

Naval Supply Systems Command HHG POLICY ADVISORY

2018-01 Homeport-Unit Move POV Guidance

01/8/2018

Attention: All Personal Property Offices (PPOs) and Personal Property Shipping Offices (PPSOs)

Subj: Navy Homeport-Unit Move Privately Owned Vehicle (POV) Guidance

1. That attached Homeport-Unit Move Privately Owned Vehicle Guidance dated 01/8/2018 replaces the Military Surface Deployment and Distribution Command's "Change of Homeport of Naval Vessels dated 15 June 2005 which was discontinued.
2. The POC for this advisory is Mr. Dan Wolfert - daniel.wolfert@navy.mil



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NAVSUP HHG ADVISORY 2018-01
Navy Homeport - Unit Moves
Privately Owned Vehicle Move Guidance

**Part I - Personal Property Shipping Office and Vehicle
Move Coordinator Responsibilities**

Part II - Customer Hand Out

Attachment A - POV Turn-in Sheet

Part I - Personal Property Shipping Office and Vehicle Move Coordinator Responsibilities

1. INTRODUCTION:

The purpose of this guidance is to provide Vessel Move Coordinator's (VMC), the local Personal Property Shipping Office (PPSO) and the customers with information necessary to prepare for the movement of Privately Owned Vehicles (POVs) when a Navy Homeport Change (HPC) or Unit Move is ordered. Successful POV movements are not a matter of chance--they are a result of proper preparation and planning. VMC's must maintain good communications with crewmembers, the DoD vehicle move contractor and PPSOs through the entire process to ensure success.

2. ORIGIN PERSONAL PROPERTY SHIPPING OFFICE (PPSO) RESPONSIBILITIES

2.1 Once contacted by the ship, maintain contact, as necessary with the VMC, destination PPSO, DoD vehicle move contractor, and USTRANSCOM Personal Property Division throughout the movement process.

2.2 Disseminate origin movement data to all concerned parties to facilitate and ensure the smooth flow of transportation movement requirements.

2.3 Serve as the focal point of contact for the VMC and the POV Contractor for POV shipments originating in the AOR until such time as the POV is delivered to the POV contractor for movement to destination.

2.4 Schedule an appointment with the VMC to review planning process and advise how to assist.

2.5 Conduct group counseling of vessel's crew to review Household Goods and POV shipping entitlement's and provide instructions for POV turn-in and pick up.

2.6 Upon notification of HPC or Unit Move, provide the VMC a copy of this guide and the International Auto Logistics URL <https://www.pcsmypov.com/TurnIn>

2.7 If POV storage (i.e. country restrictions) is authorized the Transportation Office will provide a letter to the member identifying the vehicle to be stored (year, make, model, VIN)

3. DESTINATION PPSO RESPONSIBILITIES

3.1 Liaison with moving organization/vessel and/or VMC, origin PPSO, POV contractor, and USTRANSCOM Personal Property Division throughout the move process.

3.2 Serve as the destination focal point of contact for the VMC, Personal Property Division, and DoD POV Contractor when POVS are delivered to an installation and not a VPC.

3.3 Establish and maintain liaison with the moving organization/shipper, origin PPSO, transportation provider, and USTRANSCOM Personal Property Division throughout the movement process. Serve as the destination liaison point of contact until such time as the POVs are delivered/picked up by the shipper/agent.

4. VESSEL or UNIT MOVING RESPONSIBILITIES

4.1 Commanding Officer (CO) or designated representative should appoint a:

4.1.1 Vessel Move Coordinator (VMC), to act as a central point of contact for POV moves upon receipt of Homeport Change notification.

4.1.2 Vehicle Reception Coordinator (VRC) at the new homeport/duty station to assist with receipt of POVs and act as primary point of contact to the DoD POV Contractor.

5. VMC RESPONSIBILITIES AT ORIGIN

5.1 Notify the origin Personal Property Shipping Office (PPSO) upon notification receipt of orders or official change of homeport notification.

5.2 VMC shall schedule appointment with local PPSO as soon as possible to discuss desired movement date and all other requirements. (POVs, HHGs, etc.)

5.3 Provide crewmembers 1) Part II of this guidance "Service Member Handout 2) "Shipping Your POV" (you may print it out from https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf)

5.4 Poll crewmembers and provide local PPSO an initial estimate of the number of POVs requiring movement.

5.5 Schedule group counseling for crew with local PPSO.

5.6 Coordinate the scheduling for turn in and pick up of POVs.

5.7 Provide the VPC contractor with a list of personnel requiring shipment of their POVs NLT than 60 days prior to the first projected move date.

5.8 VMC Move coordinator shall immediately notify the transportation office of any changes in orders or other information affecting the entitlement to ship a POV.

5.9 Ensure each eligible crewmember completes the attached "POV TURN-IN SHEET," collect crewmembers' forms and supporting documents, and submit them in a single package to VPC Contractor NLT 30 days prior to first move date. This is necessary for the contractor to start the documentation necessary to ship a POV and reduce the processing time.

5.10 If the turn-in location is a VPC, advise crewmembers of the dates available for turn-in and advise them to schedule an appointment with the VPC on one of those dates.

5.11 If it has been determined by USTRANSCOM the POVs will be turned in for shipment on your installation. Work with PPSO and installation commander to identify an area to stage them.

5.12 Coordinate POV turn in schedule (member, time and date). Assign crewmembers a date and time to turn in their vehicle if the designated turn-in location is on an installation.

5.13 Ensure crewmembers meet their scheduled turn-in dates and times.

6. VMC RESPONSIBILITIES AT DESTINATION:

*USTRANSCOM Personal Property Division will determine if delivery of POVs will be at a VPC or a designated location on an installation.

6.1 When the delivery location **is not a Vehicle Processing Center** the VMC will:

6.1.1 Establish a delivery/holding area at the destination installation and to accept delivery of vehicles on behalf of the member/government.

6.1.2 Coordinate and disseminate the “Activity/Installation Access Control Requirements” to all concerned parties well in advance of the agreed on delivery date of the POV at destination.

6.1.3 Ensure a designated representative is present to meet the transportation provider and/or shipper/agent at the specified date, time and drop-off location.

6.1.4 If the sailor/agent is not present at the time the POV is delivered to the specified delivery location, the destination VMC/VRC will assume responsibility of the vehicle and perform a joint inspection with the DoD POV contractor annotating the condition of the POV on the Vehicle Inspection and Shipping Form (VISF).

6.1.5 Coordinate/establish a designated delivery and/or holding/store lot within your AOR to secure the POV until such time as the vehicle is delivered to or picked up by the shipper/agent.

6.1.6. Ensure the POV holding/storage lot has controlled access to provide security of the vehicles and protect the government from the cost of damage or theft claims.

6.1.7 All documentation and keys will be collected by the VMC POC Vessel Representative and kept in a locked container with controlled access.

6.1.8 Coordinate with sailor/agent on POV retrieval from the holding/storage lot, and perform a joint inspection with the shipper/agent on behalf of the Government is required.

6.1.9 Advise the shipper/agent of the claims process in “Shipping Your POV” , and assist where necessary with direction to auto care facilities.

6.2 When the delivery location **is a Vehicle Processing Center** the VMC will:

6.2.1 Ensure crewmembers pick up vehicle within 45 days of arrival at VPC. Storage is not authorized. *Exception: Crew maybe authorized POV transportation and storage due to a change in a ship’s home port or unit’s and there is more than 30 days between the ship’s departure from the old homeport and arrival at the new homeport.*

Part II - SERVICE MEMBER HANDOUT

Following a few simple rules will make shipping your Privately Owned Vehicle (POV) much easier.

1. Contact your vessel/unit Vehicle Move Coordinator (VMC) to determine eligibility for shipment of a POV.
2. Read Shipping Your POV. If you did not get a copy from your VMC it is available on-line: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
3. Submit attachment A, "POV TURN-IN SHEET" to the VMC by the deadline established by the VMC. This is necessary for the contractor to partially complete the documentation necessary to ship a POV and reduce the processing time.

WHO CAN SHIP A POV? A crewmember may be eligible to ship a POV with a change of homeport or unit move only if they are issued orders authorizing it from the Navy Personnel Command (NPC) IAW MILPERSMAN 1320-322/NAVADMIN 244/14.

Under normal circumstances crewmembers must have one year remaining on their assignment to the vessel and accompanying the vessel/unit . Contact your unit/vessel move coordinator to see if you may qualify for shipment of your POV.

WHO TO CONTACT TO ARRANGE SHIPMENT: Contact your VMC.

WHEN TO SHIP YOUR POV: You will be assigned a time, date and place to turn in your POV by your VMC. Shipment is normally made within 45 days of ships scheduled departure from losing homeport. It is encumbered on you to keep this appointment. Failure to do so degrades service to you and your shipmates, and may result in out-of-pocket expenses that are not reimbursable. The processing of a POV is done in a thorough and systematic manner and dependent on the condition of the vehicle, some inspections may take longer than others.

RESTRICTIONS: Only one POV owned or leased by the service member or authorized dependent for personal use may be shipped at Government expense. **Shipment is only authorized from the vessel's losing homeport to the new homeport. Shipment to, from, or between any other location is not authorized.**

PICKING UP YOUR POV:

If final destination is a military installation contact your VMC for time and location information.

If final destination is a Vehicle Processing Center (VPC) check In-Transit Visibility on-line at "http://www.pcsmypov.com" Your vehicle must be picked up within 45 days notification of arrival at a VPC. After 45 days storage will be at your expense.

- Exceptions: 1) Storage due to a change in a ship's homeport when there is more than 30 days between the ship's departure from the old homeport and arrival at the new homeport. 2) Storage due to a unit PCS and the unit is deployed more than 30 days enroute.

Attachment A POV Turn-in Sheet - Submit to your VMC

MEMBER'S NAME	
PAY GRADE	
SSN	
YEAR	
MAKE	
MODEL	
TYPE	
2DR/4DR	
COLOR	
STATE	
LICENSE PLATE#	
VIN #	
HEIGHT (INCHES) OF VEHICLE	
EMAIL ADDRESS: STATESIDE PHONE: STATSIDE ADDRESS	

Include:

- (3) Sets of orders
- (3) Copies of Lien Authorization Letter *if vehicle has a lien & shipping overseas
- (3) Copies of Vehicle Registration (must be in name of service member or dependent)
- (3) Copies of Military ID (Front & Back)

(Initials below)

I must contact my VMC of any changes to order, vehicle or departure date. _____

My POV will have less than ¼ tank of gas at turn-in _____

I will provide keys to unlock all compartments of the POV _____

I will provide keys to any locking lug nuts _____

My emergency brake holds the POV _____

My POC will be clean inside & out and vacuumed _____

Only the following may remain in the POV: Jack, tire irons, child car seat, _____

Hand tools not to exceed \$200 in value _____

Stereo/speakers not factory installed must be bolted in or permanently _____

installed as part of the vehicle _____