or penalty for non-delivery by specific dates are not the responsibility of the DOS for these movements.

## **SCOPE**

The DOS will provide transportation of DOD POVs to/from and between worldwide Posts, except for Bogotá, Brazzaville, Bujumbura, Kinshasa and Kigali, as DOD sponsored POV shipments are not authorized movement by air. DOD-sponsored POVs will be handled using established DOS transportation channels and shipping procedures. This will include movement between the Continental United States (CONUS) and OCONUS areas, as well as between OCONUS locations.

Instructions for processing DOD sponsored POVs for Bogotá, Brazzaville, Bujumbura, Kinshasa and Kigali are contained in the GSO – SDDC Handbook, Chapter 3, available at [www.almopsttm.a.state.gov](http://www.almopsttm.a.state.gov), under Personal Effects, or [www.SDDC.army.mil](http://www.SDDC.army.mil) (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook).. Please contact the Global POV Manager at 618-220-5440/5441, or via e-mail at [SDDC.SAFB.PPTY@us.army.mil](mailto:SDDC.SAFB.PPTY@us.army.mil), for further information on these posts' air shipment restrictions.

Participation in International Cooperative Administrative Support Services (ICASS) is required for DOS to handle DOD POV shipments.

These procedures apply to all DOD sponsored POVs shipped between DOD vehicle processing centers (VPCs) and DOS activities where a DOD member is assigned. The SDDC POV contractor, DOS Despatch Agents and General Service Officers (GSOs) will work in cooperation with one another using the guidelines in this SOP.

### **1. Non-Conforming Vehicles/Motorcycles:**

Vehicles/motorcycles, which do not conform to Department of Transportation (DOT) and Environmental Protection Agency (EPA) specifications, are not normally handled by DOS for shipment to the U.S. DOS participation in this process consists solely of making the booking with the ocean transportation service provider (TSP) to the Registered Importer. DOS will arrange movement of non-conforming DOD sponsored vehicles/motorcycles in accordance with instructions published in message; SUBJECT: Instructions for Shipment of

Nonconforming Privately-Owned Vehicles or SUBJECT: Instructions for Shipment of Nonconforming Motorcycles. Both instructions are contained in Attachment 1.

## **2. CONUS EXPORT:**

The DOD has Vehicle Processing Centers (VPC) at various locations in CONUS. DOD members will turn-in their POV at the VPC, where a joint inspection between the DOD employee and the VPC is conducted. After DOD processes the joint inspection and initial documentation, the DOD contractor will move the POV to the VPC nearest to the port of embarkation (POE). It is important that all Dispatch Agencies assist the DOD assigned contractor in designating the appropriate VPC for export. For example, if a DOD employee turns in his/her POV to the Seattle VPC, and the POV is destined for Barbados, then it is the VPC contractor's responsibility to move the POV to the Orlando, FL VPC, and they will turn it over to the DOS Miami Dispatch Agent for movement to destination. It is the Seattle Dispatch Agent's responsibility to assist in providing such disposition instructions.

The VPC serving the POE will, upon arrival of the POV, contact the Dispatch Agency to arrange POV pick-up from the VPC. The DOD contractor and the DOS vehicle transportation service provider (TSP) will conduct an inspection of the POV at time of transfer noting all exceptions. Dispatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled, (i.e., car transportation service provider (TSP), flatbed). The ELSO, Antwerp does not use drive away services and will dray all vehicles.

The DOS, through its Dispatch Agencies, Embassies, Consulates, and Missions is responsible for all documents, clearances, containerization, transportation, and delivery to final DOS destination.

### **Document requirements for EXPORT:**

- A. Employee must provide a legible copy of title (front and back) or certificate of origin: This document must show ownership of the vehicle in the employee's own name, or in the name of a spouse sharing the same surname as the employee. If the spouse's surname is different, the title must reflect the **employee's** name. If a bank or finance company holds the title, the employee must obtain a letter from that institution authorizing shipment of the vehicle overseas.
- B. The owner's name and vehicle's VIN number must be clearly and unmistakably legible on the provided copy of the title. Registrations and bills of sale are not acceptable. No exceptions can be made to this requirement.
- C. Copy of the employee's orders.
- D. DOS Dispatch Agent will provide the Vehicle Processing Center (VPC) Contracting Officer's Representative (COR) the following information:

- 1. Shipping Agents Name
- 2. Vessel Name and voyage number
- 3. Container number, if applicable

4. Vessel Sail Date
5. Estimated Time of Arrival (ETA) Date
6. DOS Shipment number

### **3. CONUS IMPORT:**

When a POV is imported to the CONUS, the origin post GSO is responsible for contacting the Baltimore Dispatch Agency to obtain funding information and then moving the POV via DOS shipping channels using established DOS procedures, with the exception of air shipments as listed above. This means consigning the POV to the appropriate CONUS Dispatch Agent, except for non-conforming vehicles (see Section 3, Non-Conforming Vehicles). DOS shipping channels and established procedures may mean that POVs are routed via ELSO, Antwerp, as a through point to the final CONUS destination/VPC. When routed through ELSO for forwarding to CONUS, origin posts will make the consignment to ELSO and not the European VPC. Once received and cleared in Antwerp, ELSO will make the export arrangement to the appropriate CONUS Dispatch Agency for final delivery to the CONUS VPC. The destination Dispatch Agency is responsible for all documentation, clearances, de-containerization, and transportation to the designated VPC. For example, if a POV arrives in Miami, and it is destined for Los Angeles, the Miami Dispatch Agency is required to deliver the POV to the Orlando, FL VPC. The DOD contractor and the DOS transportation service provider (TSP) will conduct a joint inspection of the POV at time of delivery and complete the vehicle inspection form. The DOD contractor is then responsible for moving the POV to the Los Angeles, CA VPC. Dispatch Agencies may only use drive-away service if it involves a distance less than 50 miles. For a distance greater than 50 miles, the POV must be drayed or line hauled (i.e., car transportation service provider (TSP), flatbed).

Document requirements for IMPORT: The Post GSO will contact the appropriate CONUS Dispatch Agency, or ELSO, Antwerp, to establish routing procedures and provide the following documentation:

One legible copy of the applicable DOD orders.

A legible copy of the vehicle title (front and back) and registration.

- A. Non-conforming vehicle/motorcycles will be handled in accordance with the instructions in Attachment 1. DOS participation in this process consists solely of making the booking

with the ocean transportation service provider (TSP) to the Registered Importer.

- B. Provide the appropriate CONUS Dispatch Agency, or ELSO, Antwerp, with at least one

rated copy of the ocean bill of lading.

Documents should be express mailed to the appropriate Dispatch Agency at least 2 weeks before ship's scheduled arrival. The Dispatch Agent will provide a copy of all the above documentation to the VPC receiving the vehicle, at the time of delivery.

#### **4. SHIPMENTS BETWEEN OVERSEAS LOCATIONS:**

DOD-sponsored shipments moving between overseas DOS activities will move in normal DOS transportation channels using DOS procedures, with the exception of air shipments. Instructions for processing DOD sponsored POVs to Posts that require air shipment are contained in the GSO – SDDC Handbook, Chapter 3, available at [www.almopsttm.a.state.gov](http://www.almopsttm.a.state.gov), under Personal Effects, or [www.SDDC.army.mil](http://www.SDDC.army.mil) (To navigate the SDDC Homepage, Select Personal Property/POV, Select International {more}, Select Department of State Handbook). Please contact the Global POV Manager at (618)220-5440/5441 or via e-mail at [SDDC.SAFB.PPTY@us.army.mil](mailto:SDDC.SAFB.PPTY@us.army.mil) for further information on these posts' air shipment restrictions.

For Post- to- Post moves, it is the originating Post GSO's responsibility to contact the destination Post to obtain proper marking and consignment information or special instructions. The originating Post GSO should contact the Baltimore Dispatch Agency via email at [Despatch\\_Agency\\_Baltimore@state.gov](mailto:Despatch_Agency_Baltimore@state.gov) or phone 410-631-0046 to obtain funding information and provide shipping details. The destination post/GSO will perform customs clearance.

#### **5. CONSIGNMENT & DOCUMENTATION:**

In any instance, where subsequent or additional charges are incurred (beyond the control of DOS) the charges will be billed against the SDDC MIPR. Such instances could include, but are not limited to: failure to receive appropriate or complete documentation for POV movement, or occurrences such as port or transportation service provider (TSP) strikes, demurrage, customs delays, Acts of God, General Order (GO) procedures, claims, terminal service charges, etc.

##### **Shipping Scenarios and Responsibilities**

Procedures and responsibilities vary slightly for each shipping scenario:

U.S.-to-Post EXPORT shipments are handled by DoS Transportation and Travel Management Division (TTM) or by one of the DoS domestic Dispatch Agency (DA) field offices:

<b><u>Office</u></b>	<b><u>Destinations Handled</u></b>	<b><u>Port of Discharge</u></b>
Transportation & Travel Management 2121 Virginia Avenue N.W., Suite 5100 Washington, D.C. 20037 Tel: 800-424-2947 Fax: 202-663-0981 E-mail: <a href="mailto:TransportationQuery@state.gov">TransportationQuery@state.gov</a>	Global destinations Export	

U.S. Dispatch Agency                      Europe, Middle East,  
555 US Route 1                              Africa, Central Asia                      All Atlantic coast ports except  
Iselin, NJ 08830-3179                      Baltimore, Philadelphia,  
Tel: 732-855-8880                              Norfolk, and ports in North  
Florida    and South Carolina, and  
Fax: 732-855-8899  
E-mail: [Despatch\\_Agency\\_New\\_York@state.gov](mailto:Despatch_Agency_New_York@state.gov)

U.S. Dispatch Agency                      Europe, Middle East,  
2200 Broening Hwy, Rm 125                      Africa, Central Asia                      Baltimore, Philadelphia, Norfolk,  
and ports in North and South  
Baltimore, Maryland 21224-6623                      Import                                      Carolina  
Tel: 410-631-0045  
FAX: 410-631-0058  
E-mail: [Despatch\\_Agency\\_Baltimore@state.gov](mailto:Despatch_Agency_Baltimore@state.gov)

U.S. Dispatch Agency                      Latin America (except  
Miami Corporate Park                      Mexico), Caribbean, and                      All ports in Florida, the Gulf of  
7789 NW 48<sup>th</sup> St.                              Cuba\*                                      Mexico (except Mexico) and  
Building H, Suite 250                              Havana  
Miami, Florida 33166  
Tel: 305-640-4574  
FAX: 305-715-3502  
E-mail: [Despatch\\_Agency\\_Miami@state.gov](mailto:Despatch_Agency_Miami@state.gov)

U.S. Dispatch Agency                      East and South Asia,                      All Pacific coast ports  
2800 S. 192<sup>nd</sup> St., Suite 108                      Pacific, Australia, New  
Seattle, Washington 98188-5165                      Zealand, plus Kathmandu  
Tel: 206-764-3805                              and Vladivostok  
FAX: 206-764-6660  
E-mail: [Despatch\\_Agency\\_Seattle@state.gov](mailto:Despatch_Agency_Seattle@state.gov)

U.S. Logistics Center                      Mexico\*\*  
225 South Vermillion Avenue  
Brownsville, Texas 78521  
Tel: 956-982-3916  
Fax: 956-982-6932  
E-mail: [DespatchAgencyUSLCBrownsville@state.gov](mailto:DespatchAgencyUSLCBrownsville@state.gov)

European Logistical Support Office                      Africa, Near East,                      Antwerp, Rotterdam, and

(ELSO) Atlantic House  
Bremen/Bremerhaven  
Noorderlaan 147 –bus 10A  
2030 Antwerp, Belgium  
Tel: +32 3 540 2011  
FAX: +32 3 540 2040  
E-mail: [Despatch\\_Agency\\_ELSO@state.gov](mailto:Despatch_Agency_ELSO@state.gov)

**Canada:** DOD will have POV transported to/from VPC nearest to Dispatch Agency New York for onward transportation to Canada.

**Havana\*:** DOD will have POV transported to/from VPC nearest Dispatch Agency Miami for onward transportation to Havana.

**Mexico\*\*:** DOD will have POV transported to/from VPC nearest to the U.S. Logistics Center, Brownsville, TX for onward transportation to Mexico.

#### **5. U.S.-to-Post Shipments:**

Document requirements are similar for the three shipping

#### **6. LOSS and DAMAGE CLAIMS:**

The appropriate Military Service Claims office will handle loss or damage claims that result from moving a DOD-sponsored POV through DOS channels. The DOS will provide any supporting documentation available that may be required to adjudicate these claims.

#### **7. PAYMENTS AND BILLING:**

Department of Defense

SDDC will provide funding with quarterly increases in the form of a Military Interdepartmental Purchase Request (MIPR) to: Department of State, Attn: A/EX/FM (Working Capital Fund), 2201 C Street, NW, Room 3800, Washington, DC 20520-1052. A quarterly advance payment via a Standard Form (SF) 1080 will be drawn against the MIPR to fund the DOS Working Capital Fund (WCF). The DOS Financial Management Division WCF will draw down the funds to the various DAs. DA Baltimore will certify and submit a consolidated monthly spreadsheet and copies of the DOD employee's travel orders. The monthly spreadsheet will reflect billing according to the Aggregate Rate Charges.

SDDC will, upon receipt of the fourth quarter Import/Export report from DOS, increase or decrease the MIPR as needed and process a debit or credit SF 1080 to close the fiscal year records.

## Department of State

Using the DOD appropriation information, a unique billing address will be set up within the Department of State Transportation computer system. Each DA and ELSO will utilize their own fiscal data for the movement of vehicles. The responsible DA and ELSO will prepare a monthly Import/Export excel spreadsheet (attachment 3), identifying appropriate charges for vehicles processed during the previous month. Each DA and ELSO must submit their spreadsheets, along with a copy of the DOD employee's travel order, to DA Baltimore for processing. Although these spreadsheets will reflect billing according to the Aggregate Rate Charges, each DA will be required to track actual charges in order for WCF to track total actual costs. DA Baltimore will certify and forward the consolidated monthly spreadsheet (attachment 4) and travel orders, to: HQSDDC, ATTN, 790 Ward Drive, Scott AFB, IL 62225.. The DOS Financial Management Division WCF will monitor the services of each DA to double-check MIPR amounts, making sure funds are dispersed in a timely and accurate manner.

SDDC will pay the DOS according to the DOS published WCF standard transportation- billing rate per shipping lane. The rates developed by DOS for each fiscal year will be provided to SDDC on or before 1 October of each year or as revised based upon increases/decreases in shipping costs.

GSO's are requested to provide all transportation costs, to include inland transportation cost, to the appropriate Dispatch Agency or ELSO, who will in turn convey the data via a monthly report to the Baltimore Dispatch Agency for monitoring of funds disbursement.

## **8. INSTRUCTIONS FOR UPDATING STANDARD OPERATION PROCEDURES:**

DoS GSO activities and Dispatch Agents are required to submit changes or updates to this SOP to the Baltimore Deputy Dispatch Agent, Sara McInnis at 410-631-0045 or [mcinnisk@state.gov](mailto:mcinnisk@state.gov).

VPC CORs and DOD Contractors are required to submit changes or updates to SDDC-PA. SDDC and DoS will review and coordinate all changes to the MOA and SOP annually, or as required.

[frantzna@state.gov](mailto:frantzna@state.gov)

The following are SDDC points of contact for the Global POV Contract:

Headquarters, SDDC: (DSN 770)

Personal Property Acquisition & Services Branch  
Comm Phone: 618-5477-5477/ FAX: 618-220-5414

Personal Property Information and Business Integration Branch  
Comm Phone: 618-220-5485

Personal Property Branch  
Comm Phone 618-220-5406

SDDC Personal Property-Europe  
Comm Phone 49-711-729-4087/4090 DSN 314-421-4087/4090

SDDC Personal Property-Pacific  
Comm Phone 808-456-3741 DSN 315-456-3741

## Attachment 1:

### **Privately Owned Vehicles:**

R221915Z MAY 03

AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSUPPCEN NORFOLK VA//02//021//03

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANSGP VAHINGEN GE

CDR599THTRANSGPTML WHEELER AAF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//LGTT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3//J4//

UNCLAS

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING PRIVATELY-OWNED VEHICLES (POVS)

#### 1. REFERENCES:

A. CONTRACT NUMBER DAMT 01-98-D2005, DTD 21 SEP 98.

B. JOINT DETERMINATION #98025/CIVILIAN TRAVEL DETERMINATION #98016,  
SUBJECT: MAP ITEM 13-98/CAP ITEM 16-98, REMOVAL OF FOREIGN POV  
RESTRICTIONS FROM JFTR/JTR

C. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/AUTO.HTM](http://www.customs.ustreas.gov/travel/auto.htm)

D. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT/](http://www.nhtsa.dot.gov/cars/rules/import/)

E. MTOP-T MESSAGE, DTG 271530 JAN 99, SUBJECT: SHIPMENT OF  
NONCONFORMING PRIVATELY OWNED VEHICLES (POVS)

2. THIS MESSAGE SUPERCEDES REFERENCE E AND PROVIDES UPDATED GUIDANCE CONCERNING POV SHIPPING ENTITLEMENTS AND INSTRUCTIONS FOR SHIPPING DOD-SPONSORED POVS THAT DO NOT MEET U.S. SAFETY AND EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS NONCONFORMING POVS.

3. REFERENCE 1B REVISED THE JFTR TO REMOVE THE TERM FOREIGN-MADE POV AND REMOVED RESTRICTIONS ASSOCIATED WITH SHIPPING THESE VEHICLES. HOWEVER, POVS IMPORTED TO THE U.S. STILL SUBJECT TO SAFETY STANDARDS UNDER THE MOTOR VEHICLE SAFETY ACT OF 1966.

4. REVISED UNDER THE IMPORTED VEHICLE SAFETY COMPLIANCE ACT OF 1988; BUMPER STANDARDS UNDER THE MOTOR VEHICLE INFORMATION AND COST

SAVINGS ACT OF 1972 (WHICH BECAME EFFECTIVE IN 1978); AND TO AIR POLLUTION CONTROL STANDARDS PROMULGATED BY THE ENVIRONMENTAL PROTECTION AGENCY (EPA) UNDER THE CLEAN AIR ACT OF 1968, AS AMENDED IN 1977 AND 1990.

5. IT IS HIGHLY RECOMMENDED THAT A COPY OF THIS MESSAGE DETAILING THE PROHIBITIONS AND MODIFICATION REQUIREMENTS FOR NONCONFORMING VEHICLES BE PROVIDED TO THE SERVICE MEMBER DURING COUNSELING. THE COUNSELOR SHOULD ALSO ADVISE THE SERVICE MEMBER THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN CONVERTING A NONFORMING POV TO MEET U.S. SPECIFICATIONS. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO INVESTIGATE THE SITUATION THOROUGHLY BEFORE A VEHICLE IS PURCHASED FOR IMPORTATION TO THE UNITED STATES.
6. THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING IT INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE PERFORMED BY REGISTERED IMPORTERS (RI) AND INDEPENDENT COMMERCIAL IMPORTERS (ICI). THE AVERAGE COST TO BRING A VEHICLE INTO COMPLIANCE WITH U.S. SPECIFICATIONS IS \$5,000 TO \$6,000. FURTHER, UNLESS A VEHICLE OF THE SAME MODEL YEAR IS OFFERED FOR SALE IN THE U.S., TRANSPORTATION IS NOT RECOMMENDED. 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 SERVICE MEMBER FROM FULFILLING REQUIREMENTS OF A STATE OR DISTRICT. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF A PROPERLY IMPORTED VEHICLE IN A SPECIFIC STATE, THE SERVICE MEMBER SHOULD CONTACT THE DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.
7. SERVICE MEMBERS SHOULD BE SKEPTICAL OF CLAIMS BY A FOREIGN DEALER OR OTHER SELLER THAT A VEHICLE MEETS U.S. STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE. VEHICLES MANUFACTURED TO MEET THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND EMISSION STANDARDS HAVE A CERTIFICATION LABEL AFFIXED BY THE ORIGINAL MANUFACTURER IN THE AREA OF THE DRIVER-SIDE-DOOR. VEHICLES LACKING A CERTIFICATION LABEL ARE NONCONFORMING AND MUST BE BROUGHT INTO COMPLIANCE.
8. INFORMATION FOR IMPORTING VEHICLES MAY BE OBTAINED FROM THE WEB SITES AT REFERENCES 1C AND 1D. INFORMATION CONCERNING VEHICLE EMISSIONS MAY BE OBTAINED FROM THE EPA, 202-564-9660. INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS MAY

BE OBTAINED FROM THE DOT SAFETY HOTLINE, 800-424-9393 (IN U.S.) OR 202-366-0123.

9. SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING POV TO THE U.S. IN THE DEFENSE TRANSPORTATION SYSTEM (DTS), MUST AS A CONDITION

OF SHIPMENT, PROVIDE WRITTEN PROOF THAT HE /SHE HAS ENTERED INTO A CONTRACT WITH A RI/ICI, AND THAT THERE IS A COMPLIANCE AND CONVERSION AGREEMENT. THE SERVICE MEMBER MUST USE A RI/ICI THAT IS LOCATED IN THE VICINITY OF THE FINAL DESTINATION VPC. THE SERVICE MEMBER WILL BE RESPONSIBLE FOR ANY EXCESS COSTS RESULTING FROM THE INLAND MOVEMENT THAT IS BEYOND THE AREA OF THE SERVICE MEMBER'S ENTITLEMENT, WHICH IS NORMALLY POV DELIVERY TO THE VPC NEAREST THE NEW DUTY STATION. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.

A. ARMY:

B. NAVY:

C. AIR FORCE:

D. MARINES:

E. COAST GUARD:

10. THIS IS A COORDINATED USTRANSCOM, MTMC AND MILITARY SERVICES MESSAGE. FURTHER, INFORMATION IS AVAILABLE ON THE MTMC WEBSITE AT [WWW.MTMC.ARMY.MIL/PROPERTY](http://WWW.MTMC.ARMY.MIL/PROPERTY). POC IS HTMTMC/MTPP-PA-P,

**Attachment 1: (cont)**

**Privately Owned Motorcycles:**

R132203Z FEB 03

FROM:

TO: AIG 7591

AIG 7593

AIG 7595

AIG 7596

INFO

AIG 12481

AIG 11597

NAVTRANSUPCEN NORFOLK VA//02/021/03//

CDRMTMCDSC FT EUSTIS VA//G3//

CDR598THTRANS GP VAIHINGEN GE

CDR599THTRANS GP TML WHEELER AF HI

COMNAVSUPSYSCOM MECHANICSBURG PA//53//

COMDT COGARD WASH DC//G-WPM-2//

HQDA WASH DC//DALO-TSP-PP//

HQUSAF WASH DC//ILGT//

CMC WASH DC//LFT-4//

USTRANSCOM SCOTT AFB IL//J3/J4//

SUBJECT: INSTRUCTIONS FOR SHIPMENT OF NONCONFORMING  
MOTORCYCLES

1. REFERENCES

A. [HTTP://WWW.CUSTOMS.USTREAS.GOV/TRAVEL/TRAVEL.HTM](http://www.customs.ustreas.gov/travel/travel.htm)

B. [HTTP://WWW.NHTSA.DOT.GOV/CARS/RULES/IMPORT](http://www.nhtsa.dot.gov/cars/rules/import)

2. THIS MESSAGE PROVIDES GUIDANCE AND INSTRUCTIONS FOR SHIPPING  
DOD-SPONSORED MOTORCYCLES THAT DO NOT MEET U.S. SAFETY AND  
EMISSIONS SPECIFICATIONS, HEREAFTER REFERRED TO AS  
NONCONFORMING MOTORCYCLES. IT IS HIGHLY RECOMMENDED THAT A  
COPY OF THIS MESSAGE BE PROVIDED TO THE SERVICE MEMBER DURING  
COUNSELING. THE COUNSELOR SHOULD ADVISE THE SERVICE MEMBER  
THAT THERE MAY BE SUBSTANTIAL EXCESS COSTS INVOLVED IN  
CONVERTING A NONCONFORMING MOTORCYCLE TO MEET U.S.  
SPECIFICATIONS AND MAY WISH TO RE-CONSIDER IMPORTING THE  
MOTORCYCLE. THE AVERAGE COST TO BRING A MOTORCYCLE INTO  
COMPLIANCE WITH U.S. SPECIFICATIONS IS APPROXIMATELY \$1000 TO  
\$2000. ALSO, RECOMMEND THAT THE SERVICE MEMBER BE ADVISED TO  
INVESTIGATE THE SITUATION THOROUGHLY BEFORE PURCHASING A  
MOTORCYCLE FOR IMPORTATION TO THE U.S. SERVICE MEMBERS  
SHOULD BE SKEPTICAL OF CLAIMS THAT THE MOTORCYCLE MEETS U.S.  
STANDARDS OR CAN READILY BE BROUGHT INTO COMPLIANCE.  
ADDITIONALLY, ALTHOUGH A MANUFACTURER (I.E., HARLEY DAVIDSON)

MAY ALSO MANUFACTURE/SELL MOTORCYCLES IN THE U.S., MOTORCYCLES PURCHASED OVERSEAS MAY NOT NECESSARILY CONFORM TO U.S. STANDARDS.

3. NONCONFORMING MOTORCYCLES CANNOT BE SHIPPED WITH THE HHG. NONCONFORMING MOTORCYCLES MUST BE SHIPPED SEPARATELY AND CONSIGNED DIRECTLY TO THE REGISTERED IMPORTER (RI) AND INDEPENDENT COMMERCIAL IMPORTER (ICI) CONTRACTOR CHOSEN BY THE SERVICE MEMBER (SUBJECT TO EXCESS COSTS). THIS BECOMES THE DESTINATION OF THE SHIPMENT AND NO FURTHER MOVEMENT AT GOVERNMENT EXPENSE IS AUTHORIZED.

4. A SERVICE MEMBER CHOOSING TO SHIP A NONCONFORMING MOTORCYCLE TO THE U.S. VIA THE DEFENSE TRANSPORTATION SYSTEM (DTS) MUST, AS A CONDITION OF A SHIPMENT, PROVIDE A SIGNED CONTRACT AS PROOF THAT HE/SHE HAS ENTERED INTO A CONTRACT WITH AN RI/ICI COMPANY AND THAT THERE IS A COMPLIANCE AND CONVERSION AGREEMENT. THE SERVICE MEMBER MUST USE AN RI/ICI COMPANY LOCATED IN THE U.S. THE SERVICE MEMBER SHOULD BE ADVISED TO OBTAIN A SIGNED COPY OF THE U.S. CUSTOMS ENTRY FORM, WHICH IS OFTEN REQUIRED BY STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES AS PART OF PROOF OF CONVERSION.

5. MOTORCYCLES IMPORTED TO THE U.S. ARE SUBJECT TO THE 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; 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. THESE LAWS APPLY TO IMPORTING MOTORCYCLES TO ANY STATE OF THE UNITED STATES, THE DISTRICT OF COLUMBIA, PUERTO RICO, THE NORTHERN MARIANAS ISLANDS, GUAM, AMERICAN SAMOA, AND THE VIRGIN ISLANDS.

6. PER REF B, THE DEPARTMENT OF TRANSPORTATION (DOT) AND THE EPA ADVISE THAT MODIFICATIONS REQUIRED TO BRING A NONCONFORMING MOTORCYCLE INTO COMPLIANCE WITH U.S. SAFETY AND ENVIRONMENTAL STANDARDS MAY BE SO EXTENSIVE AND COSTLY THAT IT MAY BE IMPRACTICAL AND IMPOSSIBLE TO ACHIEVE SUCH COMPLIANCE. THESE MODIFICATIONS ARE ONLY ALLOWED TO BE PERFORMED AND CERTIFIED BY RI/ICI CONTRACTOR AUTHORIZED BY EPA/DOT. FULFILLMENT OF FEDERAL REQUIREMENTS DOES NOT RELIEVE THE SERVICE MEMBER FROM FULFILLING SPECIFIC REQUIREMENTS OF A STATE OR DISTRICT WHERE THE MOTORCYCLE WILL BE REGISTERED OR OPERATED. FOR INFORMATION REGARDING REGISTRATION OR OPERATION OF AN IMPORTED VEHICLE IN A SPECIFIC STATE, THE MEMBER SHOULD CONTACT THE STATE/DISTRICT DEPARTMENT OF MOTOR VEHICLES OR OTHER APPROPRIATE AGENCY.

7. INFORMATION FOR IMPORTING AND CONVERTING VEHICLES TO U.S. SPECIFICATIONS MAY BE OBTAINED FROM THE REFERENCED WEB SITES.

INFORMATION CONCERNING VEHICLE EMISSIONS AND LISTING OF ICI COMPANIES MAY BE OBTAINED FROM THE EPA (202-564-9660). INFORMATION CONCERNING COMPLIANCE WITH MOTOR VEHICLE SAFETY STANDARDS AND LISTING OF RI COMPANIES MAY BE OBTAINED AT REFERENCE 1B AND FROM THE DOT SAFETY HOTLINE (800-424-9393 (IN U.S.) OR 202-366-0123).

8. PPSOS/SERVICE MEMBERS ARE REMINDED THAT EPA/DOT FORMS MUST REFLECT ACCURATE VEHICLE IDENTIFICATION NUMBERS (VIN). FORMS MAY BE OBTAINED FROM THE APPLICABLE WEB ADDRESS CITED IN REFS A & B.

9. THIS IS A JOINT MTMC, USTRANSCOM, AND MILITARY SERVICES MESSAGE.

10. POINT OF CONTACT IS MTPP-PA-P AT DSN 328-3277/3278 OR (703) 428-3277/3278, FAX: 703-428-3243.

**Attachment 2:**

**SDDC CONUS Vehicle Processing Centers (Contractor Operated)**

**Note: (Denotes actual city location)**

**Atlanta (Ellenwood), GA**  
**Baltimore, MD**  
**Charleston, SC**  
**Metro NY/NJ (Harrison, NJ)**  
**Dallas (Lake), TX**  
**Los Angeles (Carson), CA**  
**New Orleans, LA**  
**Norfolk (Portsmouth), VA**  
**San Francisco (Richmond), CA**  
**Orlando, FL**  
**Seattle (Tacoma), WA**  
**St. Louis (Pontoon Beach, IL), MO**

**SDDC OCONUS Vehicle Processing Centers (Contractor Operated)**

**ALASKA VPCs:**

**Anchorage, AK**  
**Fairbanks, AK**

**BENELUX VPCs:**

**Chievres, Belgium**  
**Shinnen, Netherlands**

**ENGLAND VPCs:**

**Brandon, UK (Lakenheath/Mildenhall)**

**GERMANY VPCs:**

**Baumholder**  
**Boeblingen**  
**Grafenweohr**  
**Kaiserslautern**  
**Mannheim**  
**Schweinfurt**  
**Spangdahlem**  
**Wiesbaden**

**GUAM VPC:**

**Santa Rita, Guam**

**Attachment 2: (cont)**

**SDDC OCONUS Vehicle Processing Centers (Contractor Operated)**

**HAWAII VPC  
Honolulu, HI**

**ICELAND  
NAS Keflavik**

**ITALY VPCs  
Aviano  
Livorno  
Naples  
Vincenza**

**PUERTO RICO VPC  
San Juan, Puerto Rico**

**SOUTH KOREA VPCs  
Seoul  
Taegu**

**TURKEY VPCs  
Incirlik  
Izmir**

**SPAIN VPC  
Rota (Cadiz), Spain**

**PARTIAL SERVICE SITES (DOD Operated)**

**Canberra, Australia  
Praia, Azores  
Manama Town, State of Bahrain  
Cuba (Guantanamo Bay)  
Piraeus, Greece  
Yokohama, Japan**

**La Maddalena, Sardinia, Italy  
Stavanger, Norway  
Naha, Okinawa (Ryukyu Island)**

**Attachment 3**

**IMPORT/EXPORT Excel Sheet: Available upon request**

## CHAPTER 4

### TOTAL QUALITY ASSURANCE PROGRAM FOR INTERNATIONAL ONE-TIME-ONLY SHIPMENTS

#### **4000. Purpose and Scope:**

There is no formal quality control program for one-time-only shipments. GSOs are requested to provide written information to HQ SDDC (AMSSD-PPP-PO) advising of poor or sub-standard service so that HQ SDDC can take appropriate action.

[sddc.safb.ppperf@us.army.mil](mailto:sddc.safb.ppperf@us.army.mil)

## CHAPTER 5

### PREPARATION OF DOCUMENTS FOR DOD PERSONAL PROPERTY SHIPMENTS

#### **5000. Purpose and Scope:**

This chapter establishes procedures and provides guidance for the accountability, use, issuance, preparation and distribution of the PPGBL, DD Form 1299 and DD Form 1797. The PPGBL is used for the acquisition of authorized transportation and related services from commercial transportation service provider (TSP)s for the movement of DOD sponsored personal property shipments. The DD Form 1299 includes specific information for the GSO to prepare the PPGBL and route each shipment. The DD Form 1797 provides verification that the member has been counseled on their rights and responsibilities for the movement of personal property.

#### **5001. PPGBL:**

- a. Supply. Requisitions for PPGBLs will be submitted through normal DOD component publications supply and distribution channels to United States Army Publication and Printing Command. GSOs are responsible for maintaining an adequate supply of PPGBLs at their activity.
- b. Accountability. Pre-numbered PPGBLs are accountable documents. Each shipping activity will maintain records of bill s of lading issued and the supply on hand. Internal procedures must be established to control stock and assign accountability for PPGBL issuance and use. Packages of PPGBL's should be opened immediately upon receipt and inventoried by the PPGBL issuing officer to verify that none are missing
- c. Un-numbered PPGBL are safe-guard forms. The numbers are issued by HQSDDC and should be controlled, logged and identified at time of issuance. You can obtain numbers for PPGBL's by e-mailing [gblits@sddc.army.mil](mailto:gblits@sddc.army.mil)
- d. Lost, Stolen or Missing PPGBLs. If PPGBL's are discovered to be lost, stolen or missing immediately contact your supporting SDDC Office for instructions and guidance.
- e. Issuing Officer. Only authorized or acting GSOs may issue PPGBLs. Such authorized persons may be military personnel or civilian employees of the GSO office at the issuing office. As stated in 41 CRR 101-41.302.4, accountability for GBLs used by a contractor-shipper remains with the issuing office. Thus, the name and title of the issuing officer and the name and address of the issuing office, rather than those of the contractor-shipper, must appear on the GBL.

# CHAPTER 5

## TAB A

### DD FORM 1299, APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY

The following instructions will assist you in preparing and completing the DD Form 1299, Application For Shipment and/or Storage of Personal Property. This form is required for the movement of unaccompanied baggage and household goods shipments for Department of Defense military members and civilian employees. A separate DD1299 shall be prepared for each shipment.

**Block 1** - Date Prepared. Self-explanatory.

**Block 2** – Shipment Number. If an owner has more than one shipment it will be identified numerically such as 1 of 3, 2 of 3, and 3 of 3. Indicate whether it is a household goods (HHG) or unaccompanied baggage (UB) shipment.

**Block 3** – Name of Preparing Office. Name of your Embassy/Consulate. Example: Transportation Officer/GSO, American Embassy Vilnius Lithuania.

**Block 4** – To (Responsible Origin Personal Property Shipping Office):

**4a.** Name: Example: Transportation Officer/GSO

**4b.** Address: Example: American Embassy, Vilnius Lithuania

**Block 5** – Name of Destination Personal Property Shipping Office. Information is obtained from the Personal Property Consignment Instruction Guide (PPCIG), Volume I for the Continental United States (CONUS), and Volume II for Outside the Continental United States (OCONUS).

**Block 6** – Member or Employee Information. Self-explanatory and obtained from owner's Permanent Change of Station orders.

**6a.** Name: Last, First, Middle initial

**6b.** Rank/grade: Example: Lt Col/O5 or GS12

**6c.** SSN: Owner's complete Social Security Number

**6d.** Agency: Branch of Service. Example: US Army or DOD Civilian

**Block 7** – Request action be taken to transport or store the following:

7a(1) Pounds: Use the weight estimator located at [www.sddc.army](http://www.sddc.army) at Site Path: Personal Property>Reference Library>Weight Estimator. Do not simply enter the member's weight entitlement as one time only shipments are bid according to exact weight estimates. As a general rule, weight estimates of household goods or unaccompanied baggage are ROUGHLY estimated at 1,000 lbs per room, except bathrooms and kitchens which should be estimated at a higher weight.

7a(2) Pounds of Professional Books, Papers, and Equipment (PBP&E): None – if not applicable or enter estimated weight. This block should be initialed by the military member

7a(3) Expensive and valuable items: Leave blank.

**Blocks 7b and 7c** - Mobile Home Information: Leave blank.

**Block 8** – Shipment/storage is required incident to the following change of station orders:

- 8a.** Type Orders: Check appropriate block.
- 8b.** Issued by: Identified on travel orders.
- 8c.** New Duty Assignment: Identified on travel orders.
- 8d.** Date of Orders: Identified on travel orders.
- 8e.** Orders Number: Identified on travel orders.
- 8f.** Paragraph Number: Not Applicable.
- 8g.** In Transit Phone Number: A phone number where messages could be relayed to the military member/civilian employee.
- 8h.** In-transit Address: An emergency contact address where the military member or civilian employee could be contacted at any time. Also insert an e-mail address for member. **VERY IMPORTANT TO COMPLETE!**

**Block 9** – Pickup (Origin) Information

- 9a.** Address: Complete information with apartment number, street name, city, state/country.
- 9b.** Telephone Number (Include Area Code): Self Explanatory

**Block 10** – Destination Information

- 10a.** Address: If address is known, provide complete information. If delivery address is unknown, use destination city and state or country where the military member/civilian employee expects to establish a residence for delivery.
- 10b.** Agent designated to receive property: The complete name of any other individual (such as spouse, friend, relative) the military member/civilian employee wants to be able to accept delivery at destination. If only the member/employee will receive shipment, leave blank.

**Block 11** – Extra pickup/delivery address: If applicable

**Block 12** – Scheduled dates.

- 12a.** Pack date: Self-explanatory
- 12b.** Pickup date: Self-explanatory
- 12c.** Required Delivery Date (RDD): To establish the RDD, use the Pickup Date plus 60 days for surface movement and 30 days for air shipments as the minimum requirement. The RDD should not be established on a weekend day, an American holiday or a date prior to arrival of the military member/civilian employee at destination. RDD should be established based on the member's need, therefore if the member/employee or other authorized agent will not be available for delivery within 60 or 30 days, establish the RDD at a later date agreeable with the member/employee.

**Block 13** – Remarks: Annotate important information such as inbound telephone number(s) for the destination Transportation Office, excess cost (if applicable), name of agent designated to release property, oversized items, or items in the shipment that require special handling, such as pianos, grandfather clocks, etc.

**Block 14** – Indicate other shipments processed on the same Permanent Change of Station orders; whether Household Goods (HHG) or Unaccompanied Baggage (UB), estimated weight of shipment(s) and weight of professional books, paper and equipment.

**Block 15** – Certification of Shipment responsibilities/storage conditions.

**15a.** and **15b.** Self-explanatory. If certification is by power of attorney, signature should show: Name of owner by (agent's name), POA.

**Block 16** – Certificate in lieu of signature on this form is required when regulations so authorize. Only in rare circumstances will certificate in lieu of signature be used. If the property owner or their authorized Power of Attorney holder, cannot be present to sign in Block 16, a written request outlining the movement requirements, signed by the property owner, may be used as authorization for GSO certification.

**16a** Self-explanatory.

**16b** and **16c** must be certified by the GSO.

# CHAPTER 5

## TABLE B

### DD FORM 1797 PERSONAL PROPERTY COUNSELING CHECKLIST

A DD Form 1797, Personal Property Counseling Checklist is used during the owner's counseling session to properly ensure the member, dependent, and Department of Defense civilian employees have been counseled on the movement of their personal property. Each section corresponds with the DD Form 1797 and provides information that should assist the GSO during the counseling session.

#### **PART I - HOUSEHOLD GOODS (HHG)**

##### **1. ENTITLEMENTS**

Entitlements are based on the type of orders issued to the owner. However, basic entitlements include the shipment of household goods, unaccompanied baggage to the next duty station and shipment of a privately owned vehicle (POV) to the closest port/Vehicle Processing Center (VPC) servicing your permanent change of station assignment (PCS). See JFTR/JTR for latest entitlements.

##### **2. WEIGHT ALLOWANCE**

There are two types of weight allowances:

(a) PCS Weight Allowance: PCS weight allowance is based on member's pay grade and whether the member is accompanied by dependent(s). The 'It's Your Move Pamphlet' contains the table of weight allowances. It is also located in Chapter 5, Section U5300B of the Joint Federal Travel Regulation for uniformed services and Household Goods Transportation Chapter 8, Part B of the Joint Travel Regulations for Department of Defense Civilian.

(b) Temporary Weight Allowance: Temporary weight allowance applies to those who will be on temporary duty or PCS with temporary duty enroute, and it is strictly for items required by the member while on temporary duty and not intended for dependents. Upon completion of temporary duty, shipment can be made to the member's ultimate duty station (PCS location).

##### **3. WEIGHT RESTRICTION AT NEW DUTY STATION, IF ANY**

Certain overseas countries restrict shipment weight to 2000 pounds or 25% of the authorized weight allowance. Weight restrictions for overseas countries are identified in the Personal Property Consignment Instruction Guide, General Instructions, or may be annotated in the member's orders.

##### **4. EXCESS COST**

It is the owner's responsibility to reimburse the government for any excess shipping cost incurred. Here are some examples where excess costs apply:

- if owner exceeds the authorized weight allowance, either on PCS or temporary weight allowance.
- choose to ship to other than an authorized destination and cost is greater.
- request more than one household goods shipment from the same point of origin to the same point of destination.
- shipment of unauthorized articles which is discovered after pickup.
- not at scheduled pickup or delivery address when movers arrive—generally an attempted pickup or delivery charge is applied.

## **5. PICKUP DATE AND REQUIRED DELIVERY DATE**

Fifteen working days notice is required to arrange for the move. This is accomplished through the one-time-only process the Surface Deployment and Distribution Command negotiates with authorized HHGs transportation service provider (TSP)s. Depending on the estimated weight of the shipment, additional pack days may be required. A small shipment (example less than 4,000 lbs) can frequently be packed and picked up on the same day. The required delivery date is determined by adding 60 days to the date of the pickup date for surface movement and 30 days for air movement. NOTE: The number of pack/pickup dates required based on the estimated weight may be determined by the origin shipping office.

## **6. MODE/METHOD OF SHIPMENT**

Household goods will be packed/wrapped and tagged inside the residence, then loaded into Type II wooden crates. Door to the crate will be caulked and four numbered security seals will be placed on the door panels (top, bottom and two sides). The security seal numbers will be annotated on the household goods descriptive inventory as the last entry. As a safeguard, the owner should verify the accuracy of the annotated security seal numbers.

## **7. UNAUTHORIZED ITEMS AND DISPOSAL OF USELESS ITEMS**

Hazardous, corrosive or flammable materials; ammunition, building materials or items not belonging to the owner or dependents, items or products of your own private business are not authorized for shipment. Propane gas tanks in household goods are not permitted. If an owner ships a motorcycle, the fuel must be drained, battery disconnected and terminals taped. Motor oil may remain in the tank but there cannot be any leakage. If motorcycle is to be placed in long-term storage (NTS), the battery must be removed.

## **8. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT**

These are items required to perform official duties.

- Reference books, papers and material, instruments, tools and equipment.
- Specialized clothing such as diving suits, flying suits, band uniforms (excluding regular uniforms).
- MARS equipment: Member must certify that they are an active MARS member and all equipment qualifies for MARS use.
- Computers and accompanying equipment used for official government business i.e. CPU, monitor, keyboard, mouse, 1 printer, 1 set of small computer speakers can be included if necessary for official government business and performance of duty at the next duty station.
- Do not include spouse's professional items.

Separate professional gear so it may be packed, weighed and marked separately, and listed as professional books, paper and equipment on the inventory. (The weight of professional gear is not counted as part of the weight allowance). NOTE: PBP&E is not authorized for Civilian employees unless specified in their orders.

## **9. NOT APPLICABLE**

## **10. SERVICING/DESERVICING OF APPLIANCES**

It is the owner's responsibility to prepare the household goods prior to the pack out date:

- disconnect all appliances
- hose to the washer should be unhooked and drained
- refrigerator, freezer and air conditioners should be cleaned and dry prior to the pack date
- drain waterbed completely; no water dripping on the pack out date
- items hanging on the walls must be taken down to include drapes and curtains—leave china in cabinet and clothes in the dressers and closets.
- if original boxes are available for stereo equipment, computers or microwave, place next to the items for the movers to use.
- transportation service provider (TSP)'s agent is responsible to pack all items.
- all outdoor items such as swing sets and utility shed must be disassembled by the owner.
- all items must be free and clean of any soil or pests
- items disassembled by the movers at origin will be reassembled at destination.
- if more than one shipment is sent, segregate items so things are not inadvertently packed in the wrong shipment.

## **11. TEMPORARY STORAGE**

Temporary storage (storage-in-transit) may be authorized at origin, in transit or at destination. Temporary storage is authorized in connection with a shipment. The owner usually has 90-days of temporary storage. If additional storage is required a request citing the justification is made to the destination transportation office.

## **12. and 13. INVENTORY/DD FORM 619**

The owner will in most cases, be presented with two documents for signature. These documents are: the household goods descriptive inventory and the DD Form 619, Statement of Accessorial Services Performed. The household goods inventory is an important document because it lists all property the transportation service provider (TSP) packs and picks up and it provides supporting evidence in the event a claim is filed for loss and damage. As the items are packed, the movers will assign standardized symbols or abbreviations next to the packed items and these symbols document pre-existing damage to the owner's property. The numbers indicate location of the damage. If there is a disagreement between the owner and packers on the descriptive symbols assigned to the property, the owner will circle the number and describe the disagreement in the remarks section of the document. The owner should ensure all items are packed before signing the inventory. The DD Form 619 will require owners signatures however make sure you only sign for services performed.

#### **14. SIGNING DELIVERY DOCUMENTS**

At delivery, the transportation service provider (TSP) will provide a DD Form 1840, 'Notice of Loss and Damage' to document all loss and damage that is observed at time of delivery. The owner will be provided three copies of this form. In conjunction with the transportation service provider (TSP), complete blocks 13, 14 and 15 in Section B before signing. If additional sheet(s) are required, ask the transportation service provider (TSP) for a continuation sheet. Ensure all continuation sheets are also signed by both parties; do not allow the transportation service provider (TSP) to use the reverse side of the form (DD Form 1840-R) as a continuation sheet. Should additional damages or missing items be found after delivery, the owner must list them on the DD Form 1840R. The owner must submit the DD Forms 1840/1840-R within 70-days from delivery to their. Failure to take exceptions at the time of delivery, or to later report the missing or damaged items within 70-days of the date of delivery, could result in the government's loss of potential recovery cost from the transportation service provider (TSP). As a consequence, this may result in a denial of claim for these items, or a reduced amount claimed.

#### **15. CONTACTING DESTINATION TRANSPORTATION OFFICE**

Provide the destination transportation office's phone number in block 13 on DD Form 1299, Application for Shipment/Storage of Personal Property. The owner should contact this number immediately upon arrival at the destination.

#### **16. CHANGE IN ORDERS OR FACTORS THAT COULD AFFECT DELIVERY**

Counsel the owner to notify the origin or destination transportation office immediately if orders are changed.

#### **17. EXTRA PICKUP OR DELIVERY CHARGES, WHEN APPLICABLE**

Military members are entitled to one extra pickup and one extra delivery at Government expense. Examples of an extra pickup include goods in government or commercial storage at member's expense, or if there are professional books, papers and equipment at the member's office. At destination, the member is authorized a partial delivery of certain items from the household goods shipment. If a partial delivery is intended, this should be identified during the origin counseling interview, so the DD Form 1299 can be properly noted. Prior to the scheduled pickup date, it is member's responsibility to separate these partial delivery items from the rest of the household goods and identify them to the packer. If member fails to identify request for partial delivery, they could be held responsible for the handling cost for the removal of these partial delivery items at destination. More than one extra pickup and/or delivery would be at the member's expense. Civilian employees of the U.S. Government are not authorized extra pickup or extra delivery.

#### **18. DESIGNATION OF AGENT TO RELEASE OR ACCEPT PROPERTY IN ABSENCE OF MEMBER/CIVILIAN EMPLOYEE**

Member/Civilian employee may designate their spouse, a relative, or any trustworthy person to release or accept delivery of their shipment, but their name must appear as an agent on the DD Form 1299. If not, then the person selected must have a power of attorney or other written

authorization from the member/civilian employee.

## **19. DOCUMENTATION**

The documents received from the GSO, Transportation Office and the moving company are important. Owners should receive copies of all documents they sign both from the shipping office and the transportation service provider (TSP). suggest these documents and other important personal property documents, like birth certificates, marriage licenses, school and medical records, be hand carried by the owner.

## **20. QUALITY CONTROL FORM: NOT APPLICABLE**

## **21. ENSURING PERSONAL PROPERTY IS CLEAN**

Ensure personal goods are soil, pest and insect-free. The owner may incur additional costs if goods are dirty or infested, or the transportation service provider (TSP) may refuse to pack/pickup the shipment.

## **PART II - UNACCOMPANIED BAGGAGE**

### **1. INCLUDED AS PART OF HHG WEIGHT ALLOWANCE WHEN SHIPPED AT GOVERNMENT EXPENSE.**

The weight of the owner's unaccompanied baggage is part of the total authorized weight allowance.

### **2. WEIGHT ALLOWANCE.**

See JFTR, PPCIG and Service regulations for appropriate weight entitlements. Although the Navy does not have a restricted weight for unaccompanied baggage, it limits this shipment to items the member or member's dependents need immediately or soon after arrival.

### **3. WHAT CAN BE SHIPPED AS UNACCOMPANIED BAGGAGE**

Items needed immediately or soon after the owner's or dependent's arrival at destination for interim housekeeping pending arrival of the major portion of the owner's HHG. Normally would include clothes, dishes, pots & pans, linens, children's items, etc. Furniture items and portable TVs exceeding 19-inches cannot be shipped as unaccompanied baggage. Unaccompanied baggage does not receive the same handling as HHG, therefore fragile or high value items should not be included.

### **4. PICKUP AND REQUIRED DELIVERY DATE**

Normally fifteen working days notice is required to arrange for the move. This is accomplished through the one-time-only process whereby the Surface Deployment and Distribution Command (SDDC) negotiates with authorized unaccompanied baggage transportation service provider (TSP)s. The required delivery date is determined by adding 30 days to the date of the pickup date for air movement. However, if the member/employee or authorized agent will not

available at destination to accept delivery in 45days, a later RDD should be assigned.

## **5. PLACING A COPY OF ORDERS IN EACH OUTER CONTAINER**

Suggest that a copy of the owner's orders be placed in each outer container. In the event a container is lost or misplaced, orders will help identify the property owner

## **6. HOW AND BY WHOM SHIPPED**

Unaccompanied baggage shipments are generally moved by commercial air under the one-time-only program.

## **7. ITEMS OF EXTRAORDINARY VALUE**

Recommend the owner hand carry valuable items such as jewelry, coin collections, and items of great sentimental value, vehicle ownership papers, passports, plane tickets, marriage certificates, etc. Receipts, appraisals, photos, and personal inventories should not be packed in the shipment. The owner may take pictures/video of personal property to facilitate claims action at the destination.

## **8 THROUGH 15 HAVE BEEN DISCUSSED**

### **PART III - NONTEMPORARY STORAGE (NTS) (LONG TERM STORAGE)**

#### **1. ENTITLEMENTS**

Those on sea duty, overseas duty, PCS with temporary duty enroute to the ultimate duty station, separating or retiring are authorized to have long-term storage (Chapter 5, Part D, Joint Federal Travel Regulation for uniformed services and Household Goods Transportation Chapter 8, Part E, Joint Travel Regulations for Department of Defense Civilian).

#### **2. WEIGHT ALLOWANCES**

The weight allowance of your NTS shipment is considered part of the PCS weight allowance.

#### **3. WHERE STORED AND FOR HOW LONG**

NTS is generally stored at origin for the length of the member's tour. For individuals moving from overseas and storage is required, request OTO through SDDC, requesting assistance in determining storage location and method of shipment. If a member intends to use the NTS entitlement and later decides to convert the storage for shipment to the ultimate duty station (prior to receipt of new PCS orders), all storage beyond 180 days will be chargeable to the member.

### **4 THROUGH 13 PREVIOUSLY COVERED UNDER PART I PART IV - HOUSE TRAILERS/MOBILE HOMES**

This portion is not applicable to overseas.

## **PART V - PRIVATELY OWNED VEHICLES (POVS)**

### **1. POV QUALIFICATION**

A vehicle owned by the member, or dependent, or a long-term leased vehicle of 12 months or more is considered a privately owned vehicle. Vehicle used for a private business is not authorized.

### **2. AUTHORIZATIONS, RESTRICTIONS, SPECIAL HOST GOVERNMENT REQUIREMENTS**

An owner is entitled to a POV shipment on PCS orders to the next duty station (except for certain OCONUS duty stations indicated in the PPCIG). The POV is authorized to be shipped to the closest port/Vehicle Processing Center (VPC) servicing the PCS duty station.

### **3. PORT OF EMBARKATION AND DEBARKATION**

### **4. PREPARING POV FOR SHIPMENT**

Vehicle should be clean and in good working order. Personal property should not be in the vehicle during shipment. POV must contain less than 1/4 tank of gas at time of vehicle turn in.

### **5. DOCUMENTATION REQUIRED:**

If the owner is not available to turn in or pickup the POV from the VPC their agent (spouse) or other individual must be in possession of a valid Power of Attorney.

### **6. EXCESS COST**

A POV is considered over-dimensional if it exceeds 800 cubic feet or 20 measurement tons. The owner is subject to excess cost if the vehicle is over sized. If a POV is shipped to an other- than -authorized VPC and it costs more, the owner is subject to excess cost.

### **7. INVENTORY**

An inventory of all items in the POV will be completed by VPC personnel.

### **8. LIEN HOLDER PERMISSION**

Owners must provide the VPC written permission to ship the vehicle from the lien holder of the vehicle prior to shipment

### **9 and 10. Self-explanatory**

### **11. LICENSING AND INSURANCE REQUIREMENTS**

Licensing and insurance requirements vary throughout the world. Owner should check with their sponsor or new duty station for information.

## **12. FOREIGN MANUFACTURED VEHICLES**

Foreign manufactured vehicles must conform to US Standards and EPA specifications. See “Shipping your POV” booklet for further information.

### **PART VI - WEAPONS AND AMMUNITION**

The shipment of firearms is subject to various laws and regulations, and must comply with all local, state, and federal laws. If PCS is to an overseas destination, owner must also abide by host country laws. Ammunition CANNOT be shipped.

### **PART VII - LIABILITY, CLAIMS AND PROTECTION**

#### **Full Replacement Value (FRV) Liability**

When the owner files a claim with the TSP via DPS, or as indicated in Item 3, Paragraph 2 (Exceptions to filing in DPS) within nine months of delivery, the TSP is liable for the Full Replacement Value (FRV) of any lost or destroyed items.

If an owner submits a claim to a Military Claims Office (MCO) within nine months of delivery but wants it to be forwarded to the TSP for settlement, the owner will be instructed to file a claim in DPS within nine months of delivery. For paper claims subject to the exceptions in Item 3, Paragraph 2, and the claim will be forwarded within nine months of delivery and within 30 days of receipt by the MCO. If the TSP receives such a claim that has been forwarded by a MCO within nine months of delivery, the TSP will be liable for the full replacement value as stated in Item 2, Paragraph 3 below. If the TSP receives such a claim from a MCO more than nine months after delivery, but it is postmarked or electronically transmitted within nine months of the delivery date, then the TSP will treat the claim as if it had been filed directly with the TSP within nine months and the TSP will be liable for full replacement value protection. On these claims, the TSP’s liability is as follows (see also Item 2, Paragraph 1 – Liability Limits for Loss or Damage):

- a. For items that are damaged but not destroyed, the TSP will, at its option, either repair the items to the extent necessary to restore them to their condition when received by the TSP, or pay the claimant for the cost of such repairs.
- b. For most items that are destroyed (i.e., the repair cost exceeds replacement cost) or lost, the TSP will, at its option, either replace the lost or destroyed item with a new item, or pay the undepreciated replacement cost of a new item. New items should, to the greatest extent possible, be from the same manufacturer and should be the same make and model as the item that was lost or destroyed. If the TSP cannot find a new item that is the same as the item that was lost or destroyed, it may replace the item with one of comparable qualities and features. However, for lost or destroyed items that are parts of sets, such as a silver service, crystal glasses, or china, the TSP may replace the lost item with a like item that matches the rest of the set. Likewise, some items, such as collectable figures (e.g., Hummel and Lladro), collectable plates, collectable dolls, baseball cards, antiques, comic books, coin and stamp collections, and objects of art, cannot be properly replaced with new items because their value is based, in part, on the fact that they are no longer made and are no longer available for purchase as new items. For this type of item, the TSP may replace the

lost or destroyed item with the same or comparable item or pay the replacement cost of the item.

c. When FRV applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the N.A.D.A.'s Official Used Car Guide (the "Guide") for such vehicle(s), adjusted for mileage and other factors considered in the guide. However, if either the owner or the TSP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on the appraised value rather than the book value.

d. For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the undepreciated replacement cost, because these are large, expensive items that are not part of the typical shipment and have an active, widespread secondary market.

e. The owner may reject a payment or item offered by the TSP to settle a claim. If an owner files a claim with the TSP within nine months of delivery, but fails to settle the claim directly with the TSP, the owner/consignee may transfer his claim via DPS to a MCO subject to the limitation of Item 3, Paragraph 1.a. In those cases where transfers have occurred, the TSP shall not have the option to repair or replace items in kind, but must pay to the MCO the repair cost or undepreciated replacement cost of a new item, whichever is less. If the TSP can show that they offered the owner a replacement item of comparable or better quality than the item lost, the TSP's liability for that item will be limited to their replacement cost at the time offered (including any tax or drayage) or the amount demanded, whichever is less.

f. Replacement cost is based on the replacement cost at destination. It includes any shipping charges and sales tax. However, the TSP is not required to pay shipping charges and/or sales tax in excess of \$10 on a claim until it receives proof that the charges and taxes were actually paid.

### **3. Actual Value (Depreciated) Liability**

a. If the owner files a claim directly with the TSP more than nine months after delivery, the TSP is liable for the depreciated value of the items only up to a maximum of \$1.25 times the net weight of the shipment. Liability will be as follows:

1) For items that are damaged but not destroyed, the TSP will, at its option, either repair the items to the extent necessary to restore them to their condition when received by the TSP, or pay the claimant for the cost of such repairs, up to the depreciated value of the items.

2) For items that are destroyed (i.e., the repair cost exceeds the depreciated value) or lost, the TSP will pay the depreciated value for the item. However, if the claimant is willing to accept a replacement item instead of cash payment, the TSP may settle all or part of a claim by delivering a replacement item(s) of like kind, quality and condition to the claimant.

b. If the owner files a claim directly with a MCO, and does not want to file with the TSP for settlement, the military will adjudicate the claim pursuant to statutory and regulatory guidance. The MCO may then assert a recovery claim against the TSP. The TSP, on this

type of a recovery claim, will be liable to the MCO for the depreciated replacement or repair cost, whichever is less. If the owner files a claim directly with a MCO, the TSP will not be liable for more than the depreciated replacement cost, not to exceed \$1.25 times the net weight of the shipment, in pounds.

c. In settling claims for the depreciated replacement cost of an item, the MCO and TSP will use the Joint Military-Industry Depreciation Guide, for those items that are listed in the guide. The MCO and TSP will use the current replacement cost of the item as a base to apply the depreciation factor to arrive at the current actual value of the item. If an item cannot be replaced, or no suitable replacement is obtainable, the proper measure of damages for items that depreciate shall be the original cost, adjusted upward to reflect the increase in the consumer price index (CPI) since the date of purchase, and then adjusted downward to reflect the depreciation rate in the Joint Military –Industry Depreciation Guide.

d. Replacement cost is based on the replacement cost at destination. It includes any shipping charges and sales tax. However, the TSP is not required to pay shipping charges and/or sales tax in excess of \$10 on a claim until it receives proof that the charges and taxes were actually paid.

#### **4. Exclusions from Liability**

a. The TSP shall be liable for physical loss or damage to any article that occurs while being carried or held in Storage-in-Transit (SIT) EXCEPT loss or damage caused by or resulting from the following:

- 1) From an act or omission of the owner
- 2) From defect or inherent vice of the article
- 3) From hostile or warlike action in time of peace or war including action in hindering, combating or defending against an actual, impending or expected attack; from any weapon of war employing atomic fission or radioactive force whether in peace or war; or from insurrection, rebellion, revolution, civil war, usurped power or action taken by governmental authority in hindering, combating or defending against such occurrence;
- 4) From seizure or destruction under quarantine or customs regulations; confiscation by order of any government or public authority; or risks of contraband or illegal transportation or trade;
- 5) From delay caused by strikes, lockouts, labor disturbances, riots, civil commotions, other acts of any person or persons taking part in any such occurrence or disorder,
- 6) From acts of God (also known as acts of Nature)
- 7) From pre-existing infestations by mollusks, arachnids, crustaceans, parasites or other types of pests; and for fumigation or decontamination when not the fault of the TSP.
- 8) From loss or damage that occurs prior to release to the TSP while the goods are in the possession of a non-temporary storage (NTS) contractor, or of a SIT contractor under an unrelated shipment of the goods. When a shipment is released from NTS or SIT under another TSP's control, the new TSP shall not be liable for an item claimed as missing which should have been listed as a separate item on the inventory, but which was not listed on the inventory that was prepared by the original contractor or TSP. However, the new TSP will be liable for items packed in

cartons, if the carton is listed on the inventory, unless the new TSP can produce evidence to shift liability back to a prior handler and the item claimed bears a reasonable relationship to the contents of the carton listed on the inventory. If it does not bear a reasonable relationship, the new TSP is not liable, but the NTS contractor or original TSP may be liable.

9) The TSP shall not be liable for intangible property, securities, nor for the sentimental value of an item.

10) The TSP shall not be liable for pre-existing damage.

b. The exclusions listed above will not apply if the TSP's own negligence significantly contributed to the loss. However, if the TSP, after giving electronic notice to the appropriate government transportation office, or electronic or written notice to the owner, of a potential risk of loss or damage to the shipment from the above causes, is instructed by the government or the owner to proceed with such transportation and/or delivery, notwithstanding such risk, the TSP shall not be liable for the loss attributed to the risk.

### **5. Duty to Mitigate Loss**

If a loss or damage occurs to a shipment from one of the excluded causes listed in Item 2, Paragraph 4 above, the TSP may still be liable for additional damage that results from its failure to take reasonable steps to mitigate the extent of the loss. For example, if a shipment is damaged by water from a flood or hurricane, the TSP, as soon as practical, should attempt to clean and dry the items, rather than allow further damage (e.g., rust, warping, or mildew), to develop from prolonged exposure to dampness. In some cases, the responsible transportation office may direct the TSP to undertake specific mitigation work, or may authorize payment for mitigation work, subject to later determination of whether the government or the TSP will be liable for the cost. The cost of any such mitigation efforts that are not paid for by the government will be deducted from the TSP's maximum liability for loss or damage under Item 2 Liability, Paragraph 1.a. & 1.b. above

### **6. Time Limitations on TSP Liability for Loss and Damage Claims**

a. The TSP will not be liable for loss or damage unless the owner either files a claim directly with the TSP within two years of the delivery of the shipment that included the lost or damaged items, or files a timely claim with a MCO under the Military Personnel and Civilian Employees Claims Act (MPCECA). For purposes of filing with a TSP or a MCO, timeliness will be determined by the MCO based on the statute, case law, and the service's claims regulations and instructions.

b. For the purpose of the two-year limit for filing directly with the TSP, if a claim for loss or damage accrues during war or an armed conflict in which an armed force of the United States is involved, or has accrued within two years before war or an armed conflict begins, and there is good cause for delay in filing due to that armed conflict or war, then the claim must be presented within a reasonable time after the cause no longer exists, or after the war or armed conflict ends, whichever is earlier. An armed conflict begins and ends as stated in concurrent resolution of Congress or a decision of the President. Any extension granted by this provision will be at least as long as the duration of the good cause and may be longer, at the discretion of the TSP.

c. If the owner files a timely claim with a MCO, the TSP will not be liable to the government on a recovery claim if the government does not dispatch a written demand on the TSP within four years of delivery. This four-year period will be extended by any period

granted under Item 2, Paragraph 6.b. above. If the government does dispatch a written demand on the TSP within four years of delivery, the government will have the normal six years specified in Title 28, United States Code, Section 2415, to resolve the claim or file suit.

d. If an owner files a claim directly with the TSP and then receives written notice from the TSP that all or part of the claim has been denied, then the owner may transfer the claim via DPS to the appropriate MCO, provided such a claim can still be timely filed under the MPCECA. If a recovery claim is not filed by a MCO against the TSP within four years of delivery, including any extended period in Item 2, Paragraph 6.c. above, or Customer's/employee's suit is not instituted within two years of receipt of the written notice, then the TSP shall not be liable for any part of the claim that was denied in the notice.

### **Termination of Liability for Goods in Storage-in-Transit (SIT)**

The TSP's liability under the bill of lading for a shipment in SIT shall terminate when SIT terminates, in accordance with Item 17-2.

### **8. High Value Items and High Risk Inventories**

a. High value items are limited to: currency, coins, jewelry, silverware and silver service sets, crystal, figurines, furs, objects of art, computer software programs, manuscripts, comic books, baseball cards, stamps, individual CDs or DVDs with a value in excess of \$50, and other collectable items or rare documents that have a value in excess of \$100 per pound. For purposes of determining the TSP's liability, all such items shall be deemed to weigh at least one pound. A collection of compact disks (CDs) and digital video disks (DVDs) will not be considered high value items.

b. The TSP's liability for high value items shall be limited to \$100 per pound of the article. If the owner fails to inform the TSP that such items are included in the shipment after the TSP in writing, asks the owner, to list any such items in the above categories that will be included in the shipment. In order to account for such items, and in order to facilitate special handling of such items, the TSP may use a separate high-risk inventory. Items such as CD's, video tapes and DVDs, that do not qualify as high value items for purposes of this provision limiting liability may be included on a high risk inventory.

c. A high risk/high value inventory form, even if it is signed by the owner upon delivery and fails to note any shortage at delivery, will normally be treated like any other inventory for purposes of determining whether there was any loss or damage in transit. The Notification AFTER Delivery form, that gives the TSP notice of later discovered loss or damage (see Item 3, Paragraph 3.d.) would overcome the presumption of correct delivery, even of high value items listed on a special inventory, unless the following conditions are met:

- 1) If the high risk/high value inventory form has a block to denote delivery, the owner must initial each block for each item. A check mark, or an "x", is not sufficient.
- 2) The high risk/high value inventory form must contain a warning, in bold type larger than any other type on the form, that if the owner notes on this inventory that an item was delivered, he or she may never claim that the item was missing with either the TSP or with a MCO.
- 3) The delivery agent must attest in writing that, just prior to departure from the residence, the agent and the owner opened all containers in which the high risk/high

value items were packed; that they removed the items from the containers; that they physically inspected each item; and that the agent advised the owner of the consequences of signing the high risk/high value inventory form.

### **Item 3 Claims**

#### **1. Claims Filing**

a. Owners whose property is lost or damaged in transit and wish to file against the TSP must file their claims within two years of delivery of the shipment that gave rise to the claim. If the claimant submits the claim to the TSP within nine months of delivery, the TSP, subject to the exclusions stated in Item 3, Paragraph 2, will be liable for the full, undepreciated replacement value on all lost or destroyed items, as specified in Item 2, Paragraph 2. If a claim is not completely settled after 30 days claimants may transfer the claim to the MCO. However, claimants may transfer a claim immediately, and still be eligible for FRV, upon:

- 1) Notice that the TSP has made a final offer on the claim or denied it in full.
- 2) Notification by SDDC that the TSP is in bankruptcy.
- 3) Notification that the TSP has been placed in permanent, world-wide Non-Use status by SDDC.400NG
- 4) The TSPs failure to comply with the catastrophic loss provisions in Item 3, Paragraph 10, and as verified by the MCO.
5. The TSPs failure to comply with essential items provisions in Item 3, Paragraph 11, and as verified by the MCO.

b. For the purpose of filing with the TSP within two years, if a claim for loss or damage accrues during war or an armed conflict in which an armed force of the United States is involved, or has accrued within two years before war or an armed conflict begins, and there is good cause for delay in on-line filing due to that armed conflict or war, then the claim must be presented within a reasonable time frame after the cause no longer exists, or after the war or armed conflict ends, whichever is earlier. An armed conflict begins and ends as stated in concurrent resolution of Congress or a decision of the President. This same exception will apply to the nine-month on-line filing period required to trigger the TSP's liability for FRV. Any extension granted by this provision will be at least as long as the duration of the good cause and may be longer, at the discretion of the TSP. If TSP anticipates the denial of an extension, they may contact the Military Claims HQ for an advisory opinion.

c. When an owner transfers a claim to the MCO, the MCO may contact the TSP using the 1-800 number or email address given the claimant, to determine if the TSP has already obtained any estimates. If the TSP has obtained estimates, the TSP will transmit them within 24 hours, or the next business day if notification occurs on a Friday or Saturday or the day before a holiday, by fax or electronic mail to the MCO. If the TSP has not already obtained estimates, the MCO may give the TSP until the next business day to decide if it will inspect and obtain estimates on those items requiring estimates, and make arrangements with the owner and repair firms for the estimates. If the TSP decides to inspect and obtain estimates, it will have until the second business day after it is contacted to obtain them unless the owner agrees to give it more time. If the TSP is unable to obtain

estimates within two business days of being contacted and the owner does not agree to give it more time to do so, then the MCO will proceed to adjudicate and settle the claim.

d. The MCO may assert a demand against the TSP for TSP's liability as established under Item 2, Liability. The TSP will not be liable on such a recovery claim for payment on any items on which the TSP has already paid the owner, if the correspondence between the TSP and the owner lists the item as one on which payment is being made and clearly indicates that the prior payment was in full and final satisfaction of either the entire claim, or was in full and final satisfaction of the claim for the particular item.

e. For purposes of qualifying for FRV and for meeting the two-year limit for on-line filing claims directly with the TSP, a claim submitted directly by the owner to the TSP must be submitted in DPS, subject to the exclusions stated in Item 3, Paragraph 2, within the relevant time period (nine months or two years). The claim must identify the claimant; contain facts sufficient to identify the shipments or shipments involved; must assert a demand for a specific or determinable amount of money; and must specify the extent of the loss and damage.

## **2. Exceptions to Filing Claims Directly with the TSP**

Filing with the delivery TSP will satisfy the requirement for all TSPs and warehouses in the chain of custody that a claim must be filed directly with a TSP to entitle the claimant to settlement on the basis of FRV. Exceptions to the requirement that the owner file directly with the TSP will be granted on a case-by-case basis, in writing, by the MCO. Exceptions to the requirement that the owner file directly with the TSP will be granted on a case-by-case basis, in writing, by the MCO. Some examples of exceptions are:

- a. No access to a telephone/fax machine
- b. Claims for deceased customers (Bluebark) involving surviving family customers not familiar with the claims process.
- c. Language barriers in the claims filing process.

## **3. Substantiation of Claims**

a. In addition to the minimum requirements needed to meet any timely on-line filing requirements, claims must include additional information in order for the TSP to begin the settlement process. On all claims, this additional information will include any notices of concealed damages or loss that were found after the day of delivery, and not previously provided to TSP (see Item 3, Paragraph 3.d., below); sufficient information about the shipment to enable the TSP to locate its copy of the bill of lading; a description of each item that 400NG is lost; and a list of each item that is damaged stating the nature, location and extent of the damage. The description of items lost or damaged must also list the date of purchase of each item, the age of each item, if known, or, for items that were not purchased (e.g., gifts or bequests), the date the owner acquired the item, along with an estimate of the original purchase price or value at time of purchase/acquisition.

b. For claims filed directly with the TSP, the TSP is responsible for obtaining any repair estimates or replacement cost estimates that it may need to settle the claim, subject to the requirements and exclusions of Item 3, Paragraph 3.f. The TSP may request the assistance of the closest MCO to obtain the name of reputable repair firms. If the TSP is still unable to obtain a repair or replacement estimate on an item, it may ask the owner to obtain the estimates, provided that the TSP agrees to pay all estimate fees and drayage costs that are incurred, even if the final settlement does not include payment for that item. If the owner is

unable or unwilling to get the estimate(s), the TSP must adjudicate the claim without them based on the other evidence in the file. The owner must cooperate with any reasonable request from the TSP in making items available for repair or for repair estimates. If the owner does not cooperate, the TSP should seek assistance from the closest MCO of that owner's military service. If the owner still does not cooperate, the TSP may delay settlement on those items that need estimates until the owner makes the items available or deny payment on those items.

**c. Internal Damage Rule:** If the claim includes repair of internal damage to appliances or electronic items, and there is no new external damage to the item, the claim must be supported by additional substantiation regardless of the amount claimed. For these items, the claimant must submit both a written statement explaining how they know the item was working when tendered to the TSP, along with an estimate of repair that includes both an explanation of the damage and a statement by the repair technician as to their opinion of the cause of the damage. For claims filed directly with the TSP, the same information will be required to establish that the loss or damage occurred in transit. However, on those claims that are filed directly with the TSP within nine months of delivery, the TSP will attempt to obtain the repair estimate, including the repair technician's opinion as to the source of damage, and will have the right to request assistance from the owner under the rules stated above in Item 3, Paragraph 3b.

**d. Notice of Loss and Damage**

(1) Recording Loss or Damage. When unloading or unpacking articles at destination, the TSP will, in coordination with the owner, check the inventory prepared at origin and inspects each article for loss or damage. The TSP will, along with the owner record loss and damage on a DD Form 1840, Joint Statement of Loss or Damage at Delivery. The DD Form 1840 will indicate any differences in count and condition from that shown on the inventory prepared at origin and will be jointly signed by the TSP and the owner. For split shipments or partial deliveries, a DD Form 1840 will be completed whenever property is delivered to owner.

(2) The DD Form 1840 will be prepared in five copies by the TSP. The TSP will obtain a receipt by owner signature in the space provided on the form and provide the owner three copies of the DD Form 1840/1840R, Notice of Loss or Damage. The TSP will furnish the origin PPSO a completed copy of the form within 75 days after delivery. One copy of the form will be held in the TSP's files for further reference.

(3) Upon delivery of the HHG or UB, it is the joint responsibility of the TSP and the owner to record on the Joint Statement of Loss or Damage at Delivery (DD Form 1840) all loss and transit damage that is found at delivery. Later discovered loss or transit damage shall be listed on the Notice of Loss or Damage after Delivery DD Form 1840R. The TSP shall accept this form (DD Form 1840R), as overcoming the presumption of correctness of the delivery receipt, if it is transmitted or postmarked within 75 calendar days of delivery. Notice shall not be required if a claim is filed with the TSP within 75 days of delivery. Neither the DD Form 1840 nor DD Form 1840R is conclusive; both can be rebutted by other evidence.

(4) If notice of loss or damage of HHG or UB is postmarked or transmitted to the TSP more than 75 calendar days after delivery, the loss or damage on that notice will be presumed not to have occurred while the goods were in the possession of the TSP unless there is good cause for the delay, as determined by the appropriate MCO. Good cause may include, but is

not limited to, officially recognized absence or hospitalization of the owner during all or a portion of the period of 75 calendar days from the date of delivery. In case of recognized official absence, the appropriate Service MCO will provide the TSP with the proof of the officially recognized absence and the additional days granted shall not exceed the period of official absence.

(5) The TSP failure to provide the DD Form 1840/1840R to the owner and to have proof thereof will eliminate any requirement for notification to the TSP. Notice using the DD Form 1840/1840R is not required by the TSP in the case of major incidents requiring the TSP to notify the Military Surface Deployment and Distribution Command and appropriate PPSO of the incident. Such incidents include fire, pilferage, vandalism, and similar incidents that produce significant loss, damage, or delay.

(6) The inventory prepared at origin and delivery receipt is valid evidence that either the MCO or the TSP shall consider along with timely notification in determining whether or not a claimant has sustained loss and/or damage in the shipment. The member/employee will use the DD Form 1844 (List of Property and Claims Analysis Chart) when submitting a claim to the TSP or MCO. The DD Form 1844 can be found at DOD Forms Management Programs at this website:

<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm> or a copy can be obtained at your MCO.

**e. Inspection by the Transportation Service Provider**

1) The TSP may inspect the damaged items at any time prior to settlement of the claim, but may not deny a claim solely on the basis that it was unable to inspect any item. If the owner has repaired an item before the TSP's inspection, the owner must provide the repair bill or some other evidence of the damage and repair cost to the TSP. If the owner has disposed of a damaged item, he must give the TSP evidence that the item was damaged beyond economical repair.

2) If, before a claim is filed, an owner calls the TSP and asks it to inspect, or give permission to dispose of items, the TSP will, within two business days of being contacted, notify the Customer that either the items will be inspected or that the Customer may dispose of the items. In such cases, if the TSP gives notice that it will inspect the items, it will do so within 45 days of being contacted by the owner unless the owner grants a further extension.

3) If the owner refuses to permit the TSP to inspect, the TSP must contact the appropriate installation MCO and request assistance in arranging an inspection of the goods. If the owner causes a delay by refusing inspection, the TSP shall be provided with an equal number of days to perform the inspection/estimate (45 days plus delay days caused by owner).

**f. Repair Estimates**

1) Responsible Party: The TSP will be responsible for paying for repair estimates it requires to process any and all claims that are filed with the TSP by the owner. The MCO will be responsible for paying for all repair estimates it requires to process and substantiate any and all claims that are filed with the MCO by the owner. The TSP is responsible for paying all estimates and associated fees presented by an MCO as a result of claims that were transferred to the MCO by the owner pursuant to Item 3, Paragraph 1, unless:

- a) The TSP previously provided a reasonable estimate, or
  - b) The TSP previously offered to pay the owner a value that matches or exceeds the repair cost for all items on the estimate, or
  - c) The item damaged is repairable and the TSP offered to repair it at no cost to the customer, or
  - d) The TSP previously offered to pay the replacement cost or to replace it in kind.
- 2) All estimates provided by the TSP must identify a repair firm that is willing and able to make the repair within a reasonable time, for the amount stated. The repair firm must be reputable, having a reputation for timely and satisfactory performance. All such estimates must be itemized.
- 3) If an MCO receives an itemized repair estimate from the TSP before a claim is settled, then the MCO will use that estimate provided that it is the lowest overall, and meets the criteria in Item 3, Paragraph g.2 above. If the TSP's estimate is the lowest overall estimate and is not used, the MCO will advise the TSP in writing of the reason the lowest overall estimate was not used in determining the TSP's liability.
- 4) If the TSP sends the appropriate MCO a lower repair estimate after the recovery demand on the TSP has been dispatched to the TSP's home office, it will be considered in the TSP's recovery rebuttal or appeal process if lower than the estimate used by the MCO and if it establishes that the estimate submitted by the owner was unreasonable in comparison with the market price in the area or that the price was unreasonable in relation to the value of the goods prior to being damaged.
- 5) If a TSP has made an inspection/estimate based upon the Notice of Damage AFTER Delivery and the owner subsequently updates the notice, the TSP is authorized to make an additional inspection/estimate. The TSP will contact the MCO to determine if it will authorize a deduction of \$75.00 or actual inspection cost, if less, from the TSP's liability for performing the second inspection.
- 6) The TSP is required to ensure that qualified repair firms and subcontractors perform the repairs and they must provide the name of the repair firm that will be doing the work, if requested by either the MCO or the owner.

#### **4. Settlement of Loss and Damage Claims**

- a. On loss and damage claims, the TSP shall pay, deny, or make an offer within 60 days of receipt of a complete, substantiated claim through DPS.
- b. The TSP will complete payment to the claimant within 30 days of receipt of notice that the claimant has accepted a full or partial settlement.

#### **5. Partial Settlements**

If the owner cannot reach a mutually acceptable settlement directly with the TSP on part of his or her claim, the owner can accept payment from the TSP on those items on which the owner and TSP have reached agreement. If the owner elects to accept partial settlement, the TSP may pay the owner on the items on which they have reached an agreement. The owner may transfer via DPS any unsettled portions of

their claim to a MCO consistent with Item 3, Paragraph 1. The MCO may assert a recovery demand on the TSP. The TSP will not be liable on such a recovery claim for payment on any items on which the TSP has already paid the owner, if the correspondence between the TSP and the owner lists the item as one on which payment is being made and clearly indicates that the prior payment was in full and final satisfaction of either the entire claim, or was in full and final satisfaction of the claim for the particular item.

## **6. Quick Claim Settlement**

TSPs may establish a quick claim settlement procedure to quickly resolve and pay claims for minor loss or damage discovered at the time of delivery. Such procedures should cover payment for less than \$500 with payment made within 5 days of delivery. The process of settling and paying such claims will be left to the discretion of each TSP. However, any small claim settlement agreement can contain only a limited release of liability and must specifically list the items and the damage for which payment is being made. Owners must be advised that they may still file claims for later discovered loss or damage. A copy of the settlement agreement must be made available to the appropriate MCO, on request. The TSP will not be required to enter such a quick claim into the DPS System. However, if the owner receives a “quick” claim settlement and then files an additional claim within DPS, the owner must indicate in DPS that he received a quick claim settlement and he may not file an additional claim for any items that he settled through the quick claim process.

## **7. Salvage**

- a. On shipments delivered in the United States, the TSP is entitled to take possession of and sell for salvage any damaged item on which it has paid either the depreciated or undepreciated replacement cost. The TSP is also entitled to claim salvage on any damaged item delivered in the United States that it has replaced with a new item.
- b. If the TSP pays a claimant the depreciated or undepreciated replacement cost of a lost item, and the lost item is subsequently located, the TSP must notify the Transportation Officer (TO) and the owner for instructions. The owner may then decide either to request or decline delivery of the item(s). If the owner elects to receive a found item, the owner must refund any amount paid on that item. If the owner declines delivery of the item, the TSP may retain the item(s) for salvage.
- c. If the TSP locates an item within 60 days of receipt of notice of the loss, and a claim on that item has not yet been paid, then the claimant will be obligated to accept delivery of the item in lieu of a claim, even if the owner has already replaced the item. In addition, if the TSP locates a lost item more than 60 days after receipt of notice of the loss, but the item has not been replaced, and a claim on the item has not been paid, then the claimant will be obligated to accept delivery of the item in lieu of a claim. If a lost item is later delivered with damage, the time limits for qualifying for FRV protection and for on-line filing claims on that item will not commence until the delivery of that item.

Notwithstanding the above, any essential item(s), as described in Item 3, Paragraph 11, that a reasonable person would and has replaced promptly may be declined by the owner before the 60 day period has run. This provision applies only when:

- 1) The item has been missing for at least seven (7) days from the date of delivery and the TSP has been notified pursuant to Item 3, Paragraph 1
- 2) The item is necessary for daily life, such that it must be replaced within 2 business days of notice to TSP
- 3) The item has in fact been replaced.

d. TSP's must coordinate a date and time with member/employee to take possession of salvaged item(s) if they elect to exercise their rights to salvage item(s) or at member/employee request and when paragraphs e thru g below do not apply. TSP must take possession at owner's residence, or other location acceptable to the owner, not later than 30 days after receipt of a completed claim from either the owner or the MCO. (see Item 3, Paragraph.3.f.). The 30-day pickup period can be extended by an agreement between the TSP, and the owner. If the owner refuses to cooperate with the TSP in the exercise of salvage rights, the TSP should contact the MCO closest to the owner and request assistance. At any time the Customer/employee may ask the TSP whether it may dispose of an item and get an answer within 2 days under Item 3, Paragraph 3.e.2.

e. The TSP will not exercise its salvage rights if the depreciated replacement value of all salvageable items totals less than \$100.00, or, in the case of a single salvageable item, the item has a value of less than \$50. If a shipment has more than one salvageable item, one of which has a value of \$50.00 or more, yet the total of all salvageable items is \$100.00 or less, then the TSP may exercise its salvage rights.

f. The TSP will not exercise its salvage rights on any item that is hazardous or dangerous to the health or safety of the owner or the owner's family. Such items include, but are not limited to, broken mirrors or glass, spoiled food, moldy mattresses or other fabric items. However, the owner for potential salvage will retain antiques, figurines, and crystal with a single item value of \$50 or more.

g. If the TSP is unable to exercise its salvage rights due to the disposal of an item(s) by the owner, the TSP may reduce its liability by 25% on any item that has a depreciated replacement value of \$50.00 or more. The TSP is entitled to no deduction for salvage on a single item with a depreciated replacement value of less than \$50.00; unless the total combined depreciated replacement value of all items that have been disposed of is \$100.00 or more.

#### **8. Claims for \$25 or Less**

In an effort to reduce administrative costs, the Military Services agree that they will not pursue a claim against a TSP for loss or damage to household goods that were transported under this document, if the amount of the claim is for \$25 or less. The TSPs agree that they will not request reimbursement for such claims from the

Military Services for an amount of \$25 or less. However, this provision does not apply to claims submitted directly to the TSP by an owner.

## **9. Dispute Resolution**

a. If an owner does not accept a settlement offered by the TSP, the owner may transfer a claim as specified in Item 3, Paragraph 1(a) to the appropriate MCO. If the owner transfers a claim to the military, the MCO will resolve the owner's claim in accordance with its Service's claims regulations. The MCO will then assert a recovery claim against the TSP under this Tariff. The TSP must pay, deny or make an offer on the recovery claim within 60 days of receipt of the claim, unless an extension is granted.

b. If the TSP and the MCO cannot reach a mutual settlement on the recovery claim, the military may collect the amount of its recovery claim by administrative offset from money that is owed to the TSP for transportation services, or from any other payment due the TSP directly from the government. If payments to the TSP are made by third party payment system, the TSP agrees that the appropriate MCO may direct the party paying the TSP to divert all or part of any payment to the appropriate military finance center in order to accomplish offset to pay a government claim from a prior shipment.

c. If the TSP, following such an offset, continues to dispute the amount of its liability, then it may file an administrative appeal under the provisions of Title 31, United States Code, Section 3702, to the Defense Office of Hearing and Appeals (DOHA) or it may file suit in the appropriate federal court.

## **10. Catastrophic Loss Payments**

a. The TSP is responsible for identifying and making partial, advance payments to owners who have suffered a catastrophic loss. These payments are designed to relieve an owner's hardship associated with the loss of all or a majority of their household goods. The payments are an advance and should not exceed the owner's expected total liability. Claimant will still be required to file a claim for their loss. Any advance payment made will be deducted from the owner's eventual award. Such payments are subject to the same maximum liability and rules as all payments under this tariff.

b. Catastrophic loss occurs when over 60% of the inventory line items in a given shipment are lost, damaged or destroyed. However, TSPs are free to declare any loss catastrophic and make a partial payment. If TSP cannot contact the owner within 48 hours, they will make payment or come to an agreement on payment within 48 hours of making contact. Catastrophic losses and payments must be recorded in DPS. The declaration of a loss as catastrophic and the making of a partial payment is not an admission of liability regarding any particular piece of property. Further, claimants request for, or a TSP's identification of, such loss does not constitute a claim and is not tracked for the purposes of the TSP's Traffic Distribution Claims Score.

c. TSPs are expected to make advance payments as soon as possible after a catastrophic loss occurs. Payments must be made within 48 hours of the TSP

discovering or being notified of a catastrophic loss, unless the Customer/employee and TSP otherwise come to an agreement. TSPs are free to make an advance payment in any amount they believe will not exceed their total expected liability to the owner. However, TSPs are required to pay no less than 5% of their total maximum liability for the shipment.

d. In the event that a TSP identifies or is informed of a catastrophic loss for which it believes it is not liable under Item 3, Paragraph 4, the TSP shall inform the owner's MCO in DPS within 24 hours. In such cases, the MCO shall handle the advance payment and claim. If it is later determined that the TSP was, in fact, liable for the loss, the MCO will assert a recovery claim against the TSP. The TSP shall be liable as if the Customer had filed a claim with the TSP within nine months of their loss.

#### **11. Essential Items.**

a. The TSP is responsible for promptly dealing with claimants who have had essential items lost, destroyed or made unusable due to damage. Owners are responsible for notifying the TSP, MCO, or PPSO of such a loss within 7 days of the date their goods were delivered. Any item not identified in this way by the owner shall not be considered "essential."

b. Upon notification of the loss of an essential item by either the claimant, MCO or SDDC, the TSP shall either pay for such items, provide temporary or permanent replacements for them, repair them or such other arrangement as agreed to by Customer/employee. Such action must be taken within two business days of notification, regardless of whether a claim has been filed. Any payments made by the TSP pursuant to this paragraph shall be considered an advance and should not exceed the TSP's expected total liability. Claimant will still be required to file a claim for their loss. Any advance payment made will be deducted from the owner's eventual award. Such payments are subject to the same maximum liability and rules as apply to all payments under this tariff.

c. If a TSP declines to provide or pay for an essential item or fails to respond to notification within the two business day period, the claimant may file a claim for said item(s) directly with the MCO. In such cases, the claimant shall retain his or her right to FRV for those essential items with which notice was provided to the TSP. The claimant is expected to file the remainder of their claim consistent with the provisions of this Tariff.

d. In the event that a TSP identifies or is informed of the loss or damage of an essential item for which it believes it is not liable under Item 3, Paragraph 4, Exclusions from Liability, the TSP shall inform the owner's MCO within 24 hours. In such cases, the MCO shall handle the advance payment and claims. If it is later determined that the TSP was, in fact, liable for the loss, the MCO will assert a recovery claim against the TSP. The TSP may be liable as if the Customer/employee had filed a claim with the TSP within nine months of their loss.

e. Essential items are only those items necessary for everyday living, which would reasonably need to be replaced promptly. Items used solely for entertainment purposes are not considered essential. Fungible items that are

regularly used up or worn out and must be routinely replaced are not considered essential. Essential items include: i. Refrigerators or other appliances necessary for the safe storage and preparation of food.

## CHAPTER 5

### TAB C

#### SF 1203 PERSONAL PROPERTY GOVERNMENT BILL OF LADING

#### **NOTE: SF 1103 IS AN ACCEPTABLE SUBSTITUTE FOR THE SF 1203**

The following preparation instructions are keyed to the numbered blocks appearing on the PPGBL. A sample copy of a completed PPGBL is provided for reference.

**Block 1 - Transportation Company and Agent Tendered To:** Enter the full name of the transportation service provider (TSP) to which the shipment is tendered (awarded). The business name shall include the words 'Company', 'Incorporated', 'Limited', or 'LLC' as appropriate. These words can be abbreviated as 'Co.', 'Inc.', and 'Ltd'. Enter the name of the transportation service provider (TSP)'s booking agent in parenthesis under the business name of the transportation service provider (TSP).

**Block 2 - SCAC:** Enter the four character SCAC (Standard Transportation service provider (TSP) Alpha Code) assigned to each transportation service provider (TSP). The SCAC identifies a transportation service provider (TSP) in various procedures and documents used in the DOD Personal Property Shipment and Storage Program. You will find the transportation service provider (TSP)'s SCAC in the Transportation service provider (TSP) Approval Book, available on the SDDC web site.

**Block 3 - Service Code:** Enter the appropriate Code of Service. i.e. - Codes 4, or 6 (for HHG) or Code 8 (for UB).

**Block 4 - Shipment Number:** When more than one shipment is made for an individual member, PPGBLs shall be numbered in the same sequence as the DD Form 1299 (for example 1 of 2, 2 of 2). When only one shipment is made enter '1 of 1'.

**Block 5 - Date B/L Printed/Issued:** Enter the calendar date( i.e., 6 Jan 04), the first entry is made in preparing the PPGBL.

**Block 6 - Requested Packing Date:** Enter the calendar date,(i.e., 23 Jan 04), the transportation service provider (TSP) is to begin packing.

**Block 7 - Requested Pickup Date:** Enter the requested pickup date,( i.e., 24 Jan 04), or the date on which the transportation service provider (TSP) has agreed to pick up the shipment. May be the same as Block 6.

**Block 8 - Required Delivery Date:** Enter the Required Delivery Date (RDD),( i.e., 12 Apr 04), that the shipment is required at the destination shown in block 18. The RDD is the same as that

shown in block 12c. DD Form 1299.

**Block 9 - No Entry Required.**

**Block 10 - Property Owner's Name, SSN, and Rank and Pay Grade:** Enter the owner's name (last, first, middle initial), last four digits of the member's SSN in xxx-xx-7896, rank, and pay grade. Also enter the owner's status (PCS, TDY, SEP, RET) and the unit and activity to which assigned.

(a) If the member's grade is E-4 or below, indicate the maximum authorized weight allowance per JFTR.

(b) For Navy shipments only, enter the member's rank or rate code.

(c) For military and civilian personnel, enter 'WD' (with dependents) or 'WOD' (without dependents).

(d) For deceased members or deceased dependent(s) of a member, annotate 'BLUE BARK' immediately following the name.

(e) For early return of dependents enter dependent's name, followed by 'dependent of' and sponsor's name, last four digits of the member's SSN in xxx-xx-7896, rank, and pay grade.

**Block 11 - Authority For Shipment:** Enter the authority for shipment as shown on the owner's orders (such as order number, paragraph number, and order issuing agency).

**Block 12 - Date of Order:** Enter the date the orders were issued.

**Block 13 - Extra Pickup or Delivery:** When an extra pickup or delivery is requested, enter the appropriate full address.

**Block 14 - Department or Agency:** Enter the sponsoring military agency (Branch of Service) or other agency.

**Block 15 - Transportation Control Number:** Only used for Code J and Code T shipments.

**Block 16 - No entry required.**

**Block 17 - Full Name of Shipper:** Enter the full name of the military installation or activity making the shipment. (Enter the name of your Embassy/Consulate.)

**Block 18 - Consignee:** Name, destination, delivery address, and rate area code (e.g. US23, US25, US89, etc). The rate area code is found in the International Personal Property Rate Solicitation, located on the SDDC web site.

a. Consigned to the Owner: Enter the owner's name (last name, first name, and middle initial), rank, and the same destination information shown in Block 10a, DD Form 1299. Do not show APO/FPO numbers.

b. Consigned to the Owner's Agent: Enter the full name of the owner's designated agent, followed by the word 'agent', and the delivery address, including the street, city, county, state or country, and ZIP code.

**Block 19 - From:** Complete address at point of pickup and rate area code (e.g. LH, AU, GE, etc.), if known.

**Block 20 - Responsible Destination Installation or Office**

- a. GBLOC. Enter the destination transportation office GBLOC in the designated area within Block 20.
- b. Enter the name of the responsible destination transportation office, state, ZIP code, or country, APO/FPO number, and the commercial telephone number.

**Block 21 - Bill Charges To.**

- a. Army and Air Force Shipments. Enter: Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-1-THA), Indianapolis IN 46249-0611.
- b. Navy Shipments. Enter: Defense Finance and Accounting Service, Norfolk Location c. Marine Corps Shipments. Enter: Comptroller, Transportation Voucher Certification Branch, ATTN:.
- d. Coast Guard Shipments. Enter: Commanding Officer (OTAB1), U.S. Coast Guard Finance Center, 1430A Kristina Way, Chesapeake VA 23326-0015.

**Block 22 - Via: Leave blank.**

**Block 23 - No Entry Required.**

**Block 24 - Appropriation Chargeable:**

- a. Army Shipments. Enter the movement designator code (MDC) from the member's orders.
- b. Air Force Shipments. Enter the Air Force seven digit ATAC from the member's orders.
- c. Navy Shipments. Enter the four-digit TAC shown in the member's orders.
- d. Marine Corps Shipments. Enter the TAC from the current year edition of the Marine Corps Bulletin 4610.
- e. Coast Guard Shipments. Enter the accounting data indicated on the member's travel order. It is normally located in Block 9 of the Coast Guard Form 5131, Standard Travel Orders for Military Personnel, or specified in the body of a letter-format travel order.
- f. All Other DOD Shipments. Enter the accounting data from the owner's orders. Also, for all ITGBL shipments enter the four-digit TAC shown in the owner's orders. Show the word 'TAC' followed by the four-digit code.

**Block 25 - Remarks**

- a. Export and Import Annotations. For shipments moving by air, originating overseas and destined for CONUS, enter: 'Imported by Air'.
- b. Unpacking at Destination. When the transportation service provider (TSP) does not perform packing services at origin and unpacking services are required at destination, enter 'Unpacking Required at Destination.' This shall apply to NTS and UB shipments when unpacking of UB is requested by the owner and authorized by the transportation office.
- c. TGBL Notification

'The transportation company shown in block 1 is authorized to execute the shipper's security endorsement as a representative of the shipper shown in block 17, for the shipment listed on this GBL',

- (1) Enter: 'Before effecting delivery to residence or placing in storage, the transportation service provider (TSP) shall notify the Transportation Office/GSO specified in Block 20'.
- (2) BLUE BARK Shipments. Enter: 'Direct Delivery is not authorized. The transportation service provider (TSP) shall contact the Transportation Office/GSO specified in Block 20 for instructions'.

d. Special Authorization. For shipments made from or consigned to a point not specified in the owner's orders, enter 'Shipment authorized from (city/military installation, county, and state/country) to (city/military installation, county, and state/country)'. For Army shipments, also enter 'Shipment to authorized destination would have been under (enter SDDC rate solicitation number) at a total cost of \$ (enter total charges)'.

e. Administrative Weight Limitation. For shipments to or from overseas areas where administrative weight limitations are in effect, enter the following notation: 'Maximum administrative weight allowance for household goods/unaccompanied baggage is (insert weight)'. (Note: weight limitations for Navy shippers will be listed on the member's orders)

f. NTS. When a shipment is consigned to an NTS facility, enter 'For Non-Temporary Storage.'

g. Firearms. When the shipment contains firearms, enter 'This Shipment Contains Firearms.' When the shipment DOES NOT contain firearms, enter 'This shipment DOES NOT contain firearms.'

h. Reweigh Required. When it is determined by the Transportation Office/GSO that a reweigh is necessary, or when a reweigh is requested by the owner at origin, the Transportation Office/GSO shall annotate the PPGBL with the words 'REWEIGH REQUIRED'.

**Block 26 - Packages**. TGBL: Enter '1 LOT'.

**Block 27 - Description of Shipments**. Enter 'DOD sponsored Household Goods' or 'DOD sponsored Unaccompanied Baggage'.

**Block 28 - Weight**.

a. TGBL Shipments. The transportation service provider (TSP) shall enter the gross, tare, and net weight in this column. The net weight shall include the weight of the PBP&E and consumable items (CONS).

b. PBP&E. Shall be weighed separately and the weight shall be inserted in the space provided. If none enter the word "NONE"

c. Consumable Items. Shall be weighed separately and the weight shall be annotated in the space provided for PBP&E weight. CONS shall precede this weight in order to distinguish consumables from professional items.

**Blocks 29 and 30 - For Use by Destination Transportation service provider (TSP) Only.**  
Not applicable.

**Block 31 - Tariff or Special Rate Authorities.** For OTO shipments, enter 'One-Time-Only' or 'OTO', the transportation service provider (TSP)'s rate tender number, and the OTO rate. For Special Solicitation, enter 'Special Solicitation', the transportation service provider (TSP)'s rate tender number, and the special solicitation rate.

**Block 32A - Issuing Officer.** Enter the name and title of the Issuing GSO. Signature is not required.

**Block 32B - Issuing Office.** Enter the GBLOC and full name of the American Embassy or US Consulate issuing the PPGBL.

**Block 33A - Name of the Transportation Company.** Enter the same information as in Block 1.

**Block 33B - Date of Receipt of Shipment.** The transportation service provider (TSP) shall enter the actual date the shipment is picked up.

**Block 33C - Signature of Agent/Driver.** The transportation service provider (TSP)/agent or driver shall sign the PPGBL.

**Block 33D - PER.** If the agent's name is signed by the agent's authorized representative, the initials of the representative shall appear in this block.

**Block 34 - For Use by the Paying Officer.** The Transportation Office/GSO shall check the applicable block to identify the reason for any excess cost involved in the shipment. The Remarks Block 25 shall be used to fully explain the reason for the excess cost. Block 34 must be marked for all Navy sponsored shipments that include a boat.

**Blocks 35A through 35G - Certificate of Transportation service provider (TSP) Billing for Charges.** The transportation service provider (TSP) authorized to bill for charges shall complete this portion of the PPGBL after delivery has been accomplished.

**Block 36 - Special Services Ordered (Reverse of PPGBL).** Any special services authorized shall be entered by the issuing Transportation Office/GSO.

**U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY** ORIGINAL **B/L NO.** **XX-999,999**

TRANSPORTATION COMPANY (if agent) <b>AIR LAND FORWARDERS</b> TENDERED TO <b>VILNIUS MOVERS</b>			2. SCAC <b>ALFY</b>	3. SERVICE CODE <b>6</b>	4. SHIPMENT NO. <b>1</b> OF <b>2</b>	5. DATE B/L ISSUED <b>15-JAN-04</b>
6. REQUESTED PACKING DATE <b>04-Feb-04</b>	7. REQUESTED PICKUP DATE <b>04-Feb-04</b>	8. REQUIRED DELIVERY DATE <b>12-Apr-04</b>	9. <b>IMPORTANT</b> Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner).			
10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE <b>DOE, JOHN D. 123-45-6789, SGT E5, PCS, WD 23rd Sig Bn, Albany, GA</b>			11. AUTHORITY FOR SHIPMENT (Order No., Par. No., HO) <b>12345, HQMC</b>		12. DATE OF ORDER <b>10-Jan-04</b>	
13. EXTRA PICKUP/DELIVERY (Complete address)			14. DEPARTMENT/AGENCY <b>US Marine Corps</b>		15. TRANSPORTATION CONTROL NO.	
5. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.			17. FULL NAME OF SHIPPER <b>US EMBASSY, VILNIUS LITHUANIA</b>			
13. CONSIGNEE (Name and destination delivery address) (See block 13.) <b>SGT JOHN D. DOE/ MARY DOE (SPOUSE) 818 SOMEWHERE STREET (DOUGHERTY) ALBANY, GA 31704</b>			19. FROM (Complete address of point of pickup) (See block 13.) <b>22 EMBASSY DRIVE VILNIUS LITHUANIA</b>			
10. RESPONSIBLE DESTINATION INSTALLATION/OFFICE <b>INSTALLATION AND LOGISTICS DIVISION ATTN: TMO A450 814 RADFORD BLVD STE 20315 ALBANY, GA 31704-0315</b>			21. BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address) <b>Commanding General Marine Corps Logistics Base (Code 470) Albany GA 31704</b>		23. FOR CARRIER USE ONLY— WAYBILL/FREIGHT BILL NO. <b>US25 GBLOC # CFMQ</b>	
2. VIA (Names of interlining carriers)			24. APPROPRIATION CHARGEABLE <b>M98A</b>		25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)	

DESTINATION INBOUND PHONE NUMBER: 229-639-5823 BEFORE EFFECTING DELIVERY TO A RESIDENCE OR PLACING IN STORAGE, THE CARRIER WILL NOTIFY THE TO SPECIFIED IN BLOCK 20.

26. PACKAGES NO. KIND	27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY		
			SERVICES	29. RATE	30. CHARGES
1 LOT	DOD SPONSORED HOUSEHOLD GOODS  6 PCS 1152 CUBE	GROSS # 8,279	LINE HAUL TRANSPORTATION		
		TARE # 2,008	PACKING/UNPACKING		
		NET # 6,271	OTHER ACCESSORIAL SERVICES		
		† Incl. professional books, papers, and equipment weighing: 115	TOTAL #		
			31. TARIFF OR SPECIAL RATE AUTHORITIES <b>OTO ALFY3689 \$156.00</b>		

Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.		<b>B/L NO. XX-999,999</b>	
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING			
32a. ISSUING OFFICER (Name and title) <b>Mr./Ms. NAME, GENERAL SERVICES OFFICER</b>		32b. ISSUING OFFICE (Name and complete address) <b>GSO AMERICAN EMBASSY VILNIUS PSC 78 BOX V, APO AE 09723</b>	
32c. ISSUING OFFICER (Signature)		GBLOC # <b>VRDK</b>	
33a. NAME OF TRANSPORTATION COMPANY <b>AIR LAND FORWARDERS (VILNIUS MOVERS)</b>		33b. DATE OF RECEIPT OF SHIPMENT	
33c. SIGNATURE OF AGENT/DRIVER		33d. PER	
UNAUTHORIZED ITEMS		EXCESS DISTANCE	
EXCESS VALUATION		EXCESS WEIGHT	
Other (Explain under remarks)			

**CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT**

34a. ON (Date)	34b. AT (Actual delivery point)	34c. THE (Name of delivering carrier)
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35d. DELIVERED THIS CONSIGNMENT TO <input checked="" type="checkbox"/> STORAGE IN TRANSIT <input type="checkbox"/> RESIDENCE <input type="checkbox"/>		35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER <input checked="" type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OSAD REPORT ATTACHED <input type="checkbox"/>	
36. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)		35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT	

Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.

# CHAPTER 5

## TAB D

### SF 1200 GOVERNMENT BILL OF LADING CORRECTION NOTICE

The following provides guidance and instruction in the preparation of the SF 1200 for making alterations and corrections to PPGBLs. This is keyed to the numbered blocks on the Government Bill of Lading Correction Notice (SF 1200).

**Unnumbered** - Date Notice Prepared. Enter the date the SF 1200 is prepared.

**Block 1** - PPGBL Number. Enter the prefix symbol and serial number of the PPGBL being corrected. Only one PPGBL will be corrected on each SF 1200.

**Block 2** - Date PPGBL Was Issued. Enter the issue date from Block 5 shown on the PPGBL being corrected.

**Block 3** - Total Weight Shown on PPGBL. Enter the total weight from Block 28 shown on the PPGBL.

**Block 4** - Origin. Enter the origin address from Block 19 shown on the PPGBL.

**Block 5** - Destination. Enter destination address from Block 18 shown on the PPGBL.

**Block 6** - Route. Enter route shown in 'VIA', Block 22, on the PPGBL. Leave blank if no route is shown on the PPGBL.

**Block 7** - Issuing Office. Enter the name of the activity that issued the PPGBL from Block 32b shown on the PPGBL.

**Block 8** - To. Enter name, address, and ZIP code of transportation service provider (TSP)/activity to which the original SF 1200 is to be sent.

**Block 9** - Payment Data. Self-explanatory.

**Block 10** - From. Enter name, address, and ZIP code of activity issuing the SF 1200.

**Block 11** - Bill of Lading Now Reads. Enter information from the PPGBL, which is to be corrected. If the SF 1200 is being issued to include information omitted from the PPGBL, enter the words "information omitted" in this block.

**Block 12** - Correct Bill of Lading to Read. Enter information to be shown on the corrected PPGBL.

**Block 13** - Authority for Correction. Enter information which justifies correction.

**Block 14** - Remarks. Enter remarks as appropriate pertaining to the correction being made. i.e., owner's name, rank, grade, branch of service, last four digits of the member's SSN in xxx-xx-7896, GBL service code, etc.

**Block 15** - Information Copy. Enter name, address, and ZIP code of all the recipients of the completed SF 1200, excluding the addresses shown in Blocks 8 and 10.

**Block 16** - Signature and Title of Initiating Official. Self-explanatory.

**Block 17** - Transportation service provider (TSP) Representative Signature. Self-explanatory.

<b>GOVERNMENT BILL OF LADING CORRECTION NOTICE</b>		DATE NOTICE PREPARED 01/21/04
1. GBL NUMBER xx-999,9999	2. DATE GBL WAS ISSUED 01/15/04	3. TOTAL WEIGHT SHOWN ON GBL 4 pcs/8279 Gross/6271 Net
4. ORIGIN (As shown in "Origin" block on GBL.) 22 Embassy Drive, Vilnius, Lithuania	5. DESTINATION (As shown in "Destination" block on GBL.) 818 Somewhere St, Albany, GA	
6. ROUTE (Current route shown on GBL.)	7. ISSUING OFFICE (As shown on GBL under "For use of Issuing Office.") GSO American Embassy, Vilnius PSC 78 Box 4, APO AE 09723	
8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.)  All Favorite Movers 414 Favorite Lane Transportville, FL 32207		9. Complete items 9a, b, and c only when correction is made after transportation charges have been paid.  a. D.O. VOUCHER NUMBER  b. D.O. VOUCHER DATE  c. D.O. SYMBOL
10. FROM:  GSO American Embassy Vilnius PSC 78 Box 4, APO AE 09723		
11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.)  Block 6 & 7 - 04-Feb-04 Block 8 - 12-Apr-04 Block 28 - Weight, Professional Books, papers and equipment weight: 115 lbs		12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.)  Block 6 & 7 - 13-Feb-04 Block 8 - 28-Apr-04 Block 28 - Weight, Professional Books, Papers and Equipment weight: 145 lbs
13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.)  DOD 4500.9R		
14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)  Doe, John D., Sgt, 123-45-6789, USMC, Code 6  Member requested change of pickup date.		
15. INFORMATION COPY TO (Name and address, including ZIP Code.)  Carrier Destination TO Disbursing Office File		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL  GSO American Embassy Vilnius PSC 78 Box 4 APO AE 09723  17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.)

first five digits of SS#, block 14.

mask

## CHAPTER 5

### TAB E

#### U.S. CUSTOMS FORMS DD FORMS 1252 AND 1252-1

#### UNITED KINGDOM CUSTOMS FORM DD FORM 1434

These instructions should assist you in completing the DD Form 1252 and DD Form 1252-1.

For household goods, unaccompanied baggage and privately owned vehicles to enter the Customs Territory of the U.S., the member or employee must complete and sign a DD Form 1252, US Customs Declaration For Personal Property Shipments.

If a shipment contains firearms, the member or employee must also complete a DD Form 1252-1, US Customs Declaration for Personal Property Shipments. A copy of any supporting importation documents (e.g., ATF Form 6-Part II, Application and Permit for Importation of Firearms, Ammunition and Implements of War, for members and ATF Form 6-Part I, Application and Permit for Importation of Firearms, Ammunition and Implements of War, for employees should be attached to all copies.

The transportation office/GSO should ensure all blocks in Part I, Household Goods, Unaccompanied Baggage and Privately Owned Vehicles are completed.

**To (overseas POE/APOE):** Leave Blank

**Section A** - Owner's Customs Declaration.

**Name, Grade/Rank, Full Social Security Number:** Self-explanatory

**Unit Address:** Enter the military member's/ unit of assignment including the APO number.

**Address in U.S.:** This is the military member/civilian employee's destination address where item(s) will be sent.

**Declaration For:** (Place an 'X' in the appropriate block).

The Military Customs Program was disestablished in 1996. Therefore, this section is not applicable.

**Section B** - Overseas Port Shipment Data.

This section leave blank. If a personal property shipment contains firearms, the member must complete all applicable Blocks in Part II, Firearms and Ammunition, DD Form 1252-1.

# DD Form 1252

<b>US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>	<b>WARNING:</b> 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.	<b>CUSTOMS DECLARATION NUMBER</b>
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: 19 U.S.C. 1498 PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs Inspector's stamp. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification.		
PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES		
1. TO: (Overseas POE/APOE)	2. FROM: (Military Customs Inspector)	
SECTION A - OWNER'S CUSTOMS DECLARATION		
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 US (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate item) (Attach copy of orders) <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE		
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages (State number) _____ Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)		
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 REGULATIONS 5030.49R AND OVERSEAS INSTRUCTIONS.		
a. SIGNATURE OF OWNER	b. DATE (YYYYMMDD)	
SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE		
11. I CERTIFY THAT: (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in (State number) _____ outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disinfection, keys, labeling, or tagging, and certificates have been complied with; and (4) the property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above. Serial numbers of seal(s) (Give numbers) _____ affixed to container(s).		
a. MILITARY CUSTOMS INSPECTOR'S STAMP	b. NAME OF MILITARY CUSTOMS INSPECTOR (Last, First, Middle Initial)	c. GRADE
	d. SIGNATURE	e. DATE (YYYYMMDD)
12. REMARKS (Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of articles withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number); ALSO, draw a diagonal red line across face of form.)		13. FOR USE OF US CUSTOMS OFFICERS ONLY
SECTION C - OVERSEAS PORT SHIPMENT DATA		
14. NAME OF CARRIER	15. VOYAGE OR FLIGHT NO.	

DD FORM 1252, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION (X one):

- 1 Attach to Manifest  
 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container

- 3 Origin Transportation Office file  
 4 Owner  
 5 Military Customs Inspector file

## DD Form 1252-1

<b>US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>	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.	CUSTOMS DECLARATION NO. <i>(For Issuing Office Use)</i>																																																																																											
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>																																																																																													
<p><b>AUTHORITY:</b> 19 U.S.C. 1498.</p> <p><b>PRINCIPAL PURPOSE(S):</b> To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides Customs Inspector's stamp.</p> <p><b>ROUTINE USE(S):</b> (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification.</p>																																																																																													
<b>PART II - FIREARMS AND AMMUNITION</b>																																																																																													
1. TO: <i>(Overseas POE/APOE)</i>	2. FROM: <i>(Military Customs Inspector)</i>																																																																																												
<b>SECTION D - OWNER'S CUSTOMS DECLARATION <i>(Attach copy of orders)</i></b>																																																																																													
3. NAME <i>(Last, First, Middle Initial) (Print or type)</i>	4. GRADE	5. SOCIAL SECURITY NUMBER																																																																																											
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>	7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i>																																																																																												
<p><b>8. I DECLARE THAT:</b> (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use; (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under US Government orders and am traveling under orders for (or to): <i>(X appropriate item below)</i></p> <p>a. TDY or PCS to the United States or enroute to another overseas duty station</p> <p>b. PCS to the United States from overseas.</p> <p>c. PCS from overseas to a restricted overseas area where firearms are prohibited and personal property is being returned to the US.</p> <p>d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty <i>(separation or</i></p> <p>e. PCS from a combat area or a combat zone to the United States.</p> <p>f. TDY to the United States from overseas.</p> <p>g. TDY or PCS to the United States from overseas.</p>																																																																																													
<b>COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW</b>																																																																																													
<p><b>9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES</b> Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States <i>(Including possessions thereof)</i> at <i>(Place of exit)</i> _____ on or about <i>(YYYYMMDD)</i> _____ and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.</p>																																																																																													
<p><b>10. CERTIFICATION UNDER REVENUE RULING 69-309 <i>(Applicable for Rifles/Shotguns/Ammunition when qualified. See provisions on back.)</i></b> Under the penalties of perjury I hereby declare that I now am or have been on active duty outside the United States within 60 days immediately preceding this importation; that I am returning to the United States from a permanent overseas duty station; that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at <i>(City)</i> _____ <i>(State)</i> _____ of the firearm(s) and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title I, State Firearms Control Assistance (U.S.C., Title 18, Chapter 44), or Title VII, Unlawful Possession or Receipt of Firearms (82 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (82 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (78 Stat. 848) or any applicable state law or published ordinance. <i>(A Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) will be attached). Indicate as code "B" in description below.</i></p>																																																																																													
<p><b>11. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER.</b> Indicate as code "C" in description below. Evidence of such acquisitions will be attached.</p>																																																																																													
<p><b>12. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 OR 11 ABOVE.</b> An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.</p>																																																																																													
<p><b>13. DESCRIPTION OF FIREARMS OR AMMUNITION <i>(List additional firearms/ammunition in Remarks, on back.)</i></b></p> <p><b>a. FIREARMS</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>ITEM</th> <th>CODE</th> <th>MANUFACTURER</th> <th>COUNTRY OF MANUFACTURE</th> <th>CALIBER SIZE OR GAUGE</th> <th>MODEL</th> <th>SERIAL NUMBER</th> </tr> </thead> <tbody> <tr><td>(1)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(2)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(3)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(4)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(5)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(6)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>(7)</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>b. AMMUNITION</b></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th>ITEM</th> <th>CODE</th> <th>TYPE</th> <th>QUANTITY</th> <th>CALIBER</th> </tr> </thead> <tbody> <tr><td>(1)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(2)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(3)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(4)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(5)</td><td></td><td></td><td></td><td></td></tr> <tr><td>(6)</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>			ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER	(1)							(2)							(3)							(4)							(5)							(6)							(7)							ITEM	CODE	TYPE	QUANTITY	CALIBER	(1)					(2)					(3)					(4)					(5)					(6)				
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<p><b>14. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 5030.49R AND OVERSEAS INSTRUCTIONS.</b></p> <p>a. SIGNATURE OF OWNER</p> <p>b. DATE <i>(YYYYMMDD)</i></p>																																																																																													



## DD Form 1434, United Kingdom (UK) Customs Declaration

UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK		
<b>1. MEMBER</b>		<b>2. DATE PREPARED</b> (YYYYMMDD)
<b>a. TYPED OR PRINTED NAME</b> <i>(Last, First, Middle Initial)</i>	<b>b. RANK OR GRADE</b>	
<b>3. ORIGIN TRANSPORTATION OFFICE</b>	<b>4. UK DUTY STATION AND ORGANIZATION</b>	
<b>5. DECLARATIONS</b> Before completing this form, review PPCIG, Vol. II, General Instructions, United Kingdom and the listing of prohibited and restricted items on the reverse of this form. <i>(X the appropriate boxes below.)</i>		
<b>WARNING: Severe penalties can be imposed for false declarations.</b>		
<b>a. THIS IS A:</b> <input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT <input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT		
<b>b. DOES THIS SHIPMENT CONTAIN WEAPONS OF ANY KIND?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER OF ALL WEAPONS HERE.		
<b>c. DOES THIS SHIPMENT CONTAIN ANY ITEMS THAT FALL WITHIN THE LIST OF RESTRICTED ITEMS</b> <i>(Listed on back)?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS HERE.		
<b>d. DOES THIS SHIPMENT CONTAIN A MOTORCYCLE OR MOPED?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER HERE.		
<b>e. I, the undersigned, ordered to duty in the United Kingdom in service of U.S. Forces, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I agree not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. I have been fully briefed on the completion of DD Form 1434 and have read the notes on the reverse of this form. The declarations made by me are to the best of my knowledge true and correct.</b>		
<b>(1) TYPED OR PRINTED NAME</b> <i>(Last, First, Middle Initial)</i>	<b>(2) RANK OR GRADE</b>	<b>(3) SIGNATURE</b>

### **PROHIBITED ITEMS:**

These items cannot be shipped into the UK. Do not include these items in your shipment.

- a. Controlled Drugs - includes opium, heroin, morphine, cocaine, cannabis, amphetamines, and lysergic acid (LSD).
- b. Weapons - Licenses are not obtainable for these weapons in the UK (see PPCIG, Vol. II, General Instructions - United Kingdom for permitted firearms). All prohibited weapons are seized and destroyed by Her Majesty's Customs and Excise (HMCE) officials. Prohibited weapons include:
  - (1) Mace and tear gas.
  - (2) Flick (switchblade) knives, butterfly knives, sword sticks, knuckle dusters, telescopic truncheons and some types of martial arts equipment.
  - (3) All handguns (pistols/revolvers). NOTE: Possession of handguns is an offense punishable by a lengthy prison sentence.
  - (4) Burst fire weapons (includes fully automatic firearms).
  - (5) Self-loading (includes semi-automatic firearms).
  - (6) Pump action rifles (except those chambered for .22 RIM fire ammunition).
  - (7) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns).
  - (8) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols, and belt buckle pistols).
  - (9) Stun guns.
- c. Ammunition and explosives; includes fireworks.
- d. Meat, poultry, and animal products (whether cooked or not), including ham, bacon, sausage pate, eggs and milk.
- e. Plants, parts thereof, and plant produce including trees and shrubs, potatoes, and certain other vegetables, fruit, bulbs, and seeds.
- f. Counterfeit coins and bank notes.
- g. Sexually explicit material - prohibited material portrays scenes of explicit sexual activity (i.e. anal fisting, bestiality, bondage, coprophilia, defecation, enemas (use of), fisting, insertion of an object, masochism, necrophilia, pedophilia, sadism, sado-masochism, scatphagy, urolangnia, and vaginal fisting). In addition, prohibited material includes anything consisting of indecent photographs of children under 16, and scenes of excessive violence toward people or animals. The restriction applies to all mediums (videotapes, magazines, cinematographic films, computer disks, CD ROM, laser disk, etc.).

h. Material depicting violence - This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. Comparisons should not be made with scenes shown at the movie theater. The criteria applied to films for presentation in movie theaters is not as strict as for video material where access by children cannot be effectively controlled. The restriction applies to all mediums (video tapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

- i. Radio transmitters.

### **RESTRICTED ITEMS:**

These items should not be shipped without consulting the appropriate UK agency listed in the PPCIG General Instruction pages, or HQ 3AF/LGTT for further details.

- a. All firearms not listed in the prohibited category (see PPCIG, Vol. II, General Instructions, United Kingdom).
- b. Gas pistols, BB pistols, and similar weapons.
- c. Wood with bark attached.
- d. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them.
- e. Wildlife trophies - (deer antlers, moose racks, elk horns, etc.). Prior to shipment of these items in the restricted category personnel should contact the Department of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ, United Kingdom, for permission to import these items. Failure to do so could delay clearance of the shipment on arrival. (NOTE: the term stuffed animals in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items).

**To obtain further information on prohibited or restricted items, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, United Kingdom, or fax 011-44-1553-767140.**

## CHAPTER 5

### TAB F

#### DISTRIBUTION OF FORMS/DOCUMENTS

1. DD Form 1299

- a. Original - remains in member's shipment file
- b. Copies
  - Member
  - Transportation service provider (TSP)
  - Destination TO/GSO

2. DD Form 1797

- a. Original - remains in member's shipment file
- b. Copy
  - Member

3. Personal Property Government Bill of Lading

- a. Original + 3 copies to Transportation service provider (TSP)
- b. Copy
  - Destination TO/GSO
  - Remains in member's shipment file
  - Member

4. Customs Forms

- a. Original + 2 copies to Transportation service provider (TSP)
- b. Copy
  - Destination TO/GSO
  - Remains in member's shipment file
  - Member

(NOTE: DD Form 1434 requires original ink signature on each copy)

5. Member Orders

- Copy
  - Transportation service provider (TSP)
  - Member's shipment file
  - Destination TO/GSO

# APPENDIX A

## Organization Key Points of Contact

1. Program addresses and telephone numbers for information and assistance are:

HQ SDDC

(1) Deputy Chief of Staff for Passenger and Personal Property

Commander  
Surface Deployment and Distribution Command  
ATTN: SDPP  
709 Ward Dr, Bldg #1990  
Scott AFB, IL 62225

Telephones:

OTO's: COML (618) 220-5457/5418/5778

POV's: COML (618) 220-5440

Quality: COML 618220-5483

FAX: COML (618-220-5414

DSN: 770-XXXX

Msg address: CDRSDDC SCOTT AFB//SDPP-PO\*\* For all other general questions please contact the State Department, Washington DC, at (202) 647-0209 ([gibsonas@state.gov](mailto:gibsonas@state.gov))

(2) Pacific Area

SDDC Pacific, Care of 599<sup>th</sup> Trans Group  
Building 210, 358 Santos Dumont Ave, WAAF  
Schofield Barracks, HI 96857-5008

Telephones: COML (808) 656-3741/3141/3331

FAX: COML (808) 656-3221

DSN: (315) 456-xxxx

E-mail address: mae.ohori@us.army.mil

(3) European Area

SDDC Personal Property Office  
ATTN: SDPP-PO-E  
Unit 30401APO AE 09107-0401

Telephone: COML: 011-49-711-729-4081/4083/4084/4085/4087.  
FAX: COML: 011-49-711729-2597  
DSN: 314-421-XXXX  
Email address: PPD@eucom.mil.

2. Entitlements

a. Army

HQDA (DALO-FPT)  
Washington DC 20310-0500

Telephone: COML: (703) 614-4362  
FAX: COML: (703) 614-4064  
DSN: 224-XXXX  
E-mail address:

b. Navy

Naval Supply Systems Command  
5450 Carlisle Pike  
PO Box 2050, Code 53  
Mechanicsburg, PA 17055-0791

Telephone: COML: (717) 790-6725  
FAX: COML: (717) 790-5854  
DSN: 430-xxxx  
E-mail address:

c. Air Force

HQ USAF/ILTT  
1030 Air Force Pentagon  
Washington DC 20330-1030

Telephone: COML: (703) 697-5978/1078  
FAX: COML: (703) 695-6799  
DSN: 225-xxxx  
E-mail address:

d. U.S. Marine Corps

Commandant of the Marine Corps (LLPD--2)  
2 Navy Annex Washington, DC 20380-1775

Telephone: COML: (703) 695-7762/7765  
FAX: COML: (703) 695-8160  
DSN: 225-XXXX  
E-mail address:

e. U.S. Coast Guard

Commandant (G-WPM-2)  
2100 2nd Street, SW  
Washington DC 20593-0001

Telephone: COML: (202) 267-2209/2247  
FAX: COML: (202) 267-4823  
E-mail address:

3. Schools

a. Army

U.S. Army Transportation School  
ATTN: ATSP-TDD  
Fort Eustis, VA 23604-5408

Telephone: COML: (757) 878-5408  
FAX COML: (757) 878-4603  
DSN: 927-XXXX

b. Air Force

345th Training Squadron  
1015 Femoyer Street  
Lackland AFB, TX 78236

Telephone: COML: (210) 671-3603  
FAX: COML: (210) 671-3314  
DSN: 473-XXXX

4. Claims Points of Contact:

**AIR FORCE CLAIMS**

-

31 FW/JA  
Unit 6140 Box 115  
APO AE 09604-0115 (Attn: Claims)

Tel: COML: (39) 0434-66-7844  
Fax: COML: x7610  
DSN: 632-4767/7844

**ARMY CLAIMS**

HQ 21 TSC  
Office of the OSJA,  
Kaiserslautern Law Center  
Unit 23203  
APO AE 09263  
(Attn: Claims)

Tel: COML: (49) 631-411-8414/8336  
Fax: COML: x8902  
DSN: 483-8414/8336

**NAVY CLAIMS**

US Naval Legal Services Office  
PSC 817 Box 8  
FPO AE 09622  
(Attn: Claims)

Tel: COML: (39)-081-568-4585  
Fax: COML: x4577  
DSN: 626-4585-4588

For Navy claims to obtain claims package for filing claims go to website  
<http://www.jag.navy.mil/html/NLSOEURSWAMainIntro.htm>

-

**MARINE CORPS CLAIMS**

Headquarters, US Marine Corps  
Manpower and Reserve Affairs  
Code MKM Claims  
3280 Russell Road  
Quantico, VA 22134

Tel: COML: 706-784-9533

## APPENDIX B

### TABLE OF PERMANENT CHANGE OF STATION WEIGHT ALLOWANCES AS LISTED IN THE JOINT FEDERAL TRAVEL REGULATION

GRADE	PCS WITHOUT DEPENDENTS	PCS WITH DEPENDENTS
O-10	18,000	18,000
O-9	18,000	18,000
O-8	18,000	18,000
O-7	18,000	18,000
O-6	18,000	18,000
O-5	16,000	17,500
O-4/W-4	14,000	17,000
O-3/W-3	13,000	14,500
O-2/W-2	12,500	13,500
O-1/W-1	10,000	12,000
E-9	12,000	14,500
E-8	11,000	13,500
E-7	10,500	12,500
E-6	8,000	11,000
E-5	7,000	9,000
E-4	7,000	8,000
E-3	5,000	8,000
E-2	5,000	8,000
E-1	5,000	8,000

**Civilian Employee Entitlements are specified in orders**

## **APPENDIX C**

### **REPORTING LOSS AND/OR DAMAGE IN SHIPMENT**

1. Action to be taken at time of delivery The Transportation service provider (TSP) will provide the DD Form 1840/1840-R at time of delivery. Each item should be carefully checked off on the inventory as it is unpacked. List all loss or damaged items in block 13 of the DD Form 1840. All damage and /or loss noticed at delivery should be identified on the DD Form 1840 by inventory number, name or item description, and type of damage (loss). Missing items should be described and listed by inventory number. If sufficient space is not available in block 13 to list all damage and/or missing items, the transportation service provider (TSP) should provide a continuation sheet. The transportation service provider (TSP) will then provide the member 3 copies of this form.
2. Actions to be taken when loss/damage is discovered after transportation service provider (TSP) leaves. If additional damage/loss is discovered after the delivery agent leaves, annotate that loss/damage on the reverse of the DD Form 1840, the DD Form 1840R. This form must be turned in to the claims office within 70 days after delivery. Claims offices are listed in Appendix A of this booklet. **DO NOT SEND COPIES OF THE DD FORM 1840/1840R TO THE TRANSPORTATION SERVICE PROVIDER (TSP) OR TRANSPORTATION SERVICE PROVIDER (TSP)'S AGENT.** Claims offices for all services are equipped to handle claims through the mail.