

APPENDIX F

DEPARTMENT OF STATE (DOS)-ARRANGED MOVES

A. INTRODUCTION

This appendix outlines responsibilities for the movement and processing of the household goods (HHG), privately owned vehicles (POV), consumables (CNS), and unaccompanied baggage (UB) of Department of Defense (DoD) military and civilian employees and United States Coast Guard (USCG) personnel to, from, and between DOS diplomatic missions for customers who are assigned under the Chief of Missions, and delineates responsibilities whereby the DoD continues to arrange the movement of personal property shipments to, from, and between remaining locations worldwide.

B. RESPONSIBILITIES

1. The DoD's and USCG's responsibilities are as follows:

- a. The DoD/USCG will designate a point of contact (POC) (one per Military Service Headquarters [HQ] and USCG) to consult with the DOS concerning the goods and services requested. The DoD/USCG POC will not have direct contact with the DOS contractors unless specifically authorized by the DOS.
- b. The DoD/USCG will update the Personal Property Consignment Instruction Guide (PPCIG) with instructions to Personal Property Shipping Offices (PPSO) and Personal Property Processing Offices (PPPO) on the processes to implement DOS-arranged shipments to, from, and between diplomatic mission locations. The PPCIG country instructions will be updated as follows:

(1) Country Instructions (All Countries):

General Instructions, Section 1 (Shipment Instructions):

Shipments for DoD and USCG personnel assigned to the diplomatic missions in this country must be routed in accordance with (IAW) the PPCIG special instructions of the destination location.

(2) International PPSO Instructions:

Special Instructions, Note 1:

DoD and USCG personnel assigned official duties at a diplomatic mission and classified as permanent personnel or temporary duty (TDY) personnel in excess of 90 days are authorized shipment of HHG/TDY weight allowance using DOS transportation services. The DoD and USCG PPSO/PPPO will counsel customers within the Defense Personal Property System (DPS) under the Joint Travel Regulation (JTR) entitlements and Service Regulations using a DD Form 1797, Personal Property Counseling Checklist, [Figure F-1](#). In addition, DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure F-2](#), must be completed to include the following statement in remarks block 13:

I understand the shipment of my HHG/TDY weight allowance to the indicated diplomatic mission will be performed by the DOS transportation services.

For additional information and/or any concerns about shipments being moved under the DoD-DOS agreement, contact the Service HQ for resolution.

- c. The DoD/USCG will provide the DOS with the following to initiate a shipment:
 - (1) DD Form 1299, [Figure F-2](#), and customer’s Permanent Change of Station (PCS) or TDY orders and, if applicable, amendments.
 - (2) The DoD/USCG PPSO/PPSO providing the counseling will provide the DOS a single fund citation/Transportation Account Code (TAC) for each personal property movement.
 - d. The DoD/USCG PPSO/PPPO will counsel customers using DPS and will electronic mail (e-mail)/facsimile (fax) the DD Form 1797, DD Form 1299, and a copy of their orders to the U.S. Department of State, Transportation and Travel Management Division, at DODPP@state.gov or fax to 202-472-8446. If necessary, a DOS representative can be reached at 800-424-2947 or 202-472-8480/8481. The DOS will acknowledge receipt of the documentation to affect the shipment. Upon receipt of the DOS acknowledgement, the PPSO/PPPO will then place the DPS shipment record(s) in a “canceled” status.
 - e. The DoD/USCG will remain responsible for collecting excess costs from customers whose DOS-arranged shipments place them in an excess cost status.
 - f. The PPSO/PPPO will coordinate with the DOS the release of non-temporary storage (NTS) to allow DOS arranged shipment in connection with (ICW) consecutive overseas tours under Chief of Mission assignments (see [Paragraph B.2.f](#)).
 - g. The DoD/USCG will provide claims settlement, including payment, if the DoD/USCG customer is not able to satisfactorily settle his/her claims directly with the DOS-arranged Transportation Service Provider (TSP). Assist the customer in processing claims through the Military Claims Office, if the DOS is not able to provide settlement with the TSP.
 - h. The United States Transportation Command (USTRANSCOM) will monitor the DPS One-Time-Only (OTO) booking module for shipments inadvertently routed via USTRANSCOM to diplomatic mission locations. The USTRANSCOM will advise the PPSO to route IAW these instructions.
2. [The DOS will:](#)
- a. Provide counseling to all DoD/USCG customers assigned to/departing from a DOS embassy location. Counseling will be IAW the JTR allowances.
 - b. Provide shipment and financial reporting information to USTRANSCOM for dissemination to DoD/USCG (HQs Service-level).
 - c. Maintain a transportation rate table by Continental United States (CONUS) to Outside Continental United States (OCONUS) shipping lanes.
 - d. Determine the “Best Value” method and select the TSP to move DoD/USCG personal property to or from a diplomatic mission location.
 - e. Arrange Storage-in-Transit (SIT), when necessary, to support DoD/USCG personnel. The SIT will not exceed 90 days unless approved IAW the JTR by the Service concerned. The DOS will notify all DoD/USCG customers 30 days prior to the expiration of each 90-day SIT and determine whether additional SIT is required. When any DoD/USCG member requires SIT in excess of 90 days, the DOS will obtain a DD Form 1857, [Temporary Commercial Storage at Government Expense, Figure F-3](#), with supporting documentation and forward it to the respective Service representative for approval/disapproval. Request and approval of additional storage for civilian employees must be coordinated with the Service HQ concerned. The DOS will provide the additional SIT when approved by the Service concerned.

- f. When a customer requests non-temporary storage (NTS) of property while assigned OCONUS to a diplomatic mission, arrange the transportation of personal effects to an USTRANSCOM-designated NTS facility. The DOS will also arrange transportation of personal effects from NTS upon the customer's request in connection with reassignment between diplomatic missions. The DOS is responsible for the transportation of personal effects, while the DoD is responsible for providing the NTS services. The following provisions apply when utilizing USTRANSCOM-designated west/east coast NTS facilities:

(1) West Coast Storage Contractor:

Metropolitan Van & Storage
2200 South Watney Way
Fairfield, CA, 94533-6744

Phone: 707-747-4820

Fax: 707-746-5603

(a) Release from NTS for shipment by DOS:

A DD Form 1299, Application for Shipment and/or Storage of Personal Property, [Figure F-2](#), or a written request from the customer must be submitted to the Joint Personal Property Shipping Office North Central (JPPSO-NC) with orders authorizing the shipment. Upon receipt, JPPSO-NC will coordinate the release from NTS for the shipment by DOS-arranged transportation.

(b) Shipment destined to NTS:

The following advance documentation is required to place a shipment into storage:

- 1 Customer's orders
- 2 DD Form 1299
- 3 Weight tickets
- 4 HHG descriptive inventory
- 5 DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, [Figure F-5](#) (this must be sent to the 834th Transportation Battalion, 410 Norman Ave, Concord, CA 94520, and all vessel arrival notices must indicate the 834th Transportation Battalion as the "notify party").

NOTE: If the shipment arrives without the required documentation, the inbound coordinator will contact the DOS to obtain the required documentation.

(c) NTS Extension:

A Letter or Orders authorizing the customer's new Date Eligible for Return from Overseas (DEROS) is required to extend the NTS entitlement. These documents must be forwarded JPPSO-NC. The shipping office will prepare a DD Form 1164, Service Order for Personal Property, [Figure F-4](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

(2) East Coast Storage Contractor:

Metropolitan Van & Storage
101 Industrial Drive
Suffolk, VA 23435-3430

Phone: 804-234-3055

Fax: 707-746-5603

(a) Release from NTS for Shipment by DOS:

A DD Form 1299 or a written request from the customer must be submitted to the Joint Personal Property Shipping Office South Central (JPPSO-SC) with orders authorizing the shipment. Upon receipt, JPPSO-SC will coordinate the release from NTS for the shipment by DOS-arranged transportation.

(b) Shipment Destined to NTS:

The following advance documentation is required to place a shipment into storage:

- 1 Customer's orders
- 2 DD Form 1299
- 3 Weight tickets
- 4 HHG descriptive inventory
- 5 DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, [Figure F-5](#) (this must be sent to the 841st Transportation Battalion, Joint Base Charleston, 1050 Remount Road, Bldg. 3304, North Charleston, SC 29406, and all vessel arrival notices must indicate the 841st Transportation Battalion as the "notify party").

NOTE: If the shipment arrives without the required documentation, the inbound coordinator will contact the DOS to obtain the required documentation.

(c) NTS Extension:

A Letter or Orders authorizing the customer's new DEROS is required to extend the NTS entitlement. These documents must be forwarded to JPPSO-SC. JPPSO-SC will prepare a DD Form 1164, Service Order for Personal Property, [Figure F-4](#), to extend the NTS entitlement and notify the customer of the new storage expiration date.

- g. Provide the DoD/USCG with shipment information including weight and cost data for all shipments arranged by the DOS to facilitate computation of excess cost indebtedness.
- h. Provide the DoD/USCG support within the requested time frame to respond to official inquiries from varied sources (e.g., Congressional, White House, Inspector General, and Freedom of Information Act).
- i. Assist DoD/USCG customers in processing and submitting loss and damage claims with the DOS-arranged TSP. Refer DoD/USCG customers to their respective claims service for claims settlement when the customers are unsuccessful in settling a claim with the DOS

arranged TSP. The DOS will provide the following contact information to each customer when the additional claims assistance is necessary:

- (1) United States Army Center for Personnel Claims Support
Attn: IMKN-CPC
50 Third Ave, Suite 307A

Building 1310, Pike Hall
Fort Knox, KY 40121-5230
502-626-3000.
E-mail: usarmy.knox.hqda-otjag.mbx.cpcs@army.mil
- (2) Office of the Judge Advocate General
Personnel Claims Unit
9053 First Street, Suite 102
Norfolk, VA 23511-3605
Toll-free: 888-897-8217
Commercial: 757-440-6315
DSN: 564-3310
Toll-free fax: 866-782-7297
Commercial fax: 757-440-6316
DSN fax: 564-3337
E-mail: norfolkclaims@navy.mil
- (3) United States Marine Corps
Manpower and Reserve Affairs
Code MFP-2, Claims
3280 Russell Road
Quantico, VA 22134-5103
Commercial: 703-784-9533
DSN: 278-9533
Fax: 703-784-9827
E-mail: hqmc.claims@usmc.mil
- (4) United States Coast Guard
HHG Claims & Carrier Recoveries
USCG Finance Center
P.O. Box 4121
Chesapeake, VA 23327-4121
Telephone: 757-366-6504, 757-366-6507, or 757-366-6515
Fax: 757-366-6541
E-mail: FIN-SMB-HHG@uscg.mil
- (5) Air Force Claims Service Center
AFCSC/JAD
1940 Allbrook Drive
Bldg 1 Suite 500
Wright Patterson AFB, OH 45433
Toll-free: 877-754-1212
Commercial: 937-656-8044
DSN: 986-8044
E-mail: AFCSC.JA@us.af.mil
Website: <https://claims.jag.af.mil/>

- j. Ensure all the TSPs contracted by the DOS will provide Full Replacement Value (FRV) liability to ensure payment of claims.
- k. Assert recovery claims against TSPs on behalf of each DoD/USCG claims service for those claims adjudicated by each DoD/USCG claims service in the same manner and to the same extent as the DOS asserts its own claims.
- l. Provide USTRANSCOM with a list of areas served by the individual Despatch Agents, [Table F-1](#). This will allow the GPC contractor to contact the correct Despatch Agent.
- m. Use the POV contractor origin documentation to determine eligibility and designate an Intermediate Vehicle Processing Center (IVPC), as depicted in [Figure F-6](#).
- n. Provide invoice package to the Global POV Contract (GPC) program manager. Package will consist of one original copy of the import/export Excel spreadsheet certified by DOS and a copy of member’s orders. Package will show all charges. Required data will include the Transportation Account Code, origin, destination, ship date, full name, and cost.
- o. Provide for joint inspection of the POV condition. Document the condition of the POV at the time of receipt/delivery of the vehicle from/to the GPC contractor at the Vehicle Processing Center (VPC).
- p. Provide necessary assistance concerning shipment documentation to the Military Claims Services for settlement of loss and damage claims. No claims liability will rest with the DOS and no claims action will be done by the DOS. DoD service members must file their claim(s) through appropriate DoD channels against any commercial carriers involved. No subrogation may be done against the DOS when contracted carriers refuse to make claim payment.

C. PAYMENT TERMS AND CONDITIONS

- 1. Services provided will be IAW the Economy Act (31 United States Code 1535).
- 2. The DOS will perform a prepayment audit of a transportation vendor’s invoice and make payment directly to the vendor for all DoD/USCG shipments.
- 3. The DOS will initiate Treasury SF 1221, Statement of Transactions According to Appropriations, Funds, and Receipt Accounts, instructing the Department of Treasury to disburse funds supporting personal property shipments of DoD and Department of Homeland Security employees. Lines of accounting (LOA) supporting these shipments will be one or a combination of full LOAs, Movement Designator Codes (MDC), or TACs.
- 4. SF Form 1034, Public Voucher for Purchases and Services Other than Personal, will accompany Treasury SF 1221 to the Defense Finance and Accounting Service (DFAS) paying office as indicated in the following table.

Department Code	Service	DFAS Paying Office
17	Navy/USMC	Cleveland
21	Army	Rome
57	Air Force	Limestone
97	DoD	Columbus

- a. SF 1221 for USCG personnel will be submitted to the USCG Finance Center, Chesapeake, Virginia. The LOA for USCG will be indicated by Department Code 70 or by “Z” TAC.

- b. SF 1221 for Army Corps of Engineer (ACE) personnel will be submitted to the ACE Finance Center, Millington, Tennessee. The LOA for ACE will be indicated by Department Code 96 or by “A3**” TAC.
- c. All TSP invoicing will be processed by the DOS and paid using DOS funds. The DOS will consolidate all TSP invoice costs associated with individual shipments and process a single bill/transaction to obtain reimbursement from DoD/USCG IAW the process described in [Paragraph C.4.d](#) below.
- d. The DOS Charleston Financial Center will use the Treasury Department SF 1221 process to collect funds from the DoD/USCG. This process will provide a monthly electronic file called Voucher Auditor Detail Report (VADR). The VADR will include all SF 1221 processed items for which the DOS had paid.
- e. The VADR will reflect 993 (standard start information), a voucher description, the currency in which the payment was made, the payment date, the amount, and the fiscal coding.
- f. The DFAS will map the process on behalf of the DoD/USCG and coordinate with the Treasury Department.
- g. The DFAS will coordinate with the Services to reconcile the cost.
- h. The DOS will take set-off action against a DOS-arranged TSP in those cases where the TSP is liable for but does not pay the full amount demanded by a claims service. In no case may the DOS compromise or waive recovery amounts as demanded by a DoD or USCG claims service without prior coordination of the claims service.
- i. The DOS will transfer monies recovered from DOS-arranged TSPs for DoD/USCG claims to the claims service using standard interagency funding transfer procedures.

PERSONAL PROPERTY COUNSELING CHECKLIST			
PRIVACY ACT STATEMENT			
<p>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.</p> <p>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.</p> <p>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://dodoid.defense.gov/Privacy/QRBN/index/BlanketRoutineUses.aspx may also apply.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay processing of personal property shipment and/or settlement of a claim.</p>			
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 (DD/MM/YYYY)	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: _____	(2) Weight restriction at new duty station, if any.	(3) Appliance Servicing. Customer to disconnect all electrical appliances.	(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.
(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.	(6) Check DD Form 619 at origin for accuracy of information recorded thereon.	(7) Customer's responsibility to annotate discrepancies, loss/damage on delivery documents (Notice of Loss and Damage AT/AFTER).	(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.
(9) Extra pickup or delivery of personal property, including associated charges, when applicable/authorized.	(10) Customer's responsibility to ensure property is free of soil and pest infestation.	(1) Authorizations; Restrictions; Host Government requirements.	(2) Applicable port of Embarkation and Debarkation; alternate if needed.
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.	(2) Weight allowances: _____	(3) What can be shipped as unaccompanied baggage.	(4) Preparation - Copy of Orders in each container.
(5) Items of extraordinary value. Hand carry, if possible.	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.	(2) Authorized storage location, length of storage/expiration date.	(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.	(4) Appliance servicing. Customer to disconnect all electrical appliances.
(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.	(6) Items of extraordinary value.	(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.	(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.
PART IV - WEAPONS		LINKS	
(1) Limitations and restrictions of country/state to which assigned.	(2) US Government requirements and restrictions applicable for import.	(3) Special forms and procedures; responsibilities of TSP, etc.	(4) Shipment of ammunition at Gov't expense is PROHIBITED.
it's Your Move (Military): https://www.ustranscom.mil/dt/part-iv/dtr_part_iv_app_k_1.pdf it's Your Move (Civilian): https://www.ustranscom.mil/dt/part-iv/dtr_part_iv_app_k_2.pdf Shipping Your POV: https://www.ustranscom.mil/dt/part-iv/dtr_part_iv_app_k_3.pdf Storing Your POV: https://www.ustranscom.mil/dt/part-iv/dtr_part_iv_app_k_4.pdf Moving Your Mobile Home: https://www.ustranscom.mil/dt/part-iv/dtr_part_iv_app_k_5.pdf		(1) Full Replacement Value (FRV) and what it covers. (2) Quick Claims Settlement. (3) Providing notice of loss or damage to the TSP at delivery. (4) Providing notice of additional loss or damage to the TSP within 180 days of delivery. (5) FRV claim must be submitted directly with the TSP within 9 months of delivery. (6) Transferring unresolved claim to the Military Claims Office after 30 days or upon receipt of TSP final offer. (7) Filing a claim within 2 years at depreciated value. (8) Contractor and Government liability for POV - Fair market value. (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. (10) If customer has items of extraordinary value, customer should consider additional insurance at their expense. (11) Importance of documentation - accurate inventory, exceptions noted during pickup and delivery, etc. (12) Customer's responsibility to acquire liability coverage for SIT/NTS converted to their expense.	

DD FORM 1797, MAR 2022

PREVIOUS EDITION IS OBSOLETE.

Figure F-1. DD Form 1797, Personal Property Counseling Checklist

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 (DDMM/YYYY)

DD FORM 1797 (BACK), MAR 2022

Figure F-1. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (DDMMYYYY)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)	
		a. NAME	
5. DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
a. NAME			
b. TELEPHONE NUMBERS (Include Area Code)		c. TELEPHONE NUMBERS (Include Area Code)	
6. CUSTOMER INFORMATION			
a. NAME (Last, First, Middle Initial)		b. DOD ID	c. RANK/GRADE
d. AGENCY	e. EMAIL ADDRESS PRIMARY (Work)	f. EMAIL ADDRESS ALTERNATE (Personal)	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ ITEMS AND/OR POUNDS OF PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) <i>(Enter quantity estimate)</i>			
a. AUTHORIZED WEIGHT	b. ESTIMATED WEIGHT	c. ESTIMATED MEMBER PBP&E	d. ESTIMATED MIL SPOUSE PBP&E
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:			
a. TYPE ORDERS (X one)		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY			
d. DATE OF ORDERS (DDMMYYYY)		e. ORDERS NUMBER	
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)	
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)	
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER		c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER	
11. EXTRA PICKUP INFORMATION (If applicable)		12. EXTRA DELIVERY INFORMATION (If applicable)	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)	
b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)	
c. AGENT DESIGNATED TO RELEASE PROPERTY/TELEPHONE NUMBER		c. AGENT DESIGNATED TO RECEIVE PROPERTY/TELEPHONE NUMBER	
13. INTRANSIT INFORMATION/PERMANENT MAILING ADDRESS		b. TELEPHONE NUMBERS (Duty/Home/Cell) (Include Area Code)	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code)			
		c. EMAIL ADDRESS (Other than Primary or Alternate)	
14. DESIRED DATES FOR (DDMMYYYY)			
a. EARLIEST PICKUP	b. LATEST PICKUP	c. DESIRED PICKUP	d. EST SHPT ARRIVAL
15. DIRECT DELIVERY REQUESTED (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO			
16. REMARKS			
17. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS			
I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF CUSTOMER		b. DATE SIGNED (DDMMYYYY)	
18. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Personal property is baggage, household goods, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)	
		c. TITLE	

DD FORM 1299, MAR 2022

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Figure F-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property

PRIVACY ACT STATEMENT	
<p>AUTHORITY: 37 USC 406 and 5 USC 5726.</p> <p>PRINCIPAL PURPOSE(S): For evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the customer in case goods to be shipped exceed Government entitlement limits.</p> <p>ROUTINE USE(S): DD Form 1299 may be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents as the official shipping and storage order.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and impede storage arrangements.</p>	
CERTIFICATION OF SHIPMENT RESPONSIBILITIES	
<p>In consideration of said household goods or mobile home being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"> 1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders. 2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination. 3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment. 	<ol style="list-style-type: none"> 4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation. 5. I understand the entitlements for transportation of my mobile home and/or shipment of household goods/unaccompanied baggage are provided for in Chapter 5 of JTR. 6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period. I also understand the timeline for all my responsibilities for filing a claim on those goods begins when Government responsibility expires. 7. Professional books, papers and equipment are or were necessary in the performance of official duties Member/Spouse if applicable.
CONDITION FOR STORAGE	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"> 1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement. 2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect. 3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract. 4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage. 5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household 	<p>goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.</p> <ol style="list-style-type: none"> 6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense. 7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized. 8. All new Government contracts for the storage of household goods limits the liability of \$6.00 times the net weight of the lot is mandatory at each NTS Facility location. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

DD FORM 1299 (BACK), MAR 2022

Figure F-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property, (Back) (Cont'd)

TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE			
PRIVACY ACT STATEMENT			
<p>AUTHORITY: Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p>PRINCIPAL PURPOSE(S): To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p>ROUTINE USE(S): The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p>DISCLOSURE: Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>			
SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS			
Reference Paragraph U5375-B2, JFTR			
<p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>			
SECTION II - MEMBER'S STATEMENT OF FACTS			
<p>1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)</p>			
a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING		
b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION		
c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)		
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION			
2. MEMBER INFORMATION			
a. NAME (Last, First, Middle Initial)		b. RANK	c. SOCIAL SECURITY NUMBER
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)	
SECTION III - APPROVAL			
3. INSTALLATION NAME		4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)
6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.			
7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD NOT TO EXCEED 90 DAYS.			
8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON _____ (YYYYMMDD) Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.			
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)
e. ACCOUNTING CLASSIFICATION			
10. TRANSPORTATION OFFICER INFORMATION			
a. NAME (Last, First, Middle Initial)		b. RANK	
c. TITLE		d. SIGNATURE	

DD FORM 1857, SEP 1998

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Figure F-3. DD Form 1857, Temporary Commercial Storage at Government Expense

SERVICE ORDER FOR PERSONAL PROPERTY									
1. TO (Contractor)					2. FROM (Ordering Office)				
a. NAME					a. NAME				
b. ADDRESS (Street, City, State, ZIP Code)					b. ADDRESS (Street, City, State, ZIP Code)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER			g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)				
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)			k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)
n. OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)				
(3) PAY GRADE			(4) SSN						
4. NEW ACCOUNTS - SERVICES ORDERED									
a. PACKING ITEM I		b. SPECIAL SERVICES			c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
		(1) WARDROBE - ITEM IIA	(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB						
RATE	NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE	RATE
\$		\$		\$		\$	\$	\$	\$
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYYYMMDD)			c. DELIVERY ADDRESS (Street, City, State, ZIP Code)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM VI	(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(5) WEIGHT REMOVED	(5) WEIGHT REMAINING		
RATE	RATE	ZONE	RATE	RATE					
\$	\$		\$	\$					
6. REMARKS									
7. SPECIAL INSTRUCTIONS									
a. MAIL INVOICES TO:									
b. STORAGE AUTHORITY:									
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT					LBS. Weight in excess of such maximum will be charged to the owner.				
d. ESTIMATED COST OF THE SERVICES IS \$ _____ . You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.									
e. ACCOUNTING CLASSIFICATION:									
8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	

DD FORM 1164, SEP 1998 (EG)
 Designed using Perform Pro, WHS/DIOR, Sep 98

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COPY DESIGNATION: Original 2 3
 4 5 6 7

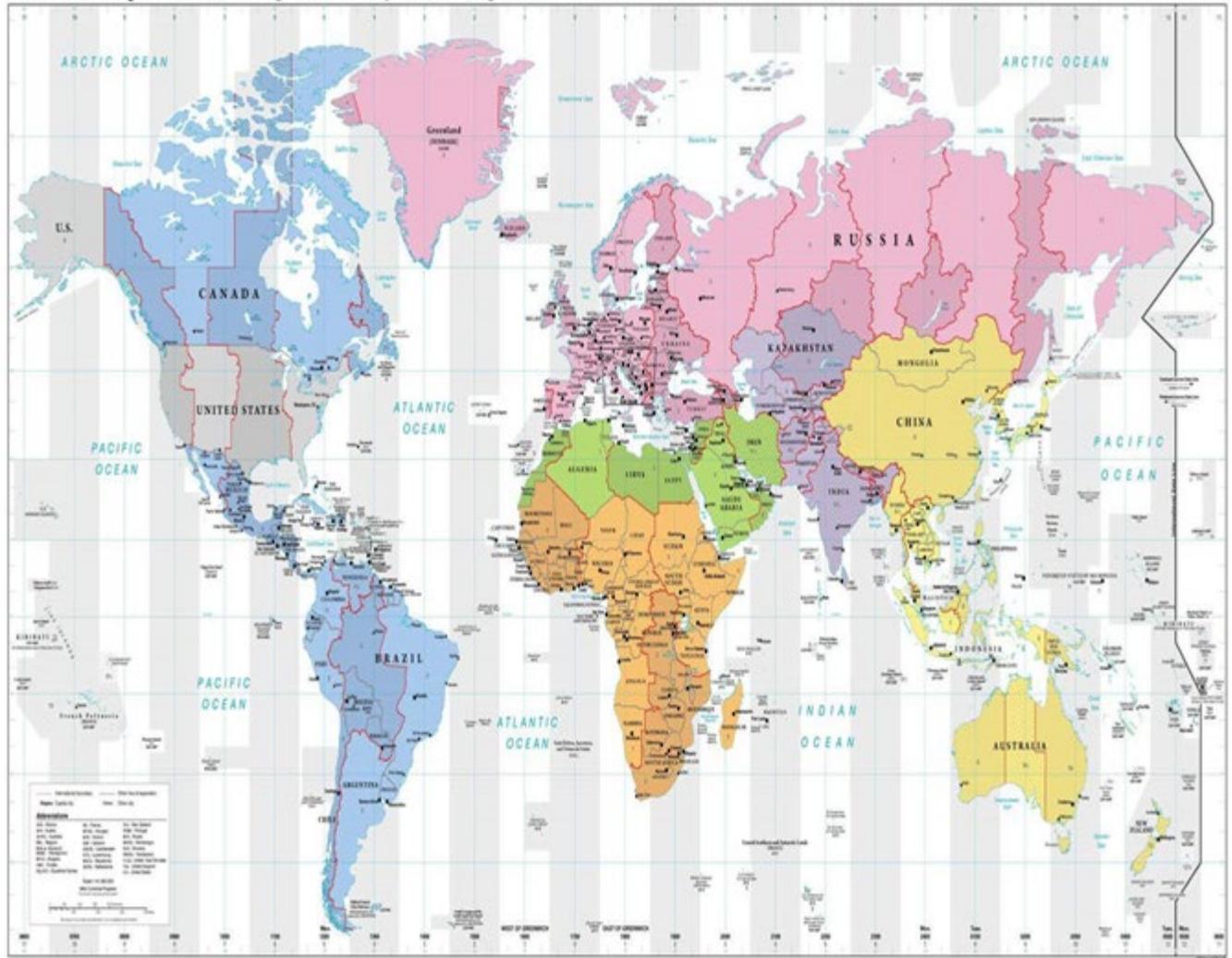
Figure F-4. DD Form 1164, Service Order for Personal Property

Prescribed by: DTR 4500.9-R		CUI (when filled in)	
US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		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.	CBP DECLARATION NUMBER
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 CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Department of Defense Identification (DODID) is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your DODID and other requested personal information may cause delay in processing through CBP, pending positive identification.			
PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES			
1. TO: (Overseas POE/APOE)		2. FROM: (Transportation Officer)	
SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)			
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. DODID NUMBER
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate items) (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 are 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 CBP 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)			
<input type="checkbox"/> a. Assigned to permanent duty overseas.			
<input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more.			
<input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
<input type="checkbox"/> 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.			
<input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States.			
<input type="checkbox"/> 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 REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
SECTION B - OVERSEAS PORT SHIPMENT DATA			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	
DD FORM 1252, JAN 2023		CUI (when filled in)	
PREVIOUS EDITION IS OBSOLETE.		Controlled by: A&S CUI Category: PRIVCY LDC: FEDCON POC: oad.pentagon.osad-a-s.mba.cmo@mail.mil	
COPY DESIGNATION: (X one) <input type="checkbox"/> 1 Attach to Manifest <input type="checkbox"/> 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container			
<input type="checkbox"/> 3 Origin Transportation Office file <input type="checkbox"/> 4 Owner			

Figure F-5. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments

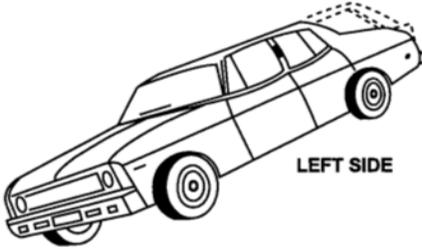
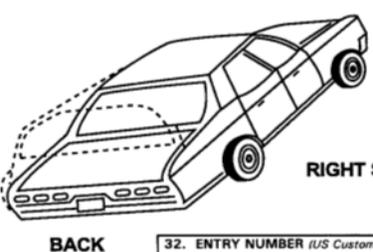
Department of State Zones

United States Foreign Service Posts and Department of State Jurisdictions, September 2011



Area	IVPC	DOS Contact
Pink, Green, Orange, and Purple	Baltimore	DODPP@state.gov
Yellow	Seattle	Despatch_Agency_Seattle@state.gov
Blue	Charleston	Despatch_Agency_Miami@state.gov

Figure F-6. Department of State Zones

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE									
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)		
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)	10. RDD (54-56)	11. TR ACCOUNT (64-67)	12. PIECES (68-71)	13. WEIGHT (72-76)		
14. CUBE (77-78)	15. DOC ID (1-3) TPB	16. POV YR, MAKE (9-14)	17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)	19. GRADE (69-70)			
20. STATE (71-72)	21. LICENSE NUMBER (73-77)		21. COLOR (78-80)	22. BODY TYPE	23. VEHICLE IDENTIFICATION NUMBER				
24. ODOMETER READING		25. VESSEL (Voyage Number)		26. AUTHORIZATION CHARGES PAID, ETC.		27. DATE LOADED (YYYYMMDD)			
28. STOWAGE LOCATION			29. BILLING ADDRESS FOR NOTIFICATION PURPOSES						
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted.			f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)			
			X	(a) Turn in joint inspection - owner/agent & Government representative					
			a. DATE (YYYYMMDD)	T	(b) POE use (Optional)				
			b. SIGNATURE OF OWNER OR AGENT	<input type="checkbox"/>	(c) POE check in stow/condition when stuffed in container				
			c. NAME OF AGENT (Last, First, Middle Initial) (Print)	<input type="checkbox"/>	(d) POD check in stow/condition when removed from container				
			d. STREET ADDRESS	<input type="checkbox"/>	(e) Release of custody by discharge stevedore				
			e. CITY, STATE, AND ZIP CODE	*	(f) POD use (Optional)				
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation.									
31. AFTER INITIAL INSPECTION, RECORD ONLY MARKS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.									
 <p>LEFT SIDE</p>				 <p>RIGHT SIDE</p>					
 <p>FRONT</p>				 <p>BACK</p>					
32. ENTRY NUMBER (US Customs use only)									
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped	CR - Cracked DE - Dent GD - Gouged	LO - Loose MA - Marred MG - Missing	MI - Mildewed PF - Paint Faded RS - Rusted	RU - Rubbed SC - Scratched SO - Soiled	TD - Torn WD - Badly Worn		
33. INTERIOR CONDITION		CODE	34. ACCESSORIES		IN BOX	LOOSE	35. PROCESSING SERVICE	POE	POD
a. FRONT SEATS			a. CATALYTIC CONVERTER/PELLETS				a. ADD/DRAIN FUEL		
b. REAR SEAT			b. SIDE MIRRORS				b. CONNECT/DISCONNECT BATTERY		
c. REAR MIRROR			c. ANTENNA				c. PACK ACCESSORIES		
d. FRONT SEAT BELTS			d. FAN BELT				d. OTHER		
e. REAR SEAT BELTS			e. FENDER SKIRTS						
f. ASH TRAYS			f. FIRE EXTINGUISHER						
g. FLOOR MATS			g. FIRST AID KITS						
h. DOOR PANELS			h. CIGARETTE LIGHTER						
i. ARM RESTS			i. HAND TOOLS/FLASHLIGHT						
j. REAR SPEAKERS (Additional)			j. HUB CAPS						
k. CUSHION			k. JACK/LOD WRENCH						
l. UPHOLSTERY			l. JUMPER CABLES						
m. RADIO (AM, FM, Tape)			m. LUGGAGE RACK						
n. CB RADIO			n. BLANKET						
o. CARPET			o. WARNING TRIANGLE/TROUBLE LIGHT						
p. CLOCK			p. SPARE TIRE						
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles)									
a. THE VEHICLE DESCRIBED ABOVE:									
<input type="checkbox"/> (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Banding with US Customs required.)									
<input type="checkbox"/> (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA.									
<input type="checkbox"/> (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976.									
<input type="checkbox"/> (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards (Select appropriate options under Import or Export sections.)									
b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.)									
<input type="checkbox"/> (1) The catalyst was removed prior to use overseas and:									
<input type="checkbox"/> (a) Has been reinstalled prior to shipment. (Proof of installation required.)									
<input type="checkbox"/> (b) Will be reinstalled in accordance with the EPA Waiver.									
<input type="checkbox"/> (2) The catalyst was not removed prior to use overseas and:									
<input type="checkbox"/> (a) A new catalyst has been installed prior to shipment. (Proof of installation required.)									
<input type="checkbox"/> (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver.									
<input type="checkbox"/> (3) This POV requires an oxygen sensor to meet US EPA emissions standards and:									
<input type="checkbox"/> (a) An operable sensor has been installed prior to shipment. (Proof of installation required.)									
<input type="checkbox"/> (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver.									
<input type="checkbox"/> (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle.									
c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.)									
<input type="checkbox"/> (1) Catalyst <input type="checkbox"/> Oxygen sensor has been removed and is accompanying the vehicle.									
<input type="checkbox"/> (2) Catalyst <input type="checkbox"/> Oxygen sensor will be removed at the overseas port prior to using leaded gasoline.									
<input type="checkbox"/> (3) Catalyst <input type="checkbox"/> Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US.									
<input type="checkbox"/> (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Band with US Customs required upon return.)									

DD FORM 788, SEP 1998

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Designed using Perform Pro, WHS/DIOR

Figure F-7. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT	
<p>I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys.</p> <p>2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories.</p> <p>(3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a).</p> </div> <div style="width: 48%;"> <p>(4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing.</p> <p>THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival.</p> <p>I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.</p> </div> </div>	
37. DELIVERY RECEIPT	
a. EXCEPTIONS	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
<p>b. TERMINAL SERVICE - PICKUP (<i>X as applicable. If unsatisfactory, specify.</i>)</p> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY </div>	
38. MISCELLANEOUS INFORMATION	
<p>39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE.</p>	
a. SIGNATURE OF OWNER OR AGENT	b. DATE (YYYYMMDD)
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788 (BACK). SEP 1998

Figure F-7. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

Table F-1. U.S. Despatch Agencies

Despatch Agency Contact Info	Destinations Served
Transportation & Travel Management 2025 E St. NW SE3135 (SA-09) Washington, D.C. 20037 Phone: 800-424-2947 Fax# (202) 472-8446 E-Mail: DODPP@state.gov	Global destinations.
U.S. Despatch Agency 2800 S. 192 Street, Suite 108 Seattle, WA 98188 Phone: 206-764-3805 Fax: 206-764-6660 E-Mail: Despatch_Agency_Seattle@state.gov	East Asian and Pacific Affairs (EAP) plus Kathmandu and Vladivostok
U.S. Despatch Agency Miami Corporate Park Building H, Suite 250 7789 NW 48th St. Miami, FL 33166 Phone: 305-640-4574 Fax: 305-715-3502 E-Mail: Despatch_Agency_Miami@state.gov	Western Hemisphere Affairs (WHA) (except posts in Canada and Mexico)
U.S. Despatch Agency 1820 Portal Street Suite 400 Baltimore, MD 21224 Phone: 410-631-0045 Fax: 410-631-0058 E-Mail: Despatch_Agency_Baltimore@state.gov	Worldwide
U.S. Logistics Center 225 South Vermilion Avenue Brownsville, TX 78521 Phone: (956) 982-3916 Fax: (956) 982-6832 E-Mail: DespatchAgencyUSLCBrownsville@state.gov	Mexico (only)
ELSO – American Embassy Office Atlantic House Noorderlaan 147 - 10A 2030 Antwerp, Belgium Phone: 32-3-540-2011 Fax: 32-3-540-2040 E-Mail: Despatch_Agency_ELSO@state.gov	African Affairs (AF), Europe (EUR), Near Eastern Affairs (NEA), and South & Central Asian Affairs (SCA) Transit point for some shipments from DAs in New York (NY), Seattle (SE), Miami (MI), or Baltimore (BA).

Updated: 12 SEP 2018