

# Checklist for Military Shipment Documents



**All of the attached information plus additional information regarding shipping can be found at [PCSMYPOV.com](http://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:**
- Driver License/Passport Copy (For some destinations)
  - Commander Approval Letter
  - 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.
- 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.
- 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, 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.

## **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 on page 8.

### **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 and 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:

DOD ID:

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  $\frac{1}{4}$  tank or less of fuel

2 – Cleanliness of interior and exterior

3 – Have all correct documentation

4 – Review shipment details at [www.PCSmyPOV.com](http://www.PCSmyPOV.com)

### PRIVACY ACT

#### SYSTEM OF RECORD NOTICE:

Defense Transportation Records, November 12, 2008, 73 FR 66872

AUTHORITY: Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects; 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force, 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 406, Travel and Transportation Allowances, Dependents, Baggage and Household Effects; Federal Acquisition Regulation (FAR); Joint Federal Travel Regulation (JTR), Volumes I and II, DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation; and DoD Regulation 4515.13-R, Air Transportation Eligibility and E.O. 9397 (SSN).

ROUTINE USE: To disclose to private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pick up and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. U.S. Customs and Border Protection Declaration for personal property shipments, re-weigh of personal property, shipment evaluation and inspection reports, receipt for unaccompanied baggage, mobile home inspection record, temporary commercial storage at Government expense, accessorial services-mobile home, report of contractor services, and claims for loss and damage. To General Service Administration and Defense Government Accounting Activities for processing government Bill of Lading. To disclose information to a Federal agency in order to manage and optimize DoD transportation resources.

DISCLOSURE: Voluntary, however, failure to provide all of the requested information may preclude the processing of vehicle shipment.



## POV SHIPPER ACKNOWLEDGMENT FORM

Please review and initial each line acknowledging that you have read, understand, and agree with the statements below.

**1. Recalls – Initial either statement A or statement B as they apply. Do not initial both.**

Pursuant to Defense Transportation Regulation (DTR), Part IV, Attachment K3, Shipping Your POV (Section O, 1a) – I confirm that I have checked my privately-owned vehicle for recalls **via the Safercar.gov website** at **<https://www.nhtsa.gov/recalls>**.

\_\_\_\_\_ A. The vehicle that I am attempting to ship has NO unresolved "Recall Notices."

\_\_\_\_\_ B. The vehicle that I am attempting to ship **DOES** have an **unresolved "Recall Notice" OR cannot be determined.**

**\*Note – If your vehicle ships with an unresolved fire recall, there is a chance of transport delays due to Carrier mandated risk mitigation requirements.**

**2. Review of Government regulations to ship POV**

\_\_\_\_\_ I have reviewed the DTR, Part IV, K3 - Shipping Your POV. I have also read the Personal Property Consignment Instruction Guide (PPCIG) for destination specific information related to my shipment.

**3. Out of Gauge Vehicles**

\_\_\_\_\_ I understand that if my POV exceeds the 20 Metric Ton (MTON) entitlement as specified in JTR 053001,(B),(2),(a), the service for which I am assigned could assess me for reimbursement of the additional costs in accordance with the cited regulation.

**4. Repair authorization while In-Transit**

\_\_\_\_\_ I authorize in-transit repairs, i.e., glass, flat tire replacement, or any other part of the vehicle if circumstances warrant such repairs to move the POV to the final VPC. IAL will notify you if such a repair is necessary.

**5. Winterizing of my Vehicle**

\_\_\_\_\_ Per DTR, Part IV, Attachment K3, I acknowledge my responsibility to properly prepare my vehicle for colder climate destinations and that coolant, mechanical, and fuel systems are protected to at least -20°F or lower depending on destination.

**6. DOT/EPA labels, license plates and vehicle registration**

\_\_\_\_\_ I acknowledge that the proper DOT and EPA labels are affixed to my vehicle. I understand that for the shipment to CONUS, these labels are required, as per US-agencies (CBP, EPA, DOT) requirement. I also acknowledge that I am responsible for all vehicle registration, licensing, insurance, taxes, and fees and that the Vehicle Processing Centers (VPCs) are not capable nor authorized to issue vehicle registrations or license plates. I understand that the most up to date information regarding destination licensing and registration can be found in the **PPCIG**. (For shipment to Bahrain, I understand, that it is prohibited to ship or import any license plates)

**7. Double Shipment and Storage**

\_\_\_\_\_ Per (DTR), Part IV, Attachment K4, I acknowledge that only one POV (owned or leased), may be stored at Government expense. Should a duplicate shipment be discovered under a single PCS order, I will be personally responsible for reimbursement of all costs, fees, and penalties associated with the transportation and storage of a POV without entitlement.

**8. Fully Electric Vehicles, Plug-In Hybrids (PHEV), and Mild Hybrids**

\_\_\_\_\_ I acknowledge that if my POV is a fully electric vehicle (EV), it has been turned in with as full a charge as possible. I have provided the owner's manual for the POV. IAL has permission to charge my POV if necessary, during transport. I acknowledge that engaging any apps that check the status of my POV may "wake up" the battery and contribute to battery drainage during transport, which could lead to delays in the shipment. I further acknowledge that there is a possibility of vehicle systems not functioning correctly when the POV is shipped outside of the country of manufacturing origin. EVs, PHEVs, and Mild Hybrids are subject to Carrier mandated fire risk mitigation requirements for shipping which could lead to shipment delays.

**9. Vehicle Liens**

IAL requests that you provide lienholder information for your vehicle if a lien currently exists.

\_\_\_\_\_ A. The vehicle that I am attempting to ship has NO liens.

\_\_\_\_\_ B. The vehicle that I am attempting to ship **DOES** have an existing lien.

Lienholder Name: \_\_\_\_\_ Account Holder (if different than member): \_\_\_\_\_

**10. POV Conversion to a Commercial Account**

\_\_\_\_\_ I acknowledge that if my POV is not picked up from the destination VPC within 45 days after the POV was available for pickup and IAL has not had a response from me regarding my POV, the Department of Defense may grant disposition to IAL to dispose of my POV.

**11. Check Engine Light**

I acknowledge that my check engine light may be presently on, or come on during shipment, and will not hold IAL accountable for any issues that may arise due to the check engine light being on either prior to or during transit of my POV.

\_\_\_\_\_ A. POV "Check Engine" light is on at time of delivery to VPC

\_\_\_\_\_ B. POV "Check Engine" light is not on at time of delivery to VPC

**12. Battery Disconnection as risk mitigation**

\_\_\_\_\_ During a POV shipment, the vehicle starting battery will likely be disconnected to mitigate fire risk while transiting the ocean. I acknowledge that I have been made aware that my vehicle battery may be disconnected during shipment.

**13. Supplemental Batteries**

I acknowledge that all "supplemental accessory batteries" (batteries added to POV to supply power for after-market accessories) must be completely disconnected and removed from the POV prior to shipment. If the battery is factory installed, the vehicle will be accepted for shipment but must be disconnected prior to turn-in at VPC. Further, any battery not related to starting the POV must be disconnected prior to acceptance at VPC.

\_\_\_\_\_ A. The vehicle I am shipping does have supplemental batteries.

\_\_\_\_\_ B. The vehicle I am shipping does not have any supplemental batteries.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# SPECIAL POWER OF ATTORNEY

I, \_\_\_\_\_ a legal resident of \_\_\_\_\_  
(Name/SSN) (City/State)

and presently stationed or residing at \_\_\_\_\_ desiring to execute a SPECIAL POWER OF ATTORNEY, do hereby appoint OMSC, 175 Crossways Park West, Woodbury, NY 11797 my Attorney-in-Fact to act as follows, Granting unto my said Attorney full power to:

Take possession of, receive, receipt for, clear customs, register, license, operate, and deliver to me the following described automobile:

\_\_\_\_\_  
(Year, Make, Model)

\_\_\_\_\_  
(Color, Vehicle Identification Number)

And to sign all documents required to effect shipment of my vehicle from CONUS to \_\_\_\_\_ unless sooner revoked or terminated by me, this Special Power of Attorney shall expire on \_\_\_\_\_.

\_\_\_\_\_  
(Signature/Date)

## Notary Public

I, \_\_\_\_\_ a Notary Public do hereby certify that on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ before me personally appeared \_\_\_\_\_ who signed and executed the foregoing instrument.

In witness whereof, I have hereunto set my hand and official seal this day and year above.

\_\_\_\_\_ My commission expires: \_\_\_\_\_  
(Notary Public)

## Co-Owner Letter of Authorization for POV Shipment

I, \_\_\_\_\_ (vehicle co-owner) hereby give authorization as a named party on the title, registration and/or lien holder document for \_\_\_\_\_ (entitlement holder) to ship the POV listed below from Baltimore VPC to \_\_\_\_\_ (Destination).

Year, Make and Model: \_\_\_\_\_

VIN: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Commander Approval

This is only a requirement for Air Force personnel bound for OCONUS assignment of more than a year and are shipping past the 90 day from their report date on orders.

For Army, Marine Corps, Navy, Coast Guard and DOD personnel: 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 your commanding officer certifies the vehicle is necessary in performance of official duties.

### DEPARTMENT OF THE AIR FORCE LETTERHEAD

(GAINING UNIT)

MEMORANDUM FOR AB, Smith, John

16 APR 2024

From: GAINING UNIT  
UNIT XYZ  
APO, AE 55555-5555

**SUBJECT:** Shipment of Privately-Owned Vehicle (POV) to overseas area beyond the 90-day time period for: AB, Smith, John

1. References
  - a. AFI 24-501, Personal Property Moving and Storage
  - b. JTR, Joint Travel Regulations
2. After reviewing all the supporting documentation your request to ship a POV beyond the 90-day limitation is approved. This authorization expires on 18 JUN 2024.
3. Please direct any questions to TSGT Black at DSN 555-5555

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Jane A. Doe, GS-12 USAF  
Chief Deployment and Distribution Flight

# DEPARTMENT OF THE AIR FORCE LETTERHEAD

( GAINING UNIT)

16 APR 2024

## MEMORANDUM FOR VEHICLE PROCESSING CENTER

**From:** (GAINING UNIT)/ Personal Property Section

**SUBJECT:** Approval for Shipment of Privately-Owned Vehicle (POV)

1. IA W DTR 4500.9-R-Part IV Attachment K-3, this letter constitutes approval from the OCONUS installation commander to ship a POV to Aviano AB, IT after 90 days from your arrival to Aviano AB, Italy. For the purpose of this entitlement, OCONUS commander authority may be delegated to Transportation Commander or Chief of Transportation.
  - a. For Air Force personnel: 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).
  - b. For Army, Marine Corps, Navy, and Coast Guard personnel: 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 your commanding officer certifies the vehicle is necessary in performance of official duties.
2. Approval expiration date is \_\_\_\_\_ , your vehicle must be turned over for shipment prior to this date.
3. This memorandum is to certify, \_\_\_\_\_ has not previously shipped a privately-owned vehicle under PCS orders to Aviano AB, Italy.
4. This letter supersedes all previous letters of the same subject. If you require additional information please contact NCOIC Personal Property, TSgt John Black, at ext 555-5555.

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Jane A. Doe, GS-12 USAF

Chief Deployment and Distribution Flight