

PERSONAL PROPERTY COUNSELING CHECKLIST

ISC HONOLULU FORM HHG-001 (REV: 10/00) PREVIOUS FORMS OBSOLETE DEPARTMENT OF TRANSPORTATION - U. S. COAST GUARD

Name (Last, First, MI)	Rank/Rate	Social Security #
Current Unit	Home Phone Number	Work Phone Number

◆ A SUCCESSFUL MOVE IS NOT A MATTER OF CHANCE. IT IS THE RESULT OF PLANNING AND HARD WORK. AT THE CENTER OF THESE EFFORTS IS YOU - THE SHIPPER. IF YOU EXPECT A GOOD MOVE, YOU MOST PLAY AN ACTIVE ROLE. ◆

PART I. SHIPPING OF PERSONAL PROPERTY

A. HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

[] ◆ 1. **Your PCS Weight Allowance:** _____

[] ◆ 2. **Unaccompanied Baggage (UB).** Submit a separate worksheet of UB items. Set these items aside for separate packing/pickup. Unaccompanied baggage counts against your weight allowance. Items considered as UB are listed on Page 9 of the "It's Your Move" pamphlet.

[] ◆ 3. **Professional Books, Papers and Equipment (PBP & E).** Set these items aside for packing. They are handled with the HHG's but do not count against your weight allowance. Items considered as PBP & E are listed on Page 10 of the "It's Your Move" pamphlet.

[] ◆ 4. **Motorcycle In Household Goods Shipment.** When shipping a motorcycle as HHGs, you must have it purged of gasoline, remove part of the oil. The motorcycle must not have any leaks and the battery is required to be capped. Title or Letter of Release from the lender, such as GMAC is required to be submitted along with a copy of the registration.

[] ◆ 5. **Unusual or Oversized Items.** Items such as hot tubs, water beds with headboards, large outdoors structures, boat/kayak/canoe + 14 feet in length, etc. Make sure these items are listed on your DD-1299 Worksheet. It is also *very important* that during your pre-move survey that the carrier's representative is informed of these items.

[] ◆ 6. **Excess Baggage.** Shipment of excess baggage in lieu of UB may be authorized or approved by the Transportation Officer when it is deemed more economical to the Government. American Express Travel must be informed of the Excess Baggage, this must also be endorsed on your travel orders.

[] ◆ 7. **Partial Withdrawal (PW) At Destination.** The TO recommends the use of PW instead of UB. PW is not allowed if shipping UB. These items should be set aside for packing so that when the shipment arrives at destination, they are easily accessible for delivery.

[] ◆ 8. **Required Delivery Date.** This is the latest date your HHGs should arrive at destination. It is not the date HHGs are scheduled for delivery. If HHGs are not available by the RDD, contact the destination TO immediately.

[] ◆ 9. **Inconvenience Claim.** When HHGs late delivery is the fault of the carrier, contact the local TO for assistance in filing Inconvenience Claims. Retain receipts for all out-of-pocket expenses incurred after the RDD to document the claim.

B. WEAPONS. I am / am not shipping weapons _____

[] ◆ 1. **I AW State of Hawaii Firearms Law, Section 134.** Firearms shipped into Hawaii must be registered with the Police Department within 48 hours after arrival. Carriers are prohibited from shipping

[] ◆ 2. **Shipping of Weapons.** Any weapons such as knives, bow and arrow, firearms, etc. not declared on the DD-1299 will not be picked up by the carrier.

[] ◆ 3. **Firearm Preparation Prior To Shipping.** Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts. Remove all ammunition.

[] ◆ 4. **Listing of Firearm on the Shipping Inventory.** Make sure that each firearm is listed individually on the carrier's inventory; describe the make, model, caliber and serial number.

C. BOATS

[] ◆ 1. **Application.** Must be submitted at least 45-60 days in advance of the pickup date. It is very important that you include the height (including the mast), length and width.

[] ◆ 2. **Accessorial Services.** You are responsible for all accessorial services such as lifting the boat in and out of the water, providing a trailer, towing etc., which must be paid in full prior to shipping.

[] ◆ 3. **Storage Cost.** The Government's cost to store a boat is based on HHG storage rates. Some boats require special facilities that charge a daily rate. Storage for HHG's is billed on a monthly basis.

PART II. STORAGE OF PERSONAL PROPERTY

[] ◆ 1. **Storage In Transit (SIT) & Time Limitation.** SIT is authorized in connection with HHG shipments. You are entitled to 90 days of SIT, normally at destination. An additional 90 days may be authorized upon your request.

[] ◆ 2. **Nontemporary Storage (NTS).** NTS is storage of HHG other than temporary storage. It includes any packing crating and shipping to an authorized storage facility. NTS is not authorized incident to early return of dependents, divorce or annulment from an OUTCONUS PDS.

[] ◆ 3. **Withdrawal of NTS vice Continued Storage.** You may withdraw part or all of your HHGs in NTS in lieu of continued NTS. However, the articles withdrawn must be used to establish a local place of residence. No further shipment or storage of withdrawn items will be authorized until new PCS orders are issued.

[] ◆ 4. **NTS Converted to Temporary Storage.** If approved by the TO, NTS at origin may be converted, in whole or in part, into SIT. All storage costs accrued in excess of 180 days will be paid by you, including the NTS beginning on the 181st day and all of the SIT storage expenses. (See JFTR Para U5380-D)

unregistered firearms and/or ammunition.

PART III. EXCESS COST

◆ YOU MUST REIMBURSE THE GOVERNMENT OR PAY BEFOREHAND ANY EXCESS COST INCURRED AS A RESULT OF EXCEEDING ENTITLEMENTS TO SHIP AND/OR STORE PERSONAL PROPERTY. _____ ◆

PART IV. MEMBERS GUIDE

A. BEFORE YOU MOVE.

[] ◆ **1. Review Insurance Needs.** The claims process is not a substitute for insurance. If you don't feel that the Military Personnel and Civilian Employees Claims Act (MPCECA) will suffice for your potential losses, you may want to buy additional insurance.

[] ◆ **2. Document What You Own.** The best way to document ownership and pre-move condition of an item is through videotapes. Videotape each room of your home, showing your furniture, wall hangings, bureau drawers, closet interiors, appliances and electronic equipment in their operating condition on the first Pack-out day

[] ◆ **3. Personal Inventory (PI).** List any items that will not otherwise be listed separately on the shipping inventory. Give full description including model, serial number, purchase date and purchase price. Use this form to list your videotapes, CDs, cassettes, etc. Retain a copy with the carrier prepared inventory for your records.

[] ◆ **4. Items OF Extra-Ordinary Value.** You are urged to hand carry or make other personal arrangements to transport small and easily pilferable items such as jewelry, watches, etc. The use of government franked labels is not authorized for mailing of personal property.

[] ◆ **5. Get Appraisals.** If you don't have a recent purchase receipt, obtain appraisals of valuable items which, if lost or damaged, would be difficult to properly value, for example: jewelry, antiques, heirlooms, and expensive gifts for which the purchase price is unknown.

[] ◆ **6. Other Important Information.** (a) Dispose of all unauthorized and/or useless items. (b) Remove batteries from all remote controls. (c) Use only plastic hangers for your clothing. (d) Personally packed items must be free of soil/pest infestations. (e) Retain all documents given to you by the TO and the carrier at all times. You may need them to get your HHGs delivered. (f) Double check all spaces before the carrier departs your home.

B. PACK AND PICKUP DAY.

[] ◆ **1. Pack and Pickup Dates.** I understand these dates will not be changed unless it is mission essential and must be supported in writing by my command.

[] ◆ **2. Contacting Your Moving Company.** Call 473-4497 to determine who has been contracted to ship your HHG's. This number connects you to a Voice Response System, which will provide you with the companies name and phone number. Don't wait until the last minute to contact them since a pre-move survey may be required

[] ◆ **3. Power of Attorney.** You should be at home on the pack and pickup date. However, your spouse or an agent can sign all shipping documents if their name is listed as pickup consignee, have Power of Attorney or an Informal Letter of Authority.

[] ◆ **4. Service or Dry Run Charges.** Failure to be at home when the carrier arrives will result in Dry Run or Service Charges

which you must pay prior to shipping. Under our agreement with the carrier industry, the carrier's hours are 0800 – 1700. They may continue to work up to 2100. If mutually agreed upon, work may continue after 2100.

[] ◆ **5. Carrier Prepared Inventory.** Ensure that the boxes/cartons and contents are properly labeled and identified on the inventory. The carrier will ask you to sign this inventory prior to loading your HHG's. Before signing, pay special attention to the condition codes the carrier entered on the inventory for each item. If you disagree with their assessment, note your disagreement in the remarks section of the form.

C. DELIVERY AT DESTINATION.

[] ◆ **1. Who to Contact at Destination.** Contact the destination TO as soon as you establish a place of residence by calling the "DEST IB PH:" number found in the remarks block of your DD-1299.

[] ◆ **2. Delivery of HHG at Destination.** At least two people should be available during delivery. One should be at the front door to check off items on the inventory; the other to tell the movers where to place them. Both should be looking for obvious signs of damage as each item is unloaded and unpacked.

[] ◆ **3. Assembly And Unpacking.** The carrier is responsible for unpacking all cartons packed at origin and reassembling items that the carrier disassembled.

[] ◆ **4. Internal Damage.** It is difficult to prove that internal damage to electrical or mechanical equipment like VCR's, TV's and clocks occurred during the move. Videotape these items in their working condition prior to packing. Photograph each carton/box/item that has external damage at time of delivery.

[] ◆ **5. Changes to Travel Orders.** Immediately contact the origin and/or destination TO if there are any changes in orders or when other factors occur that will affect delivery of the shipment.

PART V. LIABILITY, CLAIMS & PROTECTION

[] ◆ **1. Claims for Loss or Damage.** Claims for lost or damaged personal property will be handled in accordance with the CG Claims and Litigation Manual, COMDTINST M5890.9 (SERIES).

[] ◆ **2. Government Liability.** The maximum, Government Liability for HHGs is \$40,000 per incident and \$15,000 for boats.

[] ◆ **3. Notice of HHG Loss or Damage at Time of Delivery.** The DD-1840, Joint Statement of Loss or Damage at Delivery, is the pink form that carrier gives you on delivery day. This form records all of the damage you and the carrier identifies before the carrier leaves.

[] ◆ **4. Notice of HHG Loss or Damage After Delivery.** Record lost or damaged items discovered after the carrier leaves on the reverse side of the DD-1840 (DD-1840R). Once all lost or damaged items are recorded, deliver this form within 70 days to your local IO. Your IO then has 5 days to mail the form to the carrier via Certified Mail with Return Receipt Requested. This represents the first step in the claims process and must be completed within 75 days of delivery.

I have been briefed relative to the disposition of my personal property as discussed above.

Member's Signature

Date

Counselor's Signature

Date