

SDDC-PP Advisory 16-0133

Date: 13 Sept 2016

From: AMSSD-PP Scott AFB, IL 62225

To: Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSO), and Department of Defense (DoD)-Approved Transportation Service Providers (TSP)

Subject: Updated US Import of Privately Owned Vehicles (POV) and Motorcycle Customs Declaration Forms

1. The two attached forms, EPA Form 3520-1 and DOT HS7, are the current versions of the standard documents needed for the clearance of motor vehicles and motorcycles imported into the United States.
2. The revised EPA Form 3520-1 and DOT HS7 are not yet available in DPS—it is part of an existing software change request (SCR) that will be included in a future release. The current versions in the Defense Personal Property System (DPS) are out of date and should not be used.
3. PPSOs must use the revised forms attached here to provide to customers for their clearances, especially motorcycles (note the POV contractor is ensuring customers use the correct form for POVs).
4. Customers using the older version of the customs declaration risk their shipment becoming frustrated at the port. TSPs should contact the responsible PPSO if they see an incorrect form in circulation.
5. Please send questions relating to this message to army.sddc.safb.pops@mail.mil.
6. Report DPS technical issues to the SDDC Systems Response Center (SRC):
 - a. Email: usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil
 - b. Telephone: Toll free (800) 462-2176 or commercial (618) 589-9445, Option 5
 - c. Internet: <https://www.sddc-srchelpme.com>.
7. This message was approved for release by Business Process Division Chief, HQ SDDC.