

BEFORE YOU SHIP YOUR VEHICLE

- 1. Gas MUST NOT be more than ¼ tank full**
2. Please have measurements filled out before appointment and all documentation.
3. Vehicle must be in safe operating condition and meet state and/or host nation emissions requirements.
4. Vehicle must be free from dirt, soil, mud or similar matter (snow/ice) including the interior.
5. Glove box compartment and trunk must be empty of all personal belongings, except spare tire and jack.
6. Safeguard the cooling system with a permanent type antifreeze solution.
7. Consider rust protection and under coating prior to shipment.
8. You may also want to consider taking pictures or videotaping your vehicle and any damages to it prior to dropping it off for shipment.
9. Remember this is your vehicle; be there when it is inspected. If you disagree with the inspector make note on the DD Form 788 before you sign it.
10. Vehicles can only be dropped off on:
Mondays 0830-1100
Tuesdays 1300-1630
Thursdays 1300-1630

REQUEST TO SHIP VEHICLE FROM KODIAK, AK
VEHICLE DROP OFF: MON 0800-1100 TUES & THURS 1300-1630

DATE: _____ RANK/RATE/GRADE _____

FIRST NAME: _____ M.I. _____ LAST NAME: _____ EMPLID: _____

TURN IN DATE: _____ SAIL DATE: _____
(Every Wednesday)

VPC LOCATION SHIPPING VEHICLE TO: _____

CONTACT INFORMATION:

DESTINATION ADDRESS IF KNOWN: _____

HOME PHONE #: _____ CELL PHONE #: _____

PERSONAL EMAIL ADDRESS: _____

VEHICLE INFORMATION: YOU MUST BRING A COPY OF YOUR REGISTRATION

YEAR: _____ MAKE: _____ MODEL: _____ COLOR _____

VIN: _____ BODY TYPE: _____ LICENSE PLATE #: _____

STATE: _____ (DIMENSIONS IN INCHES)

LENGTH: _____ HEIGHT: _____ WIDTH: _____ WEIGHT _____

VPC LOCATIONS:

ATLANTA, GA
BALTIMORE, MD
CHARLESTON, SC
DALLAS, TX
GUAM
HAWAII

LOS ANGELES, CA
NORFOLK, VA
PUERTO RICO
SAN DIEGO, CA
SEATTLE, WA
ST LOUIS, MO

TRANSPORTATION USE

CUBIC FT: _____

RDD: _____

TCN: _____

DOCUMENTS REQUIRED TO SHIP YOUR POV:

*COPY OF ORIGINAL SIGNED ORDERS AUTHORIZING SHIPMENT OF POV

*COPY OF REGISTRATION

*IF GOING TO AN OCONUS LOCATION YOU MAY ALSO NEED A LETTER FROM THE
LEIN HOLDER AUTHORIZING EXPORT OF POV

**SAIL DATES WILL ONLY BE CHANGED UNDER EMERGENCY SITUATIONS, ONCE YOUR
POV HAS BEEN BOOKED.**

*****We will only except completed packages*****

WE REQUIRE AT LEAST 2 WEEKS NOTICE TO PROCESS POV SHIPMENTS

SIGNATURE: _____ DATE: _____

Vehicles can only be dropped off on:

Mondays 0830-1100 (Summer Schedule)

Tuesdays 1300-1630 (Yearly)

Thursdays 1300-1630 (Yearly)

PERSONAL PROPERTY COUNSELING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.

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

ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.

1. NAME (Last, First, Middle Initial)	2. EMPLID	3. GRADE/RANK/RATING
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (YYYYMMDD)

7. CHECKLIST (Record special instructions on back)

PART I - HOUSEHOLD GOODS	PART II - UNACCOMPANIED BAGGAGE (Continued)
(1) Entitlements under the order described above (<i>number of shipments, authorized destination, etc.</i>)	(7) Items of extraordinary value.
(2) Weight allowances: PCS _____ TDY _____	(8) Whom to contact in the event of loss or damage.
(3) Weight restriction at new duty station, if any.	(9) VIP - Very Important Papers (<i>the importance of documentation</i>).
(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(10) Member's responsibility to complete and turn in quality control form.
(5) Pickup date and required delivery date as determined by requirements of the member: PUD _____ RDD _____	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
(6) Mode/method of shipment, including name of carrier if known.	(12) Unauthorized items and disposal of useless items.
(7) Unauthorized items and disposal of useless items.	(13) Professional books, papers, and equipment.
(8) Professional books, papers, and equipment.	(14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
(10) Servicing/deservicing appliances.	PART III - NONTEMPORARY STORAGE
(11) Temporary storage (<i>contractual or intransit</i>).	(1) Entitlements under this order, special services, etc.
(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing and report them to ITO.	(2) Included as part of HHG weight allowance when stored at Government expense.
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(3) Where stored and for how long.
(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	(4) Pickup date.
(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	(5) Appliance servicing.
(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	(6) Checking inventory at time of pickup.
(17) Extra pickup or delivery charges, when applicable.	(7) What documentation given to member and its importance to him.
(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	(8) Items of extraordinary value, excess weight/cost.
(19) What documentation given to member and its importance to him.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
(20) Member's responsibility to complete and turn in quality control form.	(10) Unauthorized items and disposal of useless items.
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	(11) Professional books, papers and equipment.
PART II - UNACCOMPANIED BAGGAGE	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
(1) Included as part of HHG weight allowance when shipped at Government expense.	(13) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.
(2) Weight allowances: Member _____ Dependents _____	PART IV - HOUSE TRAILERS/MOBILE HOMES
(3) What can be shipped as unaccompanied baggage.	(1) Entitlements under this order, limitations, possible costs.
(4) Pickup and delivery dates.	(2) Services authorized at Government expense and those billed to member.
(5) Preparation - Copy of Orders in each container just before closing it.	(3) Responsibility of member to get trailer ready for movement.
(6) How and by whom shipped.	(4) Inventory and contents of trailer. Items that cannot remain in trailer.
	(5) Pickup and delivery dates.
	(6) Intransit storage and probability of excess costs.
	(7) Carrier and Government liability.
	(8) What documentation given to member and its importance to him.
	(9) Responsibility to promptly submit quality control information.

7. CHECKLIST (Continued)	
PART V - PRIVATELY OWNED VEHICLES (POV)	PART VI - WEAPONS AND AMMUNITION
<input checked="" type="checkbox"/> (1) Does vehicle qualify as a POV.	(1) Limitations and restrictions of country to which assigned.
<input checked="" type="checkbox"/> (2) Authorizations, restrictions, special Host Government requirements.	(2) US Government requirements and restrictions applicable for import.
<input checked="" type="checkbox"/> (3) Applicable port of embarkation and debarkation; alternates if needed.	(3) Special forms and procedures; responsibilities of carriers, etc.
<input checked="" type="checkbox"/> (4) Preparation of POV prior to delivery to port.	PART VII - LIABILITY, CLAIMS, PROTECTION
<input checked="" type="checkbox"/> (5) Application and other documents required; Power of Attorney if required.	(1) Carrier, storage firm and Government liability for loss or damage.
<input checked="" type="checkbox"/> (6) Excess costs, when applicable; oversize; excess distance.	(2) Carrier and Government liability for mobile home. Liability for repairs enroute.
<input checked="" type="checkbox"/> (7) Checking inventory of items left in POV; origin and destination.	(3) Carrier and Government liability for POV.
<input checked="" type="checkbox"/> (8) Secure lien holder's permission if required.	(4) Limitations on Government liability.
<input checked="" type="checkbox"/> (9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.	(5) Importance of documentation - accurate inventory exception on delivery, etc.
<input checked="" type="checkbox"/> (10) Joint inspection of POV at time of delivery and pickup.	(6) Valuation of items of extraordinary value - substantial value.
<input checked="" type="checkbox"/> (11) Licensing and insurance requirements of state or overseas country.	(7) Whom to see at destination in the event of loss or damage.
<input checked="" type="checkbox"/> (12) Foreign manufactured POVs.	
<input checked="" type="checkbox"/> (13) Delivery of POV to port by agent; special requirements for.	

8. SPECIAL INSTRUCTIONS

WHAT YOU MAY SHIP IN YOUR POV

1. Vehicle tools, not to exceed \$200 in value.
2. Items such as jacks tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights.
3. One spare tire and two snow tires with wheels (either mounted or un-mounted).
4. Portable cribs, children's car seats, and strollers.
5. Luggage racks and supports.
6. Small items such as thermos bottles, bottle warmers, and car cushions will be packed for transportation by the VPC. Speakers and audio/video equipment in POV or trunk must be bolted down or permanently fixed as part of the POV.
7. Catalytic converters, catalyst components (pellets), oxygen sensors, or pipe segments used to replace converters in overseas areas.

POV Turn-In At Origin:

- a. Ensure vehicle does not have an unresolved "Recall Notice". The VPC can refuse to accept a vehicle for shipment if the vehicle presents a safety hazard to a VPC employee or its facilities and or equipment. Documentation from a certified mechanic/dealership authorized to perform "Recall Notice" repairs may be required.
- b. Have valid sets of orders/amendments.
- c. Ensure you have sufficient funds available in the event of unexpected delays/expenses to, from, or at the VPC.
- d. Provide written approval from leasing or lien-holder Company authorizing export.
- e. Have in your possession Government/State issued identification.
- f. Ensure your POV contains no more than one-fourth tank of fuel (gasoline or diesel).
- g. Have in your possession proof of vehicle ownership (title or registration).

POV drop off at Horizon Lines Kodiak are only on

Mondays, 08:30 - 11:00 (Summer schedule)

Tuesdays 13:00 - 16:30 (Yearly)

Thursdays 13:00 -16:30 (Yearly)

9. CONFIRMATION OF COUNSELING

I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the oversea duty station is less than 20 weeks (as determined by the oversea commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another oversea duty station.

a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:

(X)	YES	NO	(X)	YES	NO
		<input checked="" type="checkbox"/>	(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)		<input checked="" type="checkbox"/>
(1) HOUSEHOLD GOODS		<input checked="" type="checkbox"/>	(7) WEAPONS AND AMMUNITION		<input checked="" type="checkbox"/>
(2) NONTEMPORARY STORAGE		<input checked="" type="checkbox"/>	(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL	<input checked="" type="checkbox"/>	
(3) PRIVATELY OWNED VEHICLES	<input checked="" type="checkbox"/>		PROPERTY SHIPPING INFORMATION PAMPHLET.		
(4) LOSS AND DAMAGE	<input checked="" type="checkbox"/>				
(5) UNACCOMPANIED BAGGAGE		<input checked="" type="checkbox"/>			

b. SIGNATURE OF COUNSELOR

c. SIGNATURE OF MEMBER/DEPENDENT/AGENT

d. DATE (YYYYMMDD)