

CHECK LIST FOR MILITARY SHIPMENT DOCUMENTS

Note: All of the attached information plus additional information regarding shipping can be found at PCSMYPOV.com

1. **PCS Orders**- Copy of PCS orders to your current duty station including any amendments. If you are missing any of your PCS orders, you should contact your Personnel office and request a copy. If they do not have a copy on file, you must request a letter from them indicating that a copy of the orders is unavailable.
2. **Notarized Special Power of Attorney**- Complete the form provided and have the POA notarized. Ensure the expiration date is at least 90 days past your requested delivery date.
3. **International Auto Logistics (IAL) required documentation**. IAL is the shipping company appointed by the government for all Military Shipments they require the following forms in addition to the PCS Orders: **Pre-Shipping Instruction Form and Shipper Acknowledgement Form**
4. **Lienholder Authorization to ship overseas**- If you have financed your vehicle, you must contact the bank and obtain a letter authorizing you to ship your vehicle overseas.
5. **Co-Owner Letter of Authorization**- If there is a co-buyer listed on the vehicle documentation, this letter must be filled in and signed by the co-owner.

Things you may need to supply-

1. Driver License/Passport Copy for some destinations
2. Commander Approval Letter
3. Alternate Port Fee (See page 3 for details)

Notes:

- Ensure all documents are in the same name. If you have been married since you joined the military and your PCS orders have your maiden name on them, please include a copy of your marriage license and the official Military change of name orders to show proof of name change.
- Ensure you provide all pages (front and back) of your PCS orders and that all information on all documents is clear and legible.
- Ensure you provide us with the address of the duty station where your vehicle will be shipped. This address must match your current PCS orders.
- Ensure you give all required documents and payment in full to your agent at least 30 days prior to your requested delivery date. Failure to do so may result in delayed delivery to the Military Ocean Terminal.
- Replacement Vehicles: If you have already shipped a vehicle at Government expense, you must obtain approval to ship a replacement vehicle. The Commander's Approval must state that it is a replacement vehicle and must include a new TAC/MDC code to be used for the billing on the shipment. This should be obtained through your Transportation Officer. Your statement should also indicate that this is a replacement vehicle and the reason for the replacement. **The only valid reasons for a replacement vehicle are that the original vehicle has deteriorated due to severe climatic conditions or due to age, was wrecked beyond the actual cost to repair, or was totaled. Selling the vehicle that was originally shipped is not a valid reason for a replacement and will not be accepted.**
- Motorcycle shipments are considered POV shipments. If you have already shipped a motorcycle, you are not eligible to ship a car/truck without authorization for a replacement.

Determining if Commander Approval required:

Please review the below guidelines to determine if you will require a Commander Approval Letter. If you require a Commander Approval Letter, you should obtain it from your CDR or TMO Officer. There is an example letter attached.

1. For Air Force personnel:

a. POVs will be accepted for shipment if delivered to the port within 90 days after the customer or dependent has departed for an overseas tour of more than 1 year or within 30 days after the departure of the customer on an overseas tour of duty of 1 year or less.

b. For OCONUS tours of more than 1 year, when delivery to the port is delayed beyond 90 days and/or less than a year remains on the current tour, the POV may be shipped only with the approval of the OCONUS Commander (CDR) or Transportation Movement Officer (TMO).

2. For Army, Marine Corps, Navy, and Coast Guard personnel:

a. POVs will be accepted when at least 12 months remain to be served at their current OCONUS duty station at the time the vehicle is delivered to the loading port. An exception is allowed if the OCONUS area CDR or TMO certifies the vehicle is necessary in performance of official duties.

Determining if Alternate Port Fee will be charged:

Our shipments are sent from:

Baltimore, MD

Gardena, CA

You may incur an alternate port charge depending on where you are authorized to ship from. Contact your local PPSO/PPPO for further assistance.



Pre-Shipping/Storage Instruction Form

Please help expedite the turn-in of your POV, by completing the form below.

Appointment Date (If Applicable):

Actual Arrival Date to New Assignment:

Full Name (First and Last):

DOB:

SSN:

Branch of Service:

Rank / Paygrade:

Destination VPC:

Phone # (At New Destination) - Can be family member, friend or sponsor :

Personal Email Address (e.g.: Gmail, Outlook, Yahoo etc.):

USPS/ US Overseas Address (needs to be a physical valid street address)

Old Duty Station & Location Address (Unit, incl. APO or FPO, as per orders):

New Duty Station & Location Address (Unit, incl. APO or FPO, as per orders):

Emergency Contact Details

Emergency contact information needs to be a person in the United States.

Name:

Address:

Telephone Number:

Email Address:

Relationship to Member:

Top 4 ways to avoid your POV being turned away:

- 1 – POV must have ¼ tank or less of fuel
- 2 – Cleanliness of interior and exterior
- 3 – Have all correct documentation
- 4 – Review shipment details at www.PCSmyPOV.com

