



Pre-Shipping/Storage 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:

EMPLID
USCG/SSN:

Branch of Service:

Rank / Paygrade:

DOD ID:

Destination VPC:

Phone # (At New Destination) - Can be family member, friend or sponsor :

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

USPS/US 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:

1 – POV must have $\frac{1}{4}$ tank or less of fuel

2 – Cleanliness of interior and exterior

3 – Have all correct documentation

4 – Review shipment details at www.PCSmyPOV.com

PRIVACY ACT

SYSTEM OF RECORD NOTICE:

Defense Transportation Records, November 12, 2008, 73 FR 66872

AUTHORITY: Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force, 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 406, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Federal Acquisition Regulation (FAR); Joint Federal Travel Regulation (JTR), Volumes I and II, DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; and DoD Regulation 4515.13-R, Air Transportation Eligibility and E.O. 9397 (SSN).

ROUTINE USE: To disclose to private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pick up and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. U.S. Customs and Border Protection Declaration for personal property shipments, re-weigh of personal property, shipment evaluation and inspection reports, receipt for unaccompanied baggage, mobile home inspection record, temporary commercial storage at Government expense, accessorial services-mobile home, report of contractor services, and claims for loss and damage. To General Service Administration and Defense Government Accounting Activities for processing government Bill of Lading. To disclose information to a Federal agency in order to manage and optimize DoD transportation resources.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of vehicle shipment.

POV SHIPPER ACKNOWLEDGMENT FORM



Please review and initial each line acknowledging that you have read, understand, and agree with the statements below.

1. Recalls – Initial either statement A or statement B as they apply. Do not initial both.

Pursuant to Defense Transportation Regulation (DTR), Part IV, Attachment K3, Shipping Your POV (Section O, 1a) – I confirm that I have checked my privately-owned vehicle for recalls **via the Safercar.gov website** at <https://www.nhtsa.gov/recalls>.

_____ A. The vehicle that I am attempting to ship has NO unresolved “Recall Notices.”

_____ B. The vehicle that I am attempting to ship **DOES** have an unresolved “Recall Notice” **OR cannot be determined**.

***Note – If your vehicle ships with an unresolved fire recall, there is a chance of transport delays due to Carrier mandated risk mitigation requirements.**

2. Review of Government regulations to ship POV

_____ I have reviewed the DTR, Part IV, K3 - Shipping Your POV. I have also read the Personal Property Consignment Instruction Guide (PPCIG) for destination specific information related to my shipment.

3. Out of Gauge Vehicles

_____ I understand that if my POV exceeds the 20 Metric Ton (MTON) entitlement as specified in JTR 053001.(B),(2),(a), the service for which I am assigned could assess me for reimbursement of the additional costs in accordance with the cited regulation.

4. Repair authorization while In-Transit

_____ I authorize in-transit repairs, i.e., glass, flat tire replacement, or any other part of the vehicle if circumstances warrant such repairs to move the POV to the final VPC. IAL will notify you if such a repair is necessary.

5. Winterizing of my Vehicle

_____ Per DTR, Part IV, Attachment K3, I acknowledge my responsibility to properly prepare my vehicle for colder climate destinations and that coolant, mechanical, and fuel systems are protected to at least -20°F or lower depending on destination.

6. DOT/EPA labels, license plates and vehicle registration

_____ I acknowledge that the proper DOT and EPA labels are affixed to my vehicle. I understand that for the shipment to CONUS, these labels are required, as per US-agencies (CBP, EPA, DOT) requirement. I also acknowledge that I am responsible for all vehicle registration, licensing, insurance, taxes, and fees and that the Vehicle Processing Centers (VPCs) are not capable nor authorized to issue vehicle registrations or license plates. I understand that the most up to date information regarding destination licensing and registration can be found in the **PPCIG**. (For shipment to Bahrain, I understand, that it is prohibited to ship or import any license plates)

7. Double Shipment and Storage

_____ Per (DTR), Part IV, Attachment K4, I acknowledge that only one POV (owned or leased), may be stored at Government expense. Should a duplicate shipment be discovered under a single PCS order, I will be personally responsible for reimbursement of all costs, fees, and penalties associated with the transportation and storage of a POV without entitlement.

8. Fully Electric Vehicles, Plug-In Hybrids (PHEV), and Mild Hybrids

_____ I acknowledge that if my POV is a fully electric vehicle (EV), it has been turned in with as full a charge as possible. **Alaska destinations, the charge level **MUST** be between 30% - 50%. ** I have provided the owner’s manual for the POV. IAL has permission to charge my POV if necessary, during transport. I acknowledge that engaging any apps that check the status of my POV may “wake up” the battery and contribute to battery drainage during transport, which could lead to delays in the shipment. I further acknowledge that there is a possibility of vehicle systems not functioning correctly when the POV is shipped outside of the country of manufacturing origin. EVs, PHEVs, and Mild Hybrids are subject to Carrier mandated fire risk mitigation requirements for shipping which could lead to shipment delays.

9. Vehicle Liens

IAL requests that you provide lienholder information for your vehicle if a lien currently exists.

_____ A. The vehicle that I am attempting to ship has NO liens.

_____ B. The vehicle that I am attempting to ship **DOES** have an existing lien.

Lienholder Name: _____ Account Holder (if different than member): _____

10. POV Conversion to a Commercial Account

_____ I acknowledge that if my POV is not picked up from the destination VPC within 45 days after the POV was available for pickup and IAL has not had a response from me regarding my POV, the Department of Defense may grant disposition to IAL to dispose of my POV.

11. Check Engine Light

I acknowledge that my check engine light may be presently on, or come on during shipment, and will not hold IAL accountable for any issues that may arise due to the check engine light being on either prior to or during transit of my POV.

_____ A. POV “Check Engine” light is on at time of delivery to VPC

_____ B. POV “Check Engine” light is not on at time of delivery to VPC

12. Battery Disconnection as risk mitigation

_____ During a POV shipment, the vehicle starting battery will likely be disconnected to mitigate fire risk while transiting the ocean. I acknowledge that I have been made aware that my vehicle battery may be disconnected during shipment.

13. Supplemental Batteries

I acknowledge that all “supplemental accessory batteries” (batteries added to POV to supply power for after-market accessories) must be completely disconnected and removed from the POV prior to shipment. If the battery is factory installed, the vehicle will be accepted for shipment but must be disconnected prior to turn-in at VPC. Further, any battery not related to starting the POV must be disconnected prior to acceptance at VPC.

_____ A. The vehicle I am shipping does have supplemental batteries.

_____ B. The vehicle I am shipping does not have any supplemental batteries.

Signature: _____

Date: _____

PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 U.S.C. 476, Travel and transportation allowances: dependents; baggage and household effects; 5 U.S.C. 5726, Storage expenses; household goods and personal effects.

PRINCIPAL PURPOSE(S): To ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System (DTS). Information collected may also be used in determining validity of claims, improper shipments and any third party responsibility.

ROUTINE USE(S): The most applicable routine use is: To private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pickup and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. The remaining routine uses located at: <http://dpclid.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx> may also apply.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay processing of personal property shipment and/or settlement of a claim.

1. NAME (Last, First, Middle Initial)		2. DOD ID		3. BRANCH OF SERVICE		4. GRADE/RANK/RATING	
5. ORDERS ISSUING AUTHORITY		6. ORDER NUMBER		7. DATE (DDMMYYYY)		8. NEW PERMANENT DUTY STATION (PDS)	
9. ACKNOWLEDGEMENT OF CUSTOMER SATISFACTION SURVEYS (CSS)							
<input type="checkbox"/> I understand that I am required to complete the Customer Satisfaction Surveys (CSSs) throughout my moving process. Based on the performance in service satisfaction to the customer, the completion of the CSSs provides results the Government will use when awarding shipments to TSPs.							
10. ENTITLEMENTS UNDER THE ORDER DESCRIBED ABOVE: <input type="checkbox"/> HHG <input type="checkbox"/> UB <input type="checkbox"/> NTS <input type="checkbox"/> POV <input type="checkbox"/> BOAT <input type="checkbox"/> CLAIMS							
PART I - HOUSEHOLD GOODS (HHG)				PART V - PRIVATELY OWNED VEHICLES (POV)			
(1) Weight allowances: PCS: _____ TDY: _____				(1) Authorizations; Restrictions; Host Government requirements.			
(2) Weight restriction at new duty station, if any.				(2) Applicable port of Embarkation and Debarcation; alternate if needed.			
(3) Appliance Servicing. Customer to disconnect all electrical appliances.				(3) Preparation of POV prior to VPC drop-off: recalls/cleaning/fuel requirement.			
(4) I understand my Temporary Storage (SIT) entitlement is for _____ days. If I do not have an approved extension prior to my storage expiration date, the storage costs will become my financial responsibility.				(4) DD Form 788; Private Vehicle Shipping Document for Automobile - Receipt for your POV and Joint Inspection of POV at time of delivery & pickup.			
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.				(5) Excess costs, when applicable; oversize, excess distance.			
(6) Check DD Form 619 at origin for accuracy of information recorded thereon.				(6) Checking inventory of items left in POV; origin/destination.			
(7) Customer's responsibility to annotate discrepancies, loss/damage on delivery documents (Notice of Loss and Damage AT/AFTER).				(7) Secure title or lien holder's permission if required.			
(8) I understand I must arrange with origin PPSO to have a partial delivery at destination. Each item requiring partial delivery will be identified as "partial out" on the inventory at the time of pack out.				(8) Licensing/insurance requirements of state or country.			
(9) Extra pickup or delivery of personal property, including associated charges, when applicable/authorized.				(9) Foreign manufactured POVs.			
(10) Customer's responsibility to ensure property is free of soil and pest infestation.				(10) Delivery of POV to port by agent, Power of Attorney or letter of authorization.			
				(11) Additional information/clarification to include tracking POV can be found at https://www.pcsrnpov.com .			
				(12) Authorized storage location, length of storage/expiration date.			
				(13) Customer understands their responsibility to satisfy vehicle open hazardous/safety recalls prior to turn-in and that failure to do so may result in vehicle being refused for shipment. Any open recalls that cannot be satisfied must be coordinated and approved by the Vehicle Processing Center prior to arrival for turn-in.			
PART II - UNACCOMPANIED BAGGAGE (UB)				PART VI - BOATS			
(1) UB weight allowance is included in your HHG weight allowance when an administrative/restricted weight allowance is applicable.				(1) Boat as principal residence.			
(2) Weight allowances: _____				(2) Domestic: Less than 14ft; 14ft or longer; move by PPM method.			
(3) What can be shipped as unaccompanied baggage.				(3) International: Standard overseas container size or moved as OTO.			
(4) Preparation - Copy of Orders in each container.				(4) Removal of pilferable items.			
(5) Items of extraordinary value. Hand carry, if possible.				(5) Safety standards and transit permit, if necessary.			
				(6) Responsibility to pay accessorial service charges.			
PART III - NON-TEMPORARY STORAGE (NTS)				PART VII - LIABILITY, CLAIMS, PROTECTION			
(1) Included as part of HHG weight allowance when stored at Gov't expense.				(1) Full Replacement Value (FRV) and what it covers.			
(2) Authorized storage location, length of storage/expiration date.				(2) Quick Claims Settlement.			
(3) NTS at Gov't expense is limited to 1 year for members with Home of Selection entitlements and 180 days for members with Home of Record/Place Entering Active Duty entitlement.				(3) Providing notice of loss or damage to the TSP at delivery.			
(4) Appliance servicing. Customer to disconnect all electrical appliances.				(4) Providing notice of additional loss or damage to the TSP within 180 days of delivery.			
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.				(5) FRV claim must be submitted directly with the TSP within 9 months of delivery.			
(6) Items of extraordinary value.				(6) Transferring unresolved claim to the Military Claims Office after 30 days or upon receipt of TSP final offer.			
(7) I understand that once my HHG are placed in NTS, it is my responsibility to keep the PPSO that manages my shipment updated on my latest status (new PCS Orders, Separation, Retirement), and contact information.				(7) Filing a claim within 2 years at depreciated value.			
(8) NTS funding for civilian employees expires at the end of each fiscal year (30 September). For continued storage at government expense, employees must request their Human Resource Office provide the PPSO funding authorization immediately after 1 October or as soon as funding authority is granted.				(8) Contractor and Government liability for POV - Fair market value.			
PART IV - WEAPONS				(9) Inconvenience claims; Failure of a TSP to meet a RDD can cause serious inconvenience to the DoD customers and their family, and can result in the unexpected expenditure of additional funds by the customer for rental/purchase of household necessities. When necessary, customer will be advised to file an inconvenience claim directly with TSP.			
(1) Limitations and restrictions of country/state to which assigned.				(10) If customer has items of extraordinary value, customer should consider additional insurance at their expense.			
(2) US Government requirements and restrictions applicable for import.				(11) Importance of documentation - accurate inventory, exceptions noted during pickup and delivery, etc.			
(3) Special forms and procedures; responsibilities of TSP, etc.				(12) Customer's responsibility to acquire liability coverage for SIT/NTS converted to their expense.			
(4) Shipment of ammunition at Gov't expense is PROHIBITED.							
LINKS							
It's Your Move (Military): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf It's Your Move (Civilian): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf Shipping Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf Storing Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf Moving Your Mobile Home: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf							

PART VIII - GENERAL INSTRUCTIONS

- (1) Very Important Papers (importance of documentation provided).
- (2) The moving company assigned to move your shipment may contact you to discuss your Earliest, Latest, and Desired Pickup dates. The Estimated Shipment Arrival date is a projected date your shipment should arrive at the destination. Dates shown on the DD Form 1299 are initially for informational purposes.
- (3) On pack/pickup date(s) you or your designated agent must be at the residence from 0800-1700; otherwise the cost of the attempted pack/pickup will be charged to you.
- (4) Member provided a copy of the Host Countries Personal Property Consignment Instruction Guide (PPCIG).
- (5) Customer's responsibility to provide a POC to the TSP for disposition of property upon arrival, and update information in DPS upon arrival at destination.
- (6) Customer's responsibility to contact origin/destination PPSO if there is a change in orders that could affect movement of this/these shipment(s).
- (7) Customer's responsibility to provide active e-mail address and personal (cell) phone number; to include, updating immediately if/when any changes occur.
- (8) Customer's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment (e.g: excess weight, special services, alt location).
- (9) Unauthorized items and disposal of useless items; (e.g., building materials, live ammunition, flammable and corrosive materials, propane tanks).
- (10) Professional books, papers, and equipment (PBP&E) for (M)ember and (S)pouse. Must be identified as (M) or (S) on inventory. If identified as Spouse pro-gear, I must provide the PPSO a list, certified by me, of the PBP&E along with a description of the profession or community service of my spouse before it can be included in the shipment. Packed separately from other property. Allowances: (M) NTE 2,000 pounds; (S) NTE 500 pounds.
- (11) Procedure to designate agent to release property or accept property in absence of customer (Power of Attorney or informal letter of authorization).
- (12) Shipment of Alcoholic Beverages: All Federal and State taxes, permits and Customs duty fees are members responsibility and not reimbursable.
- (13) Retiree & Separatee with Home of Selection entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within three (3) years of the effective date of my retirement, placement on TDRL, or discharge with HOS entitlement. Note: Valid for retirement/ Separation dates on or after 24 Jun 2022, dates prior to 24 Jun 2022, the member has one (1) year to turn over HHG for movement.
- (14) Separatee with Home of Record/Place of enlistment entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within 180 days of the effective date of my separation.
- (15) Mobile Home: Service authorized at Government expense and those billed to the customer.
- (16) Mobile Home: Responsibility of the customer to get their mobile home ready for transportation.
- (17) Mobile Home: Inventory the contents of the mobile home and identify items that cannot remain in the mobile home to ensure safe transport.
- (18) Mobile Home: In transit storage and possible excess cost.
- (19) Mobile Home: Separate shipment of household goods is not authorized except for safety reasons and/or PCS outside the CONUS.

11. SPECIAL INSTRUCTIONS:**12. CONFIRMATION OF COUNSELING**

I certify that I have been briefed and understand the personal property entitlements as identified above. I understand the financial responsibility for excess costs and additional expenses incurred for the requested services, that are above and beyond those authorized by the government for personal convenience/preference, are solely the responsibility of the member/customer.

a. SIGNATURE OF COUNSELOR**b. SIGNATURE OF CUSTOMER/DEPENDENT/AGENT****c. DATE (DDMMYYYY)**