

## PERSONAL PROPERTY COUNSELING CHECKLIST

### PRIVACY ACT STATEMENT

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

**PRINCIPAL PURPOSE(S):** Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.

**ROUTINE USE(S):** Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay settlement of a claim.

<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)

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

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

**7. CHECKLIST (Continued)**

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

**8. SPECIAL INSTRUCTIONS**

**9. CONFIRMATION OF COUNSELING**

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

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

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

**b. SIGNATURE OF COUNSELOR**

**c. SIGNATURE OF MEMBER/DEPENDENT/AGENT**

**d. DATE (YYYYMMDD)**