

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.

1. NAME (Last, First, Middle Initial) Kalinchenko, Maksym	2. SOCIAL SECURITY NUMBER XXX-XX-1774	3. GRADE/RANK/RATING SPC/E-4
4. ISSUING AUTHORITY USA	5. ORDER NUMBER AND PARAGRAPH 014-468	6. DATE (YYYYMMDD) 20200114

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

PART I - HOUSEHOLD GOODS		PART II - UNACCOMPANIED BAGGAGE <i>(Continued)</i>	
X	(1) Entitlements under the order described above <i>(number of shipments, authorized destination, etc.)</i>	N/A	(7) Items of extraordinary value.
		N/A	(8) Whom to contact in the event of loss or damage.
X	(2) Weight allowances: PCS 8000 TDY 400	N/A	(9) VIP - Very Important Papers <i>(the importance of documentation)</i> .
X	(3) Weight restriction at new duty station, if any.	N/A	(10) Member's responsibility to complete and turn in quality control form.
X	(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	N/A	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
X	(5) Pickup date and required delivery date as determined by requirements of the member: PUD 20200218 RDD 20200303	N/A	(12) Unauthorized items and disposal of useless items.
		N/A	(13) Professional books, papers, and equipment.
N/A	(6) Mode/method of shipment, including name of carrier if known.	N/A	(14) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
X	(7) Unauthorized items and disposal of useless items.		
X	(8) Professional books, papers, and equipment.	N/A	(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.
N/A	(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.		
		PART III - NONTEMPORARY STORAGE	
X	(10) Servicing/deservicing appliances.	N/A	(1) Entitlements under this order, special services, etc.
X	(11) Temporary storage <i>(contractual or intransit)</i> .	N/A	(2) Included as part of HHG weight allowance when stored at Government expense.
X	(12) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to signing	N/A	(3) Where stored and for how long.
X	(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	N/A	(4) Pickup date.
		N/A	(5) Appliance servicing.
X	(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.	N/A	(6) Checking inventory at time of pickup.
		N/A	(7) What documentation given to member and its importance to him.
X	(15) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.	N/A	(8) Items of extraordinary value, excess weight/cost.
		N/A	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).
X	(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.	N/A	(10) Unauthorized items and disposal of useless items.
X	(17) Extra pickup or delivery charges, when applicable.	N/A	(11) Professional books, papers and equipment.
X	(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.	N/A	(12) Member's responsibility to contact the destination ITO immediately upon arrival to give a point of contact for the ITO when property arrives.
X	(19) What documentation given to member and its importance to him.	N/A	(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.
N/A	(20) Member's responsibility to complete and turn in quality control form.		
X	(21) Member's responsibility to ensure PP items are free of soil/pest infestation.		
		PART IV - HOUSE TRAILERS/MOBILE HOMES	
		N/A	(1) Entitlements under this order, limitations, possible costs.
		N/A	(2) Services authorized at Government expense and those billed to member.
N/A	(1) Included as part of HHG weight allowance when shipped at Government expense.	N/A	(3) Responsibility of member to get trailer ready for movement.
		N/A	(4) Inventory and contents of trailer. Items that cannot remain in trailer.
N/A	(2) Weight allowances: Member Dependents	N/A	(5) Pickup and delivery dates.
N/A	(3) What can be shipped as unaccompanied baggage.	N/A	(6) Intransit storage and probability of excess costs.
N/A	(4) Pickup and delivery dates.	N/A	(7) Carrier and Government liability.
N/A	(5) Preparation - Copy of Orders in each container just before closing it.	N/A	(8) What documentation given to member and its importance to him.
N/A	(6) How and by whom shipped.	N/A	(9) Responsibility to promptly submit quality control information.

7. CHECKLIST (Continued)							
PART V - PRIVATELY OWNED VEHICLES (POV)				PART VI - WEAPONS AND AMMUNITION			
N/A	(1) Does vehicle qualify as a POV.			N/A	(1) Limitations and restrictions of country to which assigned.		
N/A	(2) Authorizations, restrictions, special Host Government requirements.			N/A	(2) US Government requirements and restrictions applicable for import.		
N/A	(3) Applicable port of embarkation and debarkation; alternates if needed.			N/A	(3) Special forms and procedures; responsibilities of carriers, etc.		
N/A	(4) Preparation of POV prior to delivery to port.			PART VII - LIABILITY, CLAIMS, PROTECTION			
N/A	(5) Application and other documents required; Power of Attorney if required.			X	(1) Carrier, storage firm and Government liability for loss or damage.		
N/A	(6) Excess costs, when applicable; oversize; excess distance.			N/A	(2) Carrier and Government liability for mobile home. Liability for repairs enroute.		
N/A	(7) Checking inventory of items left in POV; origin and destination.			N/A	(3) Carrier and Government liability for POV.		
N/A	(8) Secure lien holder's permission if required.			N/A	(4) Limitations on Government liability.		
N/A	(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.			X	(5) Importance of documentation - accurate inventory exception on delivery, etc.		
N/A	(10) Joint inspection of POV at time of delivery and pickup.			X	(6) Valuation of items of extraordinary value - substantial value.		
N/A	(11) Licensing and insurance requirements of state or overseas country.			X	(7) Whom to see at destination in the event of loss or damage.		
N/A	(12) Foreign manufactured POVs.			X			
N/A	(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
(1) HOUSEHOLD GOODS		X		(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)			X
(2) NONTEMPORARY STORAGE			X	(7) WEAPONS AND AMMUNITION			X
(3) PRIVATELY OWNED VEHICLES			X	(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.	X		
(4) LOSS AND DAMAGE		X					
(5) UNACCOMPANIED BAGGAGE			X				
b. SIGNATURE OF COUNSELOR			c. SIGNATURE OF MEMBER/DEPENDENT/AGENT		d. DATE (YYYYMMDD)		
DPS Counseled							