

## CHAPTER 401

### GENERAL PROVISIONS

#### A. PURPOSE

This chapter prescribes procedures and guidance and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) members/employees, United States Coast Guard (USCG) members and Nonappropriated Fund (NAF) employees for the movement and storage of personal property and mobile homes. This chapter does not apply to USCG Civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy.

#### B. PROCEDURES

1. The United States Transportation Command (USTRANSCOM), in conjunction with the Services/Agencies and theater commands, provides technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, personal property movements, customs activities, and management of intermodal containers and System 463L pallet and net assets within the Defense Transportation System (DTS) during peace and time of war. Quality service to the member/employee is given primary emphasis in implementation and management of the personal property program.
2. Military air and ocean transportation resources, under the control of the Air Mobility Command (AMC) or the Military Sealift Command (MSC), must be used to the maximum extent.
3. The movement of Household Goods (HHG) by air is subject to the following considerations:
  - a. Personal property must 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 as part of an International Through Government Bill of Lading (ITGBL) shipment may be used when both surface and AMC transportation between other than hard-lift areas do not satisfy the member's/employee's shipment requirements.
4. Transportation shipment and cost data is captured in the Defense Personal Property System (DPS) and reported to USTRANSCOM annually on a fiscal year basis. Shipment and cost data is reported for Through Government Bill of Lading (TGBL) moves, Nontemporary Storage (NTS), local drayage, Direct Procurement Method (DPM) contractual services/line-haul, intratheater movements, and personally procured transportation payments. When shipments are transported via military airlift and sealift, such shipment and cost data must be included as well. Reports are due annually on 31 March. Shipment and cost data must, in turn, be provided by USTRANSCOM to the Services/Agencies and the Assistant Deputy Under Secretary of Defense (Transportation Policy) (ADUSD[TP]).
5. Change notification to all rate solicitations must be coordinated with the DOD Components when they affect operations, policy, procedures, and/or affect cost of the program.

6. DOD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned transportation assets. Required DTS services, for the purpose of this regulation, include all services provided by the Transportation Component Commands (TCCs) and other agencies on their behalf.
  - a. Deviations or exemptions will not be approved unless the user establishes that the Defense Transportation Regulation (DTR) does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all Agencies concerned must be advised. DTR users involved in the development of advanced logistics systems must establish liaison with the DOD DTR System Administrator. In addition, Service, theater commands, and Agency mobility plans must recognize DTR documentation requirements.
  - b. Maximum use is made of Automated Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), Electronic Mail (e-mail), Facsimile (FAX), Worldwide Web (WWW), Defense Message System, Automatic Identification Technology (AIT), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, Agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.
  - c. DTR documents are not classified unless the sponsoring Service assigns a security classification In Accordance With (IAW) DOD Regulation (DODR) 5200.1-R, Information Security Program. The General Services Administration (GSA) assigns a security classification IAW Office of the Administrator Publication 1025.2D, HB, Classified National Security Information. When so classified, the integrity of the classification is protected within the DTS. Classified cargo must be moved IAW procedures in this regulation, Part II, Cargo Movement, Chapter 205.

### **C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES**

1. The ADUSD TP:
  - a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.
2. The Service Secretaries:
  - a. Assign their transportation commands (Military Surface Deployment and Distribution Command (SDDC) 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 USTRANSCOM as 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 (DODI) 4500.42, DOD Passenger Transportation Reservation and Ticketing Services.

3. The Chairman of the Joint Chiefs of Staff (CJCS):
  - a. Staff and submit to the Secretary of Defense (SecDef), through the Deputy Under Secretary of Defense (Logistics and Material Readiness) (DUSD [L&MR]), 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 (CDRs) requiring transportation services.
  - b. Recommend forces for assignment to USTRANSCOM to the SecDef for approval, IAW United States Code (U.S.C.), Title 10 U.S.C., Part I, Chapter 6, Section (§) 162, Combatant Commands: Assigned Forces; Chain of Command.
4. Service or Agency Headquarters (HQ) transportation staffs:
  - 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, procedures, 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. USTRANSCOM:
  - a. Exercise COCOM of SDDC, 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 (e.g., 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 CDR of a unified command, or when so directed by the SecDef.
  - d. Submit to the SecDef, through the CJCS, the DUSD (L&MR), 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 must align traffic management, transportation single manager, and distribution process 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 exercises COCOM through the TCCs. USTRANSCOM directs AMC, MSC, and SDDC to perform missions and related responsibilities as noted in Paragraphs (Par.) [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 CDRs of unified commands at the direction of the SecDef, or upon request of the Service Secretary or CDR concerned.
  - (5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the Secretaries of the military departments and the DUSD (L&MR) 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.
  - (6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation [DOT]/Maritime Administration [MARAD], Federal Aviation Administration, 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 (DODD) 5158.04 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) As the Head of Agency, establishes a contracting activity for procurement of commercial transportation services. 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 oversight of TCC procurement execution. Develop acquisition strategies for execution by the TCCs to accomplish USTRANSCOM missions.
- (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 Memorandum 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. 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 activates the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the DOT/MARAD the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise the DOT/MARAD that activation of the VISA is under consideration and request that the DOT/MARAD prepare an economic impact statement. Forward a recommendation to the 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 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 the DOD airlift fleet.
  - (c) Recommend, through the SECDEF, in coordination with the SECTRANS, Presidential action to enable requisitioning of ships IAW U.S.C., Title 46 U.S.C., Appendix App, Chapter 27, Subchapter IX, § 1242, Requisition or Purchase of Vessels in Time of Emergency, and U.S.C., Title 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 agent with DOT/MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards IAW MOU and/or Memorandum 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 the DOD or other US Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests IAW DODI 4500.17, Proceedings Before Transportation Regulatory Bodies.
- (21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required IAW DODI 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 crisis action transportation planning and execution for DOD Components IAW the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).
- (24) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted IAW the JSPS and JOPES.
- (25) 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 Integrated Data Environment (IDE) Global Transportation Network (GTN) Convergence (IGC). USTRANSCOM will coordinate and provide worldwide IGC training.
- (26) Develop, produce, and field TWCF-funded DOD transportation C4S for USTRANSCOM-managed transportation programs and documentation requirements. Promote the development, production, and fielding of component transportation C4S that enhance the effectiveness of the DTS. Establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.
- (27) 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.

- (28) Serve as the program manager for Defense Transportation Electronic Business.
- (29) 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).
- (30) 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.
- (31) Propose DOD intermodal system policies for SecDef approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that optimize strategic mobility.
- (32) Provide direction and oversight for the Joint Logistics Over-the-Shore Program.
- (33) Act as lead agent for transportation publications, as assigned by the CJCS or SecDef.
- (34) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.
- (35) In coordination with other agencies, provide direction and oversight for all matters dealing with the transportation of Hazardous Material (HAZMAT).
- (36) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.
- (37) 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.
- (38) 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) SPOEs/SPODs/APOEs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.
- (39) Establish Command Arrangement Agreements (CAAs) with the unified commands and enter into a MOA/MOU with other Agencies to execute USTRANSCOM missions.
- (40) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to USTRANSCOM missions.
- (41) Serve as the DOD focal point for all international cooperative airlift agreements.
- (42) Furnish, through the CJCS, for SecDef approval, changes to DOD transportation policy.
- (43) Perform approval authority functions by coordinating all DTR changes with the Services and the Defense Logistics Agency (DLA).

- (44) Perform other missions, as directed by the SecDef.
- (45) Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.
- h. As the DOD Distribution Process Owner (DPO):
  - (1) Oversee the overall effectiveness, efficiency and alignment of DOD-wide distribution activities, including force projection, sustainment and redeployment/retrograde operations.
  - (2) Establish the concepts and operational framework relating to the planning and execution of DOD transportation operations.
  - (3) Maintain liaison with the DOD Logistics Executive.
  - (4) Develop and maintain a DOD Distribution Process Instruction defining authority, accountability, resources and responsibility for distribution process management.
- 6. The Deployment Distribution Operations Center (DDOC). The USTRANSCOM DDOC is the single location for managing all movement requirements. The DDOC is comprised of requirements and customer service teams. The DDOC serves as the single face to the customer on all requirements moving within the DTS.
  - a. Provide day-to-day execution oversight of USTRANSCOM missions from 24 to 72 hours prior to execution:
    - (1) Responsible to the CDR, USTRANSCOM, for directing 24/7 execution activities of USTRANSCOM and its TCCs.
    - (2) Primary interface to the National Military Command Center, unified command Command and Control (C2) functions, TCC command centers, and all customers.
    - (3) Exercise C2 of air and surface movements through the Assess/Planning Divisions.
    - (4) Coordinate with unified commands, Office of the Secretary of Defense (OSD), and JS on execution of air, land, and sea transportation requirements. Direct all activities that monitor components execution of worldwide DTS movements.
    - (5) Identify transportation issues and communicate solutions to command staff and joint operations leadership.
    - (6) Focal point for Crisis Action Planning.
  - b. Provide near-real time/fused information to senior leadership:
    - (1) Provide daily operations update to the CDR, USTRANSCOM, in addition to command and components' senior staff.
    - (2) Consolidate information from components, command staff, JS, and unified commands for daily briefing.
    - (3) Provide daily Executive Operations Summary for command senior staff.
  - c. Lead matrix organization synchronizing command capabilities in support of operations (e.g., day-to-day, national emergencies, contingencies, disaster relief, and humanitarian assistance) to include:
    - (1) Intelligence and security
    - (2) USTRANSCOM J-Staff

- (3) Joint Interagency Coordination Group
  - (4) Global Command and Control Center
  - (5) GPMRC
  - (6) Meteorological and oceanographic support.
- d. The DDOC also performs:
  - (1) Transportation feasibility analyses
  - (2) Deployment estimates
  - (3) Cost estimates
  - (4) Requirements confirmation
  - (5) Shortfall identification
  - (6) Mode selection
  - (7) Requirements consolidation recommendations.
7. The Joint Operational Support Airlift Center is the single manager for scheduling all the DOD CONUS Operational Support Airlift requirements.
8. TCCs (AMC, SDDC, and MSC):
  - 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 in coordination with ADUSD TP, to integrate DOD transportation information worldwide and provide transportation and In-Transit Visibility (ITV) data for the CDRs and 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/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-organic manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code 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.
- 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 DODI 5010.40, Managers' Internal Control (MIC) Program Procedures.
- m. Recommend to USTRANSCOM policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within the CONUS and OCONUS.
- n. Review and analyze such proposals, notices, decisions, regulations, and 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) after coordination with DLA.
- 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 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. Make diversions only with concurrence of the affected shipper, Service, Agency, or 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. AMC, MSC, and SDDC make port software changes.
  - z. Procure commercial transportation services, to include data reporting requirements.
  - aa. Support deliberate and crisis action transportation planning and execution for DOD Components IAW the JSPS and JOPES, including entry of scheduling and movement data.
  - bb. Promote the requirements, development, protection, and fielding of C4S to support ITV for transportation.
  - cc. Perform other mission tasks as directed by USTRANSCOM.
  - dd. Ensure that the GSA's Excluded Parties List System is used in the carrier approval screening process.
9. The CDR AMC:
- 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 GSA Airfares City Pairs Contract in conjunction with 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 U.S.C., Title 49 U.S.C., Subtitle VII, Part A, Subpart iii, 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 the 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. Determine and arrange the best means available for obtaining supplemental surface transportation (i.e., bus service incidental to commercial air movement).
  - q. Promote the requirements, development, protection, and fielding of C4S to support ITV for air transportation.
  - r. Make port software changes.
10. The CDR SDDC:
- a. Provide surface and surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USTRANSCOM. Provide rates (other than intermodal rates, including ocean 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 Program (DP3), 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. Administer the surface commercial carrier quality assurance program.
  - f. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.
  - g. Provide ocean cargo booking for the DOD Components.
  - h. Arrange for movement of DOD-sponsored surface export cargo and act as the ocean cargo clearance authority IAW this regulation.
  - i. 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.
  - j. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.
  - k. Provide USTRANSCOM with information on the availability of SDDC-controlled commercial mobility capability.
  - l. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.

- m. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to MSC. During contingency or wartime, assist USTRANSCOM with the clarification and consolidation of surface requirements from supported Theater CDRs.
- n. Conduct operations 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.
  - (6) Manage the Defense Freight Railway Interchange Fleet (DFRIF), which is required to supplement the capability of commercial transportation carriers.
- o. Be responsible for all surface passenger procurement negotiations and serve as the single face to the surface passenger carrier industry.
- p. Administer the DOD Military Rail Agreement.
- q. Work with the Services and the Railway Industry in the development and/or modification of railroad switching and trackage agreements involving military installations.
- r. Issue military necessity letters essential to the National Defense to State DOT offices involving over dimension and overweight and/or special freight moving by the commercial trucking industry.
- s. Enforce commercial carrier industry compliance with DTR ITV requirements for tracking purposes.
- t. Schedule a personal property Staff Assistance Visit (SAV) for each Personal Property Shipping Office (PPSO) within their Area of Responsibility (AOR) once every 2 years. Supported Personal Property Processing Offices (PPPO) must 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 must be coordinated with the Service/Agency HQ or major command to avoid duplication of effort.
  - (1) SAV dates must 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 must 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.
- u. Make port software changes.
- v. Coordinate Personal Property Advisories (PPA) with USTRANSCOM.

11. The CDR MSC:

- a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USTRANSCOM.
- b. Provide USTRANSCOM and SDDC with information on the availability and status of ships in the government-owned and MSC-controlled fleet, including chartered commercial ships.
- c. Charter vessels.
- d. Administer and execute the VISA, oversee the RRF in concert with DOT/MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USTRANSCOM.
- e. Recommend to USTRANSCOM activation of the RRF, the VISA, requisitioning of US-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs IAW 50 U.S.C. Chapter 12, § 196, and DODD 4140.1, Supply Chain Materiel Management Policy.
  - (1) When activation is under consideration, MSC, based upon information provided by the JCS/CDRs through USTRANSCOM, must inform DOT/MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USTRANSCOM, MSC must request that DOT/MARAD activate required RRF ships. Operational control (OPCON) of ships will be transferred from DOT/MARAD to 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 must not be in competition with, substitute for, or displace privately owned US flag vessels.
  - (4) MSC, in conjunction with USTRANSCOM, must 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 must be a part of the selection process used to ensure different ships are activated. MSC must coordinate with DOT/MARAD for the activation of requested ship(s).
  - (5) The requirement to activate RRF shipping to test for readiness and operational performance must 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. MSC must coordinate with DOT/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 MSC must determine the type of ship best suited to complete a mission by utilizing factors discussed in Pars. C.10.e.(2)(b) through C.10.e.(2)(e) above and known funding constraints. When activating RRF ships, MSC

- must use the RRF Activation Plan and lift requirements to decide which ship(s) to nominate to support an operation, mission, or exercise.
- (7) Upon Presidential approval of authority to requisition ships, and when directed by USTRANSCOM, MSC requests that DOT/MARAD requisition specific ships, which are transferred from DOT/MARAD to MSC after they are requisitioned.
  - (8) MSC must notify ship owners which of their vessels are being considered for call up under the VISA. When directed by USTRANSCOM, MSC must notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping DOT/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 is managed by MSC in coordination with SDDC and the supported CDR and his/her components.
  - j. Coordinate MSC operations with port authorities.
  - k. Promote the requirements, development, protection, and fielding of C4S to support ITV for ocean transportation.
  - l. Make port software changes.
12. The Area, Activity, or Installation CDR (or their delegated representative[s]) appoints a military member or civilian employee (not a contractor) as Transportation Officer (TO) to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO must be a fully trained and equipped member/employee of the area, activity, or installation CDR's technical staff. Appointment must 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 for cargo, personal property, and unit moves.
  - b. Provide technical direction, management, and evaluation of the traffic management and unit movement aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, the Code of Federal Regulations (CFR), and DOD Components.
    - (1) Prepare and edit shipment documentation to ensure quality electronic data and timely submission to support total movement business processes IAW, this regulation, Part II, Chapter 202, Table 202-2, Timeliness Evaluation Criteria, for higher level visibility, force systems, and downline stations.
    - (2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.
  - c. Act as a COR, alternate COR, or ordering officer when CTOs and other related traffic management functions are served under contracts.

- d. Appoint one or more military 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 must not be appointed to perform any function involving the obligation or expenditure of government funds. This also applies to tenant units.
  - e. Seek Antiterrorism/Force Protection (AT/FP) advice from the installation Force Protection Working Group.
  - f. Include AT/FP considerations in local transportation publications and procedures.
  - g. TOs plan, prepare, and document shipments IAW this regulation.
  - h. Ensure that the PPPO/PPSO/Consolidated PPSO (CPPSO)/Joint PPSO (JPPSO) personnel understand the purpose, importance and the DOD's policy for the completion of the Customer Satisfaction Survey (CSS).
    - (1) Ensure that the PPPO/PPSO/CPPSO/JPPSO provide all DOD member/employees moving shipments under the DP3 information on how to access the CSS (<https://icss.eta.sddc.army.mil/>). In addition, ensure all members/employees are advised to complete a CSS within 7 days of each completed shipment delivery.
    - (2) Monitor the inbound/outbound CSS reports to ensure acceptable levels of customer data collection (i.e., e-mail address and phone numbers), survey completion, and customer satisfaction with outbound/inbound services.
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 Contingency Response Element (CRE) acts 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).
16. Service Clearance Authorities (identified in Appendix R, this Regulation, Part II, Cargo Movement) are responsible for reviewing cargo scheduled for shipment to review the identified mode of transportation (i.e., surface or air) and issue shipment challenges IAW this regulation, Part II, Chapter 203.

#### **D. ADDITIONAL RESPONSIBILITIES**

1. Installation CDRs:
  - a. Implement this regulation and all program-related directives issued by SDDC.
  - b. Staff and support installation transportation offices to ensure their effective operation and consider fully the increased workloads 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 allowances in the program and provide all services to which the member/employee is authorized.
  - g. Ensure coordination between the TO and contracting officers concerning the requirements and performance of local program contractors.
2. TO/PPSO/CPPSO/JPPSO Responsibilities:
- a. Establish operating procedures to encompass their AOR.
  - b. Complete all personal property associated functions/documents utilizing DPS, to the fullest extent possible.
  - c. Coordinate with contracting officers on the negotiation, maintenance, and administration of packing and containerization contracts.
  - d. Promptly accept and process all applications for the shipment or storage of personal property, regardless of the member's/employee's Service/Agency affiliation.
    - (1) For DPM Unaccompanied Baggage (UB) shipments, ensure the actual weight and cube of the shipment have been received from the Transportation Service Provider (TSP) by the third working day after pickup.
    - (2) For DPM UB shipments, assure the actual weight and cube of the shipment have been entered into DPS within one working day of receipt from the TSP.
  - e. Establish reasonable Required Delivery Dates (RDDs) based on the member's/employee's requirements and other governing elements.
  - f. Keeping member's/employee's information updated in DPS. The member/employee must be counseled that it is essential to keep their contact and delivery information updated in DPS. The member/employee may update the information in DPS or request the PPPO/PPSO to update the information for them.
  - g. Member/Employee and TSP Communication. Communication between the TSP and the member/employee is imperative to achieve a successful move. The member/employee will receive a toll free number prior to pickup to allow direct communication with the TSP.
  - h. Full replacement protection must be ordered at the time of offering the shipment to the carrier and so noted on the original Bill of Lading (BL). Corrected BL to add full replacement protections are not authorized unless mutually agreed upon by both the PPSO and the carrier.
  - i. 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.
  - j. 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.
  - k. Advise the member/employee that container/overflow boxes when used in door-to-door service, must be stuffed at origin residence unless specific exception is authorized by the TO or the member/employee.
  - l. Distribute personal property traffic as prescribed by this regulation.
  - m. Control, secure, issue, and prepare BLs before the agreed time of pickup.
  - n. Prepare and distribute Transportation Control and Movement Documents (TCMDs).
  - o. Prepare and distribute customs documents.

- p. Maintain the BL public file and ensure it is available on the SDDC web-site.
- q. Trace location of shipment upon request of Service/Agency, member/employee, or after the RDD has expired.
- r. Prepare and execute Diversion and Long Delivery of shipments IAW applicable solicitations and tenders.
- s. When applicable, certify on the DD Form 619-1, Statement of Accessorial Services Performed (Storage-in-Transit Delivery and Reweigh), [Figure 401-1](#), 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.
- t. Within the CONUS, contact and assist the Regional Storage Management Office (RSMO) to perform all inspections of DOD approved warehouses once every 6 months or more depending upon necessity and capability, including checking for damaged or astray personal property shipments. Carriers and agents must expeditiously report these types of shipments to the TO.
- u. Inspect personal property shipments IAW the requirements of this regulation.
- v. Perform claims inspections to determine carrier or contractor compliance with Tenders of Service, (TOS) tariffs, rate tenders, or contractual obligations.
- w. Inspect each mobile home shipment to ensure carriers are in compliance with the terms and conditions of the mobile homes TOS and tariff and rate tenders.
- x. Establish Quality Assurance/Quality Control program to meet requirements in Chapter 405. Warn or suspend carriers serving the installation's AOR IAW the policies and procedures established by this regulation.
- y. Recommend to SDDC, through the overseas CDR (when overseas), the disqualification of a carrier with full justification.
- z. 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.
- aa. 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 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) SDDC is notified IAW the requirements of this regulation.
- bb. Provide SDDC current information relating to the TOs to update the Personal Property Consignment Instruction Guide (PPCIG). To view the PPCIG enter the SDDC web site, select Personal Property, select Personal Property Consignment Instruction Guide, select PPCIL-OL (Public Link) and select Login.
- cc. Maintain records of DPM rate and shipment data and furnish such data to SDDC.

- dd. Upon request, furnish statistical data to SDDC through the HQ of the sponsoring Service.
  - ee. Report potential volume movements to SDDC.
  - ff. 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/PPPO/PPSO/CPSSO or JPPSO must advise the member/employee of their responsibilities that must 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 allowances 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/employee 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 must travel through, be assigned to, or reside in; and obtain necessary authorizations for firearm possession or ownership outlined in CFR, Title 27, Part 478, § 478.31, Delivery by Common or Contract Carrier, Department of the Treasury, Bureau of Alcohol, Tobacco, Firearms and Explosives 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 Notification of Loss or Damage AT Delivery, [Figure 401-2](#).
  - o. Retain copies of all current transportation or storage documents.

- p. Notify the TO or Military Claims Office (MCO) of subsequently noticed loss or damage within 75 days after delivery by completing and filing Notification of Loss or Damage AFTER Delivery, [Figure 401-3](#).
  - q. Authorize the TSP to dray loose property to the warehouse for containerization of overflow items.
  - r. Assure waterbeds are properly drained. Waterbeds that are not properly drained may be refused by the TSP, as they may pose a risk to other HHG on board the van for water damage, mold, or mildew.
  - s. Complete the CSS via the web (<https://icss.eta.sddc.army.mil/>) upon delivery of each completed shipment.
4. TO/PPPOs:
- a. Interview and counsel members/employees on their allowances and responsibilities in the program.
  - b. Review the member's/employee's orders and prepare the DD Form 1299, [Application for Shipment and/or Storage of Personal Property](#), [Figure 401-4](#), IAW the member's/employee's allowances and requirements. This includes the establishment of a realistic RDD.
  - c. Forward the DD Form 1299, [Figure 401-4](#), and all supporting documentation to include customs documents to the responsible PPSO.
  - d. Monitor the arrival of newly assigned personnel and assist the responsible PPSO/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.
5. Terminal CDRs (Air or Sea):
- a. Issue a Letter of Warning (LOW) when shipments are not picked up by port agents at military air or sea terminals within the time limits prescribed by the TOS.
  - b. Report to SDDC personal property shipping containers observed in transit that are unsatisfactory or are suspected of not meeting DOD specifications.
  - c. Issue a DD Form 361, [Transportation Discrepancy Report](#), IAW this regulation, Part II, Chapter 210 when loss or damage is discovered in shipments transiting military air or sea terminals.

#### **E. ASSIGNMENT OF AOR**

1. This Par. 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 regulations of the Service/Agency concerned.
2. DOD Components:
  - a. Establish or transfer AOR in coordination with the CDR, SDDC.
  - 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):
  - a. Coordinate through 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. AORs are established 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 must prepare a MOU/Interservice Support Agreement (ISSA). A joint MOU/ISSA must 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 must be referred to the Service/Agency HQ.
  - b. The Service/Agency HQ must notify SDDC 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 must be timely to allow updating of this regulation and the PPCIG and the establishment of overall operational procedures.
  - c. All records and files must be transferred from the deactivated installation to the new responsible installation.
  - d. Interservice and interdepartmental logistic support must follow the basic policies and principles prescribed in DOD policies.
2. Budget and Funding. Each Service/Agency is assigned specific AOR for providing program-related services to all members/employees, regardless of their Service/Agency affiliation. Within these AOR, each Service/Agency must provide administrative and operational support to the other 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, BLs, and packing and containerization must be provided on a cross-servicing basis IAW regulations of the Service/Agency.

## **G. PERSONAL PROPERTY COUNSELING**

1. Personal Property Counseling:
  - a. The DPS provides the PPSO and PPPO counseling capability as well as member/employee self-counseling capability for all activities associated with processing shipments and/or storage of personal property effects for members, dependents, and/or DOD civilian employees. DPS counseling is available on-line 24/7 and may be accessed from most locations with a computer and internet access. Users of the DPS must obtain an Electronic Transportation Acquisition (ETA) system account (<https://eta.sddc.army.mil>) to allow access to the DPS. During self-counseling, the DPS provides the member/employee allowance information based on Rank, Branch of Service, type of authorizations/orders, and special circumstances. The DPS also determines the responsible origin and destination shipping

- offices, provides member/employee information on what may/may not be shipped in HHG, and identifies both member's/employee's and TSP's responsibilities at origin and destination.
- b. PPSO/PPPO Counseling. PPSO/PPPO counseling will be available for members/employees electing to be counseled on their shipment and storage entitlements by a PPPO/PPSO. PPPO/PPSO counseling will be conducted using the DPS. PPSO/PPPOs must provide a capability to support personal property counseling services for all DOD and USCG members/employees requiring personal property assistance within their AOR. PPSO/PPPO must inform members/employees of HHG and POV allowances, shipment restrictions, Full Replacement Value (FRV), member/employee and TSP shipment responsibilities. In addition, the counselor will assist the member/employee with obtaining an ETA account/password, provide familiarization with the DPS screen-shots and instructions and information on completing the CSS, as well as contact information for technical assistance
  - c. DPS Self-Counseling:
    - (1) Except as noted, members/employees may use the self-counseling module in the DPS to arrange shipment and storage of their personal property. Each of the Services has identified exceptions to the use of the DPS Self-Counseling:
    - (2) Army Exceptions:
      - (a) First/Last personal property move.
      - (b) Storing or moving in conjunction with contingency orders.
      - (c) Storing or moving property in conjunction with a designated location move for dependents to an OCONUS or non-foreign OCONUS location.
      - (d) Not the property owner and using a Power of Attorney (POA).
      - (e) Moving personal property as Next of Kin (NOK) or summary courts officer.
    - (3) Air Force and Coast Guard Exceptions:
      - (a) First/Last personal property move.
      - (b) Not the property owner and using a POA.
      - (c) Moving personal property as NOK or summary courts officer.
    - (4) Navy Exception:

Moving personal property as NOK or summary courts officer
    - (5) Marine Corp Exceptions:
      - (a) Not the property owner and using a POA (with PPSO/PPPO assistance).
      - (b) Moving personal property as NOK or summary courts officer (with PPSO/PPPO assistance).
    - (6) If the member/employee elects to use the self-counseling module in the DPS, the member/employee will be advised to obtain an ETA log-in and password. The member/employee will also be advised to maintain their log-in and password account for additional requirements in the DPS. The member/employee will be advised to print a summary page of all data entered in the DPS during the counseling session for reference use. Additionally, the member/employee must print and sign the DD Form 1797, Personal Property Counseling Checklist, [Figure 401-5](#), the DD Form 1299, [Figure 401-4](#), along with any other forms applicable to the move (e.g., customs forms, Alcohol, Tobacco, Firearms and Explosives forms). The member/employee is required to provide

the signed printed forms and a copy of their authorization/order to the PPPO/PPSO. The PPPO/PPSO must print the forms if the member/employee is unable to print the forms.

- (7) During self-counseling, the DPS provides the member/employee allowance, FRV, and member/employee and TSP shipment responsibilities. In addition, the DPS provides information on the importance of completing the CSS, as well as contact information for technical assistance. For questions not addressed in the DPS, the member/employee should contact the local PPPO/PPSO for assistance.
  - (8) The member/employee can update any information in the DPS prior to the final submission of the application to the PPPO/PPSO for validation. If the authorization/order should change after the application is submitted either through self or PPPO/PPSO counseling, the member/employee must contact the servicing PPPO/PPSO to make necessary changes. If unforeseen events should arise after shipping arrangements have been made, the member/employee must immediately contact the PPPO/PPSO responsible for processing the shipment.
2. DPS should contain shipment application and counseling checklist information and generate the DD Form 1797, [Figure 401-5](#), and DD Form 1299, [Figure 401-4](#).
- a. Shipment application (DD Form 1299). Any PPPO/PPSO will assist the member/employee or their authorized representative in preparing a DD Form 1299 regardless of the member's/employee's Service/Agency affiliation, and submit the signed DD Form 1299 to the responsible origin PPSO along with supporting documents. The PPSO/PPPO will print the DD Form 1299 and obtain a signature from the member/employee or authorized representative. The original DD Form 1299, member/employees shipment authorization, POA or informal letter of authority, or the dependent travel authorization, and copies of all custom forms (when applicable) will be retained by the responsible PPPO/PPSO in the shipment file.
    - (1) Persons authorized to complete and submit the DD Form 1299, [Figure 401-4](#), are:
      - (a) The member/employee.
      - (b) Any person acting under a current POA or an informal letter of authority signed by the member/employee.
      - (c) Dependent of member/employee (see Service regulations).
      - (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 401-6](#), 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 this Regulation, Part IV, Chapter 410.) Ensure "BLUEBARK" is annotated in a conspicuous place on all shipping documents.
  - b. DD Form 1797, [Figure 401-5](#). The PPSO/PPPO will provide clarification and/or assistance (as needed) to members/employees utilizing the DPS self-counseling module. When the DPS self-counseling is not utilized by the member/employee, the PPSO/PPPO will address all

- items contained on the DD Form 1797 when briefing the member/employee on all information required for their shipment or storage. In addition, counseling will include (as a minimum) member's/employee's responsibilities to prepare for the move and their responsibilities during the time of pickup and delivery. Members/employees will also be briefed on unauthorized items, avoiding excess cost, Gypsy Moth and shipment of alcohol and firearms (when applicable), TSP responsibilities to pack, pickup, one-time placement of items, and unpacking and removal of debris etc. DPS will provide a printed copy of the DD Form 1797, [Figure 401-5](#) for the member/employee and the responsible PPSO/PPSO.
- c. PPSO/PPSO must retain a copy of POA or informal letter of authority, or the dependent travel authorization, and copies of all custom forms (when applicable).
  - d. PPCIG. Counselors during PPSO/PPPO counseling must review the PPCIG with the member/employee for the most current information to ensure the member/employee is aware of shipment restrictions/prohibitions and to ensure shipments are consigned to the proper destination. During self-counseling, DPS must make the PPCIG available and advise the member/employee to review the PPCIG for shipment or import restrictions.
  - e. Member/employee's Request a Preferred-TSP. In the DPS counseling, a member or employee may request the use of a referred-TSP. PPSO may honor a request for a preferred-TSP provided the preferred TSP is within the current shipment allocation quartile for the authorized origin and destination. The PPSO is not authorized to allocate a shipment outside (above or below) the quartile currently being utilized to award shipments between the authorized origin and destination.
  - f. Member/employee's Request Non-use of a Specific TSP. If a member/employee requests a specific TSP not be tendered their shipment, PPSOs will honor this request provided the TSP is not the only TSP servicing the authorized origin and destination. The member/employee should enter this request in the counseling module in DPS.
  - g. Use of Containerized Service (e.g., Code 2). The PPSO is authorized to use Code 2 service when cost-effective, or when the PPSO determines it is necessary to meet the member's requirements. The associated cost-comparison will use the rate on file for the next Best Value TSP scheduled to be allocated a shipment using the Code D and Code 2 Traffic Distribution Lists (TDL). If a member/employee requests the use of containerized service, the PPSO is authorized to honor this request, provided it is cost-effective, or when the PPSO determines it is necessary to meet the member's requirements. Establishing packing and pickup dates. Members/employees will be briefed that the TSP will perform a pre-move survey (on-site or telephonically) to validate the number of days required to perform all required services and to note any personal property requiring special attention. The member/employee and TSP can negotiate changes to any dates established during counseling. The TSP will complete the pre-move survey and update DPS with pre-move survey data, (e.g., pack/pickup dates, and RDD information) as soon as possible but Not Later Than (NLT) 3 Government Business Days (GBDs) prior to the pickup date.
  - h. For short-fuse shipments (less than 5 GBDs notice), or for any changes, the pack/pickup dates must be finalized and entered in DPS NLT one GBD prior to the first scheduled pack/pickup date.
  - i. Pickup dates. The member/employee may identify in DPS the desired pickup date. During the pre-move survey, the TSP may negotiate the actual pack and pickup dates and input those dates into DPS.

3. Mailout Applications. When preparing an application with a pickup address outside the preparing offices AOR, the counseling office will provide a minimum of 14 days between the date the application is submitted and the member's/employee's desired pickup date.
4. Delivery Dates. During counseling, the member/employee can request a direct delivery and identify a Desired Delivery Date (DDD). The TSP and member/employee may negotiate multiple delivery dates; however, the member/employee and TSP must establish an agreed (preferred) delivery date for entry into DPS. Once these dates are established in DPS, the TSP and PPSO will be allowed to print the Bill of Lading (BL).
  - a. RDD. DPS will display the RDD based on the Government allowed transit time for the shipment weight, origin, and destination on the DD Form 1299. Counselors will advise members/employees that the DPS provided RDD (Government transit time) is a guideline and the member's DDD will be used as the RDD when booking the shipment. The member's DDD will become the RDD unless changed by further negotiation and agreement between the member and TSP. Upon completion of the pre-move survey, if the member/employee and TSP have agreed to new dates, the TSP will enter the new agreed upon delivery date in the Planned/Agreed Delivery Date field in DPS. If the member/employee do not agree on revised dates, the TSP will meet the original RDD (Government transit time) and acknowledge this by reentering the original RDD (Government transit time) in the Planned/Agreed Delivery Date field in DPS. Counselors must encourage members/employees to be flexible when establishing pack, pickup, and delivery dates. The counselor, member/employee, and the TSP working to establish realistic RDDs (Planned/Agreed Delivery Dates) increase the opportunity for a direct delivery and reduces the opportunity for loss and/or damage for the member's/employee's property and can save significantly in storage costs for the DOD.
  - b. Keeping Member's/Employee's Information Updated in DPS. The member/employee must be counseled that it is essential to keep their contact and delivery information updated in DPS. The member/employee may update the information in DPS or request the PPPO/PPSO to update the information for them. The TSP and/or PPSO/PPPO must be able to contact the member/employee to assist in the movement of their personal property. Failure to maintain up-to-date contact and delivery information in DPS may result in shipment delays and unnecessary storage, which provides an increased opportunity for loss and/or damage.
  - c. Member/Employee and TSP Communication. Communication between the TSP and the member/employee is imperative to achieve a successful move. The member/employee will receive a toll free number prior to pickup to allow direct communication with the TSP. The TSP must respond to the member's/employee's concerns within 24 hours from the initial call if received Monday through Friday and by close of business the first workday thereafter on inquiries received by the TSP on Saturdays, Sundays or legal (officially declared national) holidays. The member/employee should ensure that any changes and/or updates to their contact information and/or their moving requirements are directly communicated to the TSP. Likewise, the TSP should communicate directly with the member/employee any changes that may affect the status or desired outcome of the movement of their personal property. If the authorization/order should change or if unforeseen events should arise after shipping arrangements have been made, the member/employee should be counseled to immediately contact the PPPO/PPSO responsible for processing the shipment.

- d. Loss and Damage and FRV.
- (1) FRV is the TSP's maximum liability on each Domestic (dHHG –Continental United States [CONUS]) and International (iHHG - overseas) HHG shipment, and International Unaccompanied Baggage (iUB) shipment is:
    - (a) \$5,000 per shipment or \$4.00 times the net weight of the HHG shipment, or gross weight of the iUB shipment, in pounds, not to exceed \$50,000, whichever is greater.
  - (2) For damage discovered on the day of delivery, the member/employee must complete the DP3 Notification of Loss or Damage AT Delivery, [Figure 401-2](#), which is provided by the TSP to the member/employee during delivery.
  - (3) For damage discovered after the delivery date, member/employee must complete DP3 Notification of Loss or Damage AFTER Delivery, [Figure 401-3](#), provided by the TSP at delivery, within 75 days of the delivery date. The preferred notification is via DPS.
  - (4) The member/employee must file their claim against the TSP in DPS within 9 months of delivery to be eligible for FRV.
- e. Claims Counseling. If the member's/employee's property is lost or damaged during the move, they may file a claim against the TSP. The member/employee will have the option of quick-claim settlement (under \$500) or filing their FRV claim against the TSP in DPS. The member/employee is authorized to submit claims based on FRV. The TSP has the right to repair items to pre-shipment condition. If the TSP elects to repair damaged items, the TSP is responsible for obtaining all repair estimates.
- (1) The TSP may offer quick claim settlement for minor loss or damage (less than \$500) within five days of delivery. Quick claim settlements are at the discretion of the TSP and are not reported in DPS unless the customer files an additional claim.
  - (2) If the member/employee must file a FRV claim for loss or damage, the FRV claim against the TSP must be filed through DPS. The member/employee and the TSP will also negotiate a settlement through DPS. The TSP must pay, deny, or make an offer within 60 days of receipt of a complete claim through DPS. The member/employee will have the ability to accept or reject the TSP's offer on a line-by-line (item) basis.
  - (3) DOD members/employees have the option to transfer their claim in DPS to the servicing MCO after 30 days. In these instances the MCO pays the member/employee depreciated value and then pursues the FRV claim with the TSP. After settlement with the TSP, if the FRV settlement exceeds the amount paid by the MCO to the member/employee, the member/employee will receive the difference.
- f. Inconvenience Claims. It is the TSP's responsibility to pickup and deliver personal property shipments on the agreed dates. Failure to do so can cause serious inconvenience to the DOD member/employee and family, and can result in the expenditure of funds by the member/employee for lodging, food, rental/purchase of household necessities, and directly related miscellaneous expenses. An inconvenience claim may be filed via DPS for out-of-pocket expenses caused by the TSP's failure to act on the agreed dates at origin or destination. When circumstances warrant, the PPSO/PPPO will provide the member/employee the necessary information to file an inconvenience claim.
- g. Real Property Damage. The Government is not responsible for damage to a member's/employee's residence ICW the movement of their Personal Property. When a PPSO/PPPO becomes aware of such damage, the member/employee will be counseled to note the real property damage on the TSP documentation provided at origin or during delivery. In

- addition, documentation should be signed by both the member/employee and the TSP representative. The member/employee will be counseled to seek recovery/restitution directly from the responsible TSP. For more information, contact the servicing base legal office.
- h. CSS. The member/employee will be counseled that completion of a CSS is required within seven days of each completed shipment delivery. **NOTE:** Blue Bark shipments and Personally Procured Moves (PPM) are excluded from the CSS requirement. The member/employee must be counseled to obtain and retain their ETA login and password to complete the CSS. **NOTE:** DPS will send reminder (e-mails) to the member/employee if the CSS is not completed.
    - (1) The CSS consists of moving related questions and the members/employees comments will have a direct impact on the future shipment allocations to the servicing TSP. Based on Service policies, FRV, for lost or damaged Personal Property shipments, may be contingent upon completion of the CSS. Service HQ will take necessary measures to ensure maximum completion of the CSS. Member/employees must acknowledge the following statement (in writing) prior to shipment:
      - (a) "I understand that I am required to complete the DPS Customer Satisfaction Survey (CSS) upon completion of my shipment. Failure to do so may result in my Service being notified".
  - i. WWW.MOVE.MIL. A website to provide the PPSO/PPPO and the member/employee with a capability to access DPS and to review and/or download moving information pertaining to DP3 and DPS. <http://www.sddc.army.mil/PP/default.aspx> is the source for the latest information and updates.
  - j. Personal Property Brochures. This regulation, Part IV, Attachments K1 through K5 contains critical personal property information that must be provided to the member/employee. Counselors will provide the member/employee with a hardcopy or website URL for the brochures applicable to the shipments being made. The available personal property brochures are: It's Your Move, K1, Uniform Members, It's Your Move, K2, DOD Civilian Employees, K3, Shipping Your POV, K4, Storing Your POV, and K5 Moving Your Mobile Home.
  - k. PPM. PPMs performed under DP3 (using DPS) will be based on the Government (Transportation) Constructed Cost (GCC) using Best Value (BV). BV is determined by using Performance Scores (PS) (CSS and claims information) and rates on file. For detailed information on PPM, refer to this Regulation Part IV, Chapter 411 and Service regulations.
  - l. Shipping alcoholic beverages and tobacco products. When country restrictions allow, liquor/alcoholic beverages and tobacco products may be either shipped within a member's/employee's HHG shipment or shipped separately. All shipments which exceed the duty-free allowance are subject to duty payments. The Government is not responsible for any fee or customs charges. For additional information, see this Regulation, Part V, Chapter 502.
  - m. At the conclusion of the counseling session, the counselor must print the DD Form 1299 and DD Form 1797 and obtain the required signatures.
    - (1) Mail-in Application, Upon receipt of a shipment application (DD Form 1299), orders and supporting documents, the PPSO/PPPO must review to ensure requested shipment and services are authorized and in the customer's or Government's best interest. For example PPSO/PPPO should confirm with the customer the potential of excess cost when shipment is to an unauthorized location or a member retiring/separating from service requesting shipment to a final destination without a delivery address in lieu of non temporary storage.

- (2) BLUEBARK shipments. These shipments will be handled with the upmost sensitivity which requires increased oversight by the PPSO/PPPO. DPS identifies each shipment with the word “BLUEBARK” clearly displayed next to the member’s/employee’s name. The member’s/employee’s NOK may require additional assistance utilizing the DPS to accomplish any of the shipment, storage, delivery and/or claims processes. PPSO/PPPO will provide NOK all the assistance necessary to include accessing ETA/DPS, and/or communicating with the DPS-helpdesk as necessary.
5. Destination PPSO/PPPO. Upon request, the destination PPSO/PPPO will update the members/employees contact information in DPS.
  - a. Advise and emphasize to the member/employee to complete the CSS within seven days of each complete shipment delivery. Assist the member/employee in locating internet access to complete the CSS if necessary.
  - b. Monitor the inbound/outbound CSS reports to ensure acceptable levels of customer data collection (i.e., e-mail address and telephone numbers), survey completion, and customer satisfaction with PPSO/PPPO outbound/inbound services.
  - c. BLUEBARK shipments. The member’s/employee’s NOK may require additional assistance utilizing the DPS to accomplish any of the shipment, storage, delivery and/or claims processes. PPSO/PPPO will provide NOK all the assistance necessary to include accessing ETA/DPS, and/or communicating with the DPS-helpdesk as necessary.

#### **H. REQUIRED SUPPORTING DOCUMENTATION**

1. Member’s/employee’s orders, entitlement extension letters 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 signed by the member/employee and the counselor.
3. One copy of the DD Form 1299 signed by the member/employee and one copy of the group or pre-counseling worksheet (if applicable).
4. For shipments of firearms, any forms or certificates prescribed by the member/employee or sponsoring DOD Component or other regulatory agency (see this regulation, Part IV, Chapter 409). In addition, for shipment of firearms into the US see this regulation Part V, Chapter 502.
5. Copies of POA and any other documents required.
6. Customs documents to effect duty-free clearance of personal property shipments for those areas where specific customs documents are required such as:
  - a. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, [Figure 401-7](#).
  - b. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part II, [Figure 401-8](#).
  - c. ATF Form 6-Part I (for civilian employees), Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 401-9](#). This form is required unless firearms are exempt IAW DTR Part V, Chapter 503.
  - d. ATF Form 6-Part II (for military members), Application and Permit for Importation of Firearms, Ammunition and Implements of War, [Figure 401-10](#). This form is required unless firearms are exempt IAW DTR Part V, Chapter 503.

- e. USEUCOM Form 30-3A(R), Agriculture Inspection Certificate, [Figure 401-11](#), and USEUCOM Form 30-3B(R), Shipper's Personal Property Certification, [Figure 401-12](#), applies only to shipments originating within the United States European Command (USEUCOM) Theater.
  - f. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U. S. Forces/Civilian Personnel on Duty in the UK, [Figure 401-13](#).
  - g. DOT FORM HS-7, Declaration, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, [Figure 401-14](#), and EPA FORM 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure 401-15](#), are required when motorcycles, motor scooters, or mopeds are included in a HHG shipment destined for the United States. The DOT FORM HS-7 and EPA FORM 3520-1 must be completed and included as part of the shipping documentation. Motorcycles, motor scooters, or mopeds with less than 50cc engine capacity are generally exempt from DOT/EPA requirements. Reference DTR Part V Chapter 502 for more information.
7. Distribution of the DD Form 1299 and Supporting Documents
- a. Provide a copy of the DD Form 1299 to the member/employee.
  - b. Retain one signed copy of each document for local files.
  - c. Mail-out Applications. Forward the completed DD Form 1299 and copies of all supporting documents to the responsible servicing PPSO. Mail-out or electronic transmission is acceptable.
  - d. On all iHHG/iUB shipments from the CONUS or Alaska to overseas destinations or between overseas areas, the following documents must be provided to the TSP for customs clearance:
    - (1) Clearance forms required by the host government.
    - (2) A copy of DD Form 1299.
    - (3) A copy of member's/employee's Permanent Change of Station (PCS) or Temporary Duty (TDY)/Temporary Additional Duty (TAD) orders.
8. On all iHHG/iUB shipments from overseas areas to the Customs Territory of the United States (CTUS), the following documents must be provided the TSP for customs clearance:
- a. A copy of DD Form 1299.
  - b. A copy of member's/employee's PCS or TDY/TAD orders
  - c. A copy of applicable DD Form 1252
  - d. A copy of DD Form 1252-1 (if applicable)
  - e. ATF Form 6-Part I (for military members) (if applicable)
  - f. ATF Form 6-Part II (for civilian employees) (if applicable)
  - g. USEUCOM Form 30-3A(R) (if applicable).

## **I. 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 Service/Agency to US Transportation Command/TCJ5/4-PI, 508 Scott Drive, Scott AFB, IL 62225-5357.

<u>Army</u>	HQ Department of the Army Attn: DALO-FPZ 500 Army Pentagon Washington, DC 20310-0500
<u>Navy</u>	Commander Naval Supply Systems Command (Code N453) 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
<u>Air Force</u>	HQ USAF/A4LE_____ 1500 West Perimeter Road Andrews AFB, MD 20762
<u>Marine Corps</u>	Commandant of the Marine Corps Logistics Distribution Branch (LPD) 3000 Marine Corps Pentagon Rm 2E227 Washington, DC 20350-3000
<u>Coast Guard</u>	Commandant (CG-1222) US Coast Guard 2100 Second Street SW, Stop 7801 Washington, DC 20593-0001

## **J. PPSO REQUIRED REGULATIONS**

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

## **K. 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.

## **L. PERSONAL PROPERTY ADVISORY (PPA)**

A PPA identifies information to facilitate day-to-day operations. SDDC issues a PPA to identify particular areas of interest to PPSOs and Industry. PPSOs must determine the applicability of a PPA to their operation and take appropriate action. USTRANSCOM, Services and/or TSPs may request SDDC to publish a PPA. SDDC must assess appropriateness of issuing a PPA and obtain required coordination with USTRANSCOM and the Services prior to issuance. SDDC will publish PPAs on the SDDC website and disseminate to USTRANSCOM, Services, and Industry.

## M. CSS

1. Blue Bark shipments and PPM are excluded from this required policy.
2. Required Policy. The completion of a CSS for each shipment delivered is required within seven days of each complete shipment delivery. Members/employees are required to complete a CSS via the web: <https://icss.eta.sddc.army.mil>.

## N. DTR PROGRAM ADMINISTRATION

1. In order to streamline the process for making changes to this Regulation, coordination and publication of changes to DTR 4500.9-R, The Defense Transportation Regulation, are accomplished IAW DODD 4500.09E, Transportation and Traffic Management.
2. DTR Action Officer (AO) Working Group members must submit proposed changes after coordination through their Service channels to the USTRANSCOM DTR Administrator. Proposed changes must contain:
  - a. Subject: Include DTR part number, page number, and Par. and/or sub-Par. or Appendix.
  - b. Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.
  - c. Recommendation: Provide proposed wording for the regulation.
  - d. Justification: Include justification and identify known advantages and disadvantages of the proposed change.
  - e. Systems Impact/Resource Implications: Identify the known impacts on all automated systems and interfaces, whether additional funding will be required to support systems changes and whether a source for that funding has been identified and the estimated timeline for implementation of systems changes. Identify any other known resource costs associated with the proposed change.
3. The DOD DTR Administrator is responsible for staffing proposed changes via e-mail. Proposed changes must be submitted to the USTRANSCOM DTR POC via e-mail, utilizing the format identified in Par. N. 2, above.
  - a. Unless the proposed change is of a critical, time sensitive nature, the proposed change will be held until the next anticipated update for that specific part of the DTR.
  - b. Upon approval, formal changes will be released in one of three different formats; a completely revised/re-issued publication, an interim update, or as an “expedited change.” The coordination process for revised/reissued publications and interim updates, are the same, and are addressed in Par. N.3.c., below. Expedited changes are addressed in Par. N.3.d., below.
  - c. AO group members have 45 calendar days to respond to the proposed change package. If an individual Service/Agency AO group member feels that the proposed change package requires internal coordination within their Service/Agency or with a field activity, they may do so provided that the additional input is consolidated into a single Service/Agency response. The 45-calendar day window should be adhered to in order to expedite the change process. When AO coordination has been obtained, this process will be essentially repeated with the Oversight Working group utilizing a 30-calendar day window. Upon approval, USTRANSCOM will publish the change.
  - d. If a proposed change is of a critical or time sensitive nature, the proposed change may be coordinated as an “expedited” change, at the AO and then the Oversight Working group levels, as outlined above. Unlike a formal change, an expedited change typically addresses

- only one specific issue (e.g., an issue involving safety), and may be coordinated under an accelerated time frame, provided all parties agree.
4. DTR Oversight Working Group and AO Working Group Members are established for each of the individual parts of the DTR. These AO groups are composed of members from the Army, Air Force, Navy, and the U.S. Marine Corps, and as necessary, the DLA, the JS, the COCOMs, the Defense Travel Management Office, and the USCG. The Service members are:

<u>United States Transportation Command</u>	US Transportation Command ATTN: TCJ5/4-PT 508 Scott Drive Scott AFB, IL 62225-7001
<u>Army</u>	HQ, Department of the Army Deputy Chief of Staff, G-4 ATTN: DALO-FPZ 500 Army Pentagon Washington, DC 20310-5000
<u>Navy (Part I, Part II, Part III, Part V, and Part VI)</u>	Commanding Officer Naval Operational Logistics Support Center ATTN: Code N431 1837 Morris St Norfolk, VA 23511-3492
<u>Navy (Part IV)</u>	Commander Naval Supply Systems Command Code N453 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
<u>Air Force (II, III, and VI)</u>	Commander Air Force Materiel Command ATTN: LSO/LOT 5215 Thurlow Street, Bldg 70, Suite 5 Wright Patterson AFB, OH 45433-5540
<u>Air Force (Part I, IV, and V)</u>	HQ USAF/A4LE 1500 West Perimeter Road Andrews AFB, MD 20762
<u>Marine Corps</u>	Commandant of the Marine Corps Logistics Distribution Branch (LPD) 3000 Marine Corps Pentagon Rm 2E227 Washington, DC 20350-3000
<u>Coast Guard</u>	Commandant (CG-1222) US Coast Guard 2100 Second Street SW Stop 7801 Washington, DC 20593-7801
<u>DLA</u>	Defense Logistics Agency ATTN: J-3733 Rm. 4234 8725 John J. Kingman Rd Fort Belvoir, VA 22060-6221

CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974, AS AMENDED.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED (STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)		OMB No. 0702-0022 OMB approval expires May 31, 2011	
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 the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0702-0022). 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.			
<b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</b>			
<b>DISTRIBUTION:</b> 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	DESTINATION <input type="checkbox"/> OTHER <input type="checkbox"/>	
4. ORIGIN OF SHIPMENT	5. DESTINATION OF SHIPMENT	c. DATE IN (YYYYMMDD)	d. DATE OUT (YYYYMMDD)
6.a. ORDERING ACTIVITY/ INSTALLATION NAME	b. LOCATION	e. NUMBER OF DAYS	f. NET WEIGHT
7.a. NAME OF CARRIER	b. NAME OF AGENT (Last, First, Middle Initial)	g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER:	
8. SIGNATURE OF CARRIER'S REPRESENTATIVE	9. DATE (YYYYMMDD)	SIT IN EXCESS OF 90 DAYS WAS AUTHORIZED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO	
10. CARRIER'S SHIPMENT REFERENCE NO.	11. AGENT OR DRIVER CODE	h. SIGNATURE OF TRANSPORTATION OFFICER	
12. REMARKS		i. DATE (YYYYMMDD)	
		14. REWEIGH CERTIFICATION	
		a. ORIGINAL GROSS	b. REWEIGH GROSS
		c. ORIGINAL TARE	d. REWEIGH TARE
		e. ORIGINAL NET	f. REWEIGH NET
		g. 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, MAY 2008

PREVIOUS EDITION MAY BE USED.

Adobe Professional 7.0

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

DEFENSE PERSONAL PROPERTY PROGRAM (DP3) NOTIFICATION OF LOSS OR DAMAGE <u>AT</u> DELIVERY		
COMPLETED BY TSP:		
NAME OF OWNER _____	RANK/GRADE _____	BRANCH OF SERVICE _____
BL NO. _____	TSP REFERENCE NO. _____	IS THIS A PARTIAL DELIVERY (Y or N)? _____
SCAC _____	PICK UP DATE _____	
<b>PURPOSE AND GENERAL INSTRUCTIONS:</b> <ul style="list-style-type: none"> <li>To provide the Transportation Service Provider (TSP) notice of loss or damage discovered <b>AT</b> the time of delivery.</li> <li>The customer (or their designated representative) and the TSP's delivery representative must jointly complete this document.</li> <li>List in <b>NOTED LOSS AND/OR DAMAGE</b> section below all damage and missing items noticed before TSP's representative departs.</li> <li><b>DO NOT leave blank.</b> If no loss or damage is discovered at the time of delivery, write "NONE" in <b>DESCRIPTION OF DAMAGE</b>.</li> <li><b>THIS DOES NOT CONSTITUTE "FILING A CLAIM". CLAIM MUST BE FILED VIA DPS CLAIMS MODULE – <a href="http://www.move.mil/">http://www.move.mil/</a>.</b></li> </ul> <p style="text-align: center;"><b>NOTED LOSS AND/OR DAMAGE</b></p> If more than one page is needed, include your name, Bill of Lading No. and number the Page _____ of Page _____ on each page used.		
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (If missing, so specify) (Electronic items, provide brand & model number)
NOTE: TSP is responsible for one-time placement of items during delivery. If requested, the TSP will unpack and remove cartons to the customer's satisfaction. Member requested unpacking and removal of cartons? YES ___ NO ___		
<b>PLEASE READ CAREFULLY BEFORE SIGNING -- THIS IS CUSTOMER'S NOTIFICATION OF LOSS AND/OR DAMAGE <u>AT</u> DELIVERY</b>		
By signing below, Customer acknowledges receipt of: <ul style="list-style-type: none"> <li>One (1) copy of this NOTIFICATION OF LOSS OR DAMAGE <u>AT</u> DELIVERY and one (1) copy of the NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY.</li> </ul>		
Customer understands that he/she: <ul style="list-style-type: none"> <li>Will receive from the delivering TSP a "NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY" document to identify loss or damage found after delivery. This notification document will provide instructions on how to file a claim on-line.</li> <li>Can provide notification to the TSP within 75 days by entering the information from the <u>AFTER</u> Delivery document into the DPS on-line claims module or mail NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY document to the TSP by certified return receipt, fax or electronic dispatch.</li> <li>Will NOT be eligible for loss or damage recovery by the TSP or Government for any item not identified within 75 day period after delivery.</li> </ul>		
Received for Delivery at:  Street Address _____  City _____ State _____ Zip _____  Telephone Number _____  Customer Email _____  Signature of Customer _____ Delivery Date _____ (or his/her designated representative)	Name/Address of Transportation Service Provider (TSP)   TSP Email: _____  Toll-Free Telephone Number _____ Fax Number _____  Delivering TSP Signature _____ Date _____	

**Figure 401-2. Notice of Loss or Damage AT Delivery**

<b>DEFENSE PERSONAL PROPERTY PROGRAM (DP3)</b> <b>NOTIFICATION OF LOSS OR DAMAGE <u>AFTER</u> DELIVERY</b>		
<b>INSTRUCTIONS TO CUSTOMER (OR HIS/HER DESIGNATED REPRESENTATIVE):</b> <ul style="list-style-type: none"> <li>• You have up to 75 days to inspect your property, note all loss and damage not previously discovered and reported at the time of delivery and provide notice to the Transportation Service Provider (TSP).</li> <li>• The preferred method of submission to the TSP is via the DPS on-line Claims Module--see instructions in Section A.</li> <li>• If you are unable to file on-line you may give written notice of loss and damage following the instructions in Section B.</li> <li>• If TSP is not notified within 75 days, you may lose any potential monetary recovery for your loss and damage.</li> <li>• This is only notification to the TSP of your loss or damage—<b>THIS DOES NOT CONSTITUTE FILING YOUR CLAIM.</b></li> <li>• For information about filing a claim against the TSP, see Section C below.</li> <li>• If you have any questions about completing this document, contact the TSP or Military Claims Office (MCO) or locate your Service Military Claims website at <a href="http://www.move.mil">www.move.mil</a> (under DOD Customer tab).</li> </ul>		
<b>SECTION A -- DPS ON-LINE NOTIFICATION</b> <ul style="list-style-type: none"> <li>• On-line notification can be completed via the internet by accessing DPS via "<a href="http://www.move.mil/">http://www.move.mil/</a>."</li> <li>• You must notify TSP in DPS by midnight GMT of the 75th day following delivery to be eligible for Full Replacement Value.</li> <li>• If you submit this notice on-line via the DPS claims module, you <b>DO NOT</b> need to complete Section B.</li> </ul>		
<b>SECTION B -- WRITTEN NOTIFICATION</b> <ul style="list-style-type: none"> <li>• If you are unable to provide notice on-line via DPS, you may fill out this section and send it to the TSP.</li> <li>• This NOTIFICATION OF LOSS OR DAMAGE <b>AFTER</b> DELIVERY must be mailed by certified return receipt, faxed or emailed to the TSP identified below by midnight GMT of the 75th day following delivery.</li> <li>• Keep a copy of this document and certified mail receipt for your records as proof it was sent to the TSP within 75 days.</li> <li>• If more than one page is needed, please include your name, Bill of Lading No. and number of pages on each supplemental page used.</li> <li>• <b>USE ONLY BALLPOINT PEN OR INDELIBLE INK.</b></li> </ul>		
<b>NOTICE TO TSP: You are hereby notified the customer (or their designated representative) intends to present a claim for the loss and/or damage as noted on the NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and this document. You are hereby extended the opportunity to inspect the property.</b>		
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (If missing, so specify.) <small>(Electronic items, provide brand &amp; model number)</small>
_____ CUSTOMER SIGNATURE (OR THEIR DESIGNATED REPRESENTATIVE)		_____ DATE OF DELIVERY
<b>SECTION C -- FILING A CLAIM AGAINST THE TSP</b> <ul style="list-style-type: none"> <li>• With limited exceptions, to receive Full Replacement Value for eligible loss and damage, you <b>MUST</b> file your claim online via the DPS Claims Module within 9 MONTHS of your property's delivery.</li> <li>• To submit your claim to the TSP who shipped your personal property, access DPS at <a href="http://www.move.mil/">http://www.move.mil/</a> and follow instructions for filing a claim.</li> <li>• You do not need repair estimates to enter your claim in DPS.</li> <li>• <b>If you choose not to file your claim in DPS, you may file a claim directly with your servicing MCO; however, you will not be eligible for full replacement value and will be responsible for obtaining repair estimates.</b></li> <li>• For ANY questions about filing a claim, contact your servicing MCO.</li> </ul>		
Delivery Date _____ BL _____ :  Street Address _____  City _____ State _____ Zip _____  Telephone Number or Email _____  Customer's Name (PRINT) _____  Signature of Customer _____ Date _____ (or their designated representative)	SEND TO:  Name/Address of Transportation Service Provider (TSP):	

**Figure 401-3. Notice of Loss or Damage AFTER Delivery**

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> <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY	c. NEW DUTY ASSIGNMENT
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 401-4. DD Form 1299, Application for Shipment and/or Storage of Personal Property

<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 37 USC 406, 5 USC 5726; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> 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.</p> <p><b>ROUTINE USE(S):</b> DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.</p>	
<b>CERTIFICATION OF SHIPMENT RESPONSIBILITIES</b>	
<p>In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li></ol>	<ol style="list-style-type: none"><li>4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.</li><li>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.</li><li>6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.</li><li>7. Professional books, papers and equipment are or were necessary in the performance of official duties.</li></ol>
<b>CONDITION FOR STORAGE</b>	
<p>In consideration of said household goods being stored at Government expense, I hereby agree as follows:</p> <ol style="list-style-type: none"><li>1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.</li><li>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.</li><li>3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.</li><li>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.</li><li>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</li></ol>	<p>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.</p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li></ol>

DD FORM 1299 (BACK), SEP 1998

Figure 401-4. DD Form 1299, (Back) (Cont'd)

<b>PERSONAL PROPERTY COUNSELING CHECKLIST</b>			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 37 USC 406; 5 USC 5726; and E.O. 9397.</p> <p><b>PRINCIPAL PURPOSE(S):</b> 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.</p> <p><b>ROUTINE USE(S):</b> 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.</p> <p><b>DISCLOSURE:</b> Voluntary; however, failure to provide the requested information may delay settlement of a claim.</p>			
<b>1. NAME</b> ( <i>Last, First, Middle Initial</i> )	<b>2. SOCIAL SECURITY NUMBER</b>	<b>3. GRADE/RANK/RATING</b>	
<b>4. ISSUING AUTHORITY</b>	<b>5. ORDER NUMBER AND PARAGRAPH</b>	<b>6. DATE</b> (YYYYMMDD)	
<b>7. CHECKLIST</b> ( <i>Record special instructions on back</i> )			
<b>PART I - HOUSEHOLD GOODS</b>		<b>PART II - UNACCOMPANIED BAGGAGE</b> ( <i>Continued</i> )	
(1) Entitlements under the order described above ( <i>number of shipments, authorized destination, etc.</i> )	(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 ( <i>the importance of documentation</i> ).	(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 <u>immediately</u> 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.	<b>PART III - NONTEMPORARY STORAGE</b>	
(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 ( <i>contractual or intransit</i> ).	(11) Professional books, papers and equipment.	(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.	
(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.	<b>PART IV - HOUSE TRAILERS/MOBILE HOMES</b>	
(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 <u>immediately</u> 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.			
<b>PART II - UNACCOMPANIED BAGGAGE</b>			
(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 401-5. DD Form 1797, Personal Property Counseling Checklist

7. CHECKLIST (Continued)			
PART V - PRIVATELY OWNED VEHICLES (POV)		PART VI - WEAPONS AND AMMUNITION	
(1) Does vehicle qualify as a POV.		(1) Limitations and restrictions of country to which assigned.	
(2) Authorizations, restrictions, special Host Government requirements.		(2) US Government requirements and restrictions applicable for import.	
(3) Applicable port of embarkation and debarkation; alternates if needed.		(3) Special forms and procedures; responsibilities of carriers, etc.	
(4) Preparation of POV prior to delivery to port.		PART VII - LIABILITY, CLAIMS, PROTECTION	
(5) Application and other documents required; Power of Attorney if required.		(1) Carrier, storage firm and Government liability for loss or damage.	
(6) Excess costs, when applicable; oversize; excess distance.		(2) Carrier and Government liability for mobile home. Liability for repairs enroute.	
(7) Checking inventory of items left in POV; origin and destination.		(3) Carrier and Government liability for POV.	
(8) Secure lien holder's permission if required.		(4) Limitations on Government liability.	
(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.		(5) Importance of documentation - accurate inventory exception on delivery, etc.	
(10) Joint inspection of POV at time of delivery and pickup.		(6) Valuation of items of extraordinary value - substantial value.	
(11) Licensing and insurance requirements of state or overseas country.		(7) Whom to see at destination in the event of loss or damage.	
(12) Foreign manufactured POVs.			
(13) Delivery of POV to port by agent; special requirements for.			
<b>8. SPECIAL INSTRUCTIONS</b>			
<b>9. CONFIRMATION OF COUNSELING</b>			
I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.			
<b>a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:</b>			
	(X)	YES	NO
(1) HOUSEHOLD GOODS			
(2) NONTEMPORARY STORAGE			
(3) PRIVATELY OWNED VEHICLES			
(4) LOSS AND DAMAGE			
(5) UNACCOMPANIED BAGGAGE			
	(X)	YES	NO
(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)			
(7) WEAPONS AND AMMUNITION			
(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.			
<b>b. SIGNATURE OF COUNSELOR</b>		<b>c. SIGNATURE OF MEMBER/DEPENDENT/AGENT</b>	<b>d. DATE (YYYYMMDD)</b>

DD FORM 1797 (BACK), SEP 1998

Figure 401-5. DD Form 1797, Personal Property Counseling Checklist (Back) (Cont'd)

<b>REPORT OF CASUALTY</b>		REPORT CONTROL SYMBOL DD-P&R(AR)1664			
		1. REPORT TYPE		2. DATE PREPARED	
<b>3. SERVICE IDENTIFICATION</b>					
a. NAME (Last, First, Middle and Suffix)		b. SOCIAL SECURITY NO.	c. RANK	d. PAY GRADE	e. OCCUPATIONAL CODE/ RATING
f. COMPONENT	g. BRANCH	h. ORGANIZATION			
<b>4. CASUALTY INFORMATION</b>					
a. TYPE	b. STATUS	c. CATEGORY	d. DATE OF CASUALTY	e. PLACE OF CASUALTY	
f. CIRCUMSTANCES					
g. DUTY STATUS				h. BODY RECOVERED	
<b>5. BACKGROUND INFORMATION</b>					
a. DATE OF BIRTH	b. PLACE OF BIRTH		c. COUNTRY OF CITIZENSHIP		
d. RACE					
e. ETHNICITY				f. SEX	
g. RELIGIOUS PREFERENCE					
<b>6. ACTIVE DUTY INFORMATION</b>					
a. PLACE OF ENTRY		b. DATE OF ENTRY	c. HOME OF RECORD AT TIME OF ENTRY		
7. INTERESTED PERSONS/REMARKS (Name, Address, and Relationship) (Continue on separate sheet, if necessary)					
FOOTNOTES: 1 Primary next-of-kin. 2 Beneficiary(ies) for death gratuity - as designated on record of emergency data. 3 Beneficiary for unpaid pay and allowances - as designated on record of emergency data.					
<b>8. REPORTING INFORMATION</b>					
a. COMMAND AGENCY				b. DATE RECEIVED	
9. DISTRIBUTION		10. 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, FEB 2011

PREVIOUS EDITION MAY BE USED.

Reset

Adobe Professional 8.0

Figure 401-6. DD Form 1300, Report of Casualty

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		<b>WARNING:</b> 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.	<b>CBP DECLARATION NUMBER</b>
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<p><b>AUTHORITY:</b> 19 U.S.C. 1498.  <b>PRINCIPAL PURPOSE(S):</b> To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data.  <b>ROUTINE USE(S):</b> (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.</p>			
<b>PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES</b>			
<b>1. TO:</b> (Overseas POE/APOE)		<b>2. FROM:</b> (Transportation Officer)	
<b>SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)</b>			
<b>3. NAME</b> (Last, First, Middle Initial) (Print or type)		<b>4. GRADE</b>	<b>5. SOCIAL SECURITY NUMBER</b>
<b>6. UNIT ADDRESS OVERSEAS</b> (Include APO number)		<b>7. ADDRESS IN UNITED STATES</b> (Include ZIP Code)	
<p><b>8. DECLARATION FOR:</b> (X appropriate item) (Attach copy of orders)</p> <p><input type="checkbox"/> <b>HOUSEHOLD GOODS</b>      <input type="checkbox"/> <b>UNACCOMPANIED BAGGAGE</b>      <input type="checkbox"/> <b>PRIVATELY OWNED VEHICLE</b></p>			
<p><b>9. I DECLARE THAT:</b> (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 (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are 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 (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____ ; Cigars (State number) _____ ; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)</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>			
<b>10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.</b>			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
<b>11. REMARKS</b>		<b>12. FOR USE OF US CBP OFFICERS</b>	
<b>SECTION B - OVERSEAS PORT SHIPMENT DATA</b>			
<b>13. NAME OF CARRIER</b>		<b>14. VOYAGE OR FLIGHT NO.</b>	
<b>DD FORM 1252, FEB 2006</b>		PREVIOUS EDITION IS OBSOLETE.	
<b>COPY DESIGNATION (X one):</b>		FormFlow/Adobe Professional 6.0	
<input type="checkbox"/> 1	Attach to Manifest	<input type="checkbox"/> 3	Origin Transportation Office file
<input type="checkbox"/> 2	Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container	<input type="checkbox"/> 4	Owner

**Figure 401-7. DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments**

<b>US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS</b>		<b>WARNING:</b> 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.		<b>CBP DECLARATION NO.</b> <i>(For Issuing Office Use)</i>		
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>						
<p><b>AUTHORITY:</b> 19 U.S.C. 1498.  <b>PRINCIPAL PURPOSE(S):</b> To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data.  <b>ROUTINE USE(S):</b> (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.</p>						
<b>PART II - FIREARMS AND AMMUNITION</b>						
1. TO: <i>(Overseas POE/APOE)</i>			2. FROM: <i>(Transportation Officer)</i>			
<b>SECTION A - OWNER'S CBP DECLARATION</b> <i>(Attach copy of orders)</i>						
3. NAME <i>(Last, First, Middle Initial)</i> <i>(Print or type)</i>		4. GRADE		5. SOCIAL SECURITY NUMBER		
6. UNIT ADDRESS OVERSEAS <i>(Include APO number)</i>			7. ADDRESS IN UNITED STATES <i>(Include ZIP Code)</i>			
<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 U.S. Government orders and am traveling under orders for (or to): <i>(X appropriate item below)</i></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.						
e. PCS from a combat area or a combat zone to the United States.						
f. TDY to the United States from overseas.						
<b>COMPLETE DECLARATION BELOW</b>						
<p>9. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES</p> <p>Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States <i>(Including possessions thereof)</i> at <i>(Place of exit)</i> _____ on or about <i>(YYYYMMDD)</i> _____ 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. 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.</p> <p>Indicate as code "C" in description below. Evidence of such acquisitions will be attached.</p>						
<p>11. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 10 ABOVE.</p> <p>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>12. DESCRIPTION OF FIREARMS OR AMMUNITION <i>(List additional firearms/ammunition in Remarks, on back.)</i></p>						
a. FIREARMS						
ITEM	CODE	MANUFACTURER	COUNTRY OF MANUFACTURE	CALIBER SIZE OR GAUGE	MODEL	SERIAL NUMBER
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
b. AMMUNITION						
ITEM	CODE	TYPE	QUANTITY	CALIBER		
(1)						
(2)						
(3)						
(4)						
(5)						
(6)						
<p>13. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.</p>						
a. SIGNATURE OF OWNER					b. DATE <i>(YYYYMMDD)</i>	

DD FORM 1252-1, FEB 2006

PREVIOUS EDITION IS OBSOLETE.

FormFlow/Adobe Professional 6.0

Figure 401-8. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments

SECTION B - OVERSEAS PORT SHIPMENT DATA	
14. NAME OF CARRIER	15. VOYAGE/FLIGHT NO.
16. REMARKS	

DD FORM 1252-1 (BACK), FEB 2006

**Figure 401-8. DD Form 1252-1, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments (Cont'd)**

U.S. Department of Justice  
 Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0005 (07/31/2013)

### Application and Permit for Importation of Firearms, Ammunition and Implements of War

<b>Not for use by Members of the United States Armed Forces.</b>											
<b>For ATF Use Only</b>						<b>For Applicant's Optional Use</b>					
Permit No. (Valid for 12 months from the date appearing in Item 19 below.) NPR No.						Internal Control/Reference #			E-mail Address (Optional)		
<b>Section I - Application (Submit in triplicate) - For Applicant Use</b>											
1. Federal Firearms License (If Any)				2. Telephone No. (Including Extension No.)		3. Country of Exportation					
License No. (x-xx-xxx-xx-xxxx)		Expiration Date									
4. Name and Address of Customs Broker (Including Zip Code)						5. Applicant's Name and Address (Including Zip Code)					
Check here if permit is to be returned to Customs Broker. <input type="checkbox"/>						Check here if permit is to be returned to applicant. <input type="checkbox"/>					
6. Name and Address of Foreign Seller, if any						7. Name and Address of Foreign Shipper					
<b>8. Description of Firearms and Ammunition (For firearms, enter (SG)-Shotgun; (R)-Rifle; (P)-Pistol; (RE)-Revolver; (DD)-Destructive Device; (MG)-Machinegun)</b>											
	Name and Address of Manufacturer	Type (Frame, Receiver, SG, RI, PL, RE, DD, MG)	Caliber Gauge or Size	Quantity (Each type)	Unit Cost (U.S. Currency)	U.S. Munitions Import List Category	Model	Length of Barrel (Inches)	Overall Length (Inches)	Serial No.	New (N) or Used (U)
	a.	b.	c.	d.	e.	f.	g.	h.	i.	j.	k.
Firearms	<input type="checkbox"/> See Attachment										
	Description										
Implements of War	<input type="checkbox"/> See Attachment										
	9. Certification of Origin. The items sought for importation in block 8: a. Do not contain parts or components produced by or for the U.S. <b>military</b> and do not contain parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/> b. Contain parts or components produced by or for the U.S. <b>military</b> or parts or components manufactured with U.S. military technical data or assistance. <input type="checkbox"/> c. Contain parts or components produced by or for the U.S. <b>military</b> or components manufactured with U.S. technical data or assistance that were sold abroad pursuant to a Direct Commercial Sale licensed by the Department of State. <input type="checkbox"/>										
Ammunition	<input type="checkbox"/> See Attachment										
	(Ball Wad-cutter, Shot, AP, Tracer) (Rounds)										
10. Specific Purpose of Importation, Including Final Recipient, If Known (Use additional sheets, if necessary)											
11. Are You Registered as an Importer Pursuant to The Arms Export Control Act of 1976						12. If "Yes," Give Importer's Registration No. and Expiration Date (A-xx-xxx-xxxx)					
Yes <input type="checkbox"/> No <input type="checkbox"/>											
Under the penalties provided by law, I declare that I have examined this application, including the documents submitted in support of it, and, to the best of my knowledge and belief, it is true, correct, and complete.											
13. Name of Applicant (Printed)				14. Signature of Applicant				15. Title		16. Date	
<b>Section II - For ATF Use Only (Please make no entries in this section)</b>											
17. The Application Has Been Examined and the Importation of the Firearms, Ammunition, and Implements of War Described Herein is:											
Approved <input type="checkbox"/>				Disapproved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Returned Without Action for Additional Information <input type="checkbox"/>			
Partially Approved for the Reason Indicated Here or on Attached Letter <input type="checkbox"/>				Withdrawn By Applicant Without Action <input type="checkbox"/>				No Permit Required <input type="checkbox"/>			
18. Signature of the Director, Bureau of Alcohol, Tobacco, Firearms and Explosives										19. Date	

ATF Form 6 - Part I (5330.3A)  
 Revised August 2011

**Figure 401-9. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War**







**Instruction Sheet for ATF Form 6 Part I (5330.3A)**

*(Submit in triplicate) (Detach this instruction sheet before submitting your application)*

**Paperwork Reduction Act Notice**

This request is in accordance with the Paperwork Reduction Act of 1995. The purpose of this information collection is to allow ATF to determine if the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer. This information is mandatory (18 U.S.C. 925(d), 26 U.S.C. 5844, 22 U.S.C. 2778).

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco, Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Confidentiality is not assured.

**General Information**

1. An approved ATF Form 6 - Part I (5330.3A) is required to import firearms, ammunition, and implements of war into the United States or any possession thereof, except for certain exempt importations prescribed in 27 CFR Parts 447, 478 and 479. A military member of the U.S. Armed Forces who is on active duty outside the U.S., or who has been on active duty outside the U.S. during the 60-day period immediately preceding the intended importation, should complete ATF Form 6 - Part II (5330.3B) to import sporting type firearms or ammunition for his personal use.
2. Any person engaged in the business of importing firearms or ammunition for resale must be licensed as an importer under the Gun Control Act of 1968 and, if he is importing firearms, ammunition, firearms parts or implements of war (*other than sporting shotguns, shotgun shells, or shotgun parts*) he must also be registered as an importer under the Arms Export Control Act of 1976. No permit to import such articles for resale will be issued until the importer is properly licensed and registered.
3. A Federal firearms licensee, other than an importer, may make an occasional importation of sporting firearms or ammunition (*excluding surplus military*) for himself or an unlicensed person in the licensee's State, provided that the firearms and ammunition are intended for personal use of the person for whom imported and not for resale. ATF Form 6 - Part I (5330.3A) is used to obtain approval for such importation.
4. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of U.S. Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.
5. A permit is not required for the return of a repaired firearm, or replacement firearm of the same kind and type, to the person in the United States who sent the defective firearm out of the United States for repair.
6. If you are a nonimmigrant alien do not complete this form. A nonimmigrant alien entering the U.S. temporarily needs to submit an ATF Form 6NIA (5330.3D) (Application and Permit for Temporary Importation of Firearms and Ammunition by Nonimmigrant Aliens) to temporarily import his personally owned firearms.
7. An unlicensed person may obtain a permit to import sporting type ammunition (excluding tracer or incendiary) and firearm parts (other than frames, receivers, or actions) without engaging the services of a Federal firearms licensee, provided that the importation is for his personal use and not for resale.
8. A nonresident U.S. citizen returning to the United States or a nonresident alien immigrating to the United States, from a permanent residence outside of the United States, may complete and forward the enclosed ATF Form 6 Part I permit application without having to utilize the services of a federally licensed firearms dealer. The nonresident should include a statement, either on the application form or on an attached sheet, that the firearms are being imported for his personal use and not for resale and that he is a nonresident U.S. citizen returning to the United States, or is a nonresident alien

immigrating to the United States. The firearms must accompany the nonresident U.S. citizen on entry into the United States, since once he is in the United States, and has acquired residence in a State, he may not directly import a firearm. He must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him. A nonresident alien must bring in their firearms within 90 days of arrival in the United States, which is when they obtain State residency. If the firearms are to be imported after 90 days of arrival, he must engage the services of a federally licensed firearms dealer in his State of residence to import the sporting firearms (*excluding NFA and surplus military*) for him.

9. Under Arms Export Control Act of 1976 regulations in 27 CFR 447.41(c), a permit is not required for the importation of:
  - a. U.S. Munitions Import List articles from Canada not subject to 27 CFR Part 478 and 479, except articles enumerated in Categories I, II, III, IV, VI(c), VIII(a), XVI, and XX; and nuclear weapons, strategic delivery systems, and all specifically designed components, parts, accessories, attachments, and associated equipment thereof.
  - b. Minor components and parts of Category I(a) firearms, except barrels, cylinders, receivers (frames) or complete breech mechanisms, when the total value does not exceed \$100 wholesale in any single transaction.

**Preparation**

10. The applicant shall prepare this form in triplicate. Required signatures must be in ink on all copies. Other entries must be in ink or be typewritten.
11. The application should be submitted approximately 60 days prior to the intended importation. All copies shall be submitted to:

Director  
Bureau of Alcohol, Tobacco, Firearms, and Explosives  
244 Needy Road  
Martinsburg, WV 25405  
Attention: Firearms and Explosives Imports Branch
12. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550.
13. If a licensee is applying to import an article for subsequent transfer to a known final recipient (*e.g., an individual, commercial entity, or government agency*), the licensee must complete items 1 through 16, and identify the final recipient by name and address in item 10.
14. Item 9, Certification of Origin: The purpose of this certification is to determine whether items sought for importation require retransfer authorization from the Department of State. Applicants should check block 9a if the articles sought for importation were produced for the civilian market and were not associated with the U.S. military. Applicants should check block 9b if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were provided by the U.S. government to a foreign government through a grant or foreign military sales program. Applicants should check block 9c if the articles sought for importation contain parts or components produced by or for the U.S. military or manufactured with U.S. military technical data or assistance, and the articles were sold abroad pursuant to an export license issued by the Department of State authorizing a Direct Commercial Sale (DCS). **NOTE:** If block 9b is checked, a written retransfer authorization from the Department of State must be attached to the application or the applications will be denied. **NOTE:** If block 9c is checked, either a copy of the export license authorizing the DCS or a written retransfer authorization from the Department of State must be attached to the application or the application will be denied.

**Approval**

15. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional

*(INSTRUCTIONS CONTINUED ON REVERSE)*

ATF Form 6 - Part I (5330.3A)  
Revised August 2011

**Figure 401 9. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

information or to have the firearm or ammunition sent to ATF for examination to determine the import status.

16. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.
17. After approval, the Director will retain one copy and forward the original to the applicant or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

#### Release From Customs

18. No amendments or alterations may be made to an approved permit, except by the Director.
19. An approved ATF Form 6 - Part I (5330.3A) which is unused, expired, suspended or revoked shall be returned immediately to the Director, Bureau of ATF, 244 Needy Road, Martinsburg, WV 25405  
Attention: Firearms and Explosives Imports Branch.
20. The ATF Form 6A, in duplicate with Section I completed, the approved permit, and any other necessary documents, must be presented to CBP officials handling the importation to effect release of the articles. For the commercial import (*i.e., import for resale*) of firearms, firearms parts and components, and ammunition, the importer also must present to CBP, in order to effect release of the articles, either a corresponding export license issued by the exporting country or a statement, under penalty of perjury, that the exporting country does not issue export licenses.
21. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A.
22. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit and any additional copies of ATF F 6A, to the applicant.

#### Prohibited Persons Under U.S. Law

23. The importer of a firearm should be familiar with the provisions of law governing who may lawfully possess a firearm in the United States. Generally, 18 U.S.C. 922 prohibits the shipment, transportation, receipt, or possession in or affecting interstate commerce of a firearm by one who has been convicted of a crime punishable by imprisonment for a term exceeding one year; by one who is a fugitive from justice; by one who is an unlawful

user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance; by one who has been adjudicated mentally defective or has been committed to a mental institution; by one who has been discharged from the Armed Forces under dishonorable conditions; by one who has renounced his or her U.S. citizenship; by one who is an alien illegally in the United States or is a nonimmigrant alien; by one who is subject to certain restraining orders; or by one who has been convicted of a misdemeanor crime of domestic violence. Furthermore, section 922 prohibits the shipment, transportation, or receipt in or affecting interstate commerce of a firearm by one who is under indictment or information for a crime punishable by imprisonment for a term exceeding one year.

#### Forms

24. Federal firearms licensees must retain this form as part of their ATF required records permanently as prescribed by 27 CFR 478.129(d). Importers registered under the Arms Export Control Act who do not also hold a Federal firearms license must retain this form as part of their ATF required records for at least the 6-year period prescribed by 27 CFR 447.34(b).

Additional Forms are available from:

ATF Distribution Center  
1519 Cabin Branch Drive  
Landover, MD 20785-3816

Or by accessing the ATF website at <http://www.atf.gov>

#### Privacy Act Information

The following information is provided pursuant to Section 3 of the Privacy Act of 1974 (5 U.S.C. § 552(a)(e)(3)).

1. **Authority.** Disclosure of the information requested on ATF Form 6 Part I (5330.3A) is mandatory pursuant to 18 U.S.C. 925 and Section 38 of the Arms Export Control Act of 1976 (22 U.S.C. 2778, 26 U.S.C. 5844) to obtain a permit to import firearms, ammunition, and implements of war.
2. **Purpose.** To determine if the article(s) qualifies for importation by the applicant.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects.** Failure to supply complete information will delay processing and may cause denial of the application.

ATF Form 6 - Part I (5330.3A)  
Revised August 2011

## Figure 401 9. ATF Form 6 Part I (5330.3A), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)

U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

OMB No. 1140-0006 (07/31/2014)

**Application and Permit for Importation of  
Firearms, Ammunition and Implements of War**

For use by Members of the United States Armed Forces (Submit in triplicate)

---

**For ATF use only**

Permit No. \_\_\_\_\_ Valid for 12 months after the date of approval (item 20 below)

---

**Section I - Application**

1. Return Approved Permit to (Enter name, address and ZIP Code if different than applicant's)

2. Applicant's Name and Address (Including ZIP Code)

Telephone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

3. Name and Address of Seller \_\_\_\_\_

4. Name and Address of Shipper \_\_\_\_\_

5. Present or Last Foreign Duty Station \_\_\_\_\_

6. Country of Exportation \_\_\_\_\_

---

7. Description of Firearms, Ammunition and Implements of War (For firearms, enter (SG)-Shotgun; (R)-Rifle; (P)-Pistol; (RE)-Revolver)

	Name and Address of Manufacturer <small>a</small>	Type <small>(Frame, Receiver, SG, RI, PI, RE)</small> <small>b</small>	Caliber Gauge or Size <small>c</small>	Quantity (Each type) <small>d</small>	Unit Cost (U.S. Currency) <small>e</small>	U.S. Munitions Import List Category <small>f</small>	Model <small>g</small>	Length of Barrel (Inches) <small>h</small>	Overall Length (Inches) <small>i</small>	Serial No. <small>j</small>	New (N) or Used (U) <small>k</small>
Firearms											
Implements of War							Description  8. Specific Purpose of Importation (Use additional sheets, if necessary)				
Ammunition		(Ball Wad-cutter, Shot)									

---

9. Are you now or have you been on active duty outside the United States within the 60-day period immediately preceding this importation?  Yes  No

10. Place of Residence in the United States \_\_\_\_\_

11. Date of Assignment to Duty Station within United States \_\_\_\_\_

12. Branch of Service \_\_\_\_\_

13. Date of Birth \_\_\_\_\_

Under penalties of law, I declare that I have examined this application, including the documents submitted in support of it, and to the best of my knowledge and belief, it is true, correct, and complete, that the transportation to and the receipt and possession by me at my place of residence of the firearms and/or ammunition and/or implements of war described above, would not constitute any violation of Title I of the Gun Control Act of 1968 (U.S.C., Title 18 Chapter 44), or Title VII of the Omnibus Crime Control and Safe Streets Act of 1968 (U.S.C. Title 18, Appendix, Sections 1201-1203) or any State law or local ordinance, that the firearms and/or ammunition and/or implements of war are intended for my personal use and that no firearm is a surplus military firearm or a firearm as described in 26 U.S.C. 5845(a).

14. Name of Applicant (Printed) \_\_\_\_\_

15. Signature of Applicant \_\_\_\_\_

16. Rank \_\_\_\_\_

17. Date \_\_\_\_\_

---

**Section II - For ATF Use Only (Please make no entries in this section)**

18. The application has been examined and the importation of the firearms and ammunition and implements of war described herein is:

Approved  Withdrawn by Applicant Without Action

Partially Approved for the Reason Indicated Here or on Attached Letter  Returned for Additional Information

Disapproved for the Reason Indicated on the Attached Letter  No Permit Required

19. Signature of Director, Bureau of Alcohol, Tobacco, Firearms and Explosives \_\_\_\_\_

20. Date \_\_\_\_\_

ATF Form 6 - Part II (5330.3B)  
Revised August 2011

**Figure 401-10. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War**

Detach Instructions Before Filing.

**Instruction Sheet for ATF Form 6 Part II** (Submit in triplicate)

**General Information**

1. The Director, Bureau of Alcohol, Tobacco, Firearms and Explosives may issue a permit authorizing the importation of a firearm, ammunition or implement of war into the United States to the place of residence of any military member of the U.S. Armed Forces who is on active duty outside the United States within the 60-day period immediately preceding the intended importation, provided:
  - (a) that such firearm or ammunition is generally recognized as particularly suitable for sporting purposes; excluding surplus military firearms;
  - (b) that such firearm, ammunition or implement of war is intended for the personal use of such member; and
  - (c) that such importation would not constitute a violation of any provision of the Gun Control Act of 1968, Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (82 Stat. 236; 18 U.S.C. Appendix), or of any State law or local ordinance at the place of the member's residence.
2. A person not meeting the above criteria may engage the services of a Federal firearms licensee to effect the importation, provided that the firearm is importable.
3. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of Customs and Border Protection (CBP) that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.
4. No permit will be issued to import a surplus military firearm or, a firearm or ammunition which is not generally recognized as particularly suitable for sporting purposes, or a firearm as defined in 26 U.S.C. 5845(a) (e.g., *machinegun, silencer, destructive device, short-barreled rifle or short-barreled shotgun, etc.*).
5. Application for permission to import firearms, ammunition and implements of war by military members of the United States Armed Forces must be filed on ATF Form 6 -Part II (5330.3B). Commercial firms (i.e., *firearms importers, dealers, DOD civilians, military dependents, etc.*) must use ATF Form 6 -Part I (5330.3A) to apply for permission to import firearms, ammunition, and implements of war.
6. The use or sale of firearms (including antique firearms) or ammunition is taxable in certain situations. This tax will probably apply to the sale or use of firearms or ammunition in any business that you conduct. This Federal tax is in addition to any CBP duties. This tax does NOT apply to:
  - (a) The personal use of firearms or ammunition which you had in the U.S. before.
  - (b) Firearms or ammunition (*domestic or foreign*) that were sold and used in the U.S. anytime after 1918.
  - (c) Firearms or ammunition which an individual acquired for use (for example, *shooting or protection*) during a stay outside the U.S. AND used during the stay.
  - (d) Parts for firearms or ammunition. However, tax does apply to a complete firearm or to ammunition in knockdown condition (for example, *kits*).
  - (e) Firearms or ammunition of a nonresident that are temporarily imported for use in a specific event or action (for example, *any lawful sporting purpose, official law enforcement, or repair*).
7. If firearms or ammunition are brought into the U.S. that do not meet these conditions, this tax may apply to their use or sale. Contact the Alcohol and Tobacco Tax and Trade Bureau (TTB), National Revenue Center, 550 Main Street, #8002, Cincinnati, OH 45202, Telephone 1-877-882-3277 for help and forms.

**Preparation of ATF Form 6 - Part II**

8. **Item 1.** Name and address of person designated, in writing, by a member to effect the release of the articles from CBP custody or to handle the shipment from the duty station outside the United States.
9. **Item 7.** The application must show a detailed description of each firearm, ammunition or implement of war to be imported. The description must establish that the firearm or ammunition is generally recognized as particularly suitable for sporting purposes and meets the other criteria for importation. More than one firearm, ammunition or implement of war may be included on a single application. Failure to supply complete information will delay processing and may cause denial of the application.
10. **Item 14.** Sign all copies of the application in ink. All other entries must be printed in ink or be typewritten.

**Number of Copies and Mailing of ATF Form 6 - Part II**

11. The form must be submitted, in triplicate, to:  
Director, Bureau of Alcohol, Tobacco, Firearms and Explosives  
(Attention: Firearms and Explosives Imports Branch)  
244 Needy Road  
Martinsburg, WV 25405
12. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (304) 616-4550.
13. The application should be submitted approximately 60 days prior to the intended importation.

**Approval**

14. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional information to determine the import status of the firearm, ammunition or implement of war.
15. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.
16. After approval, the Director will retain two copies and forward the original to the member or his designated agent, along with copies of ATF Form 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.
17. No photographic or other copy may be used, unless certified by the Director, to effect release of the firearms, ammunition or implements of war from CBP. No amendments or alterations may be made to an approved permit, except by the Director.

**Release from CBP**

18. The ATF Form 6A, with Section I completed, the approved permit, and any other necessary documents, must be presented to the CBP officials handling the importation to effect release of the firearms, ammunition or implements of war.
19. The CBP officer, after determining that the importation is in order, will execute the certificate of release on ATF Form 6A.
20. The CBP officer will forward the ATF Form 6A to the address shown on the form and return the permit to the applicant.

ATF Form 6 - Part II (5330.3B)  
Revised August 2011

**Figure 401-10. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

**Privacy Act Information**

The following information is provided pursuant to Section 3(a)(3) of the Privacy of 1974:

1. **Authority.** With respect to the importation of firearms, ammunition, and implements of war, the information requested on ATF Form 6 - Part II (5330.3B) is mandatory pursuant to 18 U.S.C. 925.
2. **Purpose.** To determine if the article(s) qualifies for importation by the applicant.
3. **Routine Uses.** The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.
4. **Effects of not Supplying Information Requested.** Failure to supply complete information will delay processing and may cause denial of the application.

**Paperwork Reduction Act Notice**

This request in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 26 U.S.C. 5844, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer.

The estimated average burden associated with this collection of information is 30 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Officer, Document Services, Bureau of Alcohol, Tobacco and Firearms and Explosives, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

ATF Form 6-Part II (5330.3B)  
Revised August 2011

**Figure 401-10. ATF Form 6 Part II (5330.3B), Application and Permit for Importation of Firearms, Ammunition and Implements of War (Cont'd)**

<b>AGRICULTURE INSPECTION CERTIFICATE</b>		
(USEUCOM Regulation 30-3)		
Print Name (Last, First, MI)	Rank/Grade	
Placed inspected:		Date:
Check type of shipment: _____ HHG _____ UB	GBL # (Entered by TO)	
<p>CERTIFICATE OF SELF-INSPECTION: I have reviewed USDA publication "Keep the Homefront Pest Free" (Program Aid # 1666) and I (will inspect) (have inspected) all high risk 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, vegetables, live plants, animal or bird parts. I understand that meat or meat by-products are prohibited.</p>		
		Military Pre-inspection Certification Stamp
		<div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div>
_____ Signature of Member	_____ Date	
Contains High Risk: YES / NO		
Remarks:		

USEUCOM Form 30-3A(R) Oct 03

**Figure 401-11. USEUCOM Form 30-3A(R), Agriculture Inspection Certificate**

<b>SHIPPER'S PERSONAL PROPERTY CERTIFICATION</b>	
(USEUCOM Directive 30-3)	
I understand I am requested to complete this form in connection with the shipment of property by me to the United States through the Defense Transportation System. I have read and understand the below prohibitions and restrictions. I have informed the military customs inspector of the property that is to be included in the shipment and have indicated whether or not property of the type listed is included in the shipment. I understand I am responsible for ensuring that only authorized items are shipped. The customs inspector will answer any questions I may have concerning the shipping of any item(s). I further understand that violation of USEUCOM Directive 30-3, or making a false statement on DD Form 1252 (Customs Declaration) is punishable in accordance with U.S. law.	
<b>THE BELOW LISTED ARTICLES ARE PROHIBITED FROM SHIPMENT AS PERSONAL PROPERTY:</b>	
Any controlled substance defined by U.S. federal law (including narcotics, hallucinogenic-drugs, amphetamines, barbiturates, marijuana, hashish, steroids, or other dangerous drugs.)	
Drug paraphernalia, including any equipment, product or material of any kind that is primarily intended or designed to be used in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the controlled Substance Act. (This includes bong, chillums, water pipes, scales, hash pipes, screens, roach clips, or like items.)	
Goods made by convict labor, forced labor.	
Goods from countries under Foreign Assets Control sanction. (e.g., Burma, Cuba, N. Korea, Iran, Sudan, Or Yugoslavia (Serbia and Montenegro).)	
Destructive devices (e.g., explosive caps, tear gas projectiles, artillery simulators and Fireworks.)	
White phosphorous matches.	
Counterfeits of coins, securities, obligations, postage or revenue stamps or colored illustration of Postage stamps of the United States or foreign governments.	
Lottery tickets and lottery advertisements.	
Obscene books, pictures or films.	
Seditious or treasonable material, which advocates insurrection towards the United States.	
Articles or medicine for the inducement of abortion.	
Absinthe or liquors containing wormwood.	
Foreign reprints of U.S. copyrighted material (may be imported for personal use provided information or evidence is not immediately available to indicate the reprints were made without the authorization from the U.S. copyright owner.)	
<u>Meat and meat products are prohibited unless they are shipped commercially from a USDA-approved packing plant.</u>	
Animal or bird products (e.g., trophies, skins, etc.). These items may be imported provided they are not restricted by the U.S. Fish and Wildlife Service and that trophies are fully finished for display. <u>Un-tanned hides or skins are prohibited.</u>	
<b>THE ARTICLES LISTED BELOW ARE RESTRICTED AND MAY BE INCLUDED IN THE SHIPMENT IF THE CONDITIONS FOR THE RESTRICTION (S) HAVE BEEN SATISFIED:</b>	
Prescription drugs (may be imported provided they are hand carried.)	
Tobacco products (may be imported provided they are hand carried.)	
Switchblade knives or any knife with a blade which opens automatically by any action, inertia or gravity (may be imported by a person with only one arm providing the knife blade does not exceed three inches in length.)	
Gambling devices (may be imported with approval from the state attorney general of the destination state and with notification given to the Justice Department.)	
Trademark items in excess of specified quantities (may be imported provided items are accompanied by written consent of the trademark owner, or if the trademark is obliterated.)	
Motorcycles / mopeds / mini-bikes must conform to Environmental Protection Agency Emission Control standards and Department of Transportation safety standards (EPA Form 3520-1 & HS Form 7.)	
Any item intended for sale, or transfer, directly or indirectly to a person other than the shipper or a member of the household or immediate family (e.g., spouse, child, parent or parent-in-law) (may be imported if mailed or taken as accompanied baggage.)	

USEUCOM Form 30-3B(R) Oct 03

**Figure 401-12. USEUCOM Form 30-3B(R), Shipper's Personal Property Certification**

<b>SHIPPER'S PERSONAL PROPERTY CERTIFICATION</b>	
(USEUCOM Directive 30-3) continued	
Any plant product including fresh fruits and vegetables, trees, bulbs, root cuttings or other parts of plants, and seeds for or capable of propagation, grasses, grains, leaves or plants (may be imported if accompanied by a USDA permit.)	
Soil: All property (e.g., lawn equipment, grills, bicycles, etc) must be free of soil.	
All dairy products, except hard cheeses (hard cheese is permitted if free of any meat Products.)	
Ivory may be imported only if it is worked ivory, legally acquired, and was exported from the United States after January 18, 1990, and was registered with U.S. Customs on CF 4457, or the owner has import approval from U.S. Fish and Wildlife Service, or proof of antiquity.	
The government will not ship, or pay for the shipping of ammunition. The member will have to arrange and pay for shipping.	
Any Firearm:	included in HHG
1. Antique firearm (matchlock, flintlock, percussion cap or similar type of ignition system). Proof of manufacture in or before 1898:	YES / NO
2. Firearms brought from U.S. by owner or shipped from U.S., DD Form 1252-1, U.S. Customs Declaration for Personal Property.	YES / NO
Firearms and ammunition previously taken out of, and returned to, the United States by the same person may be released upon presentation to U.S. Customs of adequate proof of prior possession, i.e., bill of sale, household goods inventory showing serial number, Customs Forms 4455 or 4457.	
Firearms purchased outside of the United States:	
ATF Form 6 Part I (civilian):	YES / NO
ATF Form Part II (military):	YES / NO
ATF Form 6A	YES / NO
I certify that all statements made in connection with this declaration are true to the best of my knowledge, And that all items included in my personal property shipment are for my personal use, that no prohibited Or restricted articles are included herein, except those items specifically authorized by law, regulation, or Directive.	
_____ Signature of Member    Date: _____	

USEUCOM FORM 30-3B(R) Oct 03

**Figure 401-12. USEUCOM Form 30-3B(R), Shipper's Personal Property Certification (Cont'd)**

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 (Last, First, Middle Initial)	b. RANK OR GRADE	
3. ORIGIN TRANSPORTATION OFFICE	4. UK DUTY STATION AND ORGANIZATION	
5. DECLARATIONS		
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>		
<b>WARNING: Severe penalties can be imposed for false declarations.</b>		
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 (Listed on back)?		
<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.		
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.		
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK OR GRADE	(3) SIGNATURE

DD FORM 1434, JUN 2002

PREVIOUS EDITION IS OBSOLETE.

Reset

Adobe Professional 7.0

**Figure 401-13 DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. 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 401-13. DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK, (Cont'd)**

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><b>— DECLARATION —</b></p> <p><b>Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards</b></p> </div> <div style="text-align: right; font-size: small;"> <p>OMB No. 2127-0002 Public Law 100—562, 49 USC Chap. 301</p> </div> </div>			
PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER (Required when Box 3 is checked)			VEHICLE ELIGIBILITY NO. (Box 3)
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			
<p><input type="checkbox"/> 1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect.</p> <p style="margin-left: 20px;">Date of manufacture _____ [591.5(i)]</p> <p><input type="checkbox"/> 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)].</p> <p><input type="checkbox"/> 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)].</p> <p style="margin-left: 20px;"><b>Attachment:</b> Copy of manufacturer's confirmation letter.</p> <p><input type="checkbox"/> 3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.6], and that:</p> <p style="margin-left: 20px;">a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, or</p> <p style="margin-left: 20px;">b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(f)].</p> <p style="margin-left: 20px;"><b>Attachments:</b> Copy of DOT Bond, and Copy of Contract with a Registered Importer, if applicable.</p> <p><input type="checkbox"/> 4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)].</p> <p><input type="checkbox"/> 5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:</p> <p style="margin-left: 20px;">a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States,</p> <p style="margin-left: 20px;">b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time, and</p> <p style="margin-left: 20px;">c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)].</p> <p style="margin-left: 20px;">d. Passport No. _____ Country of Issue _____</p> <p><input type="checkbox"/> 6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:</p> <p style="margin-left: 20px;">a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State,</p> <p style="margin-left: 20px;">b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State,</p> <p style="margin-left: 20px;">c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph,</p> <p style="margin-left: 20px;">d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only, and</p> <p style="margin-left: 20px;">e. I have attached a copy of my official orders. [591.5(h)(1)].</p> <p style="margin-left: 20px;">Name of Embassy _____</p> <p style="margin-left: 20px;"><b>Attachment:</b> Copy of Official Orders.</p> <p><input type="checkbox"/> 7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(j)].</p> <p style="margin-left: 20px;"><b>Attachment:</b></p> <p style="margin-left: 40px;">a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically. [591.6(i)(1) or (2)].</p> <p style="margin-left: 40px;">b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(i)(3)].</p> <p><input type="checkbox"/> 8. The vehicle was not manufactured primarily for use on the public roads and that is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)].</p> <p style="margin-left: 20px;"><b>Attachment:</b> Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, or that the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)].</p> <p><input type="checkbox"/> 9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)].</p> <p style="margin-left: 20px;"><b>Attachment:</b> For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)].</p> <p><input type="checkbox"/> 10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)].</p> <p style="margin-left: 20px;"><b>Attachment:</b> Copy of NHTSA Permission Letter.</p> <p><input type="checkbox"/> 11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)].</p> <p><input type="checkbox"/> 12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist:</p> <p style="margin-left: 20px;">a. I am a member of the armed forces of a foreign country on assignment in the United States,</p> <p style="margin-left: 20px;">b. I am importing the vehicle on a temporary basis, and for my personal use,</p> <p style="margin-left: 20px;">c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph,</p> <p style="margin-left: 20px;">d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty, and</p> <p style="margin-left: 20px;">e. I have attached a copy of my official orders. [591.5(h)(2)].</p> <p style="margin-left: 20px;"><b>Attachment:</b> Copy of Official Orders.</p> <p><input type="checkbox"/> 13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States. If the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs.</p> <p style="margin-left: 20px;"><b>Attachment:</b> Copy of NHTSA permission letter.</p>			
NAME OF IMPORTER (Please type)		IMPORTER'S ADDRESS (Street, City, State, Zip Code)	
NAME OF DECLARANT (Please type)		DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY	DECLARANT'S SIGNATURE	DATE SIGNED	
<p>EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. territories under the laws administered by the United States Environmental Protection Agency. For more information, please see <a href="http://www.epa.gov/otaq/imports/index.htm">www.epa.gov/otaq/imports/index.htm</a>.</p>			

HS-7 (Rev. 05-2006)

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75134-40302

**Figure 401-14. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards**

		<b>United States Environmental Protection Agency</b>	
<b>Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations</b>		<b>Declaration Form</b>	
U.S. E.P.A., Compliance & Innovative Strategies Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 <a href="http://www.epa.gov/otaq/imports">http://www.epa.gov/otaq/imports</a> Phone (734) 214-4100; Fax (734) 214-4676.			
<p>This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601: 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner.</p> <p><b>Penalties:</b> Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).</p>			
<b>Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)</b>			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):	6. Manufacturer (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z - EPA certificate no., model year and expiration date of applicable certificate:			
<b>Names, Addresses, and Telephone Numbers of Relevant Parties</b>			
<p><b>Certification:</b> I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.</p>			
9. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	10. Owner:	11. Storage location:	12. Signature:
			13. Date:
			14. Name, company and phone (type or print):
<b>U.S. conforming and "identical" vehicles</b>			
<input type="checkbox"/> <b>code B - U.S. certified</b> - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English.			
<input type="checkbox"/> <b>code F - U.S. certified, catalyst restoration</b> - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required.			
<input type="checkbox"/> <b>code EE - identical in all material respects to a U.S. certified version</b> - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use <b>code FF</b> .			
<input type="checkbox"/> <b>code FF - Canadian "identical" models imported for resale or lease</b> - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.			
<b>EPA exempted vehicles</b>			
<input type="checkbox"/> <b>code M - miscellaneous exemption</b> , either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form.			
<input type="checkbox"/> <b>code E - vehicle at least 21 years old</b> (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.			

**Figure 401-15. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations**

 <p><b>United States Environmental Protection Agency</b></p>
<p><b>Excluded vehicles</b></p> <p><input type="checkbox"/> <b>code L - racing vehicle</b> as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). <b>EPA letter of approval must be attached to this form.</b></p> <p><input type="checkbox"/> <b>code U -2005 model year (or older) motorcycle, scooter or moped</b> with engine displacement less than 50cc and with rated speed greater than 5000 rpm.</p> <p><input type="checkbox"/> <b>code W - non-chassis-mounted engine</b> to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.</p> <p><input type="checkbox"/> <b>code Y - unregulated fuel</b> - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.</p>
<p><b>Temporary imports</b></p> <p><input type="checkbox"/> <b>code G</b> - imported for <b>repair or alteration</b> in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code I</b> - imported for <b>testing</b> purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code K</b> - imported for <b>display</b> (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. <b>Customs bond required.</b> EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.</p> <p><input type="checkbox"/> <b>code N</b> - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.</p> <p><input type="checkbox"/> <b>code O</b> - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.</p>
<p><b>Independent commercial importer (ICI) imports</b></p> <p><input type="checkbox"/> <b>code A</b> - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.</p> <p><input type="checkbox"/> <b>code C</b> - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.</p> <p><input type="checkbox"/> <b>code J</b> - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). <b>Customs bond required.</b></p> <p><input type="checkbox"/> <b>code Z</b> - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.</p>
<p><b>OEM imports</b></p> <p><input type="checkbox"/> <b>code H</b> - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.</p> <p><input type="checkbox"/> <b>code Q</b> - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.</p>
<p><b>U.S. Department of Transportation Requirements</b></p> <p><b>Note:</b> Importers of vehicles that are primarily manufactured for use on public roads must also file an <b>HS-7 Declaration</b> form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see <a href="http://www.nhtsa.dot.gov/cars/rules/import/">www.nhtsa.dot.gov/cars/rules/import/</a>.</p>
<p><b>Paperwork Reduction Act Notice</b></p> <p>This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.</p>

**Figure 401-15. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)**