INBOUND CHECKLIST

I. When a service member has an inbound shipment:

A. Contact the Inbound Section at (910) 396-0331 / 0332 / 4364 / 5508 and provide:

1. Your contact phone numbers (work, cell, home, etc)

2. Delivery address and email address.

3. A designated agent authorized to receive property.

B. Our office will notify you, at the contact numbers you provide, when your shipment arrives.

C. If your shipment requires storage, the maximum authorized period of storage is 90 days.

II. When a service member requests delivery from Storage in Transit (SIT / Temporary Storage):

A. Contact the Inbound Section at (910) 396- 0331 / 0332 / 4364 / 5508.

B. The Personal Property Shipping Office will contact the moving company concerning your shipment. The Personal Property Shipping Office will remain the main point of contact to assist with facilitating your delivery. Upon delivery coordination, the member is provided the contact information of the moving agent delivering personal property.

C. On the day of delivery:

1. You must be available at your residence between the hours of 8 am to 5 pm.

2. If the moving team arrives at your residence and you are unavailable at delivery, you will incur an attempted delivery charge.

3. In the event you must cancel or postpone delivery of your personal property for any reason, it is important that you contact the Inbound Section of the Personal Property Shipping Office at least

24 hours prior to the delivery date. Otherwise, an attempted delivery fee may be charged.

4. The moving team that completes your move is required to unpack and discard all boxes and packing materials utilized in the delivery. If you decide to unpack items yourself, you will be responsible for discarding boxes and packing materials. The moving company is NOT required to return to your residence to remove packing materials. In addition, the Transportation Office does NOT employ personnel who will remove packing materials.

5. The moving team is required to reassemble all items that were disassembled at origin.

D. The delivery driver will provide you with a DD Form 1840 for Loss or Damaged Items. Claims must be initiated and received by the claims office with-in 70 calendar days from the date of delivery. The phone numbers for the Claims Offices are:

1. Fort Bragg Claims Office: (910) 396-7014/7505

2. Pope AFB Claims Office: (910) 394-2343

3. Navy Claims Office: (757) 444-5341

4. Marine Corp Claims Office: (703) 784-9533 5. Coast Guard Claims Office: (757) 366-6504

III. When a service member requires an additional 90 days of SIT (temporary storage):

A. The service member must provide the Personal Property Shipping Office with a written request applying for an extension. A valid reason why the extension is requested must be included with your written request. The request should be accomplished prior to the expiration of the original 90 days of SIT.

B. The service member may request an extension by completing a DD Form 1857 in the Personal Property Shipping Office, or by sending a fax to (910) 396-2172, or emailing the request to ppcig@conus.army.mil.

C. Our office will notify the service member if the extension has been approved our disapproved.

IV. When a service member, while at another a duty station other than Fort Bragg, requests property from a government funded Non-temporary Storage (NTS) facility, and the property is to be delivered within the Fort Bragg Area of Responsibility:

A. The service member is required to complete a Non-temporary Storage Release Form and provide the Personal Property Shipping Office with a copy of orders (PCS, Retirement, or Separation).

B. The Personal Property Shipping Office will process a DD Form 1299 (Application for Shipment) and fax all documents to the Transportation Office of origin.

C. Please allow 4 to 6 weeks from the time you request your property be released from NTS until your shipment arrives.

D. Our office will not process a NTS release request without a complete delivery address.