

SDDC-PP Advisory 16-0109

Date: 23 May 2016

From: AMSSD-PP, Scott AFB, IL 62225

To: Military Service Headquarters Representatives and Worldwide Joint and Personal Property Shipping Offices (JPPSO/PPSO)

Subject: Certification Requesting Confidentiality to Safeguard Department of Defense (DoD) Customer's Personally Identifiable Information (PII) Related to DoD Household Goods (HHG) Shipments

1. This message was coordinated between USTRANSCOM J5/4-PI Initiatives Branch and SDDC-PP Personal Property Directorate.
2. Due to several incidents where PII on DoD HHG shipments was released to the general public as part of import/export ocean vessel manifests, JPPSO/PPSOs are required to advise customers of the opportunity to "opt-out" of the current program to prevent HHG PII information from being released to the public.
3. Per Title 19, Code of Federal Regulations §103.31 "Information on vessel manifests and summary statistical reports," customers shipping household goods to and from overseas locations can protect exposure of certain data elements from vessel manifests. To protect PII, customers must fill out a "Manifest Confidentiality Request Form for Individuals Importing or Exporting Personal Effects and/or Household Goods". This form can be found at www.move.mil under "Quick Links". Once completed, customers must email the form to the address identified on the form. Requests can take up to 90 days to approve so it is recommended that customers complete and email the form as soon as they are notified of an impending assignment. All requests for confidentiality are good for two (2) years.
4. Please email all questions relating to this message to army.sddc.safb.pops@mail.mil.
5. This message was approved for release by Lt Col Todd Jensen, Director, Personal Property Directorate, HQ SDDC.