

## STATEMENT OF UNDERSTANDING MOVEMENT OF PERSONAL PROPERTY

In addition to verbal counseling, I have read and understand the following concerning my responsibilities in the movement of personal property in the DOD system:

1. I must be available between 0800 – 1700 (or 0800 – 1700 for storage) or I may be responsible for attempted pickup or delivery charges. If I cannot be available, I will appoint an agent, in writing, to act on my behalf. I understand that my pickup date will only be changed for an emergency.
2. Before the packers arrive, I will ensure all electrical items have been: disconnected (to include washers, dryers, hoses, stereo equipment, and all the major appliances); air conditioners have been removed from windows; that items containing gasoline, kerosene, water or compressed gas, have been drained or purged; that items on the walls which are physically attached will be taken down, to include curtains and drapes. (Items such as pictures or mirrors that can be easily lifted off the wall may remain.)
3. Property must be easily accessible to the packers. Items in attics must be brought down. Items in storage facilities must be located near the loading area. Location must be adequately lighted, have a finished floor, and will allow a person to stand erect. Failure to meet these requirements may result in attempted pickup charge or charges for additional labor.
4. Small, high-value items should be hand carried. I will ensure all-important papers or valuables are not left out where they may accidentally be packed. This includes trash or other debris left in cans or ashtrays. If any property is packed by mistake, I understand I will be charged by the carrier to retrieve the items.
5. My property will be clean and free of pest infestation. If not, I will be liable for an attempted pickup charge and pickup date will be re-scheduled accordingly, once I comply with this requirement.
6. I will notify the destination ITO of my arrival and provide an address and phone number for delivery. I have been advised that temporary storage may not exceed the authorized period, and additional storage maybe at my expense.
7. Government liability for loss/damage is \$40,000 per shipment. Damages must be annotated on the DD Form 1840 at the time of delivery and the Claims Office advised within 70 days of delivery. (Damages found after delivery may be added to reverse side of DD Form 1840, but must be reported within the 70-day period) Government liability expires two years form delivery date.
8. I certify this shipment consist of my property acquired by me prior to the effective date of my orders.
9. I understand that if any excess cost is incurred by this shipment, I will be liable for that excess cost.
10. I understand that lawn mowers are free from oil and grease and dirt; lawn mowers and motorcycles must be thoroughly drained of fuel; battery cables taped securely away form batteries and lube the terminals; engines and parts must be cleaned and free of oil and grease; freezers and refrigerators are clean and dry.

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MEMBER SIGNATURE

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DATE