

Personal Property

Member responsibilities before the packers arrive

Dismantle TV and radio antennas. Disconnect and prepare all components, such as stereos, turntables, compact disc players, videodisc players, printers, computers, televisions, and VCRs for the move.

Empty, defrost, and thoroughly wash the inside of all refrigerators and freezers at least 24 hours before pickup. Empty the refrigerator's bottom pan.

Drain all water from hot tubs and waterbeds and allow drying

Disconnect all appliances, washer hoses and dryer exhaust vents.

Remove and unplug all electrical items, including window air conditioners.

Dispose of worn out and unneeded items and foods that could spill or might spoil in transit.

Remove pictures, utensil and food racks from the walls, take down curtain rods and valances, and all things from the attic or crawl space. (The packers are not required to go into these areas.)

Separate all items of professional books, papers, and equipment from the rest of your property. When listed properly on the inventory, professional books, paper and equipment are not counted as part of your weight allowance. (Please see PBP&E list for description of items that comprise this category)

Separate all items of clothing, toys, and necessities that will not be shipped with the rest of the household goods. Place them in a separate area of the house and inform the movers and packers the room is off-limits.

If necessary, have an extermination of the residence and household goods completed prior to the arrival of the packers. Goods will not be picked up by the carrier if suspected of being bug infested.

Dispose of propane tanks prior to shipment pick up.

If shipping a motorcycle, ensure the gas tank is empty. Disconnect the battery and secure the cables. If entering the motorcycle in storage, remove and dispose of the battery. Proof of ownership, such as the registration, which describes the make, model, and vehicle identification number, is required.

If shipping a lawnmower, ensure the gas tank is empty, and the oil has been drained.

***ENSURE THAT THE ITEMS YOU INTEND TO TAKE WITH YOU ARE SEPARATE FROM WHAT IS BEING PICKED UP FOR SHIPMENT OR STORAGE.

***YOU HAVE 70 DAYS TIME LIMIT FROM THE DAY OF DELIVERY TO INITIATE CLAIM BY TURNING IN DD1840/1840R T DESTINATION CLAIM OFFICER.

***ITEMS OF SENTIMENTAL VALUE OR IRREPLACEABLE ITEMS SHOULD BE CARRIED WITH YOU IF POSSIBLE AS THESE ITEMS ARE HARD TO CLAIM

Three Critical Documents at Origin

Household Goods Descriptive Inventory

This form is to be completed in coordination with you, the member, or your agent and should describe the items you are shipping and the condition of each. If you disagree with the exceptions noted at the time of pick-up, you need to circle the inventory number you disagree with, and then enter the inventory number in "Remarks/Exceptions" section of the inventory with the phrase, "I protest exceptions taken by the driver at time of pick-up."

- Ensure you receive a legible copy.
- Be aware that your signature on the inventory is your concurrence with the count and condition of each item listed.

DD Form 619

This document lists the number of cartons used to pack your shipment and the number column should be completed before you sign. This form also lists the weight of professional items and additional services performed, and appliances at origin. Ensure you receive a legible copy. This document is used for CONUS household goods shipments only.

Government Bill of Lading

This document shows you the following critical information: the GBL number, the required delivery date (RDD), where the shipment is going and whom you should contact upon your arrival at destination.

Items Not Authorized for Shipment

- Items acquired after the effective date of the member's orders: airplanes, automobiles, trucks, vans and similar motor vehicles; camper trailers; and farm equipment. Members have separate entitlements for their privately owned vehicles when moving to, from or between duty stations.
- Perishable foodstuffs and plants (except in the case of local moves).
- Dangerous materials such as loaded firearms, shoe polish, paints, denatured alcohol, propane tanks, aerosol cans, lighter fluids, flammable items, photo flashbulbs, kerosene, explosives, acids, compressed gases, matches, poisonous substances, and ammunition. For a complete listing please go to [Hazardous Materials Listing](#).

Weapons

No ammunition may be shipped. The shipment of firearms is subject to various laws and regulations, and members must comply with all local, state and federal laws. If moving overseas, members must abide by the host country laws as well. Here are some basic guidelines:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Completely describe the firearm on the inventory and ensure the description includes the make, model, serial number and caliber or gauge.

Avoiding Excess Personal Costs

- Avoid requesting specific routing, special loading, or any other service that is not routinely provided, and avoid exceeding the [authorized weight allowance](#).
- When basic household goods shipments from the same point of origin are going to the same destination, avoid asking for separate shipments.
- Members should use care in not allowing their shipments to exceed the distance between authorized points specified in the Joint Federal Travel Regulations. For example, if orders permit shipment of goods from San Diego to Dallas, the goods should not be shipped from San Diego to Norfolk, Virginia.
- Members should not request increased valuation or full replacement coverage unless they are prepared to pay the additional cost for the coverage. Ask a Personal Property Office counselor for additional details.
- Avoid shipping unauthorized articles. If unauthorized articles are discovered in shipments after pickup, the member will incur additional cost.
- Members or their designated representatives are required to be available between 8 a.m. and 5 p.m. at the scheduled pickup or delivery address on the date the packers and movers are scheduled to arrive.
- Unless qualified for a DITY move, members will pay excess costs for moving a boat or trailer.

High Value Items

High value items are small, pilferable items not normally listed in detail on the carrier prepared inventory. Members should have their own records, proof of ownership which may be in the form of purchase receipts, cancelled checks, photographs, video or statements of disinterested persons who observed such items in the member's home. If a member prepares an inventory, it should be descriptive and in detail, and list those personal property items of \$200 value or more that will not otherwise appear on the carrier prepared inventory.

For example, an antique chair would not be packed in a carton, but would normally be listed separately on the carrier prepared inventory, but a \$200.00 movie camera would normally be packed in a carton with other items being listed on a carrier prepared inventory.

The member's prepared inventory shall be countersigned by a disinterested person, and the member should retain the original in case it is needed to file a loss or damage claim. Members must be prepared to provide evidence to support the loss or damage.

The Personal Property Office recommends the member hand carry valuable items like jewelry, coin collections, or items of great sentimental value such as photos or memorabilia. However, if these items are shipped, have them appraised, especially artwork, expensive collectibles, and heirlooms, and keep the receipts or appraisals with other valuable moving papers. Close-up photographs or videos of expensive and valuable items, as well as receipts, will help during the claims process if these items are lost or damaged during shipment.