



Pre-Shipping Instruction Form

Please help expedite the turn-in of your POV, by completing the form below.

Appointment Date (If Applicable):

Actual Arrival Date to New Assignment:

Full Name (First and Last):

DOB:

SSN:

DOD ID:

Branch:

Rank / Paygrade:

Destination VPC:

Your Phone # (At New Destination):

Secondary contact phone # (Sponsor, family, friend):

Personal Email Address (e.g.: Gmail, Outlook, Yahoo etc.):

US or Overseas Address (needs to be a physical valid street address):

Old Duty Station & Location Address (Unit, incl. APO or FPO, as per orders):

New Duty Station & Location Address (Unit, incl. APO or FPO, as per orders):

Emergency Contact Details

Emergency contact information needs to be a person in the United States.

Name:

Address:

Telephone Number:

Email Address:

Relationship to Member:

Top 4 ways to avoid your POV being turned away:

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|--|---|
| 1 – POV must have ¼ tank or less of fuel | 2 – Cleanliness of interior and exterior |
| 3 – Have all correct documentation | 4 – Review shipment details at www.PCSmyPOV.com |