



Pre-Shipping/Storage Instruction Form

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

Appointment Date:

Actual Arrival Date to New Assignment:

Full Name (First and Last):

DOB:

SSN (USCG use 99+EMPLID)

Branch of Service:

Rank / Paygrade:

Destination VPC:

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

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

USPS/ US Overseas Address (needs to be a physical valid street address)

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

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

Emergency Contact Details

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

Name:

Address:

Telephone Number:

Email Address:

Relationship to Member:

Top 4 ways to avoid your POV being turned away:

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

Length: _____ Height: _____ Width: _____ Weight: _____

Cubic Ft: _____



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 Safecar.gov website at https://vinrcl.safecar.gov/vin/.

_____ 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.** As such, I have been informed that my vehicle battery may be disconnected to allow for shipment. I further acknowledge that I am responsible for any charges associated with the reprogramming of my vehicle due to the battery disconnection during shipment.

2. Review of Government regulations to ship POV

_____ I have reviewed the (DTR), Part IV, Attachment K3 - Shipping Your POV. I have also reviewed the PPCIG for Country specific requirements, which may apply.

3. Repair authorization while In-Transit

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

4. 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.

5. 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)

6. Double Shipment and Storage

_____ Per (DTR), Part IV, Attachments K3 and K4, I acknowledge that only one POV (owned or leased), may be shipped or 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 of a POV without entitlement.

7. Fully Electric Vehicles

_____ I acknowledge that my POV is a fully electric vehicle and has been turned in with as full a charge as possible. I have provided the owner’s manual for the POV. I have provided the OEM charging cable and IAL has permission to charge my POV if necessary during transport. An adequately charged battery will ensure that my POV will not encounter any issues with battery drainage during transport. I have also provided any special instructions relating to the operation of my vehicle on the shipping instruction summary form. 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. 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.

8. 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): _____

9. POV Conversion to a Commercial Account

_____ I acknowledge that if my POV is not picked up from the destination VPC within 90 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 permission to IAL to convert my POV to a commercial storage account. I hereby acknowledge that this POV Shipper agreement may be converted into a commercial storage agreement with IAL and I will be responsible for reasonable storage charges at IAL’s commercial rate starting the date the government grants permission to convert the account to a commercial account. I also understand that IAL will make reasonable attempts to contact me prior to my entitlement converting to a commercial account.

Signature: _____

Date: _____

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. SOCIAL SECURITY NUMBER	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 (number of shipments, authorized destination, etc.)	(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 (the importance of documentation).
(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.
PART III — NONTEMPORARY STORAGE	
(10) Servicing/deservicing appliances.	(1) Entitlements under this order, special services, etc.
(11) Temporary storage (contractual or intransit).	(2) Included as part of HHG weight allowance when stored at Government expense.
(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.	(3) Where stored and for how long.
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(4) Pickup date.
(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.	(5) Appliance servicing.
(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	(6) Checking inventory at time of pickup.
(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.	(7) What documentation given to member and its importance to him.
(17) Extra pickup or delivery charges, when applicable.	(8) Items of extraordinary value, excess weight/cost.
(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.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
(19) What documentation given to member and its importance to him.	(10) Unauthorized items and disposal of useless items.
(20) Member's responsibility to complete and turn in quality control form.	(11) Professional books, papers and equipment.
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
PART IV — HOUSE TRAILERS/MOBILE HOMES	
(1) Included as part of HHG weight allowance when shipped at Government expense.	(1) Entitlements under this order, limitations, possible costs.
(2) Weight allowances: Member _____ Dependents _____	(2) Services authorized at Government expense and those billed to member.
(3) What can be shipped as unaccompanied baggage.	(3) Responsibility of member to get trailer ready for movement.
(4) Pickup and delivery dates.	(4) Inventory and contents of trailer. Items that cannot remain in trailer.
(5) Preparation — Copy of Orders in each container just before closing it.	(5) Pickup and delivery dates.
(6) How and by whom shipped.	(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	
(1) Does vehicle qualify as a POV.		(1) Limitations and restrictions of country to which assigned.	
(2) Authorizations, restrictions, special Host Government requirements.		(2) US Government requirements and restrictions applicable for import.	
(3) Applicable port of embarkation and debarkation; alternates if needed.		(3) Special forms and procedures; responsibilities of carriers, etc.	
(4) Preparation of POV prior to delivery to port.		PART VII - LIABILITY, CLAIMS, PROTECTION	
(5) Application and other documents required; Power of Attorney if required.		(1) Carrier, storage firm and Government liability for loss or damage.	
(6) Excess costs, when applicable; oversize; excess distance.		(2) Carrier and Government liability for mobile home. Liability for repairs enroute.	
(7) Checking inventory of items left in POV; origin and destination.		(3) Carrier and Government liability for POV.	
(8) Secure lien holder's permission if required.		(4) Limitations on Government liability.	
(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.	
(10) Joint inspection of POV at time of delivery and pickup.		(6) Valuation of items of extraordinary value - substantial value.	
(11) Licensing and insurance requirements of state or overseas country.		(7) Whom to see at destination in the event of loss or damage.	
(12) Foreign manufactured POVs.			
(13) Delivery of POV to port by agent; special requirements for.			

8. SPECIAL INSTRUCTIONS

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 overseas duty station is less than 20 weeks (as determined by the overseas 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 overseas duty station.

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

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

b. SIGNATURE OF COUNSELOR

c. SIGNATURE OF MEMBER/DEPENDENT/AGENT

d. DATE (YYYYMMDD)