

CHAPTER 401

GENERAL PROVISIONS

A. PURPOSE

This regulation prescribes policies and procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense/United States Coast Guard (DOD/USCG) members/employees and non-appropriated fund (NAF) employees for the movement and storage of personal property and mobile homes.

B. POLICY

1. The United States Transportation Command (USTRANSCOM), in conjunction with the Services/Agencies and theater commands, will provide technical direction and supervision over all traffic management functions incident to personal property movements within the Defense Transportation System (DTS). Quality service to the member/employee is given primary emphasis in implementation and management of the personal property program.
2. The Transportation Officer (TO) will determine the best service in support of the personal property program.
3. Military air and ocean transportation resources, under the control of the Air Mobility Command (AMC) or the Military Sealift Command (MSC), will be used to the maximum extent.
4. The movement of household goods (HHG) by air is subject to the following considerations:
 - a. Personal property will be airlifted by AMC or commercial air carriers to and from those hard-lift areas designated by DOD Components.
 - b. Personal property shipments may be accomplished/made via AMC where Transportation Priority 4 (TP-4) tariff rates are available in other than hard-lift areas.
 - c. Commercial airlift, acquired directly or as part of an International Through Government Bill of Lading (ITGBL) shipment, may be used when cost effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's/employee's shipment requirements.
5. Transportation shipment and cost data will be captured in the Transportation Operational Personal Property Standard System (TOPS) and reported to USTRANSCOM annually on a fiscal year basis. Shipment and cost data will be reported for Through Government Bill of Lading (TGBL) moves, nontemporary storage (NTS), local drayage, direct procurement method (DPM) contractual services/linehaul, intratheater movements, and personally procured transportation payments. When shipments are transported via military airlift and sealift, such shipment and cost data will be included as well. Reports are due annually on 31 March. Shipment and cost data will in turn be provided by USTRANSCOM to the Services/Agencies and the Assistant Deputy Under Secretary of Defense (Logistics & Materiel Readiness) (Transportation Policy) (ADUSD (Transportation Policy)).

6. Change notification to all rate solicitations will be coordinated with the DOD Components when they affect operations, policy, procedures, and/or affect cost of the program.

C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. The Office of the Deputy Under Secretary of Defense for Logistics & Material Readiness (DUSD/L&MR) will:
 - a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.
 - b. Chair the DOD Transportation Policy Council, which provides a forum for coordinated review of DOD transportation policies, systems, and programs.
2. The Service Secretaries will:
 - a. Assign their transportation commands (Military Traffic Management Command (MTMC) of the Department of the Army, MSC of the Department of the Navy, and AMC of the Department of the Air Force) in times of peace and war to the Commander, United States Transportation Command (USTRANSCOM) as Transportation Component Commands (TCCs) under the USTRANSCOM Combatant Command (COCOM).
 - b. Assign common-user transportation assets of the military departments to the USTRANSCOM COCOM, except for those Service-unique or theater-assigned transportation assets.
 - c. Program, budget, organize, train, and equip forces for assignment to USTRANSCOM.
 - d. Resource and manage their transportation programs, which include base transportation operations, and issue supplemental policy, procedures, and traffic management guidance in support of those operations.
 - e. Administer and contract for commercial travel office (CTO) services under DOD Instruction 4500.42, DOD Transportation Reservation and Ticketing Services.
3. The Chairman of the Joint Chiefs of Staff (CJCS) will:
 - a. Staff and submit to the Secretary of Defense (SECDEF), through the Under Secretary of Defense for Acquisition, USTRANSCOM, and other officials, for approval:
 - (1) Changes to procedures for submission of transportation movement requirements to USTRANSCOM.
 - (2) Changes to the transportation movement priority system to ensure its responsiveness to the commanders requiring transportation services.
 - b. Recommend forces for assignment to USTRANSCOM to the SECDEF for approval, in accordance with (IAW) 10 United States Code (U.S.C.), § 162, Combatant Commands: Assigned Forces; Chain of Command.

4. The Service or Agency Headquarters (HQ) transportation staffs will:
 - a. Provide technical direction, management, and evaluation of the cargo traffic management aspects of the DOD transportation movement program, subject to the overall guidance, policies, and programs established by their Service or Agency and USTRANSCOM.
 - b. Ensure efficient, responsive, and quality transportation services and compliance with governing laws, directives, and regulations.
 - c. Direct development and implementation of DOD, Service, or Agency transportation policies, procedures, and programs.
5. The USTRANSCOM will:
 - a. Exercise COCOM of MTMC, MSC, and AMC in times of peace and war.
 - b. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets, i.e., C-130 aircraft, port handling equipment, and other transportation assets.
 - c. Provide management support for Service-unique or theater-assigned transportation assets when agreed to by USTRANSCOM and a Service Secretary or a commander of a unified command, or when so directed by the SECDEF.
 - d. Submit to the SECDEF, through the CJCS, the Under Secretary of Defense for Acquisition, and such other officials, for approval any changes to transportation, fiscal, procurement, or other DOD policies to implement this regulation.
 - e. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA). Any procedure so developed will take effect upon approval by the SECDEF.
 - f. Ensure that transportation policy, procedures, and data requirements are fully integrated with overall DOD logistics interfaces.
 - g. Provide air, land, and sea transportation in peace and war as the DOD single manager for transportation other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy in times of peace and war and will perform such additional functions as outlined below:
 - (1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions and providing forces in support of other unified commands. USTRANSCOM will exercise COCOM through the TCCs. USTRANSCOM will direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in Paragraphs C.8, C.9, C.10, and C.11 of this Chapter or as may be necessary to carry out USTRANSCOM-assigned missions.
 - (2) Apply apportioned/allocated strategic mobility resources as directed by the SECDEF.

- (3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USTRANSCOM.
- (4) Provide management support for Service-unique or theater-assigned transportation assets, to include pre-positioned ships, to the secretaries of the military departments and the commanders of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or Theater Commander (CDR) concerned.
- (5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the secretaries of the military departments and the Under Secretary of Defense for Acquisition on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support programming requirements, along with capital investment strategies, via the Planning, Programming, and Budgeting System (PPBS).
- (6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation (DOT), Federal Aviation Administration (FAA), and the National Transportation Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.
- (7) Manage the Transportation Working Capital Fund (TWCF) financial operations, to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.
- (8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USTRANSCOM' visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess the functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS IAW DOD Directive 5158.4 United States Transportation Command.
- (9) Control assigned funds made available from the National Defense Reserve Fleet for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.
- (10) Review and analyze Service-proposed organizational and mission changes within the TCCs that impact on the ability of USTRANSCOM to carry out assigned responsibilities.
- (11) Ensure the effective and efficient use and control of United States (US) Government-owned or commercial strategic mobility resources and capabilities available to the DOD.
- (12) Through the TCCs, coordinate and implement transportation and acquisition policy and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account and participate in the acquisition planning, monitoring, and overseeing of TCC procurement execution, as outlined in USTRANSCOM Regulation 110-5, United States Transportation Command (USTRANSCOM) Acquisition Oversight Group (AOG). Develop acquisition strategies

for execution by the TCCs to accomplish USTRANSCOM missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.

- (13) In support of the Service heads of an Agency, take action to facilitate the resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.
- (14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for actions to alleviate the shortfall.
- (15) Disseminate the necessary information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DOD.
- (16) With the approval of the SECDEF and IAW the memoranda of understanding (MOU) with DOT, augment the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), and VISA, program. Develop policies, requirements, concepts, and procedures and provide direction and oversight for the CRAF, RRF, VISA, and other established mobilization programs as assigned.
 - (a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTRANS), USTRANSCOM will activate the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise MARAD that activation of the VISA is under consideration and request that MARAD prepare an economic impact statement. Forward a recommendation to SECDEF and transmit, for signature, a proposed memorandum to the SECTRANS requesting concurrence in the activation of the VISA. Upon approval of VISA activation, direct HQ MSC to arrange with ship operators for the acquisition of particular ships.
 - (b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of DOD's airlift fleet.
 - (c) Recommend, through the SECDEF, in coordination with the SECTRANS, the necessary Presidential action to enable requisitioning of ships IAW 46 U.S.C. § 1242, Shipping, and 50 U.S.C. § 196, Emergency Foreign Vessel Acquisition; Purchase or Requisition of Vessels Lying Idle in United States Waters.
- (17) Serve as the principal DOD focal point with MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards IAW MOU and/or memorandums of agreement (MOA).
- (18) Monitor and evaluate Service readiness programs for active and reserve component units that support USTRANSCOM missions.

- (19) Coordinate with the unified commands for the protection of USTRANSCOM assets, host nation (HN) transportation, negotiate/review international support agreements, and other related support to USTRANSCOM forces.
- (20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal, or other US Government agencies, and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with DOD or other US Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests IAW DOD Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.
- (21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required IAW DOD Instruction 4000.19, Interservice and IntraGovernmental Support, and act as the point of contact (POC) for operational agreements within the DTS.
- (22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in acquisition regulations.
- (23) Conduct deliberate and execution transportation planning for DOD Components IAW the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).
- (24) Coordinate and provide worldwide JOPES training in conjunction with Service schools.
- (25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted IAW the JSPS and JOPES.
- (26) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related command, control, communications, and computer systems (C4S) by maintaining the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training.
- (27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.
- (28) Act as the DOD administrator for all transportation data to ensure the automated systems supporting the DTS are compatible and/or interoperable in support of Corporate Information Office goals and objectives. Establish and coordinate transportation data standards and protocols and provide transportation data for the logistics portion of the Defense Data Repository System.
- (29) Serve as the program manager for Defense Transportation Electronic Data Interchange (EDI).

- (30) Serve as DOD single manager for intertheater medical regulating. Conduct continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy medical regulating teams (Category A reservists).
- (31) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products; and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM and component mission planning and execution.
- (32) Propose DOD intermodal system policies for SECDEF approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that will optimize strategic mobility.
- (33) Provide direction and oversight for the Joint Logistics Over-the-Shore Program.
- (34) Act as lead agent for transportation publications, as assigned by the CJCS or SECDEF.
- (35) Operate the Corporate Information Office to improve the efficiency and effectiveness of the DTS through the application of functional process improvement and the central direction of transportation-related information systems development and migration.
- (36) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.
- (37) In coordination with other agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material (HAZMAT).
- (38) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.
- (39) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service and make recommendations to the JS and SECDEF for policy changes.
- (40) Designate, in consultation with the Services, CONUS Seaports of Embarkation (SPOEs), Aerial Ports of Embarkation (APOEs), Seaports of Debarkation (SPODs), and Aerial Ports of Debarkation (APODs) for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater CDRs for designation of Outside Continental United States (OCONUS) SPODs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.
- (41) Establish Command Arrangement Agreements (CAAs) with the unified commands and enter into a MOA/MOU with other Agencies to execute USTRANSCOM missions.

- (42) Provide operational reports as required by DOD Instruction 4100.31, Reports on Single Manager Operations.
 - (43) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to USTRANSCOM missions.
 - (44) Serve as the DOD focal point for all international cooperative airlift agreements.
 - (45) Furnish, through the CJCS, for SECDEF approval, changes to DOD transportation policy.
 - (46) Perform approval authority functions by coordinating all Defense Transportation Regulation (DTR) changes with the Services and the Defense Logistics Agency (DLA).
 - (47) Perform other missions, as directed by the SECDEF.
6. The Joint Mobility Control Group (JMCG).
- a. The JMCG consists of the Joint Mobility Operations Center (JMOC), GPMRC, Joint Intelligence Center Transportation (JICTRANS), and the TCCs command and control (C2) centers.
 - b. The JMCG is a key end-state objective of the USTRANSCOM Strategic Plan. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified CDRs and other customers. The JMCG improves DTS efficiency and effectiveness through maintaining better visibility of transportation assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM C2 nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:
 - (1) Enacting the USTRANSCOM responsibility as the single manager of the DTS.
 - (2) Bringing US transportation resources to bear against any movement task.
 - (3) Providing visibility of all movement requirements.
 - (4) Providing C2 of global mobility forces and other assets.
7. The JMOC. The USTRANSCOM JMOC is the single location for managing all movement requirements. The JMOC is comprised of requirements and customer service teams and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. The JMOC serves as the single face to the customer on all requirements moving within the DTS. The JMOC also performs:
- a. Transportation feasibility analyses.
 - b. Deployment estimates.

- c. Cost estimates.
 - d. Requirements confirmation.
 - e. Shortfall identification.
 - f. Mode selection.
 - g. Requirements consolidation recommendations.
8. TCCs (AMC, MTMC, and MSC) will:
- a. Take all required actions within law, executive order, and regulations to support USTRANSCOM in executing their missions.
 - b. Ensure the effective and efficient use of USTRANSCOM-controlled and commercial transportation services for the DOD.
 - c. Prepare recommendations for USTRANSCOM on the design, specifications, and equipping of strategic mobility assets. In collaboration with Government Agencies, study, analyze, and recommend improvements in strategic mobility systems.
 - d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USTRANSCOM and IAW DUSD/L&MR, to integrate DOD transportation information worldwide and provide data for the DOD Components.
 - e. Manage TWCF activities, incur obligations and costs to perform the activity mission, prepare and submit TWCF required transportation financial reports to USTRANSCOM/Office of the Secretary of Defense (OSD), and identify to USTRANSCOM any impediments to achievement of performance cost goals.
 - f. Submit to USTRANSCOM for coordination and analysis any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.
 - g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USTRANSCOM. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.
 - h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOM Regulation 110-5.
 - i. Develop and submit TWCF program and budget submissions and associated reports to USTRANSCOM IAW established procedures.

- j. Notify USTRANSCOM, IAW established procedures, of the receipt or initiation of any claim by or against a contractor in excess of \$1 million.
- k. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USTRANSCOM copies of responses to congressional inquiries relating to common-user DTS initiatives.
- l. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared responses to audit reports relating to common-user, DTS issues. Report to USTRANSCOM all DTS-related internal control weaknesses identified under DOD Directive 5010.38, Management Control (MC) Program.
- m. Recommend to USTRANSCOM policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within CONUS and OCONUS.
- n. Review and analyze such proposals, notices, decisions, regulations, laws, of federal, state, and local agencies, courts, legislatures, and commercial entities that affect the USTRANSCOM mission.
- o. Provide program and budget submissions to the military departments for strategic mobility requirements IAW established procedures. Keep USTRANSCOM informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.
- p. Review, analyze, and submit recommendations to USTRANSCOM on Consolidation and Containerization Points (CCPs).
- q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components on installation outload capability and enhancement programs.
- r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this regulation. Examine all such documents to bring them in compliance with this regulation and submit them to USTRANSCOM for approval prior to final signature.
- s. Provide deliberate and execution-planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.
- t. Provide USTRANSCOM with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USTRANSCOM all changes, revisions, and new internal regulations that would either require subsequent action from USTRANSCOM or that would supplement specific USTRANSCOM guidance previously received.
- u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper, Service, Agency, or theater CDR.

- v. When designated, develop and publish transportation publications as assigned by USTRANSCOM.
 - w. Serve as the USTRANSCOM POC for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other HAZMAT.
 - x. Inform USTRANSCOM of Service-assigned missions.
 - y. Perform other mission tasks as directed by USTRANSCOM.
 - z. Procure commercial transportation services, to include data reporting requirements.
9. The Commander AMC will:
- a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater, and CONUS aeromedical evacuation, aerial refueling support, and support services to the DOD Components as required by USTRANSCOM.
 - b. Be responsible for all airlift procurement and negotiation and serve as the single face to industry for airlift matters.
 - c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.
 - d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of DOD, based on an evaluation of requirements.
 - e. Procure all commercial air mobility services. Administer and negotiate the Airline City Pairs Contract in conjunction with the General Services Administration (GSA) and in coordination with DOD components.
 - f. Administer and execute the CRAF program. Recommend to USTRANSCOM the activation of CRAF, to include required stage(s) and/or segment(s) to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and 49 U.S.C. Chapter 443, Insurance. Obtain Secretary of the Air Force Indemnification Program activation and waivers. Monitor and manage AMC-assigned missions of these forces upon activation.
 - g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface with other Federal Agencies to determine civil air carrier eligibility and suitability to provide service.
 - h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.
 - i. Provide USTRANSCOM information on the availability of AMC organic and controlled commercial strategic air mobility capability.
 - j. Through USTRANSCOM, serve as DOD focal point for international cooperative airlift agreements.
 - k. Provide host support for USTRANSCOM, including contracting and personnel support.

- l. Operate, or arrange for operation of, common-user aerial ports/air terminals within CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
 - m. Act as the sole negotiator within CONUS with commercial firms on rates and other matters incidental to air transportation of freight.
 - n. Provide USTRANSCOM information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.
 - o. Act as single POC with commercial airline industry for USTRANSCOM for procurement of DOD domestic and international airlift services.
 - p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.
 - q. Determine and arrange the best means available for obtaining supplemental surface transportation, i.e., bus service incidental to commercial air movement.
10. The Commander MTMC will:
- a. Provide surface and surface intermodal distribution-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USTRANSCOM. Provide surface rates, routing, and carrier performance quality control.
 - b. Negotiate rates and other matters incidental to surface transportation of freight within CONUS and, as directed by USTRANSCOM, intermodal rates.
 - c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by USTRANSCOM, administer the DOD Privately-Owned Vehicle Import Control Program, and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.
 - d. Operate, or arrange for operation of, common-user ocean terminals within CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
 - e. Manage the Defense Freight Railway Interchange Fleet (DFRIF), which is required to supplement the capability of commercial transportation carriers.
 - f. Administer the US Government car/truck rental program.
 - g. Administer the surface commercial carrier quality assurance program.
 - h. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.
 - i. Provide ocean cargo booking for the DOD Components.
 - j. Arrange for movement of DOD-sponsored surface export cargo and act as the ocean cargo clearance authority IAW this regulation.

- k. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the SECDEF.
- l. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.
- m. Provide USTRANSCOM with information on the availability of MTMC-controlled commercial mobility capability.
- n. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.
- o. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to HQ MSC. During contingency or wartime, assist USTRANSCOM with the clarification and consolidation of surface requirements from supported unified commanders.
- p. Operate a MTMC Operations Center with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:
 - (1) Procure and book surface intermodal movement requirements.
 - (2) Maintain intermodal shipping schedules and the Integrated Booking System (IBS).
 - (3) Provide the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.
 - (4) Manage related support systems.
 - (5) Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates and related services to meet DOD ocean and intermodal transportation requirements. Perform Administrative Contracting Office and Contracting Officer's Representative (COR) duties.
- q. Upon request of HQ AMC, provide data residing in Statistical Collection of Passenger Travel (STATCO) for use in the GSA Airline City Pairs Contract.
- r. Be responsible for all surface passenger procurement negotiations and serve as the single face to the surface passenger carrier industry.
- s. Administer the DOD Military Bus Agreement.
- t. Administer the DOD Military Rail Agreement.
- u. Schedule a personal property staff assistance visit (SAV) for each Personal Property Shipping Office (PPSO) within their geographical area of responsibility (AOR) once every two years, with priority given to high volume shipping activities. Supported Personal Property Processing Offices (PPPO) will be included in the SAV. The purpose of the SAV is to assist the PPSO in executing personal property traffic management program initiatives and evaluate program effectiveness. Visits will be coordinated with the military Service/Agency HQ or

major command to avoid duplication of effort. A Government Accounting Office or DOD Inspector General audit conducted within the two-year period may be substituted for the SAV.

- (1) SAV dates will be coordinated with the PPSO at least 45 days in advance, followed up in writing with information copies to the Service/Agency HQ or major command.
- (2) The SAV representative will prepare a report of visit within 30 days following completion of the SAV addressed to the PPSO/PPPO visited, with information copy to the Service/Agency HQ or major command.

v. Coordinate Transportation Management Advisories (TMAs) with USTRANSCOM.

11. The Commander MSC will:

- a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USTRANSCOM.
- b. Provide USTRANSCOM and HQ MTMC with information on the availability and status of ships in the government-owned and HQ MSC-controlled fleet, including chartered commercial ships.
- c. Charter vessels.
- d. Oversee the RRF in concert with MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USTRANSCOM.
- e. Recommend to USTRANSCOM activation of the RRF, requisitioning of US-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs IAW 50 U.S.C. § 196, and DOD Regulation 4140.1-R, DOD Materiel Management Regulation.
 - (1) When activation is under consideration, HQ MSC, based upon information provided by the JCS/theater CDRs through USTRANSCOM, will inform MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USTRANSCOM, HQ MSC will request that MARAD activate required RRF ships. Operational Control (OPCON) of ships will be transferred from MARAD to HQ MSC at activation.
 - (2) RRF activation, IAW law, is authorized under the following criteria:
 - (a) To meet a need for sealift capacity that can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT MOA.
 - (b) To support deployment, sustainment, redeployment, and other transportation requirements of US armed forces in military contingencies.
 - (c) In support of CJCS exercises.
 - (d) For civil contingency operations upon orders from the SECDEF.
 - (e) Testing for readiness and suitability for mission performance.

- (f) In connection with a transfer.
 - (3) Ships activated IAW the above will not be in competition with, substitute for, or displace privately owned US flag vessels.
 - (4) HQ MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. HQ MSC will coordinate with MARAD for the activation of requested ship(s).
 - (5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. HQ MSC will coordinate with MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.
 - (6) When activating ships, USTRANSCOM and HQ MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in Paragraphs C.11.e.(2)(b) through C.11.e.(2)(e) above and known funding constraints. When activating RRF ships, HQ MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.
 - (7) Upon Presidential approval of authority to requisition ships, and when directed by USTRANSCOM, HQ MSC will request that MARAD requisition specific ships, which will be transferred from MARAD to HQ MSC after they are requisitioned.
 - (8) HQ MSC will notify ship owners which of their vessels are being considered for call up. When directed by USTRANSCOM, HQ MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping MARAD informed.
- f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.
 - g. Study, analyze, and recommend requirements for ocean transportation systems.
 - h. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.
 - i. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by HQ MSC in coordination with HQ MTMC.
 - j. Coordinate MSC operations with port authorities.
 - k. Promote the requirements, development, protection, and fielding of C4S to support in-transit visibility (ITV) for ocean transportation.

12. The Area, Activity, or Installation CDR (or their delegated representative(s)) will appoint a military member or civilian employee (not a contractor) as TO to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member of the activity or installation CDR's technical staff. Appointment will be accomplished by special order of the area, activity, or installation CDR IAW regulations of the military departments concerned.
13. The TO will:
 - a. Provide efficient, responsive, and quality transportation services within the assigned geographic AOR and ensure compliance with governing laws, directives, and regulations.
 - b. Provide technical direction, management, and evaluation of the traffic management aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM and DOD Components.
 - (1) Prepare and edit travel and shipment documentation to ensure quality data and timely submission to support total movement business processes IAW DUSD/L&MR timeliness criteria.
 - (2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.
 - c. Act as a COR, alternate COR, or ordering officer when commercial travel offices and other related traffic management functions are served under contracts.
 - d. Appoint one or more members, civilian employees, or contractor personnel as transportation agent (TA) to assist the TO in his/her responsibilities. This may be accomplished by letter, which is to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their CDR. Contractor personnel may not be appointed to perform any function involving the obligation or expenditure of government funds.
14. A Mobility Officer (MO) is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component Regulations.
15. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, or Tanker Airlift Control Element (TALCE) will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).

D. ADDITIONAL RESPONSIBILITIES

1. Installation CDRs will:
 - a. Implement this regulation and all program-related directives issued by HQ MTMC.
 - b. Staff and support installation transportation offices to ensure their effective operation and consider fully the increased work loads experienced during the summer shipping period and other periods of peak demand.

- c. Ensure coordination between the installation housing office and TO to prevent unnecessary Storage-In-Transit (SIT) due to housing unavailability.
 - d. Allow enough time off from duties for members/employees to arrange for the shipment or receipt of personal property.
 - e. Ensure the member/employee is furnished all published orders in a timely manner.
 - f. Ensure the member/employee is made aware of all responsibilities and entitlements in the program and provide all services to which the member/employee is entitled.
 - g. Ensure coordination between the TO and contracting officers concerning the requirements and performance of local program contractors.
2. TO/PPSO/Consolidated PPSO (CPPSO)/Joint PPSO (JPPSO) will:
- a. Establish operating procedures to encompass their entire AOR.
 - b. Complete all personal property associated functions/documents utilizing TOPS, to the fullest extent possible.
 - c. Accept or reject carriers' Letters of Intent (LOIs) IAW criteria set forth in this regulation.
 - d. Determine the qualification of carriers' agents IAW criteria set forth in this regulation.
 - e. Maintain a file of carrier rate tariffs and tenders for the installation's AOR.
 - f. Coordinate with contracting officers on the negotiation, maintenance, and administration of packing and containerization contracts.
 - g. Promptly accept and process all applications for the shipment or storage of personal property, regardless of the member's/employee's military Service/Agency affiliation.
 - h. Ensure that the actual shipment weight and cube are entered into TOPS within one working day of receipt from carrier/agent.
 - (1) For Code J and DPM unaccompanied baggage (UB) shipments, assure the actual weight and cube of the shipment have been received from the carrier/agent by the third working day after pickup.
 - (2) For Code J and DPM UB shipments, assure the actual weight and cube of the shipment have been entered into TOPS within one working day of receipt from the carrier/agent.
 - i. Counsel member/employee on their entitlements and responsibilities for the movement and storage of their personal property to include domestic TGBL shipments insurance options.
 - (1) Basic Valuation Coverage. This coverage holds the carrier liable for \$1.25 times the net weight of each shipment. The carrier's liability is limited to that amount only. There is no additional cost to the member/employee for this coverage.

(2) Increased Released Valuation. If the member/employee determines that the basic coverage is not enough to cover the value of the shipment, he/she may choose to increase the coverage by buying additional protection. Using the following options:

- (a) Option 1 (Higher Released Valuation or Lump Sum Coverage): An increased value placed on a shipment, by the member/employee, above the \$1.25 times the actual net weight of the shipment. (Example: Member/employee may increase the amount multiplied by the actual weight of the shipment, i.e., \$2.00 or \$3.00.) There is no maximum limit. The government pays for the basic coverage and the member/employee must pay for the additional amount above the basic coverage.

Note 1: Basic coverage and option 1 is “depreciated value” coverage that ensures each article is covered for its replacement value, less depreciation up to the stated valuation. The weight of an item has no bearing on liability.

- (b) Option 2 (Full Replacement Valuation): The member/employee elects this option to buy full replacement value coverage from the carrier, either as a lump sum or by increasing the basic amount from \$1.25 per pound to \$3.50 per pound. (Must be at least \$21,000 or \$3.50 times the actual net weight of the shipment, whichever is greater.) This option offers members/employees who may only have a small amount to ship the opportunity to insure their shipment for a “minimum lump sum” of at least \$21,000. (Example 1: A member/employee with only 5,000 pound (lbs) shipment who wanted the extra protection of full replacement valuation could “declare” the shipment at a minimum “lump sum” valuation of \$21,000, since the shipment weight (5,000 lbs) times \$3.50 would only be \$17,500.) The government pays the basic coverage and the member/employee must pay for coverage over and beyond that for basic coverage.

Note 2: Coverage under Option 2 is not depreciated value coverage. The carrier’s liability is the amount necessary to replace or repair any and all items lost or destroyed up to the declared amount. The shipper under this option would be paid the cost to replace any item lost or broken beyond repair. Also, under this insurance option, the carrier has the right to repair or replace items instead of paying the member/employee for them. The member/employee must submit a claim against the carrier before initiating a claim against the government. The carrier is only responsible to pay full replacement up to \$3.50 times the actual shipment weight or \$21,000, whichever is greater. A lump sum in excess of that amount will not be covered as full replacement. (Example: A member/employee with an 18,000 lbs shipment would be eligible under Option 2 for “Full Replacement Valuation” at \$63,000 (18,000 lbs x \$3.50). If the member/employee wanted to declare a “lump sum valuation” of \$75,000 on his/her property, the carrier would not accept this shipment under Option 2.) Members/employee may request assistance from any TO or claims office.

- (c) A statement on the Personal Property Government Bill of Lading/Bill of Lading (PPGBL/BL) will be the reference to valuation of the shipment unless a higher valuation is declared. If a higher valuation is requested by the member/employee, it will be indicated on the DD Form 1299, Application for Shipment and/or Storage of Personal Property, Figure 401-1, and on the PPGBL/BL. The following statements are required for entry on the PPGBL/BL. For TGBL Domestic Shipments, enter one of the following:

- 1 Increased Valuation - "Shipment is released at a declared lump sum value of \$_____" or "Shipment is released at a valuation of \$_____ times the net weight in pounds of the shipment."
 - 2 Full Replacement Protection - "Shipment released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater."
- j. Establish reasonable required delivery dates (RDDs) based on the member's/employee's requirements and other governing elements.
 - k. Full replacement protection will be ordered at the time of offering the shipment to the carrier and so noted on the original PPGBL/BL. Corrected PPGBL/BL to add full replacement protection may be issued. However, it must be mutually agreed upon by both the PPSO and the carrier, prior to packing of the shipment.
 - l. Forward a properly prepared and supported DD Form 1299 to the responsible TO when transportation, storage, or related services are required outside the installation's AOR.
 - m. Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member/employee, according to the policies and procedures established in this Regulation.
 - n. Advise the member/employee or the member's/employee's agent of the name of the carrier or warehouse selected and of the dates the necessary packing and related services will be performed before movement or storage of the personal property.
 - o. Advise the member/employee that container/overflow boxes when used in door-to-door service, will be stuffed at origin residence unless specific exception is authorized by the TO or the member/employee.
 - p. Distribute personal property traffic as prescribed by this regulation.
 - q. Control, secure, issue and prepare PPGBL/BLs, and submit them to the carrier before the agreed time of pickup.
 - r. Prepare and distribute Transportation Control and Movement Documents (TCMDs).
 - s. Prepare and distribute customs documents.
 - t. Maintain the PPGBL/BL public file and ensure it is available on the HQ MTMC web-site at <http://www.mtmc.army.mil/frontDoor/>.
 - u. Trace location of shipment upon request of Service/Agency, member/employee, or after the RDD has expired.
 - v. Prepare and distribute Diversion and Long Delivery Certificates.
 - w. Certify on the DD Form 619, Statement of Accessorial Services Performed, Figure 401-2, or DD Form 619-1, Statement of Accessorial Services Performed (Storage-in-Transit Delivery and Reweigh), Figure 401-3, the period of time for the SIT facility when a shipment is

- ordered into and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.
- x. Within the CONUS, contact and assist the Regional Storage Management Office (RSMO) to perform all inspections of carriers agent's local facility once every six months or more depending upon necessity and capability, including checking for damaged or astray personal property shipments. Carriers and agents will expeditiously report these types of shipments to the TO.
 - y. Inspect personal property shipments IAW the requirements of this regulation.
 - z. Perform claims inspections to determine carrier or contractor compliance with tenders of service, tariffs, rate tenders, or contractual obligations.
 - aa. Inspect each mobile home shipment to ensure carriers are in compliance with the terms and conditions of the mobile homes Tender of Service (TOS) and tariff and rate tenders.
 - bb. Establish and maintain a performance file for each carrier serving the installation's AOR.
 - cc. Warn or suspend carriers serving the installation's AOR IAW the policies and procedures established by this Regulation.
 - dd. Recommend to HQ MTMC, through the overseas CDR (when overseas), the disqualification of a carrier with full justification.
 - ee. Inform immediately the local law enforcement agency when claims or other information reflect the loss of firearms from shipments or storage lots of personal property.
 - ff. If property is lost or damaged as a result of fire, flood, disaster, theft, or a similar type of occurrence while in the control of a carrier or packing and containerization contractor, investigate immediately any such loss that occurs within the TO/PPSO geographical AOR in which the loss or damage occurs to ensure:
 - (1) Necessary steps are being taken to prevent further loss, or damage.
 - (2) All shipments lost or damaged are accounted for.
 - (3) Actual damage is determined.
 - (4) The origin or destination TO or PPSOs are notified.
 - (5) Members/employees whose property has been affected are notified of the incident and of the extent of loss or damage incurred.
 - (6) HQ MTMC is notified IAW the requirements of this regulation.
 - gg. Provide HQ MTMC current information relating to the TOs to update the Personal Property Consignment Instruction Guide (PPCIG). To view the PPCIG, enter URL <http://www.mtmc.army.mil> then click on Personal Property, Domestic or International , and Consignment Instruction Guide (PPCIG-OL).
 - hh. Maintain records of DPM rate and shipment data and furnish such data to HQ MTMC.

- ii. Furnish statistical data to HQ MTMC through the HQ of the sponsoring military Service. EDI will be used to the maximum extent.
 - jj. Report potential volume movements to HQ MTMC.
 - kk. Serve as the focal POC for the carrier for all personal property shipments originating at the activity, until such time as the shipment is offered for delivery by the carrier to the destination TO.
3. TO/PPSO/CPPSO, or JPPSO will advise the member/employee of his/her responsibilities that will be performed during the movement process. The member/employee must:
- a. Inform the TO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move.
 - b. Immediately notify the TO of any change in orders or other information affecting the entitlement to ship, store, or accept delivery of personal property.
 - c. Establish a realistic RDD with the origin TO.
 - d. Ensure all items of personal property are ready for packing or shipment before the anticipated packing and pickup date.
 - e. If shipping a privately owned vehicle (POV), deliver the POV to the vehicle processing center (VPC).
 - f. If shipping a mobile home, ensure the mobile home is road worthy and ready for movement before the pickup date.
 - g. Be present, or ensure a designated agent is present, during the pickup and delivery of the property.
 - h. Contact the destination TO immediately upon arrival and provide a contact address and telephone number where the member/employee can be reached to arrange delivery at destination.
 - i. Provide in transit contact information such as e-mail address, cell phone numbers, to assist in locating the member en route.
 - j. To preclude unnecessary use of SIT or temporary lodging allowance payments, make arrangements for the acceptance of the property at destination as soon as possible.
 - k. When in possession of a privately owned firearm (POF), determine and comply with laws and ordinances concerning firearm ownership or possession in states or localities the member/employee will travel through, be assigned to, or reside in; and obtain necessary authorizations for firearm possession or ownership outlined in 27 U.S.C. §178.31, Delivery by Common or Contract Carrier, Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms Publication ATF P 5300.5, State Laws and Published Ordinances-Firearms, and by foreign and domestic government agencies.

- l. Notify immediately the local installation law enforcement agency when becoming aware of the loss of firearms from a shipment or storage lot of personal property.
 - m. Verify the accuracy of all items and information (including damage) on all shipping documents before signing.
 - n. Verify the accuracy of loss or damage information itemized by the carriers on the inventory and the DD Form 1840, Joint Statement of Loss or Damage at Delivery, Figure 401-4.
 - o. Submit promptly a report on the carrier's performance. (This report is important to the overall evaluation of carrier performance).
 - p. Furnish the delivering carrier a signed statement when unpacking or debris removal is waived at destination.
 - q. Retain copies of all current transportation or storage documents.
 - r. Notify the TO or military claims office of subsequently noticed loss or damage within 70 days after delivery by completing and filing DD Form 1840R, Notice of Loss or Damage, Figure 401-5.
 - s. Authorize the carrier to dray loose property to the warehouse for containerization of overflow items.
 - t. Assure waterbeds are properly drained. Waterbeds that are not properly drained may be refused by the carrier, as they may pose a risk to other household goods on board the van for water damage, mold or mildew.
4. Chiefs of PPSO/CPPSO/JPPSO will:
- a. Provide completed documentation for the member's/employee's shipment or storage.
 - b. Select the method and mode of shipment commensurate with the RDD established on the DD Form 1299 (Figure 401-1) received from the TO and make necessary arrangements for shipment.
 - c. Resolve, with the TO, requests for service that cannot be accomplished.
 - d. Furnish required statistical data to HQ MTMC, through the HQ of the sponsoring military Service/Agency.
 - e. Provide inbound shipment information for locator action to the TOs served.
 - f. Accomplish all other traffic management actions required of TOs.
5. TO/PPPOs will:
- a. Interview and counsel members/employees on their entitlements and responsibilities in the program.

- b. Review the member's/employee's orders and prepare the DD Form 1299 IAW the member's/employee's entitlements and requirements. This includes the establishment of a realistic RDD.
 - c. Forward the DD Form 1299 and all supporting documentation to include customs documents to the responsible TO.
 - d. Monitor the arrival of newly assigned personnel and assist the responsible TO, CTO, or JPPSO in arranging for the receipt and delivery of inbound shipments of personal property.
 - e. Assist the member/employee in filing a claim for loss or damage through the TO or claims office if there is no claim service available at the facility to which the member/employee is assigned.
6. Terminal CDRs (Air or Water) will:
- a. Issue letters of warning when shipments are not picked up by port agents at military air or water terminals within the time limits prescribed by the TOS.
 - b. Issue letters of warning to ITGBL carriers when violations of the TOS are observed.
 - c. Report to HQ MTMC personal property shipping containers observed in transit that are unsatisfactory or are suspected of not meeting DOD specifications.
 - d. Issue a Transportation Discrepancy Report (TDR), SF 361, IAW this regulation, Part II, Chapter 210 when loss or damage is discovered in shipments transiting military air or water terminals.
 - e. Issue a certificate showing ocean or aerial port used for all Codes 5 and T shipments.

E. ASSIGNMENT OF GEOGRAPHICAL AOR

- 1. This paragraph applies to all DOD-sponsored personal property shipments worldwide, but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see Chapter 410 of this Regulation and regulations of the military Service/Agency concerned.
- 2. DOD Components will:
 - a. Establish or transfer AOR in coordination with the Commander, MTMC.
 - b. Review and coordinate MOU with the military staff Agencies' controlling manpower, resources, and funding.
 - c. Serve as the POC for activities and installations under their jurisdiction to resolve problems concerning the assignment of AOR.
- 3. TOs (PPSOs/PPPOs) will:
 - a. Coordinate through military Service/Agency command channels on all matters relating to the assignment of AOR.

- b. Develop and process, through command channels, information required for the preparation and processing of a MOU.
 - c. Initiate a MOU.
4. Geographical areas are established within each state in the CONUS and Alaska, as well as all overseas areas, except as otherwise designated in the PPCIG.

F. INSTALLATION TRANSFER, ACTIVATION, AND DEACTIVATION PROCEDURES

1. Deactivation or Transfer of an Installation's Assigned AOR.
 - a. When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity will prepare a MOU/Interservice Support Agreement (ISSA). A joint MOU/ISSA will be executed between the gaining and the losing installation or activity and a copy provided to the Service/Agency HQ. When an agreement cannot be reached at the local level, the matter will be referred to the Service/Agency HQ.
 - b. The Service/Agency HQ will notify HQ MTMC when agreements are final concerning the transfer of functional responsibility from one installation to another, the transfer of AOR, or the activation or deactivation of an installation. The notifications will be timely to allow updating of this regulation and the PPCIG and the establishment of overall operational procedures, i.e., LOIs and rate programs.
 - c. All records and files will be transferred from the deactivated installation to the new responsible installation.
 - d. Interservice and interdepartmental logistic support will follow the basic policies and principles prescribed in DOD policies.
2. Budget and Funding. Each military Service/Agency is assigned specific AOR for providing program-related services to all members/employees, regardless of their military Service/Agency affiliation. Within these AOR, each military Service/Agency will provide administrative and operational support to the other military Services/Agencies as a common service. Such common servicing does not apply to industrial fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, PPGBL/BLs, and packing and containerization will be provided on a cross-servicing basis IAW regulations of the military Service/Agency.

G. PERSONAL PROPERTY COUNSELING

1. DD Form 1797, Personal Property Counseling Checklist, Figure 401-6.
 - a. DD Form 1797 will be used as a guide by the counselor during the counseling session. All items will be discussed with the member/employee and checked off in the blocks provided. Consult the Joint Federal Travel Regulations (JFTR) for military member weight entitlements or the Joint Travel Regulations (JTR) for civilian employee weight entitlements. At the conclusion of the counseling session, the form will be signed by both the member/employee and the counselor, with statements covering any unusual requirements or problem areas

- initialed by the member/employee and the counselor. A computer generated checklist may be used in lieu of the DD Form 1797.
- b. Advise the member/employee or the member's/employee's agent of who to contact at the origin and destination TO
 - c. DD Form 1797 is available through normal publications distribution channels.
 - d. The completed DD Form 1797 will be distributed as follows:
 - (1) One signed copy will be retained in the origin shipment files.
 - (2) One copy will be provided to the member/employee.
2. Claims Counseling.
- a. The Military Personnel and Civilian Employee's Claim Act is a gratuitous payment statute enacted by Congress to partially compensate a member/employee for personal property that is lost, damaged, or destroyed incident to service.
 - b. The Act does not provide insurance coverage, nor was it intended to replace insurance.
 - c. Congress instead intended to alleviate some of the hardships of military life by providing fair compensation for certain types of property losses.
 - d. The Act was never intended to restore damaged property to a better condition than it was in prior to a move.
 - e. Time limitation for filing claims against the US Government is two years from the date of delivery.
 - f. Members/employees will be advised not to accept a partial settlement from carriers, as this may denote final payment in some cases.
 - g. For Army and Air Force, additional claims information may be obtained from the local Staff Judge Advocate (SJA).
3. Counselors will ensure that all members/employees are advised of items that cannot be shipped as HHG or UB. Such items are listed as restricted/prohibited items in the JFTR/JTR, PPCIG, and in DOD Component publications. Examples of hazardous items are listed in Appendix I to this regulation.
4. For TGBL and ITGBL shipments, the member/employee will receive a toll free number prior to pick up for direct communication between the member/employee and the carrier. The toll free number may be used for customer inquiries and problem resolution during any phase of the move. The carrier must respond to the member's/employee's concerns within 24 hours from the member's/employee's initial call if received Monday through Friday and by close of business the following workday for calls/inquiries received by the carrier on Saturdays, Sundays or legal (officially declared national) holidays. It will not be used for shipment changes (pickup date or delivery date changes). The member/employee will contact the local TO for any changes.
5. Boat Counseling. See Chapter 412, Paragraph B, this Regulation.

6. Members/employees are authorized to ship Professional Books, Papers, and Equipment (PBP&E, also called PRO or PRO-Gear) and Military Affiliate Radio System (MARS) equipment at government expense IAW the JFTR/JTR. The shipment of PBP&E and MARS equipment will be in the same manner and under the same conditions as other HHG. All items shipped as PBP&E will be identified by the member/employee and packed separately and containers will be marked. The actual weight of items shipped as PBP&E will be marked separately on shipping documents. Authorization for the shipment of PBP&E must be included in the DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, Figure 401-7, for civilian personnel.
7. Shipment of Liquor/Alcoholic Beverages.
 - a. Domestic Shipments. Members/employees may ship liquor/alcoholic beverages in their personal property shipments subject to the carrier's acceptance of these items, and subject to state laws.
 - b. International Shipments.
 - (1) Shipments Entering Customs Territory of the United States (CTUS). Liquor/alcoholic beverages are restricted and may be shipped separate from the rest of the member's/employee's personal property. Limited quantities may enter duty-free if accompanied by the member/employee. Unaccompanied shipments are subject to duty payments. The government is not responsible for any fee or customs charges and certain charges may or may not be reimbursable.
 - (2) Shipments from CONUS to Overseas, Intertheater, or Intratheater. Shipment of liquor/alcoholic beverages will be IAW the destination country general instructions page in the PPCIG, Volume II (<http://www.mtmc.army.mil>) then click on Personal Property, Domestic, and Consignment Instruction Guide). (If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, the TO will contact the destination TO or General Service Officer (GSO) for instructions.)
 - (3) Additional detail on restrictions on liquor/alcoholic beverages can be found in this regulation, Part V, DOD Customs and Border Clearance Policies and Procedures, by entering URL <https://business.transcom.mil/> then click on DOD Customs Programs, and DOD Customs and Border Clearance Regulation V.

H. APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY, DD FORM 1299

1. A separate DD Form 1299 (Figure 401-1) will be prepared for each shipment a member/employee makes, and the applications will be numbered 1 of 2, 2 of 2. If the member/employee cannot be present to apply for shipment, the completed DD Form 1299 will be signed by the member's/employee's authorized agent. The member/employee may make a signed written request for shipment that must be retained in the origin shipment files.
2. Preparation of the DD Form 1299.
 - a. Each Block of the DD Form 1299 will be completed. An in transit contact phone number and address will be shown in Blocks 8.g. and h. The TO, in conjunction with the

member/employee, will establish requested pack, pickup, and delivery dates. Members/employees will not be required to sign a blank DD Form 1299.

- b. For the shipment of PBP&E, annotate the estimated weight or the word "None" in Block 7.a.(2).
3. Persons authorized to complete and submit the DD Form 1299 are:
- a. The member/employee.
 - b. Any person acting under a current power of attorney or an informal letter of authority signed by the member/employee.
 - c. Dependent of member/employee:
 - (1) Army and Air Force Personnel. When a dependent has a travel authorization to or from overseas, the dependent may apply for shipment without the member's/employee's power of attorney (POA) or letter of authorization provided the shipment is to the member's/employee's new duty station or the property is being placed in NTS. If the dependent is requesting movement of the property to any other point, the application will be supported by the member's/employee's POA or letter of authorization. Allow Air Force dependents, without POA, to sign the DD Form 1299 when the member/employee is stationed in the CONUS, dependent is listed on the service order, and the shipment is going to a member's/employee's new duty station.
 - (2) Navy, Coast Guard, and Marine Corps Personnel. The dependent may request shipment when all of the following conditions exist: The member/employee is currently assigned to the overseas duty station; concurrent travel of dependents to the overseas duty station was not authorized; the shipment is being made to the member's/employee's overseas duty station; the dependent is in receipt of dependent entry approval or authorization; and the shipment of HHG to the overseas duty station is not prohibited or restricted.
 - d. Other persons as authorized by the member's/employee's DOD Component regulation.
 - e. A commanding officer of an installation or the commanding officer's designated representative.
 - f. In cases of the member's/employee's death, DD Form 1300, Report of Casualty, Figure 401-8, DD Form 2064, Certificate of Death Overseas, Summary Court Officer Appointment Order, or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care will be exercised to ensure that the property is shipped to the authorized next of kin or individual legally entitled to receive the property. (See Chapter 410 of this Regulation.) The following applies to civilians only: While completing and signing the DD Form 1299, if it is the same date as the employee's death, there is no authority to ship HHG if the death is at a CONUS permanent duty station (PDS).
 - g. When the DD Form 1299 is prepared by a dependent or agent, the full name, grade, rank or rating, Social Security Number (SSAN), and Service/Agency of the member/employee will be shown in Block 6. One copy of the original DD Form 1299, custom forms, and the POA, the informal letter of authority, or the dependent travel authorization will be retained by the origin TO in the shipment file.

4. Submission of DD Form 1299. Any TO will assist the member/employee in preparing a DD Form 1299 regardless of the member's/employee's military service/agency affiliation, and submit the DD Form 1299 to the responsible origin PPSO.

I. REQUIRED SUPPORTING DOCUMENTATION

The following documentation is required for shipment:

1. Member's/employee's orders or other authority. Copies of the member's/employee's orders are not required when shipment is requested using dependent's travel authorization that references the member's/employee's orders (including special order number, issuing HQ, and date of issue).
2. One copy of the DD Form 1797, (Figure 401-6) signed by the member/employee and the counselor.
3. For shipments of firearms, any forms or certificates prescribed by the member's/employee's sponsoring DOD Component or other regulatory Agency.
4. Copies of POA, time extension certificates, and any other documents required in special cases.
5. Customs documents to effect duty-free clearance of personal property shipments for those areas where specific customs documents are required such as:
 - a. United Kingdom - DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian Personnel on Duty in the UK, Figure 401-9. See the PPCIG for preparation instructions.
 - b. CTUS - DD Form 1252, US Customs Declaration for Personal Property Shipments, Part I, Figure 401-10.
 - c. CTUS - DD Form 1252-1, US Customs Declaration for Personal Property Shipments, Part II, Figure 401-11. Guidance for shipment of POF is found in this Regulation, Part V, DOD Customs and Border Clearance Policies and Procedures.
 - d. EUCOM Form 30-3, Shippers' Agriculture Inspection Certificate, Figure 401-12. Applies only to shipments originating within the United States European Command (USEUCOM) theater.

J. DISTRIBUTION OF THE DD FORM 1299 AND SUPPORTING DOCUMENTS

1. Provide a copy of the DD Form 1299 to the member/employee.
2. Forward the completed DD Form 1299 and copies of all supporting documents to the TO. Facsimile is acceptable.
3. Retain one signed copy of each document for local files.

4. On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the PPGBL/BL and give those documents to the carrier for customs clearance:
 - a. Clearance forms required by the host government.
 - b. A copy of DD Form 1299.
 - c. A copy of member's/employee's Permanent Change of Station (PCS) or Temporary Duty (TDY)/Temporary Additional Duty (TAD) orders.
5. On all ITGBL shipments from overseas areas to the CTUS, attach the following documents to the original copy of the PPGBL/BL, and provide these documents to the carrier for customs clearance:
 - a. A copy of DD Form 1252 or 1252-1 and EUCOM Form 30-3 (if applicable).
 - b. A copy of DD Form 1299.
 - c. A copy of member's/employee's PCS or TDY/TAD orders.
6. On all international contract-procured shipments, provide the contractor with a copy of DD Form 1299, member's/employee's orders, any required customs documents, and a waterproof pouch. Provide the out-loading terminal a copy of the DD Form 1299, the member's/employee's orders, and all customs documents.

K. RECOMMENDATIONS FOR IMPROVEMENT

Users are encouraged to recommend changes that will improve procedures. Each proposed change to this regulation must be forwarded through command channels to staff representatives of the respective military Service/Agency to US Transportation Command/TCJ5-PT, 508 Scott Drive, Scott AFB, IL 62225-5357.

Army HQ Department of the Army
 Attn: DALO-FPT
 500 Army Pentagon
 Washington, DC 20310-0500

Navy Commander
 Naval Supply Systems Command (Code 53)
 5450 Carlisle Pike
 P.O. Box 2050
 Mechanicsburg, PA 17055-0791

Air Force HQ USAF/ILG
 1030 Air Force Pentagon
 Washington, DC 20330-1030

Marine Corps Commandant of the Marine Corps (LPD-1)
Headquarters, US Marine Corps
2 Navy Annex
Washington, DC 20380-1775

Coast Guard Commandant (G-WPM-2)
US Coast Guard
2100 Second Street SW
Washington, DC 20593-0001

L. PPSO REQUIRED REGULATIONS

Appendix K contains a list of publications considered essential for a successful program at a PPSO. PPSO requirements for these publications will be submitted through their established publications distribution channels.

M. FORMS SUPPLY

Any reference to forms in this regulation applies to the specific form discussed or an authorized automated version. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels and/or generated in the personal property automated system.

N. TRANSPORTATION MANAGEMENT ADVISORY (TMA)

TMA's will be provided to each TO by HQ MTMC/MTPP-PP and, upon receipt, will be filed in Appendix S of this Regulation until canceled or superseded.

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO <i>(Responsible Origin Personal Property Shipping Office)</i>		
		a. NAME		
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS <i>(Street, Suite Number, City, State, ZIP Code)</i>		
6. MEMBER OR EMPLOYEE INFORMATION				
a. NAME <i>(Last, First, Middle Initial)</i>		b. RANK/GRADE	c. SSN	d. AGENCY
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:				
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS <i>(Enter quantity estimate)</i>				
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) <i>(Enter "NONE" if not applicable)</i>	(3) EXPENSIVE AND VALUABLE ITEMS <i>(Number of cartons)</i>		
b. MOBILE HOME INFORMATION <i>(Enter dimensions in feet and inches)</i>				
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO <i>(Describe)</i>
c. MOBILE HOME SERVICES REQUESTED <i>(X as applicable)</i>				
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION				
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:				
a. TYPE ORDERS <i>(X one)</i>		b. ISSUED BY		c. NEW DUTY ASSIGNMENT
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY				
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. <i>(Include Area Code)</i>	
h. IN TRANSIT ADDRESS <i>(Street, Apartment Number, City, State, ZIP Code)</i>				
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION	
a. ADDRESS <i>(Street, Apartment Number, City, County, State, ZIP Code)</i> <i>(If a mobile home park, include mobile home court name)</i>			a. ADDRESS <i>(Street, Apartment Number, City, County, State, ZIP Code)</i> <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER <i>(Include Area Code)</i>			b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS <i>(If applicable)</i>			12. SCHEDULED DATE FOR (YYYYMMDD)	
			a. PACK	b. PICKUP
			c. DELIVERY	
13. REMARKS				
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW <i>(If none, indicate "NONE.")</i>				
a. FROM		b. TO	c. NET POUNDS <i>(Actual or estimated)</i>	d. POUNDS OF PBP&E <i>(Actual or estimated)</i>
15. 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 MEMBER/EMPLOYEE		b. DATE SIGNED	c. ADDRESS OF CONTRACTOR <i>(Street, Suite No., City, State, ZIP Code)</i>	
d. NAME OF CONTRACTOR <i>(Origin DPM or non-temporary storage)</i>				
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.				
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY <i>(Signature)</i>		
		c. TITLE		

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 401-1. DD Form 1299, Application for Shipment and/or Storage of Personal Property

PRIVACY ACT STATEMENT

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

PRINCIPAL PURPOSE(S): Primarily used 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 member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

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.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.
5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.
6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.
7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

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 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.
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. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

Figure 401-1. DD Form 1299, (Back) (Cont'd)

STATEMENT OF ACCESSORIAL SERVICES PERFORMED						Form Approved OMB No. 0704-0022 Expires Oct 31, 2001	
This form is required only when accessorial services are chargeable to the Government. Carrier will enter complete information or "None" in columns. "Unit Price" and "Charge" columns may be omitted when charges are itemized on the Standard Form 1113.							
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.							
1. GOVERNMENT BILL OF LADING NUMBER		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)		16. ACCESSORIAL SERVICES			
3.a. NAME OF OWNER (Last, First, Middle Initial)		b. SSN		c. RANK OR GRADE		16. PACKING, PACK MATERIALS AND UNPACKING (1)	
4. ORIGIN OF SHIPMENT		5. DESTINATION OF SHIPMENT		6.a. ORDERING ACTIVITY/INSTALLATION NAME		b. LOCATION	
7.a. NAME OF CARRIER		b. NAME OF AGENT (Last, First, Middle Initial)		8. SIGNATURE OF CARRIER'S REPRESENTATIVE		9. DATE (YYYYMMDD)	
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE		12. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) INCLUDED IN SHIPMENT (If not included, write "None".)		LBS.	
13. STORAGE-IN-TRANSIT (SIT)		a. STORED AT (1) CITY (2) STATE		b. SIT SERVICES PROVIDED AT (X one) ORIGIN DESTINATION OTHER		c. IN d. ORDERED OUT e. DELIVERED OUT	
14. REWEIGH CERTIFICATION (If applicable)		a. NUMBER		b. ORIGINAL GROSS		c. REWEIGH GROSS	
15. APPLIANCES SERVICED (Owner/Agent must initial each entry separately.)		a. TYPE		b. MAKE/MODEL NO./MANUFACTURER		c. OWNER/AGENT INITIALS	
17. REMARKS		18. STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER		a. MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED		b. SIGNATURE (Do not sign until Carrier has completed column 16(2).)	
19. TRANSPORTATION OFFICER CERTIFICATION. I CERTIFY THAT SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN BELOW.		a. SERVICES ACCOMPLISHED (X as applicable)		(3) REWEIGH CERTIFICATION		(6) WAITING TIME	
b. SIGNATURE OF TRANSPORTATION OFFICER		c. TITLE (Print or type)		d. DATE SIGNED (YYYYMMDD)		(9) OTHER (Specify)	

DD FORM 619, OCT 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 401-2. DD Form 619, Statement of Accessorial Services Performed

STATEMENT OF ACCESSORIAL SERVICES PERFORMED (STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)				Form Approved OMB No. 0704-0022 Expires Oct 31, 2001	
<p>The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.</p>					
DISTRIBUTION: 1. ORIGINAL COPY TO CARRIER. 2. COPY TO PROPERTY OWNER.		3. ADDITIONAL COPIES MAY BE MADE FOR CARRIER'S USE.			
1. GOVERNMENT BILL OF LADING NUMBER	2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)	13. STORAGE-IN-TRANSIT (SIT)			
3.a. NAME OF OWNER (Last, First, Middle Initial)		a. STORED AT (City and State)	b. SIT SERVICES WERE PROVIDED AT (X as applicable)		
b. SSN	c. RANK OR GRADE	c. DATE IN (YYYYMMDD)	d. DATE OUT (YYYYMMDD)	e. NUMBER OF DAYS	f. NET WEIGHT
4. ORIGIN OF SHIPMENT	5. DESTINATION OF SHIPMENT	g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER:			
6.a. ORDERING ACTIVITY/ INSTALLATION NAME	b. LOCATION	SIT IN EXCESS OF 90 DAYS WAS AUTHORIZED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO			
7.a. NAME OF CARRIER	b. NAME OF AGENT (Last, First, Middle Initial)	h. SIGNATURE OF TRANSPORTATION OFFICER			i. DATE (YYYYMMDD)
8. SIGNATURE OF CARRIER'S REPRESENTATIVE	9. DATE (YYYYMMDD)	14. REWEIGH CERTIFICATION			
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE	a. ORIGINAL GROSS	b. REWEIGH GROSS	
12. REMARKS			c. ORIGINAL TARE	d. REWEIGH TARE	
			d. ORIGINAL NET	e. REWEIGH NET	
		f. THIS SHIPMENT WAS ORDERED FOR REWEIGH AND SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE.			
		(1) SIGNATURE OF TRANSPORTATION OFFICER		(2) DATE (YYYYMMDD)	
		15. ADDITIONAL SERVICES			
		(1) NUMBER	(2) UNIT PRICE	(3) CHARGE	
		a. LABOR - NUMBER OF MAN-HOURS (Describe services in "Remarks")			
		b. PIANO/ORGAN OR EXCESS CARRY SERVICES			
		c. OTHER (Describe in "Remarks")			
16. CONSIGNEE'S STATEMENT OF DELIVERY AND LOSS OR DAMAGE					
Notice is hereby given to the carrier to whom this statement of accessorial services performed is surrendered that the shipment was received in condition as shown below and that claim, if any, will be made for the value of such loss and/or damage as indicated.					
a. DESCRIPTION OF LOSS OR DAMAGE				b. ACTUAL OR ESTIMATED WEIGHT	
17. WAIVER Unpacking and removal of packing material, boxes/cartons, and other debris is hereby waived.		a. INVENTORY NUMBERS	b. SIGNATURE		
18. CERTIFICATION. I have received the property described on this form:					
a. FROM (Name of Transportation Company)		b. AT (Actual Point of Delivery)		in apparent good order and condition except as noted above.	
c. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT				d. DATE OF DELIVERY (YYYYMMDD)	

DD FORM 619-1, OCT 1998

PREVIOUS EDITION IS OBSOLETE.

**Figure 401-3. DD Form 619-1, Statement of Accessorial Services Performed
(Storage -In-Transit Delivery and Reweigh)**

JOINT STATEMENT OF LOSS OR DAMAGE AT DELIVERY			
<u>Privacy Act Statement</u>			
AUTHORITY:	The requested information is solicited pursuant to one or more of the following: 5 U.S.C. 301, 31 U.S.C. 3721 et seq., 31 U.S.C. 3711 et seq., and EO 9397, November 1943 (SSN).		
PRINCIPLE PURPOSE(S):	The information requested is to be used in evaluating claims.		
ROUTINE USE(S):	The information requested is used in the settlement of claims for loss, damage or destruction of personal property and recovery from liable third parties.		
DISCLOSURE:	Voluntary; however, failure to supply the requested information or to execute the form may delay or otherwise hinder the payment of your claim.		
GENERAL INSTRUCTIONS: The carrier's/contractor's representative will complete and sign DD Form 1840 and obtain the signature of the member or member's agent. The member or member's agent will not, under any circumstances, sign a blank or partially completed DD Form 1840. Three completed copies of DD Form 1840 and blank DD Forms 1840R will be provided the member or member's agent by the carrier's/contractor's representative for each shipment. If no loss or damage is involved, write "NONE" in description column.			
SECTION A - GENERAL (To be completed by carrier/contractor)			
1. NAME OF OWNER (Last, First, Middle Initial)	2. SOCIAL SECURITY NO.	3. RANK OR GRADE	4. NET WT OF SHIPMENT
5. ORIGIN OF SHIPMENT (City and State/Country)		6. DESTINATION OF SHIPMENT (City and State/Country)	
7. PPGBL/ORDER NUMBER	8. PICKUP DATE	9. NAME AND ADDRESS OF CARRIER/CONTRACTOR	
10. CODE OF SERVICE	11. SCAC	12. CARRIER/CONTR REF. NO.	
SECTION B - RECORD OF LOSS OR DAMAGE (To be completed jointly by member and carrier's/contractor's representative)			
13. Notice is hereby given to the carrier/contractor to whom this statement is surrendered that the shipment was received in condition as shown below and the claim, if any, will be made for such loss or damage as indicated subject to further inspection and notification to the claims office within 70 days by DD Form 1840R found on the reverse side hereof. THE VALUE INDICATED IN BLOCK 14c IS TO BE USED FOR QUALITY CONTROL ONLY.			
a. Inv. No.	b. Name of item	c. Description of loss or damage (If missing, so indicate)	
14. ACKNOWLEDGMENT BY MEMBER OR AGENT (X and complete as applicable and sign below)		15. ACKNOWLEDGMENT BY CARRIER'S/CONTRACTOR'S REPRESENTATIVE (X and complete as applicable and sign below)	
a. I received my property in apparently good condition except as indicated above. A continuation sheet <input type="checkbox"/> was <input type="checkbox"/> was not used.		a. Property was delivered in apparently good condition except as otherwise noted above.	
b. Unpacking and removal of packing material, boxes, cartons, and other debris <input type="checkbox"/> is <input type="checkbox"/> is not waived.		b. I will initiate tracer action for missing items.	
c. I estimate the amount of my loss and/or damage at \$		c. Name of delivering carrier/agent/contractor	
d. I have received three copies of this form. I understand that I have 70 days to list any further loss and/or damages on the back of this form and give this to the nearest claims office, and that failure to do so may result in my being paid a smaller amount on a claim.			
e. Telephone Number	f. Date Signed	d. Storage in transit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
g. Signature		e. Signature	f. Date Signed

Figure 401-4. DD Form 1840, Joint Statement of Loss or Damage at Delivery

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

DD FORM 1797, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Figure 401-6. DD Form 1797, Personal Property Counseling Checklist

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ _____ <input type="checkbox"/> POC <input type="checkbox"/> RAIL <input type="checkbox"/> AIR		<input type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMUTED RATE <input type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED		b. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES				17. DEPENDENT TRAVEL	
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES				<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____	
18a. DEPENDENT TRAVEL FROM (Home Address)				b. TO (New PDS)	
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	<input type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
\$	\$	\$	\$ 0.00		
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE					
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE		c. ORGANIZATION ADDRESS	
a. TITLE					
25. TRAVEL AUTHORIZATION NUMBER			26. DATE ISSUED (YYYYMMDD)		

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Figure 401-7. DD Form 1614, Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

DD FORM 1614 (BACK), MAY 2003

Figure 401-7. DD Form 1614 (Back), Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (Cont'd)

REPORT OF CASUALTY		REPORT CONTROL SYMBOL DD-P&R(AR)1664	
1. REPORT NUMBER		2. REPORT TYPE	
3. DATE PREPARED			
4. SERVICE IDENTIFICATION			
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. GRADE/RANK/RATE
d. OCCUPATION CODE			
e. COMPONENT	f. BRANCH	g. ORGANIZATION	
5. CASUALTY INFORMATION			
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY
e. PLACE OF CASUALTY			
f. CAUSE AND CIRCUMSTANCES			
g. DUTY STATUS		h. FLIGHT STATUS	i. BODY RECOVERED
6. BACKGROUND INFORMATION			
a. DATE OF BIRTH	b. PLACE OF BIRTH		c. COUNTRY OF CITIZENSHIP
d. RACE	e. ETHNIC GROUP	f. SEX	g. RELIGIOUS PREFERENCE
7. ACTIVE DUTY INFORMATION			
a. PLACE OF ENTRY		b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY
d. DATE TOUR COMMENCED	e. PRIOR SERVICE INFORMATION		f. RECORD OF EMERGENCY DATA FORM DATE
8. PAY INFORMATION			
a. PAY GRADE	b. BASIC PAY	c. INCENTIVE/ADDITIONAL PAY (State type)	
9. INTERESTED PERSONS (Name, Address, and Relationship)			
10. REMARKS (Continue on separate sheet, if necessary)			
FOOTNOTES FOR ITEMS 9 AND 10 1 Adult next of kin. 2 Beneficiary for gratuity pay in event there is no surviving spouse or child - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.			
11. REPORTING INFORMATION			
a. COMMAND AGENCY		b. DATE RECEIVED	c. REPORT FOR VA TO FOLLOW
12. DISTRIBUTION		13. SIGNATURE ELEMENT	
NOTE: This form may be used to facilitate the cashing of bonds, the payment of commercial insurance, or in the settlement of any other claim in which proof of death is required.			

DD FORM 1300, MAY 2000

PREVIOUS EDITION MAY BE USED.

Figure 401-8. DD Form 1300, Report of Casualty

UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK		
1. MEMBER		2. DATE PREPARED (YYYYMMDD)
a. TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i>	b. RANK OR GRADE	
3. ORIGIN TRANSPORTATION OFFICE	4. UK DUTY STATION AND ORGANIZATION	
5. DECLARATIONS		
<p>Before completing this form, review PPCIG, Vol. II, General Instructions, United Kingdom and the listing of prohibited and restricted items on the reverse of this form. <i>(X the appropriate boxes below.)</i></p> <p>WARNING: Severe penalties can be imposed for false declarations.</p>		
a. THIS IS A:		
<input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT <input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT		
b. DOES THIS SHIPMENT CONTAIN WEAPONS OF ANY KIND?		
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER OF ALL WEAPONS HERE.		
c. DOES THIS SHIPMENT CONTAIN ANY ITEMS THAT FALL WITHIN THE LIST OF RESTRICTED ITEMS <i>(Listed on back)?</i>		
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS HERE.		
d. DOES THIS SHIPMENT CONTAIN A MOTORCYCLE OR MOPED?		
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, INCLUDE MAKE, MODEL, AND SERIAL NUMBER HERE.		
<p>e. I, the undersigned, ordered to duty in the United Kingdom in service of U.S. Forces, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I agree not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. I have been fully briefed on the completion of DD Form 1434 and have read the notes on the reverse of this form. The declarations made by me are to the best of my knowledge true and correct.</p>		
(1) TYPED OR PRINTED NAME <i>(Last, First, Middle Initial)</i>	(2) RANK OR GRADE	(3) SIGNATURE

DD FORM 1434, JUN 2002

PREVIOUS EDITION IS OBSOLETE.

D-0000

Figure 401-9. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian Personnel on Duty in the UK

PROHIBITED ITEMS:

These items cannot be shipped into the UK. Do not include these items in your shipment.

- a. Controlled Drugs - includes opium, heroin, morphine, cocaine, cannabis, amphetamines, and lysergic acid (LSD).
- b. Weapons - Licenses are not obtainable for these weapons in the UK (see PPCIG, Vol. II, General Instructions - United Kingdom for permitted firearms). All prohibited weapons are seized and destroyed by Her Majesty's Customs and Excise (HMCE) officials. Prohibited weapons include:
 - (1) Mace and tear gas.
 - (2) Flick (switchblade) knives, butterfly knives, sword sticks, knuckle dusters, telescopic truncheons and some types of martial arts equipment.
 - (3) All handguns (pistols/revolvers). NOTE: Possession of handguns is an offense punishable by a lengthy prison sentence.
 - (4) Burst fire weapons (includes fully automatic firearms).
 - (5) Self-loading (includes semi-automatic firearms).
 - (6) Pump action rifles (except those chambered for .22 RIM fire ammunition).
 - (7) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns).
 - (8) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols, and belt buckle pistols).
 - (9) Stun guns.
- c. Ammunition and explosives; includes fireworks.
- d. Meat, poultry, and animal products (whether cooked or not), including ham, bacon, sausage pate, eggs and milk.
- e. Plants, parts thereof, and plant produce including trees and shrubs, potatoes, and certain other vegetables, fruit, bulbs, and seeds.
- f. Counterfeit coins and bank notes.
- g. Sexually explicit material - prohibited material portrays scenes of explicit sexual activity (i.e. anal fisting, bestiality, bondage, coprophilia, defecation, enemas (use of), fisting, insertion of an object, masochism, necrophilia, pedophilia, sadism, sado-masochism, scatphagy, urolangnia, and vaginal fisting). In addition, prohibited material includes anything consisting of indecent photographs of children under 16, and scenes of excessive violence toward people or animals. The restriction applies to all mediums (videotapes, magazines, cinematographic films, computer disks, CD ROM, laser disk, etc.).

h. Material depicting violence - This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. Comparisons should not be made with scenes shown at the movie theater. The criteria applied to films for presentation in movie theaters is not as strict as for video material where access by children cannot be effectively controlled. The restriction applies to all mediums (video tapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

- i. Radio transmitters.

RESTRICTED ITEMS:

These items should not be shipped without consulting the appropriate UK agency listed in the PPCIG General Instruction pages, or HQ 3AF/LGTT for further details.

- a. All firearms not listed in the prohibited category (see PPCIG, Vol. II, General Instructions, United Kingdom).
- b. Gas pistols, BB pistols, and similar weapons.
- c. Wood with bark attached.
- d. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them.
- e. Wildlife trophies - (deer antlers, moose racks, elk horns, etc.). Prior to shipment of these items in the restricted category personnel should contact the Department of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ, United Kingdom, for permission to import these items. Failure to do so could delay clearance of the shipment on arrival. (NOTE: the term stuffed animals in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items).

To obtain further information on prohibited or restricted items, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, United Kingdom, or fax 011-44-1553-767140.

DD FORM 1434 (BACK), JUN 2002

Figure 401-9. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of US Forces/Civilian Personnel on Duty in the UK (Back)

US CUSTOMS 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.	CUSTOMS DECLARATION NUMBER
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
<p>AUTHORITY: 19 U.S.C. 1498</p> <p>PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs Inspector's stamp.</p> <p>ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.</p> <p>DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification.</p>			
PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES			
1. TO: <i>(Overseas POE/APOE)</i>		2. FROM: <i>(Military Customs Inspector)</i>	
SECTION A - OWNER'S CUSTOMS DECLARATION			
3. NAME <i>(Last, First, Middle Initial) (Print or type)</i>		4. GRADE	5. SOCIAL SECURITY NUMBER
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>		7. ADDRESS IN US <i>(Include ZIP Code)</i>	
<p>8. DECLARATION FOR: <i>(X appropriate item) (Attach copy of orders)</i></p> <p><input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE</p> <p>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 <i>(with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry)</i> or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is 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 <i>(State number)</i> members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages <i>(State number)</i> Cigars <i>(State number)</i>; and (7) I have been serving overseas under competent US Government orders and was: <i>(Check appropriate item below)</i></p> <p>a. Assigned to permanent duty overseas.</p> <p>b. Required to perform temporary duty overseas for 140 days or more.</p> <p>c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.</p> <p>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.</p> <p>e. Directed to evacuate myself, family, or personal property to the United States.</p> <p>f. Directed to ship personal property in advance of the issuance of travel orders.</p>			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATIONS 5030.49R AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE <i>(YYYYMMDD)</i>	
SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE			
<p>11. I CERTIFY THAT: (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in <i>(State number)</i> outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disinfection, keys, labeling, or tagging, and certificates have been complied with; and (4) the property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above. Serial numbers of seal(s) <i>(Give numbers)</i> affixed to container(s).</p>			
a. MILITARY CUSTOMS INSPECTOR'S STAMP	b. NAME OF MILITARY CUSTOMS INSPECTOR <i>(Last, First, Middle Initial)</i>	c. GRADE	
	d. SIGNATURE	e. DATE <i>(YYYYMMDD)</i>	
12. REMARKS <i>(Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of articles withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number): ALSO, draw a diagonal red line across face of form.)</i>		13. FOR USE OF US CUSTOMS OFFICERS ONLY	
SECTION C - OVERSEAS PORT SHIPMENT DATA			
14. NAME OF CARRIER		15. VOYAGE OR FLIGHT NO.	

DD FORM 1252, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION *(X one):*

1
 2

1 Attach to Manifest
2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container

3
 4
 5

3 Origin Transportation Office file
4 Owner
5 Military Customs Inspector file

Figure 401-10. DD Form 1252, US Customs Declaration for Personal Property Shipments

US CUSTOMS 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.	CUSTOMS DECLARATION NO. (For Issuing Office Use)			
DATA REQUIRED BY THE PRIVACY ACT OF 1974						
<p>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 customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides Customs Inspector's stamp. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through customs, pending positive identification.</p>						
PART II - FIREARMS AND AMMUNITION						
1. TO: (Overseas POE/APOE)		2. FROM: (Military Customs Inspector)				
SECTION D - OWNER'S CUSTOMS DECLARATION (Attach copy of orders)						
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. SOCIAL SECURITY NUMBER			
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)				
<p>8. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use; (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below (b) No prohibited firearm (c) The firearms are generally recognized as suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under US Government orders and am traveling under orders for (or to): (X appropriate item below)</p>						
a. TDY or PCS to the United States or enroute to another oversea duty station						
b. PCS to the United States from overseas.						
c. PCS from overseas to a restricted oversea area where firearms are prohibited and personal property is being returned to the US.						
d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty (separation or						
e. PCS from a combat area or a combat zone to the United States.						
f. TDY to the United States from overseas.						
g. TDY or PCS to the United States from overseas.						
COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW						
<p>9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States (Including possessions thereof) at (Place of exit) _____ on or about (YYYYMMDD) _____ and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.</p>						
<p>10. CERTIFICATION UNDER REVENUE RULING 69-309 (Applicable for Rifles/Shotguns/Ammunition when qualified. See provisions on back.) Under the penalties of perjury I hereby declare that I now am or have been on active duty outside the United States within 60 days immediately preceding this importation; that I am returning to the United States from a permanent overseas duty station; that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at (City) _____ (State) _____ of the firearm(s) and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title I, State Firearms Control Assistance (U.S.C., Title 18, Chapter 44), or Title VII, Unlawful Possession or Receipt of Firearms (82 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (82 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (78 Stat. 848) or any applicable state law or published ordinance. (A Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) will be attached). Indicate as code "B" in description below.</p>						
<p>11. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED ROD AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER. Indicate as code "C" in description below. Evidence of such acquisitions will be attached.</p>						
<p>12. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 OR 11 ABOVE. An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.</p>						
<p>13. DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks, on back.)</p>						
a. FIREARMS						
ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
(7)						
b. AMMUNITION						
ITEM	CODE	TYPE	QUANTITY	CALIBER		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
<p>14. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 5030.49R AND OVERSEAS INSTRUCTIONS.</p>						
a. SIGNATURE OF OWNER			b. DATE (YYYYMMDD)			

DD FORM 1252-1, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Reset

Figure 401-11. DD Form 1252-1, US Customs Declaration for Personal Property Shipments

SECTION E - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE		
<p>15. I CERTIFY THAT: (1) I have inspected the firearms and ammunition in (State number) _____ outer container(s) covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized firearms/ammunition is contained in the shipment; (3) Regulations relative to quantities, declarations, and certificates have been complied with; and (4) The firearms and ammunition in the shipment are being forwarded to the United States pursuant to competent United States Government orders which I have examined and the correct item namely 1a, b, c, d, e, f, or g is checked above.</p> <p>Serial Number(s) of Seal(s) (Give numbers) _____ affixed to container(s).</p>		
<p>a. MILITARY CUSTOMS INSPECTOR STAMP</p>	<p>b. NAME OF MILITARY CUSTOMS INSPECTOR <i>(Last, First, Middle Initial)</i></p>	<p>c. GRADE</p>
	<p>d. SIGNATURE</p>	<p>e. DATE (YYYYMMDD)</p>
SECTION F - OVERSEAS PORT SHIPMENT DATA		
<p>16. NAME OF CARRIER</p>	<p>17. VOYAGE/FLIGHT NO.</p>	
<p>18. REMARKS</p>		
<p>REVENUE RULING 69-309</p>		
<p>The requirement that an import permit be obtained for each firearm to be imported by military members has been relaxed somewhat by Revenue Ruling 69-309, which was published on 9 June 1968. This ruling allows members of the US Armed Forces under conditions set forth below, to import up to three rifles or shotguns, excluding surplus military, and up to 1000 rounds of ammunition without obtaining an import permit. The waiver provided by this Ruling does not include handguns. A permit for each handgun to be imported must be obtained.</p> <p>The conditions specified in Revenue Ruling 69-309 are as follows:</p> <p>(1) The member of the US Armed Forces is on active duty outside the United States or has been on active duty outside the United States within the 60-day period immediately preceding the transportation, shipment, receipt or importation;</p> <p>(2) The importation consists of rifles or shotguns or any combination thereof (excluding any firearm coming within the purview of the National Firearms Act and any firearm of military surplus origin) not to exceed a total of three, and not more than 1,000 rounds of ammunition for rifles and shotguns (excluding</p>	<p><i>tracer and incendiary ammunition</i>) when these firearms or ammunition are on the person of a returning member of the US Armed Forces or with his baggage or effects, whether accompanied or unaccompanied (but not mailed unless they are included in unaccompanied baggage or effects which are officially shipped through the mails by a Transportation Officer of the US Armed Forces incident to a permanent change of duty);</p> <p>(3) The rifles and shotguns and ammunition are being transported, shipped, received and imported into the United States to the place of residence, and are intended for the personal use of the member of the US Armed Forces importing them;</p> <p>(4) The importation is incident to the return of the importer to a permanent duty station in the United States from a duty station abroad, or his release from active duty;</p> <p>(5) The importer of the firearms and ammunition completes, and he or his authorized agent furnishes to the Customs Officer releasing the firearms and ammunition, a Form 6A (Firearms) pursuant to 26 CFR, 178.114(b) and a certification. (The certification on the front of this form may be used for this purpose.)</p>	

DD FORM 1252-1 (BACK), SEP 1998

Reset

Figure 401-11. DD Form 1252-1, US Customs Declaration for Personal Property Shipments (Cont'd)

- Agriculture Inspection Certificate - (USEUCOM Regulation 30-3)		
Print Name (Last, First, MI)		
Place inspected:		Date:
Check type of shipment: _____HHG _____UB		GBL # <small>(Entered by TO)</small>
<p>CERTIFICATE OF SELF-INSPECTION: I have reviewed USDA publication "Don't Bring Home a Bug" (Program Aid #1525) and I (will inspect) (have inspected) all outdoor household articles as required by USDA regulation 7 CFR Ch 111, 330.105. I (will make) (have made) a diligent examination of the articles and certify they are free of any agriculture concerns such as: gypsy moth life forms, snails, soil, weeds, seeds, or insects. Additionally, I certify I am not shipping fresh fruits or vegetables, live plants, plant parts, animal or bird parts, or meat or meat by-products unless commercially manufactured, cooked in its own juices and hermetically sealed.</p>		
_____ Shipper's signature		<div style="border: 1px solid black; height: 100px; width: 100%;"></div> Military Preinspection Certification Stamp
Remarks:		

USEUCOM Form 30-3(R)
 1 Jan 96 This form supersedes USEUCOM Form 30-3 dated 1 Oct 94

Figure 401-12. USEUCOM Form 30-3R, Agriculture Inspection Certificate

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