

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)
 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: HHG UB NTS POV BOAT 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.pcsmygov.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.
	(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.
PART IV - WEAPONS	(11) Importance of documentation - accurate inventory, exceptions noted during pickup and delivery, etc.
(1) Limitations and restrictions of country/state to which assigned.	(12) Customer's responsibility to acquire liability coverage for SIT/NTS converted to their expense.
(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.	
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)