



ATTACHMENT K4 STORING YOUR POV



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A INTRODUCTION

This attachment provides you information to prepare your Privately Owned Vehicle (POV) for storage under the Global POV Contract (GPC). The successful storage of your POV is not a matter of chance. It is a result of advance preparation and planning. It is your POV. Ask questions. Be involved. Read what you sign. Contact your local Transportation Office (TO) or Personal Property Shipping Office (PPSO) prior to making any plans to store a POV. This attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with (IAW) Department of Defense Directive 5154.29, DoD Pay and Allowances Policy and Procedures as PDTATAC Case 090628.

NOTE: This attachment almost exclusively applies to military members eligible for POV storage. Civilian employees are only authorized POV storage in connection with evacuations (Joint Travel Regulation [JTR] Chapter 6, 060405) or when assigned Temporary Change of Station (TCS) in support of a contingency operation (JTR, Paragraph 032905).

B MILITARY SERVICE INSTRUCTIONS

In addition to instructions contained in this attachment, the shippers and Service TOs are governed by instructions established by the sponsoring Service and the JTR. This attachment does not apply to United States (U.S.) Coast Guard civilian employees as their allowances are governed by the Federal Travel Regulation and Department of Homeland Security regulations.

C POV STORAGE ELIGIBILITY

1. A Service member is eligible to have one POV stored at a storage facility if the member is:
 - a. Ordered to make a Permanent Change of Station (PCS) to a foreign/non-foreign Outside Continental United States (OCONUS) Permanent Duty Station (PDS) and:
 - (1) POV transportation is not permitted due to the country, area, U.S. laws, regulations, other restrictions
 - or
 - (2) The vehicle would require extensive modification (other than normal maintenance servicing) as a condition to entry into the foreign/non-foreign OCONUS PDS.
 - b. Sent to a Temporary Duty Station for more than 30 days to a contingency operation (JTR, Appendix A, Definitions and Acronyms)
 - c. Sent TDY for more than 30 days in support of humanitarian assistance or other emergency operations, as declared by Executive Order or the Administering Secretary, and the Secretary Concerned authorizes POV storage
 - d. Authorized POV transportation because of a change in a ship's home port where there are more than 30 days between the ship's departure from the old home port and arrival at the new home port.
2. Storage: The Services, through their Secretarial processes, may designate POV storage facilities:
 - a. Government-procured Storage Available:
 - (1) If a Service elects to store a member's POV, then the member may personally arrange storage at a commercial facility.
 - (2) A member who personally arranges for storage at a facility other than the Service-designated facility is reimbursed for the actual storage cost not to exceed the Government-constructed storage cost.

- b. Government-procured Storage Not Available, not Designated, or the member has been instructed by the TO/PPSO to store the POV at personal expense:

- (1) The member arranges POV storage at a commercial facility and is reimbursed for the actual storage cost.

NOTE 1: Storage of more than one POV and/or storage of a POV instead of authorized transportation are not allowed. Members are financially responsible for storage and/or transportation of additional POVs.

NOTE 2: Service regulations/guidance may require a letter from the TO authorizing POV storage.

3. Storage in Lieu of Shipment:

- a. POV storage is in lieu of POV shipment both to and from the foreign OCONUS PDS to which a POV shipment is prohibited.
- b. A member who stores a POV at government expense is not authorized POV shipment from the foreign OCONUS location upon subsequent PCS.
- c. A member may ship the stored POV if ordered on a Consecutive Overseas Tour and POV transportation is permitted to the subsequent OCONUS PDS.
- d. A member may not continue to store the POV at government expense while shipping another POV to the subsequent OCONUS PDS.

4. Restrictions:

- a. Vehicle Size: A member who stores a POV that exceeds 20 measurement tons is financially responsible for any storage costs caused by the vehicles excess size. (As an exception, the Secretarial Process may authorize/approve storage of an oversized POV for medical reasons.)
- b. Combining POV Size Limitation When Service Member Is Married to Service Member: The size restriction may be waived for the purpose of storing one larger vehicle at government expense in lieu of storing two POVs (one POV for each member) when each member is authorized POV storage. Payment for storing the vehicle may not exceed the Government's total cost if each member had stored a vehicle within the maximum standard size.
- c. Other Excess Storage Costs: Excess storage costs incurred because of the member's negligence or choice are the member's financial responsibility. Excess costs are collected IAW Component publications.

NOTE 1: Only one POV owned or leased by a member or the member's dependents and for the member's personal use may be placed in storage at Government expense.

NOTE 2: The POV will remain in storage during the member's tour of duty. When the vehicle is removed from storage, it cannot be returned to storage at Government expense under the same orders.

5. Emergency Storage in the Event of Evacuation:

- a. In the event a Department of Defense civilian employee/traveler and/or his/her dependents have to evacuate from an OCONUS PDS, emergency storage expenses for the traveler's POV may be authorized IAW JTR Paragraph 060405.

D NON-CONFORMING POVS

- 1. POVs imported to the United States are subject to safety standards under the Motor Vehicle Safety Act of 1966, revised under the Imported Vehicle Safety Compliance Act of 1988, re-codified at 49 U.S.C. 301; bumper standards under the Motor Vehicle Information and Cost Act

of 1972 (which became effective in 1978), re-codified at 49 U.S.C. 325; and air pollution control standards promulgated by the Environmental Protection Agency (EPA) under the Clean Air Act of 1968, as amended in 1977 and 1990.

2. These laws and regulations apply to importing POVs to any state of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands. Modifications required for nonconforming POVs to comply with U.S. safety and environmental standards are performed by registered importers and independent commercial importers. As a general rule, all POVs less than 25 years old must comply with all applicable federal motor vehicle safety standards, and all POVs less than 21 years old must comply with federal emissions standards. Fulfillment of federal requirements does not relieve the member from fulfilling requirements of a state or district of the United States. For information regarding registration or operation of a properly imported vehicle in a specific state, contact the Department of Motor Vehicles or other agency. Vehicles manufactured to meet the federal motor vehicle safety standards have a certification label affixed by the original manufacturer in the area of the driver-side-door. Vehicles manufactured to meet the federal motor vehicle emissions standards have an emissions label affixed in the engine compartment stating that the vehicle meets U.S. EPA emissions standards. Vehicles lacking these certification labels are nonconforming and must be brought into compliance. Information for importing and converting vehicles to U.S. specifications may be obtained from www.nhtsa.dot.gov/cars/rules/import/.

NOTE: Storage of Non-Conforming POVs in the Continental United States (CONUS) is prohibited.

E INSURANCE AND LICENSING

Insurance and licensing, if required, are the responsibility of the member. Many states allow for submitting a De-Insured Certificate or a Non-Use Certificate to avoid re-registration penalties. Vehicle re-registration requirements are the responsibility of the member; contact your State Department of Motor Vehicles for assistance.

F TYPES OF POVS ALLOWED TO BE STORED

1. Any motor vehicle owned by or on a long-term lease (12 or more months) to a member or a dependent of the member for the primary purpose of providing personal transportation that:
 - a. Is self-propelled;
 - b. Is licensed to travel on the public highways;
 - c. Is designed to carry passengers or household goods; and
 - d. Has four or more wheels or, at the member's option, is a motorcycle or moped, if the member does not ship a vehicle with four or more wheels on the same authorization/order.
2. Propane tanks:
 - a. Vehicles with propane tanks are accepted when the propane tank is an integral part of the vehicle used to power the engine or for other purposes and will require considerable cost for the removal of the tank. The propane tanks allowed must be purged and certified before the POV is turned in at the Vehicle Processing Center (VPC) or port. A label will be affixed or tagged to the tank. The person turning in the vehicle must produce written authority that the tank is empty or has been purged. New and empty tanks meet these requirements. The certification must come from an individual or firm authorized to purge propane tanks. Loose tanks, such as those used for gas stoves or barbeques, are not accepted.

G WHAT MAY BE STORED IN A POV

Only authorized personal articles may remain in a POV when it is turned in for storage. All household items and camping equipment must be removed. The following items may be stored:

1. Items such as jacks, tire irons, tire chains, fire extinguishers, nonflammable tire inflators, first aid kits, jumper cables, and warning triangle/trouble lights
2. One spare tire and two snow tires with wheels (either mounted or un-mounted).

H MEMBER RESPONSIBILITIES

Following a few simple rules will make storing a POV much easier. Failure to follow these rules may cause the POV VPC to refuse the POV for storage. The member must provide valid emergency contact information, including but not limited to their OCONUS duty station forwarding valid address, phone number(s), or personal and work electronic mail address where they may be contacted, and at least one point of contact in the CONUS. This information is necessary should the customer need to be contacted with regards to the status of their vehicle and updates to their storage entitlements.

1. POV-turn in at CONUS/OCONUS (Origin):
 - a. Have three complete sets of orders/amendments and a letter of authorization signed by the TO authorizing POV storage.
 - b. Ensure the POV contains no more than one-fourth tank of fuel (gasoline or diesel).
 - c. An inspector will inspect the POV with the member. When the inspection is completed, the member and the inspector will sign the DD Form 788, Private Vehicle Shipping Document for Automobile, [Figure K4-2](#), or commercial equivalent. The member will be provided with copies of all forms as a receipt for the POV. These copies will be required to pick up the vehicle, and it will be required by the Military Claims Office (MCO) should a claim be filed for loss or damage to the POV. Only the person turning in the POV will be allowed in the inspection area.
 - d. All fluids must be fresh and at the proper levels when the POV is turned in for storage.
 - e. Ensure all leaks have been repaired. POVs showing any type of fluid or oil leaks are not accepted.
 - f. Ensure a fresh battery is installed, especially if current battery is more than two years old. Batteries are tested to ensure readings are between 11.5 to 13.2 volts. If the battery reading is below 11.5 volts, the battery might have to be replaced (at member's expense) while the POV is in storage.
 - g. Make sure the POV is in a safe and operable condition when it is turned in at the VPC. Vehicles that are inoperable or not safe are not accepted.
 - h. Make sure the POV is clean. Dry-vacuum only. The VPC does not accept a POV laden with dirt, soil, mud or similar matter, to include the undercarriage.
 - i. Empty the glove compartments, except for all required items.
 - j. Turn off or otherwise disconnect installed auto alarm or anti-theft device prior to turn-in.
 - k. Have in your possession a valid driver's license, proof of ownership (title and registration), and a photo ID.

- l. Have in your possession a complete set of keys, to include gas cap and wheel lock keys, upon delivery to the VPC. Retain a complete set of duplicate keys and have them with you when you pick up the POV.
- m. If necessary, have a Certified Power of Attorney or letter of authorization from the member/employee designating someone to act on his or her behalf. These options do not apply to a spouse who is identified on the member's/employee's official travel orders. Here is an acceptable example:

“I hereby appoint (name of agent) as my agent for the delivery of my privately owned vehicle (vehicle and ID number) to the appointed military storage facility, and I appoint him/her my attorney-in-fact to sign all documents required for the delivery of my vehicle for storage.”
- n. If your vehicle is leased, you are required to provide a letter authorizing the storage of your vehicle. (Please check your lease documentation or check with your leaseholder beforehand, to avoid a delay in storing your vehicle.)
- o. Ensure your agent has proper civilian identification and all other documentation required to store your POV.
- p. Provide a valid forwarding address, phone number, or personal and work electronic mail address where you may be notified if repairs to the vehicle are required or to update you on your storage entitlements.
- q. Read the liability statements presented by the contractor at the time of turn in.
- r. For OCONUS only: The representative will have the member complete/sign DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, [Figure K4-4](#), where applicable; EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations, [Figure K4-5](#), where applicable; and/or DD Form 1252, US Customs and Border Protection (CBP) Declaration for Personal Property Shipments, Part I, [Figure K4-3](#), where applicable.
- s. If you require a storage extension (i.e., new or extended orders authorizing continued storage), you must provide supporting documentation to the VPC where you turned in your POV prior to storage expiration. Contact information is located at <http://www.pcsmypov.com>. Abandonment procedures will be initiated for POVs without a continuing entitlement and authorization on file.
- t. Ensure the vehicle does not have an unresolved “Recall Notice”. You can check the recall status of your POV by referencing the website <https://vinrcl.safercar.gov/vin>. The VPC can refuse to accept a vehicle for storage if the vehicle presents a safety hazard to a VPC employee or its facilities and/or equipment. Documentation from a certified mechanic/dealership authorized to perform “Recall Notice” repairs may be required. If a recall cannot be corrected due to lack of parts from the original manufacturer or due to a lack of mechanical ability in the geographical area, the customer should contact the VPC for assistance.

I CONTRACTOR RESPONSIBILITIES

1. POV Turn-In Process:
 - a. Advise the member on the vehicle storage process and complete all the documentation required for movement.
 - b. Complete the additional vehicle storage checklist along with the vehicle inspection survey form.
 - c. Ensure vehicles are safe, operable, and leak-free prior to acceptance.
 - d. Ensure motorcycles are crated for delivery to the storage facility.
2. POV Storage:
 - a. Store POVs indoors in accordance with the vehicle manufacturer's recommendations and/or standard commercial practices in effect at the time of storage in order to maintain the operability of the POV while in storage.
 - b. Clean POVs prior to placing them into storage, cover POVs when applicable, and lock POVs while in storage.
 - c. Cycle air conditioning/heat and move POVs every 30 days.
 - d. Repair/replace POV batteries as required to maintain operability.
 - e. Add fuel stabilizer as required.
 - f. Provide repair estimates to the member and Government Contracting Officer's Representative (COR). Repair POVs as necessary to maintain operability of the POV after receiving approval from the Government COR and member.
 - g. Notify the member of all repairs within 1 week of the repair being performed.
3. POV Pick-Up Process:
 - a. Notify the member of the end of their storage entitlement within 45 days prior to the end of their tour of duty as stated in the original orders at the time of turn-in.
 - b. Notify the member if the POV is inoperable or damaged.
 - c. Notify the member of any difference on the odometer that is more than .5 miles per month while in storage.
 - d. Inform the member on claims procedures and provide the member a copy of instructions for filing a claim.
 - e. Handle on-site-claims at the destination VPC if the owner or the owner's agent elects to settle such a claim.
 - f. Note all claimed damage prior to the member leaving the VPC.
 - g. Record remarks indicating the reason for the delay of delivery, loss/damages, and unique shipping circumstances.
 - h. Ensure a joint inspection with the member or the member's agent.
4. Oversized Vehicles:
 - a. Determine whether the member's vehicle exceeds the 20 measurement tons allowance the member is entitled to store at Government expense. To calculate your POVs measurement

ton, multiply the length x width x height of your POV in inches, divide by 1728, and then divide by 40.

- b. Recommend ways to reduce the dimensions of an oversized POV (e.g., remove ladders, externally mounted spare tires, and/or luggage racks and/or fold/remove side mirrors).
 - c. Calculate the charges for any excess costs for the storage of an oversized vehicle and prepare documents.
 - d. When the cost is determined, explain how the costs are determined and will be collected from the customer using DD Form 139, Pay Adjustment Authorization, [Figure K4-1](#). The contractor may also refer the customer to the Government COR responsible for the VPC turn-in site.
5. Joint Inspection:
- a. Perform a joint inspection of the member's POV and record the physical condition of the POV. You are allowed to take exception to the inspector's recording of the physical condition of your POV on the reverse side of the vehicle inspection form. Only the person responsible for vehicle turn-in/pick-up is allowed in the inspection area.
 - b. Provide the member the opportunity to comment on the service the member received on the DD Form 788 or on the USTRANSCOM-approved commercial equivalent vehicle inspection form.
 - c. Pack, secure, and inventory authorized personal contents that will remain in the POV and provide a copy of the inventory to the member.
 - d. Provide the member with a legible copy of DD Form 788 or the commercial equivalent upon acceptance of the member's POV.
- NOTE:** It is important to retain this document and have it in your possession at the time of pickup to compare the condition of the vehicle with that recorded at turn-in.
6. Routing to a Storage Facility:
- a. Move the vehicle to the storage facility it selects. The vehicle may be moved to another storage facility at any time while in storage. The relocation of the POV to another storage location has no effect on your storage entitlement.
7. Liability:
- a. Contractor is liable for up to the fair market value of POV according to the National Automobile Dealers Association (NADA) Official Used Car Guide.
 - b. The contractor is not liable for any degradation due to the member's unwillingness to maintain the POV in storage.

J CUSTOMER FEEDBACK

1. USTRANSCOM depends on the customer to monitor the contractor's service to provide customers with quality services. We request all VPC customers to complete "Customer Feedback." This feedback provides additional information and allows the Government and the contractor to take action to correct deficiencies when they occur, and it is your opportunity to provide input in the POV storage process.

2. Only the Government representative has access to the Customer Feedback. If the Government contractor utilizes a comment card as the tool to solicit customer feedback, it is preferred the card be turned in at the VPC, the customer has the option to complete the card and mail it to:

USTRANSCOM
ATTN: TCJ4-H
1 Soldier Way, Building 1900 West
Scott AFB, IL 62225

K LOSS AND DAMAGE

When picking up your POV:

1. Carefully inspect the exterior and interior to determine whether there are any new damages.
2. Make sure items left in the POV at the origin terminal are still there.
3. Annotate all discovered loss and/or damage to your POV on your vehicle shipping document (DD Form 788) or commercial equivalent. Failure to do this may result in no payment for this damage.

L ADVANCE MEMBER PICKUP NOTIFICATION

In the event you have not already contacted the storage facility or managing VPC to arrange the pickup of your POV, you will be notified by them via certified mail with pre-pickup information 45 days prior to your tour end date. Vehicles are stored for a period of 90 days after termination of tour of duty. If no contact is made by the end of 90-day period after termination of the member's tour of duty, POV abandonment procedures will be initiated.

M DELIVERY FROM A STORAGE FACILITY FOR PICKUP AT CONUS/OCONUS VPC

You must provide the contractor with pickup or forwarding instructions no less than 30 days prior to the requested delivery date at the designated CONUS VPC or delivery to a CONUS VPC for OCONUS movement. The instructions are located at <http://www.pcsmypov.com/>. Movement from storage requires a complete copy of the members' new orders, including amendments. In addition, movement to OCONUS points will require the documents specified in "Shipping Your POV" attachment.

N EARLY RELEASE OF POV FROM STORAGE WITHOUT NEW PCS ORDERS

Members requesting early release of POVs from storage for personal reasons without new PCS orders must be aware of the following:

1. Once a POV is released from storage, that POV is not authorized further storage at Government expense, to include personally procured storage, until new orders are issued.
2. POVs withdrawn from storage without new orders are only authorized movement to the original CONUS turn-in VPC or the CONUS VPC serving the storage site. The POV is not authorized movement to the OCONUS turn-in site.
3. The Service must approve any movement requiring transport to another CONUS VPC before movement can occur, and the member must agree to pay any excess costs associated with the move.

O ABANDONED POVS

If all required notification procedures have been met and the customer has not responded or has signed authorizing disposal, the USTRANSCOM Personal Property Division will proceed with POV abandonment/disposal. Legally declared abandoned POVs will no longer be maintained and may be

removed from the enclosed storage facility (if applicable) to a secured outdoor holding area until the vehicle is disposed of.

P GOVERNMENT ASSISTANCE

Most VPCs have a COR available on site to assist you in the movement and/or storage of your POV. If required, please ask the contractor to be referred to the COR. In those instances where a COR is not available, the member will be put in telephone contact with a COR at another VPC who can assist.

Q GLOBAL POV CONTRACTOR WEBSITE

Customers can obtain information online regarding the status of their POVs by visiting <http://www.pcsmypov.com/>. In addition to the individual locations listed in Paragraph R, customers desiring to make an appointment at a VPC should call 855-389-9499.

This information includes:

1. Turning in/picking up a POV
2. Shipping/storing services
3. VPC locations (CONUS/OCONUS)
4. Required documentation
5. Frequently asked questions.

R GENERAL VPC INFORMATION

POVs must be turned in and, picked up, at a VPC and will be transported to the Vehicle Storage Facility. VPC locations may be found at <https://www.pcsmypov.com/Locations>.

1. CONUS Vehicle Processing Center Information:

POV processing hours of operation are **Monday to Friday**, 0800 to 1600. VPCs are closed on weekends and Federal Holidays. It is highly recommended you arrive at the VPC by 1500 hours to ensure processing is completed on time. During inclement weather, a VPC may open later or close earlier than the scheduled time. Call the servicing VPC to confirm hours of operation.

Atlanta 2579 Campbell Boulevard Ellenwood, Georgia 30294 Phone: 404-425-9177 Toll Free: 855-389-9499 E-mail: Atlanta.VPC@ialpov.us	Baltimore 6333 Macaw Court Elkridge, MD 21075 Phone: 667-401-0770 Toll Free: 855-389-9499 E-mail: Baltimore.VPC@ialpov.us
Charleston 3601 Meeting Street Rd North Charleston, SC 29405 Phone: 843-647-6635 Toll Free: 855-389-9499 E-mail: Charleston.VPC@ialpov.us	Dallas 957 Heinz Way Grand Prairie, TX 75051 Phone: 469-203-8629 Toll Free: 855-389-9499 Fax: 972-639-3976 E-mail: Dallas.VPC@ialpov.us
Los Angeles 14611 South Broadway St Gardena, CA 90248 Phone: 424-488-7696 Toll Free: 855-389-9499 Fax: 310-697-4565 E-mail: LosAngeles.VPC@ialpov.us	Norfolk 1215 Executive Blvd Chesapeake, VA 23320 Phone: 757-320-4254 Toll Free: 855-389-9499 E-mail: Norfolk.VPC@ialpov.us

San Diego 11433 Woodside Ave Santee, CA 92071 Phone: 559-483-9955 Toll Free: 855-389-9499 Fax: 619-956-0975 E-mail: SanDiego.VPC@ialpov.us	Seattle 654 Milwaukee Ave N Auburn, WA 98001 Phone: 253-948-3488 Toll Free: 855-389-9499 E-mail: Seattle.VPC@ialpov.us
St. Louis 13918 Saint Charles Rock Rd Bridgeton, MO 63044 Phone: 314-326-4153 Toll Free: 855-389-9499 E-mail: StLouis.VPC@ialpov.us	

2. OCONUS Vehicle Processing Center Information:

POV processing hours vary (see table). OCONUS VPCs are closed on Saturday, Sunday, U.S. Federal Holidays, and Host Nation Holidays. It is highly recommended you call in advance to confirm operating hours and arrive at the VPC by 1500 hours to ensure processing is completed on time.

<u>Alaska – Anchorage</u> *POV Processing Hours 0800–1600. Anchorage Vehicle Processing Center 300 LaTouche St Anchorage, AK 99501 Phone: 907-891-8496 Toll Free: 855-389-9499 Fax: 907-227-1201 E-mail: Anchorage.VPC@ialpov.us	<u>Alaska – Fairbanks</u> *POV Processing Hours 0800–1600. Fairbanks Vehicle Processing Center 5250 Airport Industrial Rd Fairbanks, AK 99709 Phone: 907-891-8499 Toll Free: 855-389-9499 Fax: 907-459-5591 E-mail: Fairbanks.VPC@ialpov.us
<u>Bahrain</u> *POV Processing Hours 0800–1600. Open Sunday through Thursday Closed Friday and Saturday Bahrain Vehicle Processing Center EM Cargo Building 167, Gate 4 Road 4903, East Riffa Industrial Area Al Musaskar 940, Kingdom of Bahrain Phone: 00973 17 702417 E-mail: Bahrain.vpc@ialpov.us	<u>Belgium – Chievres</u> *POV Processing Hours 0800–1600. Chievres Vehicle Processing Center 80th Asg Chievres Air Base, Building 46 Chievres, Walloon Region, Belgium 7950 Phone: 0032 68 331 980 E-mail: Chievres.vpc@ialpov.us
<u>Benelux Schinnen Netherlands</u> *POV Processing Hours 0800–1600. Schinnen Vehicle Processing Center Borgerweg 10 Building 27, Room 102 Schinnen, Netherlands, 6365 CW Phone: 0031-46 443 0732 E-mail: Chievres.vpc@ialpov.us	<u>Germany – Ansbach</u> *POV Processing Hours 0800–1600. Ansbach Vehicle Processing Center Meinhardswindener Strasse 25 Barton Barracks; Building 5259 Ansbach, Bavaria, Germany, 91522 Local: 49 981 97781159 Email: Ansbach.VPC@ialpov.us

<u>Germany – Baumholder</u> *POV Processing Hours 0800–1600. Baumholder Vehicle Processing Center Clinic Barracks, Gate 15 on L 169 Street Building 8751 Baumholder, Germany, 55774 Phone: 0049 6783-9008476 E-mail: Baumholder.VPC@ialpov.us	<u>Germany – Boeblingen</u> *POV Processing Hours 0800–1600. Boeblingen Vehicle Processing Center Panzerkaserne Building 2931 Boeblingen, BW, Germany, 71032 Phone: 0049 7031 7334749 E-mail: Boeblingen.VPC@ialpov.us
<u>Germany – Grafenwoehr</u> *POV Processing Hours 0800–1600. Grafenwoehr Vehicle Processing Center U.S. Grafenwoehr Base 322 Shiloh Avenue Grafenwoehr, BY, Germany, 92655 Phone: 0049 9641 9260061 E-mail: Ansbach.VPC@ialpov.us	<u>Germany – Kaiserslautern</u> *POV Processing Hours 0800–1600. Kaiserslautern Vehicle Processing Center Kapaun Air Station Building 2806 Kaiserslautern, RP, Germany, 67661 Phone: 0049 631-35790088 E-mail: Kaiserslautern.vpc@ialpov.us
<u>Germany – Spangdahlem</u> *POV Processing Hours 0800–1600. Spangdahlem Vehicle Processing Center Spangdahlem Air Base Building 222 Spangdahlem, RP, Germany, 54529 Phone: 0049 6565 9558009 E-mail: Spangdahlem.vpc@ialpov.us	<u>Germany – Wiesbaden</u> *POV Processing Hours 0800–1600. Wiesbaden Vehicle Processing Center Mainz-Kastel Station, Building 4013, Mainz Kastel, HE, Germany, 55252 Phone: 0049 6134 6019144 Fax: 0049-6134-5679774 E-mail: Wiesbaden.vpc@ialpov.us
<u>Guam</u> *POV Processing Hours 0800–1600. Guam Vehicle Processing Center Naval Activities Branch Building 3179 Santa Rita, GU, Guam 96915 3134 Phone: 671-339-2205 Toll Free: 877-716-7702 Fax: 671-564-2105 E-mail: Guam.VPC@ialpov.us	<u>Hawaii</u> *POV Processing Hours 0800–1500. Honolulu Vehicle Processing Center Honolulu Harbor Pier 1 Fort Armstrong, Forrest Avenue Honolulu, HI 96813 Phone: 808-670-3095 Toll Free: 855-389-9499 Fax: 808-439-6847 E-mail: Honolulu.VPC@ialpov.us
<u>Italy – Aviano</u> *POV Processing Hours 0800–1600. Aviano Vehicle Processing Center Via dei Longobardi 49, San Quirino, Italy, 33080 Phone: 0039 0434 -919625 E-mail: Aviano.vpc@ialpov.us	<u>Italy – Livorno</u> *POV Processing Hours 0800–1600. Livorno Vehicle Processing Center Leghorn Army Depot, Gate 27, Building 5138 Depot Via Aurelia Tombolo Pisa Livorno, Italy, 56128 Phone: 0039 050-989200 E-mail: Livorno.vpc@ialpov.us

<u>Italy – Naples</u> *POV Processing Hours 0800–1600. Naples Vehicle Processing Center U.S. Navy Support Site Building 2081, Contrada Boscariello Gricignano di Aversa, Campania, Italy, 81030 Phone: 0039 081-8116522 E-mail: Naples.vpc@ialpov.us	<u>Italy – Sigonella</u> *POV Processing Hours 0800-1600. Sigonella Vehicle Processing Center Base Navale USA/NAS II, Building 724, Strada Statale 417, Catania-Gela, Piano d’ Arci/Sigonella, Sicilia(CT), Italy, 95030 Phone: 0039 095-865529 Fax: 0039-095-86-5413 E-mail: Sigonella.vpc@ialpov.us
<u>Italy – Vicenza</u> *POV Processing Hours 0800–1600. Vicenza Vehicle Processing Center Via Strada Della Pelose Building 928, Entrance 8, Torri di Quartesolo Vizenca, Veneto, Italy, 36040 Phone: 0039 0444-380262 E-mail: Vicenza.vpc@ialpov.us	<u>Puerto Rico</u> *POV Processing Hours 0800–1600 Rodi Cargo International Group VPC Lote 26, Calle Campeche, Carolina 00987 San Juan, PR, Puerto Rico, 00920 Phone: 939-277-9014 Toll Free: 855-389-9499 Fax: 787-776-9499 E-mail: PuertoRico.VPC@ialpov.us
<u>South Korea – Daegu</u> *POV Processing Hours 0800–1600. Daegu Vehicle Processing Center Area IV Support Activity Daegu Camp Henry, Building 1415 Daegu, South Korea, AP 96218 Phone: 82-53-470-8812 Fax: 82-53-470-8113 E-mail: Daegu.VPC@ialpov.us	<u>South Korea – Pyongtaek</u> *POV Processing Hours 0800–1600. Pyongtaek Vehicle Processing Center Building 7040, Indian Head Avenue 11th Street, Camp Humphrey, Pyongtaek South Korea APO AP 96271 Phone: 82-02-798-7032 Fax: 82-02-798-7033 E-mail: VPC@ialpov.us
<u>Spain</u> *POV Processing Hours 0800–1300/1400–1600. Rota Vehicle Processing Center C/Inventor Pedro Cawley 10, Polígono Ind. Las Salinas del Levante El Puerto de Santa María, AL, Spain, 11500 Phone: 34 956 852 034 Toll Free: 900 321 321 E-mail: Rota.vpc@ialpov.us	<u>Turkey - Incirlik</u> *POV Processing Hours 0800–1600. Incirlik Vehicle Processing Center Delta Shipping and Trading Inc. Co. Yenimahalle 33 Sokak No. 31, Incirlik Adana, Turkey 01340 Phone: 90 322 332 78 50 E-mail: Incirlik.VPC@ialpov.us
<u>Turkey – Izmir</u> *POV Processing Hours 0800–1600. Izmir Vehicle Processing Center Delta Shipping and Trading Inc. Co. Doganlar Mah. 1417 Sokak, Bornova Izmir, Turkey 35040 Phone: 0090 232 479 1929 E-mail: Izmir.vpc@ialpov.us	<u>United Kingdom</u> *POV Processing Hours 0800–1600. Brandon Vehicle Processing Center Field Road, (beside ESSO station) Mildenhall Suffolk, Great Britain, IP28 7AL Phone: 0044 1638 515 714 E-mail: Brandon.vpc@ialpov.us

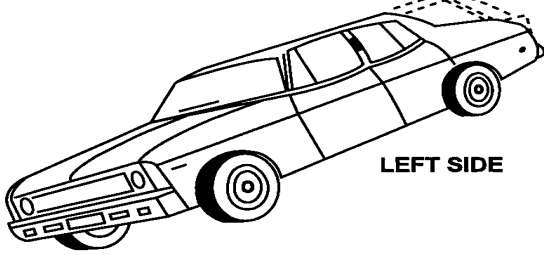
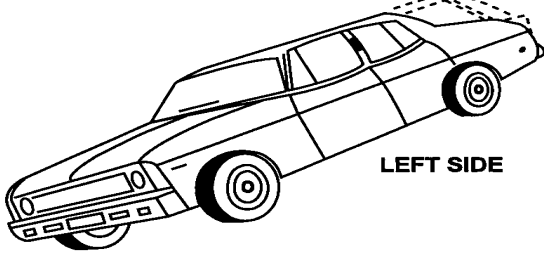
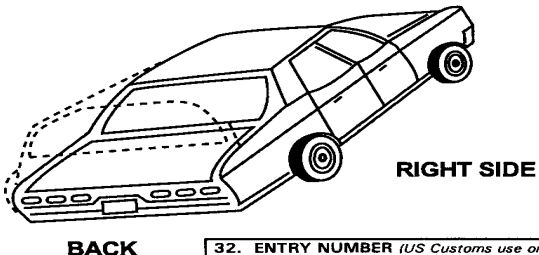
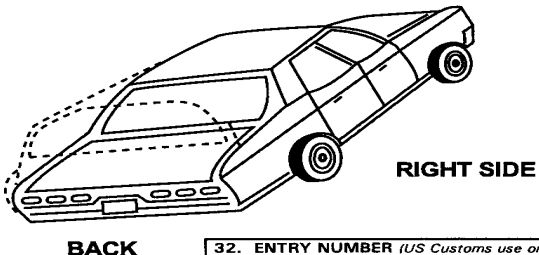
PAY ADJUSTMENT AUTHORIZATION				<i>NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.</i>			
MEMBER (Last name) (First) (Middle)			SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE	
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA				
FROM				NAME OF ACCOUNTABLE D.O.			
				SYMBOL NO.	G.A.O. EXCEPTION CODE		
TO 						YOU ARE HEREBY AUTHORIZED TO ☐ CHARGE ☐ CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE	
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
<i>The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.</i>							
FROM				CERTIFYING OFFICER (Name, rank/grade, and signature)			
C E R T I F I C A T E	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						TYPED NAME AND GRADE OF D.O.
	TO 						D.O. SYMBOL NO.
							DATE
						SIGNATURE	

DD FORM 139, MAY 53

EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69.

Form approved by Comp. Gen., U.S. Army 22 4023

Figure K4-1. DD Form 139, Pay Adjustment Authorization

PRIVATE VEHICLE SHIPPING DOCUMENT FOR AUTOMOBILE											
TCMD DATA	1. DOC ID (1-3) TP1	2. CONTAINER NO. (4-8)	3. CONSIGNOR (9-14)	4. COMM-EX (15-19)	5. POE (21-23)	6. POD (24-26)	7. PACK (28-29)				
8. TRANSPORTATION CONTROL NUMBER (30-46)			9. CONSIGNEE (47-52)		10. RDD (54-56)		11. TR ACCOUNT (64-67)		12. PIECES (68-71)	13. WEIGHT (72-76)	
14. CUBE (77-78)		15. DOC ID (1-3) TP8		16. POV YR, MAKE (9-14)		17. OWNER'S LAST NAME (54-66)		18. F & MI (67-68)		19. GRADE (69-70)	
20. STATE (71-72)		21. LICENSE NUMBER (73-77)		21. COLOR (78-80)		22. BODY TYPE		23. VEHICLE IDENTIFICATION NUMBER			
24. ODOMETER READING			25. VESSEL (Voyage Number)			26. AUTHORIZATION CHARGES PAID, ETC.			27. DATE LOADED (YYYYMMDD)		
28. STOWAGE LOCATION				29. BILLING ADDRESS FOR NOTIFICATION PURPOSES							
30. Inspected in my presence, condition acknowledged as marked below, and conditions governing shipment on back accepted. a. DATE (YYYYMMDD) b. SIGNATURE OF OWNER OR AGENT c. NAME OF AGENT (Last, First, Middle Initial) (Print) d. STREET ADDRESS e. CITY, STATE, AND ZIP CODE				f. (1) USER CODE	(2) INSPECTION	(3) DATE (YYYYMMDD)	(4) INSPECTOR'S PRINTED NAME (Last, First, Middle Initial)				
				X	(a) Turn in joint inspection - owner/agent & Government representative						
				T	(b) POE use (Optional)						
				☐	(c) POE check in stow/condition when stuffed in container						
				☐	(d) POD check in stow/condition when removed from container						
				☐	(e) Release of custody by discharge stevedore						
				*	(f) POD use (Optional)						
Retain this form for proof of shipment for return transport at government expense or proof of POV Import Control Program participation. 31. AFTER INITIAL INSPECTION, RECORD ONLY MARS EXPOSING BARE METAL AND/OR STRUCTURAL DAMAGE.											
 FRONT				 LEFT SIDE				 RIGHT SIDE			
				 BACK				32. ENTRY NUMBER (US Customs use only)			
POV CONDITION CODES		BE - Bent BR - Broken CH - Chipped		CR - Cracked DE - Dent GO - Gouged		LO - Loose MA - Marred MG - Missing		MI - Mildewed PF - Paint Faded RS - Rusty		RU - Rubbed SC - Scratched SO - Soiled	
TO - Torn WO - Badly Worn											
33. INTERIOR CONDITION			CODE	34. ACCESSORIES			IN BOX	LOOSE	35. PROCESSING SERVICE		
a. FRONT SEATS				a. CATALYTIC CONVERTER/PELLETS					a. ADD/DRAIN FUEL		
b. REAR SEAT				b. SIDE MIRRORS							
c. REAR MIRROR				c. ANTENNA					b. CONNECT/DISCONNECT BATTERY		
d. FRONT SEAT BELTS				d. FAN BELT							
e. REAR SEAT BELTS				e. FENDER SKIRTS					c. PACK ACCESSORIES		
f. ASH TRAYS				f. FIRE EXTINGUISHER							
g. FLOOR MATS				g. FIRST AID KITS					d. OTHER		
h. DOOR PANELS				h. CIGARETTE LIGHTER							
i. ARM RESTS				i. HAND TOOLS/FLASHLIGHT							
j. REAR SPEAKERS (Additional)				j. HUB CAPS							
k. CUSHION				k. JACK/LUG WRENCH							
l. UPHOLSTERY				l. JUMPER CABLES							
m. RADIO (AM, FM, Tape)				m. LUGGAGE RACK							
n. CB RADIO				n. BLANKET							
o. CARPET				o. WARNING TRIANGLE/TROUBLE LIGHT							
p. CLOCK				p. SPARE TIRE							
36. DOD POV IMPORT CONTROL PROGRAM (X appropriate box for all vehicles) a. THE VEHICLE DESCRIBED ABOVE: ☐ (1) Does not have a manufacturer's label affixed certifying its conformance with US EPA emission standards. (Bonding with US Customs required.) ☐ (2) Does not have a manufacturer's label affixed and is pre 75 diesel powered or pre 68 gasoline powered vehicle and is not regulated under CAA. ☐ (3) Was certified as meeting US EPA emission standards without using a catalyst or was shipped overseas prior to 1 March 1976. ☐ (4) Requires a catalyst and/or operable oxygen sensor to meet US EPA emissions standards. (Select appropriate options under Import or Export sections.) b. IMPORT (If POV is equipped with an oxygen sensor, option 3 may also have to be marked.) ☐ (1) The catalyst was removed prior to use overseas and: ☐ (a) Has been reinstalled prior to shipment. (Proof of installation required.) ☐ (b) Will be reinstalled in accordance with the EPA Waiver. ☐ (2) The catalyst was not removed prior to use overseas and: ☐ (a) A new catalyst has been installed prior to shipment. (Proof of installation required.) ☐ (b) A new catalyst is accompanying the vehicle and will be installed in accordance with the EPA Waiver. ☐ (3) This POV requires an oxygen sensor to meet US EPA emissions standards and: ☐ (a) An operable sensor has been installed prior to shipment. (Proof of installation required.) ☐ (b) An operable sensor is accompanying the vehicle and will be installed in accordance with the EPA Waiver. ☐ (4) No replacement catalyst and/or operable oxygen sensor is accompanying this vehicle. The owner must post bond with US Customs prior to vehicle release at the US Port of Entry, except if a NEW catalyst and/or oxygen sensor is presented to Customs prior to the release of the vehicle. c. EXPORT (If POV is equipped with an oxygen sensor, X as applicable.) ☐ (1) Catalyst ☐ Oxygen sensor has been removed and is accompanying the vehicle. ☐ (2) Catalyst ☐ Oxygen sensor will be removed at the overseas port prior to using leaded gasoline. ☐ (3) Catalyst ☐ Oxygen sensor will be replaced overseas just prior to turn-in or a new catalyst/oxygen sensor will accompany the vehicle when it is returned to the US. ☐ (4) The vehicle owner does not desire to participate in the DoD POV Import Control Program. (Bond with US Customs required upon return.)											

DD FORM 788, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile

CONDITIONS GOVERNING SHIPMENT	
I UNDERSTAND AND ACCEPT THE TERMS UNDER WHICH THIS VEHICLE WILL BE TRANSPORTED OVERSEAS AS SET FORTH IN EXISTING REGULATION, i.e.: 1. That only one (1) privately-owned vehicle is being transported overseas under permanent change of station orders for the owner and/or his family as personal property, and that it is free of any legal encumbrance that would preclude its shipment and is not intended for resale. Owner must also retain a second (extra) set of keys. 2. That this vehicle contains no personal property in excess of that authorized in regulations of the Service concerned. I further understand that personal property shipped will only include those items that can fit in the container normally provided for vehicular tools and accessories. (3) That no land transportation is authorized at Government expense except as specified in Section 12 of the Missing Persons Act, as amended, and 10 USC Section 2634(a). (4) That failure of the owner to provide sufficient permanent type antifreeze to protect the cooling system to minus 20 degrees F (or lower if determined to be necessary by the shipping port) relieves the Government of any liability for damage due to freezing. THIS CERTIFICATE constitutes authority for the placing in available storage chosen by the port, at the complete expense of the owner and at no cost whatsoever to the Government, the vehicle herein property of above named owner, (1) by the port of embarkation in the event that shipment of privately-owned vehicles therefrom is suspended or terminated because of a national emergency, and (2) by the port of debarkation in the event that the automobile is not picked up by the owner or his agent within forty-five (45) days after dispatch of the notification of its arrival. I further understand that should the vehicle be placed in such storage, the Government, thenceforth, would not be responsible for its release or return to the owner or agent.	
37. DELIVERY RECEIPT	
a. EXCEPTIONS	
(1) BY OWNER	(2) VERIFICATION OR DISAGREEMENT WITH REASONS
b. TERMINAL SERVICE - PICKUP (<i>X as applicable. If unsatisfactory, specify.</i>) ☐ SATISFACTORY ☐ UNSATISFACTORY	
38. MISCELLANEOUS INFORMATION	
39. I HEREBY ACKNOWLEDGE RECEIPT OF MY VEHICLE IN THE CONDITION IN WHICH I TURNED IT IN TO THE U.S. GOVERNMENT REPRESENTATIVE FOR TRANSSHIPMENT, EXCEPT AS NOTED ABOVE. a. SIGNATURE OF OWNER OR AGENT b. DATE (YYYYMMDD)	
40. SIGNATURE OF VERIFYING U.S. GOVERNMENT REPRESENTATIVE	41. NAME OF PORT

DD FORM 788 (BACK). SEP 1998

Figure K4-2. DD Form 788, Private Vehicle Shipping Document for Automobile (Cont'd)

US CUSTOMS AND BORDER PROTECTION (CBP) DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	CBP DECLARATION NUMBER
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE(S): To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner CBP declaration for type of shipment and reason for shipment. Section B - Overseas Port shipment data. ROUTINE USE(S): (1) Use of your Social Security Number is proof of identification that person processing through CBP is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which CBP fees are due, are found in shipment. (2) Origin transportation officer retains a copy as proof that shipment has been properly processed. Copy will be destroyed when no longer required. DISCLOSURE: Voluntary; however, failure to provide your SSN and other requested personal information may cause delay in processing through CBP, pending positive identification.			
PART I - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES			
1. TO: (Overseas POE/APCE)		2. FROM: (Transportation Officer)	
SECTION A - OWNER'S CBP DECLARATION (Attach copy of orders)			
3. NAME (Last, First, Middle Initial) (Print or type)		4. GRADE	5. SOCIAL SECURITY NUMBER
6. UNIT ADDRESS OVERSEAS (Include APO number)		7. ADDRESS IN UNITED STATES (Include ZIP Code)	
8. DECLARATION FOR: (X appropriate item) (Attach copy of orders) ☐ HOUSEHOLD GOODS ☐ UNACCOMPANIED BAGGAGE ☐ PRIVATELY OWNED VEHICLE			
9. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items are to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for (State number) _____ members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of CBP declaration forms: Alcohol beverages (State number) _____; Cigars (State number) _____; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)			
☐ a. Assigned to permanent duty overseas.			
☐ b. Required to perform temporary duty overseas for 140 days or more.			
☐ c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.			
☐ d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.			
☐ e. Directed to evacuate myself, family, or personal property to the United States.			
☐ f. Directed to ship personal property in advance of the issuance of travel orders.			
10. THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 4500.9-R PART V AND OVERSEAS INSTRUCTIONS.			
a. SIGNATURE OF OWNER		b. DATE (YYYYMMDD)	
11. REMARKS		12. FOR USE OF US CBP OFFICERS	
SECTION B - OVERSEAS PORT SHIPMENT DATA			
13. NAME OF CARRIER		14. VOYAGE OR FLIGHT NO.	
DD FORM 1252, FEB 2006 PREVIOUS EDITION IS OBSOLETE. FormFlow/Adobe Professional 6.0			
COPY DESIGNATION (X one):			
☐ 1 Attach to Manifest		☐ 3 Origin Transportation Office file	
☐ 2 Place in envelope affixed to No. 1 cargo container or in No. 1 transocean cargo container		☐ 4 Owner	

**Figure K4-3. DD Form 1252, US Customs and Border Protection (CBP)
Declaration for Personal Property Shipments**

— DECLARATION —			
Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards			
OMB No. 2127-0002 Exp. 04-30-2017		Public Law 100-562, 49 USC Chap. 301	
PORT OF ENTRY	CUSTOMS PORT CODE	CUSTOMS ENTRY NO	ENTRY DATE
MAKE OF VEHICLE	MODEL	YEAR	VEHICLE IDENTIFICATION NUMBER (VIN)
REGISTERED IMPORTER NAME AND NHTSA REGISTRATION NUMBER (Required when Box 3 is checked)			VEHICLE ELIGIBILITY NO. (Box 3)
DESCRIPTION OF MERCHANDISE IF MOTOR VEHICLE EQUIPMENT			
☐ 1. The vehicle is 25 or more years old or the equipment item was manufactured on a date when no applicable Federal Motor Vehicle Safety Standard or Theft Prevention Standard was in effect. Date of manufacture: _____ [591.5(i)] ☐ 2A. The vehicle or equipment item conforms to all applicable Federal Motor Vehicle Safety Standards (or the vehicle does not conform solely because readily attachable equipment items that will be attached to it before it is offered for sale to the first purchaser for purposes other than resale are not attached), and Bumper and Theft Prevention Standards, and bears a certification label or tag to that effect permanently affixed by the original manufacturer to the vehicle or affixed by the manufacturer to the equipment item or to its delivery container in accordance with applicable National Highway Traffic Safety Administration (NHTSA) regulations [591.5(b)]. ☐ 2B. The vehicle was certified by its original manufacturer as conforming to all applicable Canadian motor vehicle safety standards and its original manufacturer confirms that the vehicle conforms to all applicable U.S. Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards (or that it conforms to all such standards except for the labeling requirements of Standards Nos. 101 and 110 or 120, and/or the specifications of Standard No. 108 relating to daytime running lamps), and the vehicle is not a salvage motor vehicle, a repaired salvage motor vehicle, or a reconstructed motor vehicle, and I am importing it for personal use. [591.5(g)]. Attachment: Copy of manufacturer's confirmation letter. ☐ 3. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, but I am eligible to import it because NHTSA has determined that the model and model year of the vehicle to be imported is eligible for importation into the United States, and the vehicle is not a salvage motor vehicle or a reconstructed motor vehicle, and I have furnished a bond, which is attached to this declaration, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury. If the Administrator of NHTSA determines that the vehicle has not been brought into conformity with all such standards within 120 days after importation, then I state that I will deliver such vehicle to the Secretary of Homeland Security for export, or abandon it to the United States [591.5(i)], and that: a. I have registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked; or b. I have executed a contract or other agreement, which is attached to this declaration, with an importer who has registered with NHTSA and whose registration is not suspended and has not been revoked. [591.5(j)] Attachments: Copy of DOT Bond; and Copy of Contract with a Registered Importer, if applicable. ☐ 4. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but is intended solely for export and is labeled for export on the vehicle or equipment item, and the outside of any container of the vehicle or equipment item bears a label or tag to that effect. [591.5(c)] ☐ 5. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist: a. I am a nonresident of the United States and the vehicle is registered in a country other than the United States; b. I am temporarily importing the vehicle for personal use for a period not to exceed 1 year, and will not sell it during that time; and c. I will export it not later than the end of 1 year after entry, and the declaration contains my passport number and country of issue. [591.5(d)] d. Passport No. _____ Country of Issue _____ ☐ 6. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist: a. I am a member of a foreign government on assignment in the United States, or a member of the Secretariat of a public international organization so designated under the International Organizations Immunities Act, and within the class of persons for whom free entry of motor vehicles has been authorized by the Department of State; b. I am importing the vehicle on a temporary basis for my personal use, and will register it through the Office of Foreign Missions of the Department of State; c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph; d. I will obtain from the Office of Foreign Missions of the State Department, before departing the United States at the conclusion of a tour of duty, an ownership title to the vehicle good for export only; and e. I have attached a copy of my official orders. [591.5(h)(1)] Name of Embassy: _____ Attachment: Copy of Official Orders. ☐ 7. The vehicle or equipment does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but is being imported solely for the purpose of research, investigations, demonstrations or training, or competitive racing events, and I state that I will comply with the applicable restrictions on importers of such merchandise as specified in 49 CFR 591.7 and I will provide the Administrator with documentary proof of export or destruction not later than 30 days following the end of the period for which the vehicle has been admitted into the United States. [591.5(i)] Attachment: a. Copy of NHTSA permission letter if the importer is not an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable Federal Motor Vehicle Safety Standards (FMVSS). Use on the public roads must be authorized specifically. [591.6(f)(1) or (2)]. b. Importer's statement describing the use to be made of the vehicle or equipment item if the importer is an original manufacturer of motor vehicles (or a wholly owned subsidiary thereof) that are certified to conform to all applicable FMVSS. If use on the public roads is an integral part of the purpose for which the vehicle or equipment item is imported, the statement shall describe the purpose that makes such use necessary, state the estimated period of time during which use of the vehicle or equipment item on the public roads is necessary, and state the intended means of final disposition (and disposition date) of the vehicle or equipment item after completion of the purpose for which it is imported. [591.6(f)(3)] ☐ 8. The vehicle was not manufactured primarily for use on the public roads and thus is not a motor vehicle subject to the Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards or the equipment item is not a system, part, or component of a motor vehicle and thus is not an item of motor vehicle equipment subject to the Federal Motor Vehicle Safety Standards. [591.5(a)] Attachment: Importer's statement substantiating that the vehicle was not manufactured for use on the public roads, other than the equipment item was not manufactured for use on a motor vehicle or is not an item of motor vehicle equipment. [591.6(a)] ☐ 9. The vehicle or equipment item requires further manufacturing operations to perform its intended function, other than the addition of readily attachable equipment items such as mirrors, wipers, or tire and rim assemblies, or minor finishing operations such as painting, and any part of such vehicle that is required to be marked by the Theft Prevention Standard is marked in accordance with that standard. [591.5(e)] Attachment: For a vehicle, a copy of the Incomplete Vehicle Document, issued by the incomplete vehicle manufacturer, providing guidance on completing the vehicle so that it conforms to all applicable Federal Motor Vehicle Safety Standards (FMVSS). For an equipment item, a statement issued by the item's manufacturer identifying the applicable FMVSS to which the item does not conform and describing the further manufacturing required for the item to perform its intended function. [591.6(b)]. ☐ 10. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards but is being imported solely for the purpose of show and display, and I state that I will comply with all applicable restrictions on importers of such vehicles as specified in 49 CFR 591.7. [591.5(j)] Attachment: Copy of NHTSA Permission Letter. ☐ 11. The equipment item is subject to the Theft Prevention Standard and is marked in accordance with the requirements of 49 CFR Part 541. [591.5(k)] ☐ 12. The vehicle does not conform to all applicable Federal Motor Vehicle Safety, Bumper, and Theft Prevention Standards, but I am eligible to import it because all of the following conditions exist: a. I am a member of the armed forces of a foreign country on assignment in the United States; b. I am importing the vehicle on a temporary basis, and for my personal use; c. I will not sell the vehicle to any person in the United States, other than a person eligible to import a vehicle under this paragraph; d. I will export the vehicle upon departing the United States at the conclusion of my tour of duty; and e. I have attached a copy of my official orders. [591.5(h)(2)] Attachment: Copy of Official Orders. ☐ 13. The vehicle does not conform to all applicable Federal Motor Vehicle Safety and Bumper Standards, but does conform to applicable Federal Theft Prevention Standards, and I am eligible to import it because I am registered with NHTSA pursuant to 49 CFR Part 592 and such registration is not suspended and has not been revoked, I have informed NHTSA that I intend to petition, or I have petitioned, that agency to decide that the vehicle to be imported is eligible for importation, and NHTSA has granted me permission in writing to import the vehicle for that purpose. If the Administrator of NHTSA dismisses my petition, or decides that the vehicle is not eligible for importation, or I withdraw my petition or I fail to submit a petition covering the vehicle within 180 days from the date of entry, then I state that I will deliver such vehicle, unless it is destroyed, to the Secretary of Homeland Security for export, or abandon it to the United States, within 30 days from the date of the dismissal, denial, or withdrawal of my petition, as appropriate, or within 210 days from the date of entry if I fail to submit a petition covering the vehicle. If the Administrator of NHTSA grants my petition, then I state that within 15 days from the date that I am notified of that decision, I will furnish a bond, in an amount equal to 150 percent of the entered value of the vehicle as determined by the Secretary of the Treasury, unless the vehicle is destroyed, to ensure that I will bring the vehicle into conformity with all applicable Federal Motor Vehicle Safety and Bumper standards within 120 days from the date the petition is granted, or will deliver the vehicle to the Secretary of Homeland Security for export, or abandon it to the United States; if the vehicle is destroyed, then I state that I will furnish NHTSA with documentary proof of that destruction within 15 days from the date that it occurs. Attachment: Copy of NHTSA permission letter.			
NAME OF IMPORTER (Please type)		IMPORTER'S ADDRESS (Street, City, State, Zip Code)	
NAME OF DECLARANT (Please type)		DECLARANT'S ADDRESS	
DECLARANT'S CAPACITY		DECLARANT'S SIGNATURE	DATE SIGNED
EPA Requirements: Importers of motor vehicles/engines and nonroad vehicles/engines/equipment must also submit EPA form 3520-1 or 3520-21 to U.S. Customs and Border Protection to identify the basis for importation into the United States and U.S. Territories under the laws administered by the United States Environmental Protection Agency. For more information, please see www.epa.gov/oag/imports/index.htm .			

PAPERWORK REDUCTION ACT STATEMENT: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2127-0002. The information collected on this form is necessary to import a motor vehicle or motor vehicle equipment into the United States. We estimate that it will take approximately 5 minutes to complete the form. The information collected is mandatory under 49 CFR 591.5. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Information Collection Clearance Officer, National Highway Traffic Safety Administration, 1200 New Jersey Ave, S.E., Room W45-205, Washington, DC, 20590.

HS-7 (Rev. 07-2014)

OVER
75124-M343

Figure K4-4. DOT Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards

Form Approved OMB 2060-0095

United States Environmental Protection Agency Declaration Form Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations U.S. E.P.A., Compliance Division, 2000 Traverwood Drive, Ann Arbor, MI 48105 www.epa.gov/otaq/imports Phone (734) 214-4100 Fax (734) 214-4676			
This form must be submitted to the U.S. Customs and Border Protection (Customs) (42 USC 7522, 7601: 19 CFR 12.73) for each motor vehicle (including motorcycles, disassembled vehicles, kit cars, light-duty vehicle/motorcycle engines) imported into the U.S., except that this form is not required for motor vehicles that are imported by their original manufacturer and are new and are covered by an EPA certificate of conformity and bear an EPA emission control label. One form per shipment may be used, with attachments including all information required to fully describe each vehicle or engine as below. Check the box below indicating the provisions under which you are importing this vehicle or engine. Offroad vehicles/engines and heavy-duty engines must use form 3520-21. Note: Although only imports using codes G, I, K, L, M-3, and O require specific written authorization from EPA, Customs may request EPA review of importer documentation and eligibility for any import using this form. A nonconforming vehicle that is ineligible for the exemptions or exclusions listed below, must be imported through an independent commercial importer (ICI) under codes A, C, J, or Z. For codes A, C, J, and Z, EPA does not authorize the release to the vehicle owner. Penalties: Any person who knowingly makes any false or fraudulent statement, or omits or conceals a material fact can be fined up to \$250,000 or imprisoned for up to 5 years, or both (18 USC 1001). Any person who improperly imports a motor vehicle (including a motorcycle) or engine may be fined up to \$32,500 per vehicle or engine (42 USC 7524), and may be subject to forfeiture of the entire importation bond, if applicable (40 CFR 85.1513), and the U.S. Customs Service may seize the vehicle or engine (19 CFR 162.21).			
Description and Declaration of Motor Vehicle or Motor Vehicle Engine (Note: Heavy-duty Engines must use form 3520-21)			
1. Port code:	2. Entry date: (mm/dd/yyyy)	3. Customs entry number:	4. Vehicle Identification Number (VIN), or engine serial number:
5. Manufacture date (mm/yyyy):	6. Manufacture (make):	7. Model:	
8. ICI imports only, codes A, C, J, Z:		9. EPA Exemption Number, required for codes L, G, I, K, O:	
Names, Addresses, and Telephone Numbers of Relevant Parties			
Certification: I certify that I have read and understand the purpose of this form, the penalties for falsely declaring information, or for providing misleading information, or for concealing a material fact. The information I have provided is correct, and all required attachments are appended to this form. I authorize EPA Enforcement Officers to conduct inspections or testing permitted by the Clean Air Act. I am the owner, importer, or agent for the owner or importer.			
10. Importer (code B: must be certificate holder or their agent for shipments of new vehicles prior to introduction into commerce; codes A, C, J, Z: must be ICI):	11. Owner:	12. Storage contact:	13. Signature:
			14. Date:
			15. Name, company and phone (type or print):
U.S. conforming and "identical" vehicles			
☐ code B - U.S. certified - unmodified vehicle bearing a U.S. EPA emission control label in engine compartment (or on motorcycle frame) in English. ☐ code F - U.S. certified, catalyst restoration - U.S. certified vehicle as described above, except that the catalyst, oxygen sensors or fuel filler neck restrictor were removed or damaged. The importer attests that the catalyst and oxygen sensors and fuel filler neck restrictor, as applicable, will be re-installed or replaced after importation. If leaded gasoline was used, the importer attests that after importation (1) the fuel tank will be drained and refilled with unleaded gasoline, (2) the catalyst and oxygen sensors, if they were left on the vehicle during use of the leaded gasoline, will be replaced, and (3) the fuel filler neck restrictor will be checked and replaced as necessary. No bond or EPA approval is required. ☐ code EE - identical in all material respects to a U.S. certified version - either 1) Canadian vehicle (proof required e.g. Canadian emission control label, registration or title, or letter from the U.S. or Canadian manufacturer representative on letterhead verifying manufacture for sale in Canada) on EPA list of Canadian "identical" models, or 2) vehicle from any country with letter attached to this form from the manufacturer's U.S. representative on letterhead (not a dealer or mechanic) stating that the vehicle is identical to a U.S. EPA certified version with respect to emissions. The importer attests that vehicle is being imported for purposes other than resale or lease. For import of "identical" Canadian vehicles for resale, use code FF. ☐ code FF - Canadian "identical" models imported for resale or lease - Canadian vehicle as described above appearing on EPA list of Canadian "identical" models, imported for resale or lease. The importer attests that the importer will satisfy applicable labeling, warranty and CAFÉ requirements as specified by EPA.			
EPA exempted vehicles			
☐ code M - miscellaneous exemption, either 1) Canadian vehicle as described above (proof required) and the importer is either permanently emigrating to the U.S. or will reside in the U.S. for greater than one year under a worker or student visa, or 2) Canadian vehicle received by U.S. resident through inheritance, or 3) EPA hardship letter based on unforeseen and extraordinary circumstances is attached to this form. ☐ code E - vehicle at least 21 years old (calendar year of manufacture subtracted from year of importation) and in original unmodified configuration is either exempted or excluded from EPA emission requirements, depending on age. Vehicles at least 21 years old with replacement engines are not eligible for this exemption unless they contain equivalent or newer EPA certified engines. Customs may require proof of vehicle age.			

Figure K4-5. EPA Form 3520-1, Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations

	United States Environmental Protection Agency
Excluded vehicles	
☐ code L - racing vehicle as determined by EPA and may not be registered or licensed for use on or operated on public roads or highways (40 CFR 85.1511(e)). EPA letter of approval must be attached to this form.	
☐ code U - 2005 model year (or older) motorcycle, scooter or moped with engine displacement less than 50cc and with rated speed greater than 5000 rpm.	
☐ code W - non-chassis-mounted engine to be used in a light-duty vehicle or light-duty truck or motorcycle which is currently covered by an EPA certificate or will be covered by an EPA certificate prior to introduction into commerce.	
☐ code Y - unregulated fuel - a vehicle that: (1) for model years earlier than 1991 operates on fuel other than gasoline or diesel fuel, or (2) for 1991- 1996 model years operates on fuel other than gasoline or diesel or methanol fuel, or (3) for 1997 and later model years operates on fuel other than gasoline or diesel or methanol or ethanol or compressed natural gas (CNG) or liquid petroleum gas (LPG), including propane. This exemption does not apply to 2004 and later model year vehicles.	
Temporary imports	
☐ code G - imported for repair or alteration in accordance with 40 CFR 85.1511(b)(1). May not be registered or licensed for use on, or operated on public roads or highways, or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
☐ code I - imported for testing purposes in accordance with 40 CFR 85.1511(b)(2). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the testing program) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
☐ code K - imported for display (solely for public or business purposes, and not for private purposes or U.S. market sales promotions) in accordance with 40 CFR 85.1511(b)(4). May not be registered or licensed for use on or operated on public roads or highways (except operation that is integral to the purpose of the display) or sold or leased in the U.S. Customs bond required. EPA requests that the vehicle be bonded for at least its full value. EPA letter of approval must be attached to this form.	
☐ code N - imported for up to one year by member of the armed forces or personnel of a foreign government on assignment to the U.S., for whom free entry has been authorized in writing by the U.S. Department of State, or a member of the armed forces of a foreign country with official orders for duty in the U.S.	
☐ code O - imported by nonresident for personal use by an individual for a period up to a year. EPA letter of approval must be attached to this form.	
Independent commercial importer (ICI) imports	
☐ code A - imported by an ICI for modifications in accordance with a valid EPA certificate of conformity issued for the specific make, model, and model year in accordance with 40 CFR 85.1505.	
☐ code C - imported by an ICI for modification and testing in accordance with 40 CFR 85.1509. Vehicle must be at least 6 years old.	
☐ code J - imported by an ICI for the purpose of pre-certification testing in order to obtain an EPA certificate of conformity. No EPA approval is required. The ICI has 180 days to obtain a certificate or export (40 CFR 85.1511(b)(3)). Customs bond required.	
☐ code Z - imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle being imported.	
OEM imports	
☐ code H - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for research, development or testing purposes in accordance with 40 CFR 85.1706. This is a temporary exemption without time limit. If the vehicle is subsequently covered by an applicable EPA certificate of conformity, it is released from the restrictions of this exemption.	
☐ code Q - imported, owned, and controlled directly by an original equipment manufacturer (OEM) on EPA list of OEM certificate holders provided to Customs, for storage pending receipt of the applicable EPA certificate of conformity, which is pending and imminent. Use of this code is no longer permitted once EPA has issued the applicable certificate of conformity.	
U.S. Department of Transportation Requirements	
Note: Importers of vehicles that are primarily manufactured for use on public roads must also file an HS-7 Declaration form to identify the basis for the vehicle's admission under the laws administered by the U.S. Department of Transportation. For more information, see www.nhtsa.dot.gov/cars/rules/import/ .	
Paperwork Reduction Act Notice	
This information is collected to ensure that motor vehicles and engines imported into the U.S. conform with applicable emission requirements. Responses to this collection are mandatory (40 CFR 85.1501 et seq., and Clean Air Act Sections 203 and 208). Information submitted to the Agency under a claim of confidentiality will be safeguarded according to policies set forth in Title 40, Chapter 1, Part 2, Subpart B. The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes per response. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.	

Figure K4-5. EPA Form 3520-1 Importation of Motor Vehicles and Motor Vehicle Engines Subject to Federal Air Pollution Regulations (Cont'd)

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