

Name: \_\_\_\_\_

**HONOLULU VPC**

SSN: \_\_\_\_\_

## POV SHIPMENT INFORMATION AND REQUIREMENTS

The Honolulu VPC looks forward to assisting you with the shipment of your POV. **Members are reminded that federal law allows shipment of only ONE vehicle at government expense** – Members that used their POV shipping authorization in conjunction with **Early Return of Dependents (ERD)** orders **DO NOT HAVE AN ENTITLEMENT TO SHIP A SECOND POV UPON THEIR DEPARTURE FROM THE OCONUS LOCATION!** The following items provide directions to aid your POV shipping experience!

**VPC Location / Hours:** The Honolulu VPC is located at Matson Terminal's Sand Island Facility, Pier 51-B, Sand Island Access Road. The VPC is in the Matson Auto Office building. **The VPC is open from 0800-1500, Monday through Friday** to process customers on a first come, first served basis. The VPC is closed on all federal holidays. POV processing normally takes approximately 1 hour and it is for this reason that we ask you to arrive at the VPC by 1445 to allow processing of your vehicle. **During peak rotation periods delays based on VPC volume may occur, please plan accordingly.**

**VPC Phone:** The phone number of the VPC is 808-848-8383, or 808-848-8353. The VPC's fax number is 808-853-2116.

**Tracking your POV:** Go to [www.wheremypov.com](http://www.wheremypov.com). Follow instructions to make and Appointment and track your shipment.

**Documentation:** The following documents are required when you turn in your POV (Not all inclusive, there may be more).

- **Orders** – Three copies of your orders that include a valid TAC code and DODAC (as appropriate).
- **Title/Registration** – Bring the Original Title and Current Registration as appropriate to the VPC with you! Vehicles with current out of state documentation must have a current Hawaii DMV out of state vehicle permit. Vehicles registered to a spouse, maiden or married name, require copy of the Marriage Certificate at turn in.
- **Lien Holder Authorization** – For International shipments, if there is a lien on your vehicle (i.e. you are still making payments on your vehicle) you must provide a lien holder's authorization on lien holder's letterhead stating year, make, model, VIN Number of the vehicle & a contact telephone number or the VPC can not receive your vehicle. **The lien holder release letter and the lien holder on the registration must match** or by law the VPC cannot receive the vehicle for shipment. POV Shipments from Hawaii to CONUS locations are exempt from the lien letter requirement if the lien holder is other than a local Hawaii bank or financial institution.
- **Power of Attorney** -- A power of attorney may be needed if anyone other than the military or civilian member is dropping off the vehicle. **At destination a POA is required for anyone other than the member to pick up the POV unless a designated agent was identified at the origin VPC at the time of vehicle turn in.**
- **Customs Clearance Letter** -- A customs clearance letter must be completed for International shipments. This includes shipments to Guam, American Samoa, Puerto Rico and other U.S. territories in overseas areas (This does not include Alaska). Contact the Transportation Office for more information.
- **Leased Vehicles or Temporary Registrations** – To ship vehicles on long term lease, or temporary registration members must present their lease agreement or sales contract and a lien holder shipment authorization letter.
- **Joint Ownership Letter** – Is required for members with dual ownership shown on their vehicle registration and or vehicle title. **If name is spouse's maiden name a copy of the marriage license must accompany the letter. Signatures by other Joint Owners, mom, dad, grandparents etc. are the member's responsibility.**
- **Storage Authorization Letter** – For storage of POVs under the terms of the Global POV Contract (GPCII).

**Vehicle Condition:** The following vehicle conditions must be met when the vehicle is turned in at the VPC. POV's which do not meet any of these requirements may be turned away at the Contractor's discretion.

- **Fuel** -- There may be **no more than 1/4** of a tank of fuel in the vehicle. This is a DOT requirement for which there are no exceptions. \_\_\_\_\_  
Member's Initials
- **Clean Vehicle** -- The POV must be delivered to the VPC thoroughly cleaned. This includes washing the exterior and vacuuming the interior. A clean car is necessary to insure an accurate survey of your vehicle can be performed. **Dirty cars will not be processed; the member is responsible for cleaning the vehicle, NOT THE VPC!**
- **Alarms** -- If you have an alarm it must be deactivated or the vehicle access controller must be left with the POV.
- **Stereo** -- Only permanently installed stereo equipment may be left in the vehicle. Detachable faceplates and speakers, which are not permanently mounted, must be removed. The definition of mounted is bolted or screwed down tight to the vehicle frame or body, strapping is not adequate for this requirement.
- **Other Items** -- Only items listed in the "Shipping Your POV" Pamphlet are authorized shipment in the vehicle. You may download the listing from [www.sddc.army.mil](http://www.sddc.army.mil) / Personal Property / Vehicles.
- **Glass** -- If auto glass is cracked, or badly pitted the VPC Contractor may ask you to sign a liability waiver.
- **Keys** -- A complete set of keys for the vehicle must be provided at turn in. This includes ignition, doors, trunk, wheel locks etc.
- **Over Dimensional POVs** – Vehicles over 800 Cubic Feet will have additional cost for shipment; Your POV must be measured by the VPC to determine additional cost. Call 848-8383 to advise of your arrival to have your POV measured. If the over dimensional charges have not been paid your POV cannot be accepted for shipment.

**I have read and been counseled on all of the above.** \_\_\_\_\_

Revision #13, January 22, 2007; Add DMV Out of State Vehicle permit.