

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 (<i>Last, First, Middle Initial</i>)	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK/RATING
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (<i>YYYYMMDD</i>)

7. CHECKLIST (*Record special instructions on back*)

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

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

8. SPECIAL INSTRUCTIONS

PART XIII - MOTORCYCLES

_____ All member are required to complete a motorcycle package

PART IIX- ADDITIONAL PICK UPS

_____ If an additional pick up is desired, TMO must be notified during the counseling session.

PART IX - PERSONAL PROPERTY SCHEDULING AGREEMENT

_____ If you are not present for pick up an attempted pick up charge of 2,000-12,000 YEN will be assessed to you

_____ It is the member's responsibility to notify TMO at least 48 hours in advance for scheduling changes.

PART X - SHIPMENT OF BOXED AND CANED FOOD

_____ Per the FDA, no shipment of food items is authorized.

PART XI - IT'S YOUR MOVE PAMMPHLET

_____ This pamphlet can be found at http://www.usapa.army.mil/pdffiles/p55_2.pdf

PART XII - SECURITY SEALS

_____ Shipments must be sealed and witnessed y the member, the remaining seals are to be destroyed by the member. Insure that the security seal # is on the inventory sheet and they match.

PART XIII – IMPORTANT ITEMS

_____ It is the members responsibility to separate all items that are not desired to packed and shipped. All break-ins will be at the expense of the member.

9. CONFIRMATION OF COUNSELING

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

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

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

b. SIGNATURE OF COUNSELOR	c. SIGNATURE OF MEMBER/DEPENDENT/AGENT	d. DATE (YYYY/MMDD)
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