

## **REQUIREMENTS FOR THE SHIPMENT OF YOUR POV**

1. If shipment of POV is **not** authorized to your next duty station and you desire to store your POV, an authorization letter signed by TMO is required.  
If shipment of POV is authorized to your next duty station, no letter is required.
2. POVs must be cleaned in accordance with the US Department of Agriculture Regulations. Exterior/Interior: See checklist here.
3. All POVs must have Environmental Protection Agency/Department of Transportation labels. See attached handout here.
4. Tires must specify the letters "DOT." This certifies compliance with all applicable Department of Transportation safety standards.
5. POVs must have ¼ tank of gas or less!!!
6. Antennas must be taken off or pushed down to prevent damage.
7. Items you may ship in your POV: First Aid kit, warning triangle, jumper cables, child car seat, tools valued at less than \$100.00, catalytic converter, spare tire, jack, lug wrench, snow chains, fan belts, flash light (without batteries), fire extinguisher, blanket, pillow, and owners manual.
8. Items you may NOT ship in your POV: cleaning supplies, oils, flammables of any kind, weapons, alcohol, tobacco, clothes/laundry, or household goods.
9. Please remove all compact disks, tapes, and other stereo equipment you have installed (speakers, CD/cassette players, equalizer, power amp). **IF IT IS SHIPPED IN YOUR POV, IT CAN BE STOLEN.**
10. When you turn in your POV, you will be provided with a box in which you will need to put ashtrays, cigarette lighters, floor mats, first aid kit, and anything left loose in the POV.
11. Alarm systems must be disengaged.
12. Your POV has to be in a safe condition. The emergency brake must be working properly.
13. Your vehicle will receive a Customs and Agriculture Inspection by a customs inspector. The agriculture inspection station is located at Kapaun Air Station, in the back of building 2806.
14. Make an appointment for the agricultural inspection and POV turn-in with Kapaun AS at **489-7750, 0631-35790088** or visit [www.PCSmyPOV.com](http://www.PCSmyPOV.com). The contractor and inspection stations are open Monday-Friday from 8 a.m. to 4 p.m. and closed American and German holidays.
15. Also check on the contractor's website if your POV has an unresolved "Recall Notice." If there is a safety/fire issue, the POV cannot be accepted for shipment.
16. "KL" plates are not authorized for shipping back to the U.S. Contact Vehicle Registration ASAP.
17. At your scheduled appointment time, please provide **SIGNED AUTHORIZATION LETTER (IF APPLICABLE), 6 COPIES OF ORDERS, VEHICLE REGISTRATION, POWER OF ATTORNEY (POA) FOR CUSTOMERS ACTING ON BEHALF OF THE POV OWNER**

**AND TITLE (DEPENDING ON DESTINATION).**

## **CLEANING YOUR POV FOR SHIPMENT**

ALL POVS MUST BE FREE OF:

1. SOIL/MUD  
INSECTS  
SNAILS  
PLANT MATERIAL (LEAVES, GRASS, SEEDS)
2. FOOD ITEMS:  
MEAT  
DAIRY PRODUCTS  
FRUITS  
VEGETABLES  
FOOD WRAPPERS

The person shipping the vehicle must ensure that the following areas are properly cleaned:

**EXTERIOR:** The outside of the vehicle must be clean.

**INTERIOR:** The inside should be vacuumed and must be free of soil, dirt, leaves, grass, seeds, insects, food remains, food wrappers, etc. This includes the carpet, under the seats, glove compartment, ashtray, console, dashboard, storage areas, etc. All carpets must be 100 % dry.

**TRUNK:** The trunk should be vacuumed and must be free of all soil, dirt, leaves, grass, seeds, insects, food items, food wrappers, etc. Shippers must pay particular attention to the spare tire well, as soil and dirt can accumulate in this area.

**UNDER THE HOOD:** This area must be free of all dirt, soil, leaves, grass, pine needles, insects, etc. These items often accumulate in the grill area and corners.

If the vehicle does not meet these requirements, the vehicle cannot be accepted for shipment. Inspectors will identify any discrepancies and the shipper will have to correct them before the shipment process can resume. The contractor will clean the undercarriage of the vehicle including the wheel wells, grill and under the bumpers after the vehicle has been accepted for shipment.