

PERSONAL PROPERTY COUNSELING CHECKLIST

*In addition to verbal counseling, I have read/initialed the following concerning my responsibilities in the movement of personal property in the DOD system

_____ 1. I certify this shipment consists of my property acquired by me prior to the effective date of my orders.

_____ 2. I must be available between 0800-1700 hrs. or I may be responsible for attempted pick-up or delivery charges. If I cannot be available I will appoint an agent in writing to act on my behalf.

_____ 3. I understand that I am not authorized to ship any flammables, combustibles, explosives, ammunition, perishable foods, building materials, live plants or animals, or aerosol cans. I will dispose of any useless items before the packers arrive. **AS OF MAY 1, 2000 PROPANE TANKS CAN NO LONGER BE SHIPPED AS HOUSEHOLD GOODS (EVEN IF CERTIFIED TO BE PURGED).**

_____ 4. Before the packers arrive, I will ensure all electrical items have been disconnected (to include washers, dryers, hoses, stereo equipment and all other major appliances), gasoline, water, kerosene or compressed gas have been drained or purged. That items on the wall which are physically attached will be taken down, to include curtains and drapes. (Items such as pictures or mirrors that can be easily lifted off the walls may remain).

_____ 5. Property must be easily accessible to the packers. Items in storage facilities must be located near the loading area. I must disassemble all outdoor equipment such as trampolines, swing sets, and play gyms, picnic tables, television antennas and similar articles. Locations must be adequately lighted, have a finished floor, and will allow a person to stand erect. Failure to meet these requirements may result in attempted pick-up charges or charges for additional labor.

_____ 6. Small, high-value items should be hand-carried. I will ensure all important papers or valuables are not left out where they may accidentally be packed, including trash or other debris left in cans or ashtrays. If any property is packed by mistake, I understand I will be charged by the carrier to retrieve the item(s).

_____ 7. I will verify the accuracy of the inventory and any supporting documents before signing. If I disagree with any entry on the inventory, I will so note prior to signing. I shall retain a copy of the inventory to verify all property is received at time of delivery.

_____ 8. I will notify the Transportation Office of any changes in my status that may result in my having to pay excess costs to the Government.

_____ 9. My property will be clean and free of infestation. If not, I will be liable for an attempted pick-up charge and my pick-up date will be rescheduled accordingly, once I comply.

_____ 10. I will immediately notify the destination Transportation Office of my arrival and provide an address and phone number for delivery. I have been advised that temporary storage may not exceed the initial **90** days authorized without authorization from the destination Transportation Office.

_____ 11. I understand if my shipment is placed in **SIT AT ORIGIN** with a tentative destination, that property must be shipped. If property is delivered back to within a **50-mile** radius of the origin pick up address, I will be responsible for warehouse handling and all storage charges that have accrued.

_____ 12. Government liability for loss/damage is \$40,000 per shipment. Damages must be annotated on the DD Form 1840 at the time of delivery, and the appropriate claims office advised with **70** days of delivery. Damages found after delivery may be added to reverse side of the DD Form 1840 (DD Form 1840R), but must be reported within the **70** day period. Government liability expires in two years from the delivery date.

_____ 13. I understand that I can only ship the following items as **Unaccompanied Baggage**: clothing, linens, dishes, cooking utensils and other light housekeeping items such as collapsible cribs, playpens, baby carriages or strollers and articles necessary for the immediate care and comfort of infant, small radios, TV sets (20" or smaller), sewing machines (portable), stereo components, golf clubs & bag, reasonable amounts of fishing, archery, hunting equipment to include firearms and gun cases (**NO AMMUNITION**) to authorized overseas locations. I understand that UB does not include any major appliances, furniture or high value items.

_____ 14. If I intend to ship professional gear, I will have them separated and readily identifiable for the packers. I will ensure that those items I identify as professional gear comply with the regulatory definitions and are marked as **"PROFESSIONAL"** on the inventory.

_____ 15. Upon receipt of retirement/separation orders, I must choose a HOS (HOME OF SELECTION)/HOR (Home of Record) in order to ship HHG's or POV (if authorized). I may put my HHG's into NON-TEMP storage at origin, until a final HOS/HOR is selected (**not to exceed one year/ 6 Mos. On separation**), and when NON-TEMP storage is released to HOS/HOR there will be **no authorized storage at Government expense at final destination.**

_____ 16. If I have any problems at time of pack or pick-up, I will notify the Quality Control Office immediately at 910-396-9605.

REMARKS:

I HAVE READ AND UNDERSTAND ALL THE ABOVE INFORMATION CONCERNING MY RESPONSIBILITIES FOR THE SHIPMENT (S) OF MY HOUSEHOLD GOODS AND/OR POV.

Members Signature

Date