

HOUSEHOLD GOODS (HHG) MOVING CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406 and 5 USC 5726.

PURPOSE: A checklist provided by the counselor to the customer that walks them through the moving process before, during, and after the delivery of personal property.

ROUTINE USE(S): May be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.

UPON RECEIPT OF ORDERS

- ☐ Decide move type: Government arranged move/Personally Procured Move (PPM) or combination.
- ☐ Move Dates: Schedule as soon as possible, consider your spread dates and be flexible during Peak Season (mid-May through Aug).

PRIOR TO PACK/PICKUP DAY

- ☐ Know your authorized weight allowance; be aware of items that may cause excess weight.
- ☐ Secure essential/valuable items in a locked room or car (i.e. important documents jewelry, medications, items you are taking with you, etc.).
- ☐ Ensure residence is tidy.
- ☐ Recommend a sitter for children and pets while HHGs are being packed out (if possible). Pets must be secured.
- ☐ Recommend Ziploc Bags for items taken apart (nuts, bolts, screws, etc.) and placed in "parts" box.
- ☐ Disconnect all electronics/appliances – document in working order on inventory.
- ☐ Dispose of any food that will spoil or could cause damages to shipment.
- ☐ Remove all items from walls (pictures, mirrors, curtains/curtain rods, wall-mounted TVs, etc.).
- ☐ Remove all items from attics/crawl spaces. Movers are not required to enter attics or crawl spaces.
- ☐ Empty and clean all trash cans before movers arrive.
- ☐ Organize and separate your property if doing more than one shipment.
- ☐ Separate Professional Books, Papers and Equipment (i.e. PBP&E aka Pro Gear). Member/employee and spouse pro gear must be separated and weighed/annotated separately on inventory.
- ☐ Dispose of propane tanks (they are not authorized to ship/store).
- ☐ Ensure all engine powered equipment is ready for shipping (i.e. is free of dirt/grease, drain fuel, disconnect and battery cables).
- ☐ Plastic Tubs/Totes: Movers have the right to repack any item(s) they feel may need protecting.
- ☐ Create your own electronic inventory: photos/video or create your own list of items. Date stamped.
- ☐ Take extra precautions to video most precious belongings prior to the pack out.
- ☐ Movers will contact you to perform a pre-move survey no less than 3-days prior to scheduled pack/pickup day. If they do not, contact them.
- ☐ If you own any antiques, you MUST have an appraisal to validate the worth of the item, if you do not and the item is damaged or destroyed you will not get compensated appropriately.
- ☐ Remove all unauthorized items (i.e., chemicals, etc.). Be prepared to identify **all** products that contain Lithium Batteries.

DURING THE MOVE (I.E. PACK/PICKUP DAY)

- ☐ Movers will arrive on pack/pickup days between 8 am and 5 pm. Movers must obtain prior approval from you or your representative to stay later and must be completed by 9 pm.
- ☐ Movers use new packing materials on linens/bedding, etc. and like-new materials on all other items.
- ☐ Inventory: Make sure to review your inventories before signing. If you disagree with movers identifying marks, you can write in the remarks section before signing.
- ☐ High-Value Inventory: be specific – list make, model and serial number of each item. YOU decide what to place on the high-value inventory sheet.
- ☐ Movers MUST provide you with one legible copy of DD Form 619 (if applicable), for shipments originating from NTS, a legible copy of HHGs Descriptive Inventory, including high-value inventory.
- ☐ If possible, have help on packing and loading days. Review each box before it is sealed. You can add details to any box (i.e. instead of Kitchen Items, state Kitchen Items – bakeware).
- ☐ Tipping: You are NOT required to tip or provide food/drinks. It is at your discretion.

WHILE IN-TRANSIT

- ☐ Arrival Date: if there is a change, contact your TSP immediately.
- ☐ Keep your contact information up-to-date in DPS or inform TSP.
- ☐ Shipment Delay: if your shipment arrival date is delayed, submit Inconvenience Claim with TSP. Info and form can be found at <https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/>

DELIVERY DAY

- ☐ Be available on agreed upon delivery date between 8 am and 5 pm. Movers must obtain prior approval from you or your representative to stay later and must be completed by 9 pm.
- ☐ During delivery ensure jewelry is moved to a locked vehicle, safe or on your person for safekeeping.
- ☐ Know where you want property placed. You are authorized one-time placement of property.
- ☐ Movers are required to unpack all boxes, cartons & crates. When your TSP contacts you to set up delivery, insist that you require unpack services. Items will be placed on a clean, flat surface – not in specific cupboards, drawers, shelves, etc.
- ☐ If you waive unpacking, movers are not required to return to pick up empty boxes/packing materials.
- ☐ Movers are required to re-assemble any items disassembled at origin.
- ☐ Mark each item off on inventory sheet. A copy of the inventory is only provided at delivery for a NTS release/ For HHG and UB shipments the customer should utilize a copy of the Inventory provided at pack/pickup to record the delivery process.

| | |
|--|---|
| <input type="checkbox"/> | Do not sign blank forms. |
| <input type="checkbox"/> | If items are missing/damaged on delivery day, make sure to list on Loss/Damage AT Delivery Form. |
| <input type="checkbox"/> | If items are missing damaged after delivery day, list on Loss/Damage AFTER Delivery Form. |
| <input type="checkbox"/> | Do not schedule inbound deliveries in conjunction w/closing of house(s), schedule 2-4 days after closing date. |
| CLAIMS FOR LOSS/DAMAGES | |
| <input type="checkbox"/> | Claims can be submitted directly with TSP and/or online in DPS. |
| <input type="checkbox"/> | Submit Loss/Damage notification online in DPS within 180 calendar days of delivery date (not a claim – simply lets movers know you plan to file a claim). If items are not found or cannot be fixed, file a claim! |
| <input type="checkbox"/> | Submit Claim for loss and/or damage within 9 months of delivery date for Full Replacement Value. |
| <input type="checkbox"/> | Any property (house, yard) damage, report to TSP in writing within 7 calendar days of pickup/delivery. https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/file-a-claim-after-your-military-move/ |
| CUSTOMER SATISFACTION SURVEY (CSS) | |
| <input type="checkbox"/> | You may receive up to 5 surveys throughout the move process. Complete as soon as possible to rate the service received. |
| PERSONALLY PROCURED MOVE (PPM) | |
| <input type="checkbox"/> | You must be in receipt of an order prior to initiating a move. PPM expenses incurred before a travel authorization or order is issued are not reimbursable. |
| <input type="checkbox"/> | Know your authorized weight allowance. You will not be paid to move any property in excess of your weight allowance with the exception of Professional Books, Paper & Equipment (PBP&E). |
| <input type="checkbox"/> | PBP&E must be approved by your Personal Property Processing Office (PPPO) prior to the PPM. Fill out the PBP&E Request for Approval form and submit with your PPM Reimbursement Claim. |
| <input type="checkbox"/> | If you are also doing a government move, you must have weight left from your weight allowance to be paid for a PPM. |
| <input type="checkbox"/> | Make sure the property you are moving is considered Household Goods (HHG). See JTR App A. There is no authorization to get paid to move non-HHG items, including POVs and Travel trailers. |
| <input type="checkbox"/> | Secure an empty and a full weight ticket for each method you are using to move your property and for each leg and trip. |
| <input type="checkbox"/> | You can use any privately owned vehicle, direct hire and/or rental of a conveyance (with or without operator) to move your HHG. Under no circumstances is the use of a Government owned and/or leased vehicle authorized for use. |
| <input type="checkbox"/> | Keep all receipts for your PPM expenses. You may need them when you close out your PPM or for your taxes later. |
| <input type="checkbox"/> | When you are done with your PPM, turn in your PPM packet to the responsible PPPO for close out. If you received an advance for your PPM, you will need to turn in your packet as soon as possible. |
| POINTS OF CONTACTS: Get POC info before pack up. | |
| <input type="checkbox"/> | Transportation Service Provider (TSP) / Move Coordinator: _____ |
| <input type="checkbox"/> | Origin Quality Control Inspector / Assurance Evaluator #: _____ |
| <input type="checkbox"/> | Destination Quality Control Inspector / Assurance Evaluator #: _____ |
| <input type="checkbox"/> | You can find Info for the following by going to https://installations.militaryonesource.mil/?looking-for-a=program/program-service=2/focus=program |
| <input type="checkbox"/> | Origin Personal Property Office #: _____ |
| <input type="checkbox"/> | Destination Personal Property Office #: _____ |
| <input type="checkbox"/> | Regional Processing / Booking Office #: _____ |
| COVID-19 SAFETY/HEALTH PROCEDURES | |
| Customers and moving companies should discuss COVID-related concerns. Questions to frame that discussion include: | |
| IMPORTANT: If anyone in the moving crew or family answers 'Yes' to any of these questions, the shipment should be rescheduled, and health care providers should be contacted. | |
| <input type="checkbox"/> | Have you (or anyone in your party) had a fever over 100.4 or greater in the last 72-hrs? |
| <input type="checkbox"/> | Do you (or anyone in your party) have a cough? |
| <input type="checkbox"/> | Are you (or anyone in your party) experiencing shortness of breath or difficulty breathing? |
| <input checked="" type="checkbox"/> | Have you (or anyone in your party) had any EXPOSURE to or CONTACT with a POSITIVE or SUSPECTED person with COVID-19? |
| <input type="checkbox"/> | Social distancing means fewer eyes watching valuables. LOCK THEM UP! |
| <input type="checkbox"/> | Limit the number of personnel in residence, both movers and DoD customer/family member. |
| <input type="checkbox"/> | Where possible, the DoD customer responsible for supervising the move should be the only person on site. Family members are encouraged to vacate the residence during the moving process. If not possible, families should prepare a room before moving day where they can wait while the crew works. |
| <input type="checkbox"/> | ALL movers and DoD customer/family members MUST wear face covering in accordance with CDC guidelines. |
| <input type="checkbox"/> | Minimize contact with surfaces (prop doors open, etc.) and routinely clean frequently contacted surfaces in accordance with CDC guidelines |
| <input type="checkbox"/> | All movers MUST present COVID-19 Health Certificate to customers prior to entering residence. |

CLAIMS FOR FULL REPLACEMENT VALUE (FRV) COVERAGE COUNSELING CHECKLIST AND MEMBER/EMPLOYEE INFORMATION

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406 and 5 USC 5726.

PURPOSE: A Counseling checklist used by the transportation office for shipment of personal property, and it ensures the customer is aware of FRV process (timelines, quick claims, etc.)

ROUTINE USE(S): May be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.

| CUSTOMER'S NAME | DOD ID | ORIGIN/DESTINATION | COUNSELOR'S PRINTED NAME |
|-----------------|--------|--------------------|--------------------------|
|-----------------|--------|--------------------|--------------------------|

1. FRV FOR LOST OR DESTROYED ITEMS.

- To have your claim paid on the basis of FRV, you **MUST** file your claim directly with the transportation service provider (TSP) within 9 months of delivery.
- TSP is liable for the repair or FRV cost of a damaged item, whichever is less, and for the FRV cost of lost, or destroyed items.
- **Items damaged but not destroyed**, the TSP will, at your option, either repair the items to the extent necessary to restore them to their original working condition when received by the TSP, or pay you for the cost of such repairs.
- TSP is **OBLIGATED** to replace or pay FRV for items that are damaged beyond repair and/or cannot be repaired to original working condition or usefulness.
- Most items destroyed (i.e., the repair cost exceeds replacement cost) or lost, the TSP will at its option, either replace the lost or destroyed item with a new item or pay the undepreciated fair market replacement cost of a new item. Replacement cost will be for a like and comparable item if the exact item cannot be located.

2. TIMELY NOTIFICATION.

- Loss or damage to an item **MUST** be reported to the TSP within 180 days of the date of delivery (shipment scheduled after 15 May 2020).
- The delivering TSP will, along with you, record loss or damage on a **"Notification of Loss or Damage AT Delivery"** form. The TSP will provide a toll-free number and email address that you can use to contact the TSP or mail a claim.
- For split shipments or partial deliveries, a separate **"Notification of Loss or Damage AT Delivery"** form will be completed whenever property is delivered.
- Loss or transit damage discovered after delivery shall be listed on the "Notification of Loss or Damage AFTER Delivery" form faxed or mailed to the TSP within 180 days of the date of delivery (shipment scheduled after 15 May 2020)
- The preferred method of submission to the TSP is through the DPS on-line Claims Module. If you are unable to file on-line, you may give written notice of loss and damage to the TSP within 180 days of the date of delivery (shipment scheduled after 15 May 2020).
- The Notification of Loss or Damage After Delivery **MUST** be mailed by certified receipt, faxed or emailed to the TSP identified on the form; be sure to keep a copy of what you send to the TSP.
- For shipments that were scheduled after 15 May 2020, the TSP must notify you at 60 and 150 days, after delivery point of the date the Notice of Loss or Damage (NOLD), and the date the claim is due, in order to retain FRV. Claims Management in DPS enables you to work directly with the TSP to obtain settlement for any loss, destruction, or damage to your belongings while the goods were in the possession of the TSP.
- DPM and NTS shipments have not had the contracts updated to include the 180 NOLD period, they are still 75 days.

3. CLAIM MUST BE FILED WITHIN 9 MONTHS TO RECEIVE FRV.

- Notification of Loss or Damage AT/AFTER Delivery does not constitute the filing of a claim. A claim **MUST** be filed via DPS claims module: <https://dps.move.mil/cust> for noted loss and/or damage to the TSP **within 9 months after the date of delivery**. The claim **MUST** list each item that was lost or damaged and give a general description of the damage.
- You do not need to obtain estimates of repair in order to file your claim. The TSP is responsible for obtaining estimates, if you file your claim directly with the carrier **within 9 months of delivery**. **You may not be reimbursed for any estimate fees on estimates you obtain without the TSP's express request.**
- **Do not delay** filing your claim past the nine-month deadline in order to get additional information you think the TSP may need. If your claim has been timely filed, additional information may be presented at a later time.
- * If your move was initiated in the DEFENSE PERSONAL PROPERTY PROGRAM (DP3) your Claim for Loss/Damage must be filed online in the DEFENSE PERSONAL PROPERTY SYSTEM (DPS) by accessing <https://dps.move.mil/cust>, and entering your username and password. For access problems, contact the DPS Help Desk at (800) 462-2176, (618) 220-7332, or DSN 770-7332.

4. LIMITS OF LIABILITY.

- The TSP's maximum liability on a shipment is the greater of \$7,500 or \$6.00 times either the net weight of the HHG shipment or the gross weight of the UB shipment, in pounds, not to exceed \$75,000.
- If the amount of your loss exceeds the TSP's maximum liability, you may file a claim with a military claims office for any loss in excess of the carrier's payment. However, the military claims office can only pay the depreciated replacement value or repair cost, whichever is less, for those items for which the carrier did not pay. In the alternative, you may try to purchase FRV coverage from a private insurance company to cover potential losses in excess of \$75,000.
- If the claim is filed directly with the TSP more than nine months after delivery and within two years, then the TSP is liable for depreciated value, up to a maximum of \$1.25 times the net weight of the shipment in pounds. Claims filed after the two-year statute of limitation may be denied by the TSP and the MCO.

5. SETTLEMENT OF LOSS AND DAMAGE CLAIMS.

- TSP is required to pay, deny, or make an offer on all claims valued at \$1,000 or less within 30 days of receipt of the claim and on all other claims within 60 days of receipt.
- The TSP will issue payment to you or initiate repair of items within 30 days of receipt of notice that you have accepted a full or partial settlement.

6. PARTIAL SETTLEMENTS.

- If you cannot reach a mutually acceptable settlement directly with the TSP on part of your claim, you can accept payment from the TSP on those items on which you and the TSP have reached agreement. You may accept the offer for some of the items, and reject the offer or denial for other items and transfer the claim for those items to the MCO.

7. QUICK CLAIMS.

- The TSP may establish a quick claim settlement procedure to quickly resolve and pay claims for minor loss or damage discovered at the time of delivery.
- Quick claim procedures cover payments for an aggregate amount not to exceed \$1,000, with full payment made within 5 calendar days of delivery.
- The process of settling and paying such claims will be left to the discretion of each TSP. The quick claim must specifically list the items and the damage for which payment is being made.
- If you receive a quick claim settlement and then file an additional claim, the additional claim **may not** include items that were settled through the quick claim process.

8. INSPECTION OF ITEMS BY THE TSP.

- The TSP may inspect the damaged items at any time prior to settlement of the claim after coordinating with you on a convenient time.
- If you repaired an item before the TSP inspection, you **MUST** provide the repair bill or some other evidence of the damage and repair cost to the TSP.
- If you disposed of a damaged item, you **MUST** give the TSP evidence that the item was damaged beyond economical repair or was a potential health hazard to you or your family.
- Call the TSP before a claim is settled and ask the TSP to inspect or give permission to dispose of damaged items, the TSP will, within two business days after being contacted, notify you that either the items will be inspected or that you may dispose of the items. When the TSP gives notice to inspect the items, the TSP **will do so within 45 days** of you being contacted unless an extension is requested and granted. You must cooperate with a TSP's request to inspect damaged items. Additionally, if you dispose of damaged items prior to the TSP's inspection or their permission to dispose of these items, these items may be denied by the TSP and the MCO.

9. SALVAGE.

- **To the extent not prohibited by law or agreement, the TSP is entitled to take possession of and sell for salvage a damaged item on which the TSP has paid you either the depreciated or full (i.e., undepreciated) replacement cost, or replaced the damaged item with a new item.**
- If a lost item is located after your claim has been paid, you may decide either to request or decline delivery of the item(s). If you elect to receive a found item, you **MUST** refund any amount paid on that item.
- If the TSP locates an item **within 60 days** of receipt of notice of the loss, and a claim on that item has not yet been paid, you are obligated to accept delivery of the item in lieu of a claim, even if you have replaced the item.
- If the TSP locates a lost item **more than 60 days** after receipt of notice of the loss, but the item has not been replaced, and a claim on the item has not been paid, you are obligated to accept delivery of the item in lieu of a claim.
- If a lost item is later delivered with damage, the time limits for qualifying for FRV protection and for filing claims on that item will not commence until the delivery of that item.

10. ESSENTIAL ITEMS.

- The TSP is responsible for promptly dealing with owners who have had essential items lost, destroyed or made unusable due to damage. You **MUST** notify the TSP, military claims office, or personal property shipping office of such a loss within 7 days of the date the goods were delivered.
- Essential items include but are not limited to: (1) Refrigerators or other appliances necessary for the safe storage and preparation of food, (2) Necessary medical equipment and (3) Mattresses.
- Upon notification of the loss of an essential item, **within two (2) business days**, the TSP shall either pay for such items, provide temporary or permanent replacements for them, or make other arrangements as agreed to by you.
- Any payments made by the TSP shall be considered an advance on any claim and should not exceed the TSP's expected total liability. You are required to file a claim for the loss. Any advance payment will be deducted from your eventual award.

11. CATASTROPHIC LOSS PAYMENTS.

- The TSP is responsible for identifying and making partial, advance payments to you for a catastrophic loss to relieve hardships associated with the loss of all or a majority of household goods or unaccompanied baggage. Catastrophic loss occurs when an estimated 60% of the inventory line items in a given shipment are lost, damaged or destroyed. TSP or MCO can establish a catastrophic loss at any time no matter the estimated loss.
- The payments are an advance and will not exceed the TSP's expected total liability. You are required to file a claim. Any advance payment made will be deducted from your eventual award. Payments are subject to the same maximum liability and rules as all payments.
- The TSP will make payment or come to an agreement on payment within 48 hours of contacting you.

12. HIGH VALUE ITEMS AND HIGH RISK ITEMS.

- High value/high risk items may include but is not limited to currency, coins, jewelry, silverware and silver service sets, crystal, figurines, furs, objects of art, computer software programs, electronic items, furniture, manuscripts, comic books, baseball cards, stamps, and other collectable items or rare documents that have a value in excess of \$100 per pound. Individual CDs or DVDs with a value in excess of \$50 will be considered a high value item.
- If you fail to inform the TSP that such items are included in the shipment after the TSP has asked you in writing to list any such items in the above categories that will be included in the shipment, the TSP liability for high value items that you do not list shall be limited to \$100 per pound of the article.
- Items such as CDs, video tapes and DVDs, that do not qualify as high value items for purposes of this provision limiting liability may be included on a **high risk/high value inventory**.
- Your responsibilities at delivery: You and the TSP **MUST** open all containers in which the high risk/high value items were packed; remove the items from the containers and physically inspect each item before you sign the high risk/high value inventory form. Items on the high risk/high value inventory form that are not noted as missing at delivery, may be denied by the TSP and MCO.

Be sure to keep a copy of what you send to the TSP and send your claim by certified mail.

Air Force members/employees should email afcsc.ja@us.af.mil or toll free at 1-877-754-1212

Army members/employees should visit <https://www.jagcnet.army.mil/> at 1-502-626-3000

Coast Guard members/employees should visit <https://www.uscg.mil/respurce/legal/LSC/LSC-Claims-Division> at 1-757-628-4212

Navy & Marine members/employees should visit http://www.jag.navy.mil/organization/code_15.htm or toll free 1-888-897-8217

DATE (DD MMM YYYY)

RECEIPT ACKNOWLEDGEMENT: CUSTOMER'S SIGNATURE

A member/employee should contact the closest Military Claims Office on FRV issues the member/employee and TSP cannot resolve

Revised 05/14/2021/K. Wells/US Army Claims Service & J.D Reese Director, Claims Service Center, AF Legal Operation Agency

PRIVACY ACT STATEMENT

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.

| | | |
|--|---------|------------|
| CUSTOMER'S NAME <i>(Last, First Middle Initial):</i> | DOD ID: | ORDER NO.: |
|--|---------|------------|

1. Transportation Service Providers (TSP) are not obligated to include alcoholic beverages in your HHG shipment.
2. The TSP has the right to refuse to pack alcohol if they determine there is a risk for damages/loss to shipment.
3. Customer is responsible for researching and complying with all alcohol rules, regulations, laws and payment of taxes; if required.
4. There is no climate controlled environment during transit or storage and shipments are often exposed to extreme temperatures, which can cause alcohol to freeze, explode or spoil.
5. I understand that carbonated alcoholic beverages cannot be shipped (i.e. no champagne, prosecco, spumante, frizzante, beer, and no open alcohol can be shipped, etc.).
6. Alcoholic beverages containing (i.e. fruit, vegetation, plants, snakes, insects, etc.) will **“NOT”** be shipped.

NOTE: If TSP requires a Broker, the cost is included as part of the shipment service.

7. I understand that due to alcohol shipping restrictions, I may not be able to ship alcohol on future PCS moves; check PPCIG for restrictions.

- ☐ Inform Agent during Pre-Move survey of your intentions to ship alcohol, failure to inform TSP could result in shipment delays.
- ☐ Contact Homeland Security/U.S. Customs customer service for any duty/tax/permit requirements.
- ☐ Research all requirements to ship alcohol To/From/Within the United States.
- ☐ Contact State Alcohol Beverage Control Board (ABC) for shipment destination and obtain state's permits/exemptions (in writing) or pay any required state taxes for shipment.
- ☐ Provide signed Power-of-Attorney giving TSP authority to act as clearance agent with U.S. Customs at Port of Entry.
- ☐ Complete typed detailed Alcohol Inventory and provide to TSP no later than first day of packing.
- ☐ Written permission from the applicable State authorizing importation of alcohol in household goods.
- ☐ Signed DD Form 1252, Customs and Border Protection Declaration for Personal Property Shipments that clearly states within the remarks block, "This Shipment Contains Alcohol", with the total amount of liters annotated in B.

a. State Wine Laws: <http://www.wineinstitute.org>
b. Personal Importation of Alcoholic Beverages: http://www.ttb.gov/importers/personal_importation.shtml
c. Alcohol Beverage Control Boards for the United States: <https://www.ttb.gov/wine/alcohol-beverage-control-boards>

[illegible]

| | |
|-----------------------|---------------------|
| CUSTOMER'S SIGNATURE: | DATE (DD MMM YYYY): |
| | |

| | | |
|------------------------|---------------------------|--|
| ADD CONTINUATION SHEET | REMOVE CONTINUATION SHEET | |
|------------------------|---------------------------|--|

QUARANTINED PEST SELF-INSPECTION CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406 and 5 USC 5726.

PURPOSE: A Counseling checklist used by the transportation office for shipment of personal property that ensures the customer performs a quarantined pest (e.g., Spongy Moth, Spotted Lanternfly) self-inspection for all applicable outdoor items objects that appear prior to pick-up.

ROUTINE USE(S): May be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.

Important: Inspection of all listed items is required regardless of shipment type. A copy of this form must accompany the household goods shipment. Please confirm that you have inspected all applicable outdoor items objects that appear on the list below before traveling and transporting them from the quarantine area (check all that apply).

Name (Last, First, MI): _____ DOD ID: _____

Checklist and Record of Self-Inspection For: ☐ Spongy Moth ☐ Spotted Lanternfly ☐ Other (Please specify) _____

Date (DD MMM YYYY): _____ Origin Address: _____

Destination Address: _____

Recreational or Camping Items

- | | | |
|--|--|--|
| <input type="checkbox"/> Backpacks | <input type="checkbox"/> Folding chairs | <input type="checkbox"/> Sports equipment |
| <input type="checkbox"/> Basketball backboards | <input type="checkbox"/> Ice chests | <input type="checkbox"/> Tarps |
| <input type="checkbox"/> Bicycles | <input type="checkbox"/> Motorcycles | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Boats | <input type="checkbox"/> Motor homes | <input type="checkbox"/> Waders or boots |
| <input type="checkbox"/> Boat trailers | <input type="checkbox"/> Recreational vehicles | <input type="checkbox"/> Vehicles (e.g., bumpers, mirrors, wipers, etc.) |
| <input type="checkbox"/> Campers | <input type="checkbox"/> Snowmobiles | <input type="checkbox"/> Other: _____ |

Household Items

- | | | |
|--|---|--|
| <input type="checkbox"/> Air conditioners | <input type="checkbox"/> Ladders | <input type="checkbox"/> Tanks for propane and oil |
| <input type="checkbox"/> Barrels | <input type="checkbox"/> Outdoor doormats | <input type="checkbox"/> Television antennas |
| <input type="checkbox"/> Cardboard and wooden boxes | <input type="checkbox"/> Outdoor thermometers | <input type="checkbox"/> Trash cans |
| <input type="checkbox"/> Clothesline/Outdoor poles | <input type="checkbox"/> Refrigerators/Freezers | <input type="checkbox"/> Washing machines |
| <input type="checkbox"/> Clothespin bags | <input type="checkbox"/> Sheets of plastic | <input type="checkbox"/> Water hoses |
| <input type="checkbox"/> Empty/Full plant containers | <input type="checkbox"/> Shutters | <input type="checkbox"/> Weather vanes |
| <input type="checkbox"/> Firewood | <input type="checkbox"/> Storage sheds | <input type="checkbox"/> Window awnings |
| <input type="checkbox"/> House plants (that have been outside) | <input type="checkbox"/> Storm/screen doors and windows | <input type="checkbox"/> Other: _____ |

Building Materials

- | | | |
|---|--|--|
| <input type="checkbox"/> Bricks | <input type="checkbox"/> Roofing materials | <input type="checkbox"/> Water pipes |
| <input type="checkbox"/> Cinder blocks | <input type="checkbox"/> Sewer pipes | <input type="checkbox"/> Welding equipment |
| <input type="checkbox"/> Cement mixing tubs | <input type="checkbox"/> Skid steers/forklifts | <input type="checkbox"/> Workbenches |
| <input type="checkbox"/> Lumber | <input type="checkbox"/> Tools and toolboxes | <input type="checkbox"/> Other: _____ |

Yard and Garden Items

- | | | |
|---|---|--|
| <input type="checkbox"/> Animal houses (e.g., dog, rabbit, chicken) | <input type="checkbox"/> Fencing | <input type="checkbox"/> Signs and posts |
| <input type="checkbox"/> Barbecue grills | <input type="checkbox"/> Fertilizer spreaders | <input type="checkbox"/> Snow blowers |
| <input type="checkbox"/> Birdbaths | <input type="checkbox"/> Flagpoles | <input type="checkbox"/> Swimming pools |
| <input type="checkbox"/> Bird feeders | <input type="checkbox"/> Garden tillers/Backhoes | <input type="checkbox"/> Tractors and trailers |
| <input type="checkbox"/> Bird houses | <input type="checkbox"/> Garden tools | <input type="checkbox"/> Trees, shrubs, and plants |
| <input type="checkbox"/> Bug lights | <input type="checkbox"/> Lawnmowers | <input type="checkbox"/> Trellises |
| <input type="checkbox"/> Carts | <input type="checkbox"/> Mailboxes | <input type="checkbox"/> Wheelbarrows |
| <input type="checkbox"/> Coldframes | <input type="checkbox"/> Picnic tables | <input type="checkbox"/> Yard decorations |
| <input type="checkbox"/> Driftwood | <input type="checkbox"/> Porch or patio furniture | <input type="checkbox"/> Other: _____ |

Children's Playthings

- | | | |
|--|--|---|
| <input type="checkbox"/> Bicycles, tricycles, scooters | <input type="checkbox"/> Sleds, toboggans | <input type="checkbox"/> Yard games |
| <input type="checkbox"/> Playhouses | <input type="checkbox"/> Swing sets, Tire swings | <input type="checkbox"/> Other outside toys |
| <input type="checkbox"/> Sandboxes | <input type="checkbox"/> Wagons | <input type="checkbox"/> Other: _____ |

Other Items

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Cars or trucks | <input type="checkbox"/> Car ramps | <input type="checkbox"/> Stored tires |
| <input type="checkbox"/> Car parts | <input type="checkbox"/> Farm implements | <input type="checkbox"/> Other: _____ |

The completed checklist must be signed by the individual transporting the regulated article(s) and shall accompany them, as required. Please print name, sign, date, and keep this checklist.

By signing this checklist, I am confirming that I have inspected the items I am moving; and I do not see any egg masses or other life stages of insects identified above in or on anything I am moving.

Signature: _____

(If the inspection was done by a commercial inspection company, provide the name of the firm and their phone number.)

General Guidance

To prevent the spread of spongy moths, spotted lanternflies, or other quarantined pests, you are responsible for making sure that your outdoor household articles do not move any life-stages associated with them.

The quarantine regulations allow for self-inspection of HHG, and this attachment was developed to assist you should you choose to self-inspect. Alternatively, you may pay a U.S. Department of Agriculture (USDA)-trained certified pesticide applicator to inspect the articles you plan to move.

Completing this self-inspection checklist may require the selection of multiple pest inspection types. Customers should check the self-inspection(s) they are completing for their personal property shipment. The checklist is a list of most commonly moved and identified personal property items that life-stages of quarantined pests may exist. Customers should accurately record in the Other spaces throughout the form any personal property not listed; but inspected. When inspecting all items, customers must be sure to check all cracks and crevices to the best of their ability.

Spongy Moths are common to Connecticut, Delaware, the District of Columbia, Illinois, Indiana, Kentucky (high risk), Maine, Maryland, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia and Wisconsin. If you are moving from one of these locations, it is important to inspect all household goods for potential life-stages. If found, destroy the masses and clean the area thoroughly. For more information on Spongy Moths specific information, visit <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/the-threat/hp-egm/hp-egm>.

Spotted Lanternfly are common to Connecticut, Delaware, Indiana, Maryland, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Virginia, and West Virginia. If you are moving from one of these locations, it is important to inspect all household goods for potential life-stages. If found, contact your local and state Department of Agriculture, destroy the masses, and clean the area thoroughly. For more information on Spotted Lanternfly specific information, visit <https://www.aphis.usda.gov/aphis/resources/pests-diseases/hungry-pests/slf/spotted-lanternfly>.

Other (*Please specify*): This area is reserved for any additional pests that may become an inspectable species to the Department of Defense. In the event a customer is counseled that they live in an area with other quarantined pests, this self-inspection checklist should be used by checking the Other box and identifying on the line provided.

CUSTOMER/SPOUSE PROFESSIONAL BOOKS, PAPERS, & EQUIPMENT (PBP&E) WORKSHEET

PRIVACY ACT STATEMENT

AUTHORITY: AUTHORITY: 37 USC 406 and 5 USC 5726.

PURPOSE(S): Completed by the customer declaring PBP&E.

ROUTINE USE(S): May be provided to commercial Transportation Service Providers (TSP) carriers and/or their designated shipping agents.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipment and/or storage of your personal property and/or impede storage arrangements.

| | | |
|---|----------------|--|
| CUSTOMER'S NAME <i>(Last, First Middle Initial):</i> | DOD ID: | ORDERS DATE <i>(DD MMM YYYY):</i> |
|---|----------------|--|

YOU MUST PROVIDE THIS DOCUMENT TO YOUR COUNSELOR WHEN YOU SUBMIT YOUR SHIPMENT PAPERWORK (ORDERS, ETC.) OR YOUR REQUEST WILL NOT BE FORWARDED TO THE APPROVING AUTHORITY FOR CONSIDERATION. SPOUSE PBP&E WILL NOT BE CONSIDERED AFTER THE MOVE HAS BEEN COMPLETED.

1. General

- a. PBP&E are also known as professional ("pro") gear. A Service member's or civilian employee's PBP&E are items needed for the performance of official duties at the next or a later PDS.
- b. PBP&E includes HHG in a spouse's possession **needed for the spouse's employment or community support activities** at the next or a later destination.
- c. A civilian employee's dependent spouse does not receive PBP&E.

2. PBP&E includes the following items:

- a. Reference material not ordinarily available at the next Permanent Duty Station (PDS).
c. Specialized clothing such as diving suits, flying suits, helmets, band uniforms, chaplains' vestments, and other specialized apparel; individually owned or specially issued field clothing and equipment.
d. Government or uniformed service owned accountable organizational clothing and individual equipment issued to the Service member or civilian employee;
e. Communication equipment used by a Service member or civilian employee in association with the Military Auxiliary Radio System).

3. PBP&E does NOT include the following items:

- a. Commercial products for sale/resale.
- b. Sports equipment, (i.e. weights, kettle bells, snorkel equipment, yoga mats, etc.).
- c. Office furniture.
- d. Household furniture.
- e. Shop fixtures.
- f. Furniture of any kind even though used ICW the PBP&E (e.g. bookcases, study/computer desks, file cabinets and racks).
- g. Personal computer equipment and peripheral devices.
- h. Memorabilia including awards, plaques or other objects presented for past performance.
- i. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils.
- j. Home schooling supplies.
- k. Items of a professional nature that aren't necessary at the next/later PDS, such as text books from previous schools unrelated to future duties, or personal books.

*** References: JTR Appendix A, JTR par 051304**

This inventory must indicate the cubic size of each carton in order to determine the constructive weight allowed; 7 lbs. per cubic foot.

| QTY | DETAILED LIST OF CONTENTS | BOX SIZE (LxWxH) | TOTAL CUBIC FT |
|--|---------------------------|------------------|---------------------|
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| TOTAL CUBIC FEET | | | |
| TOTAL CONSTRUCTIVE WEIGHT | | | |
| I certify list this is a true declaration to the best of my knowledge. | | | DATE (DD MMM YYYY): |
| CUSTOMER SIGNATURE: | | | |
| SPOUSE SIGNATURE (If applicable): | | | |
| PPPO REPRESENTATIVE SIGNATURE: | | | DATE (DD MMM YYYY): |