Understanding Move Forms is here to answer your questions about the paperwork you will be reviewing and signing on moving/loading day. If are conducting a Personally Procured Move (PPM), this information does not apply to you. Check out the PPM Tips & Ticks Guide for your information.

There are two moving forms that will automatically be generated when you complete your move request in the Defense Personal Property System (DPS).

- DD1299 Application for Shipment and Storage of Personal Property
 Indicates that you have requested a shipment of personal property.
- DD1797 Personal Property Counseling Checklist
 Used to ensure that members and family members are informed of their
 personal property and storage entitlements.

You do not need these forms out on moving day but they should be a part of your PCS Binder that you keep with you.

There are six different forms that you will review at the end of the loading day and one form that is only for unloading day. You will typically review these forms with the driver after you have completed a walk through of the residence. During your last walk through, you should keep an eye out for any items left behind and any damaged to the residence caused by the movers. These seven documents are:

- 1. Government Bill of Lading
- 2. Moving Company Household Goods Bill of Lading
- 3. Statement of Services Performed, DD619
- 4. Residence Inspection
- 5. High Value Inventory
- 6. Descriptive Inventory
- 7. Notification of Loss or Damage, DD1840

All forms, except the Government Bill of Lading, should be triplicate multilayered carbon or carbonless forms. You will most likely receive the yellow or pink copies of the forms at the end of the day after you have signed them.

Government Bill of Lading

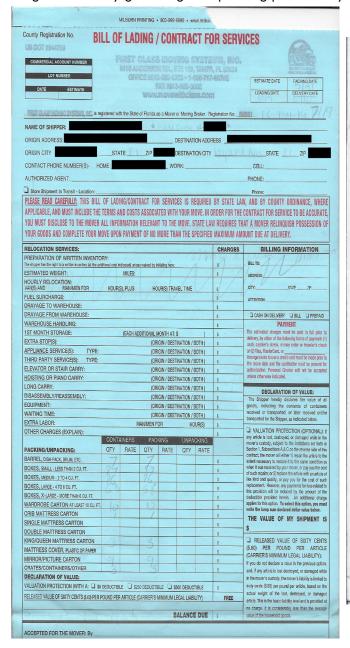
The government bill of lading is a required document created within the DPS system and provided to the Transportation Service Provider when a contract for HHG is awarded. The truck driver or head team member will have a copy and provide it to you. All the information will already be filled out. You should verify the information, but no other action is required. Note that your bill of lading number (B/L NO) for your HHG will be in the upper right-hand corner of the form. The B/L NO should be noted on all your moving forms.

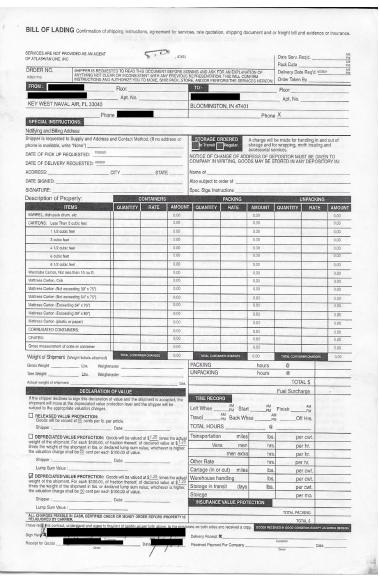
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1. TRANSPORTATION WORLD VAN LINES, INC COMPANY (& AGENT) (First Class Moving Systems Inc) TENDERED TO			2. SCAC WVLI	3. SERVICE CODE D	4. SHIPMENT NO. 2 / 2	5. DATE B/L PF 20190530	RINTED			
6. REQUESTED PACKING DATE 20190603	7. REQUESTED PICKUP DATE 20190605	8. REQUIRED DELIVERY DATE 20190610	9. PRIVACY ACT DATA (5 USC 5528) THIS FORM SERVES AS A PROCUREMENT, ACCOUNTABILITY AND PAYMENT FORM IN THE SHIPMENT OF	10. PROPERTY OV	10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE WD Key West FL					
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			RELATED COSUMENTS OR COLLECT EXCL COSTS. DISCLOSURE OF INFORMATION IS VOLUNTARY BUT ITS ABSENCE MAY PRECLUDE SHIPMENT OR PROPERTY.	14. DEPARTMENT			15. TRANSPORTATION CONTROL N			
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	ame and destination de	livery address) (See blo	ock 13.)	19. FROM (Complet	e address of point of pic	ckup) (See block 13.)				
20. RESPONSIBLE D PPS0, FISCI DET, NA: PO BOX 9054 NAVAL AIR STATION KEY WEST, FL 33040 305-293-2973	N	LATION/OFFICE	GBLOC: CQN	21. BILL CHARGES	TO (DEPT./AGCY.,BU	R.,.ÓFF., AND COMP	LETE MAILING AD	DDRESS)		
22. VIA (Names of int	iterlining carriers)		23. FOR CARRIER USE ONLY- WAYBILL/FREIGHT BILL NO.	24. APPROPRIATIO	24. APPROPRIATION CHARGEABLE					
25. REMARKS (Spec The Shipm	nent Contains									
		Firearms. 27. DESCRIPTION C	F SHIPMENT (Specify) * Is. Containers: 0 Shipment is	28. WEIGHT †				I CARRIER ONLY		
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Household Goods Bill of Lading

The household goods bill of lading is the official receipt, contract, and record of your agreement with the moving company. Each moving company has their own form so the information contained within each form will be slightly different. Overall, the form will at least list your information, pick up address, and destination address. You will need to review the form to ensure all the information is correct and sign the form. You will sign at pick-up (origin) and at the delivery (destination). Depending on the length of your move and if two different moving companies are used, you may have two different bills of lading to sign. Without the bill of lading, by law the moving company cannot move your household goods.

Some companies also include their list of services provided. If so, you will need to review the information they have written down. There is no need to count every single box they used; use your own judgement and ensure there are no huge or erroneous numbers listed. Do not let the mover tell you they will fill in the information later. They should be filling it out as they go through the packing process. If you have issues, contact your <u>Transportation Officer</u> ASAP.





Statement of Service Performed - DD619

This form is used by the moving company to note the services provided to you/ the government so that they properly bill the government. Some companies will not complete this form if they have included this information on their bill of lading form.

You will be required to verify the information on this form twice, at the origin and at the destination, and then sign the form. Do not let the mover tell you they will fill in the information later. They should be filling it out as they go through the packing process. They should at least note the number of packing materials used before they depart. Some companies may have you initial next to the numbers for verification purposes. If you have issues, contact your <u>Transportation Officer</u> ASAP.

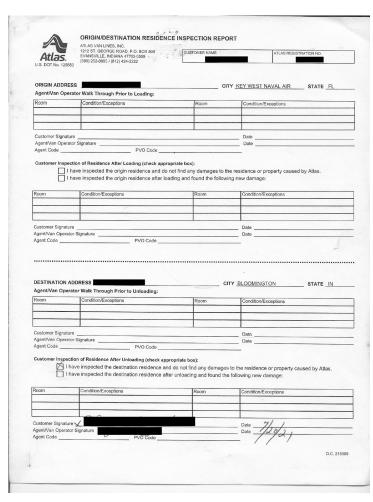
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and the second s	estimated to avarage 5 minutes per response, including the time for collection of information. Send comments regarding this burden e, Washington Headquarters Services, at whs.mc-alex.sed.mbx.dd- ploct to any penalty for failing to comply with a collection of informa-	or reviewing instructions, searching exist estimate or any other aspect of this col	ing data sources lection of inform
PLEASE DO NOT RETURN YOUR FORM TO TH	E ABOVE ORGANIZATION.		
1. BILL OF LADING NUMBER 2. OW	NER NAME (Last, First, Middle Initial)	3. RANK/O	RADE
4. ORIGIN OF SHIPMENT	5. DATE OF PICKUP AT ORIGIN (DDMMMYYYYY	6. DESTINATION OF SHIP	PMENT
POMPANO BEACH, FL	87/23/2821	BLOOMINGTON, IN	
7. ORDERING ACTIVITY/INSTALLATION NAME	SCAC/NAME OF TRANSPORTATION. SERVICE PROVIDOR (TSP)	9. NAME OF AGENT	
10. TSP SHIPMENT REFERENCE NO.	IGNATURE OF TSP REPRESENTATIVE	12.	DATE (DDI
13. ADDITIONAL SERVICES (Enter additional info	ormation in item 14, "Remarks".)		17.0
a. CRATES (indicate number of crates and name		d. EXTRA PICKU	
b. THIRD PARTY SERVICES (i.e. Schranks, c. SHUTTLE SERVICE (Describe in "Remark		e. EXTRA DELIVE	
14. REMARKS (Customer must initial next to each			Troniano ij
(M/I) = Members Initials Shuttle Destination Y/N	DEBRIS (MI) Third Party: (MI)	PICKUP	
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Item: Crate	Dims: M M	3.1	
Origin SIT/Destination SIT (c.	izale one)	4.5	
Shipment Storage At:		5.6	
Date in SIT: Date Ou	E SIT: Number of Days:	6.1	
SIT Control Number(s):	SIT weight:	C	
Reweigh: Y/N Original W	sight	W L	
Gross: Gross:		T	
Taxe: Taxe:		S	
Het: Net:		0	
BLOOMINGTON	, IN		
47401	,		
15. STATEMENT OF OWNER			
a. MATERIALS WERE FURNISHED/ACCES	SORIAL SERVICES WERE PERFORMED (X all the	at apply.)	
ORIGIN	DESTINATION	OTHER (Explain in	"Remarks".)
b. SIGNATURE (Do not sign until the TSP ha	as explained ALL that apply in Item 13, "Additional 5		E (DDMMMYYYY)

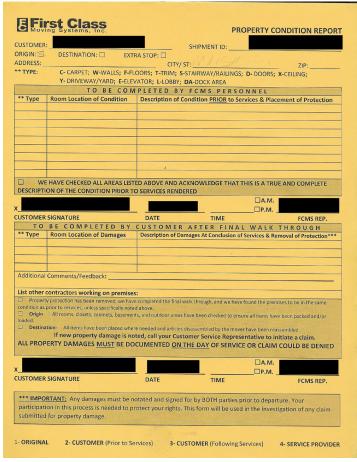
STATEMENT OF ACCESSORIAL SERVICES PERFORMED This form is required which accessorial services are chargeable to the Government. Curier will enter complete information or "horier in columns." Unit Priori and "Charge" columns may be entired when changes are fermated on the Standard form 1113.							oved 1702-0022 ly. 31, 2011
he public reporting burden for this collection athering and maintaining the data needed, if information, including suggestions for redu- ny other provision of law, no person shall be ILEASE DO NOT RETURN YOUR COMPLI-	ETED FORM TO THE A	BOVE ORGANIZATIO	tes per response, including formation. Send comment Executive Services Director in a collection of information.	g the time for reviewing ins s regarding this burden est rate (0702-0022). Respond n if it does not display a ou	tructions, a imate or ar ents shoul irrently val	earching existing by other aspect of d be aware that in d OMB control in	g data sources, of this collection notwithstanding number.
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i.a. NAME OF OWNER (Last, First, Middle in			PACKING, PACK MATE	RIALS AND UNPACKING 1)	NUMBER (2)	UNIT PRICE (3)	CHARGE (4)
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b. SSN (eldeologic en X) TA	c. RANK OR GRADE	A dadote	b. CARTONS (Less than	3 cubic feet)	27		150mUn
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ORIGIN OF SHIPMENT	5. DESTINATION OF SH	IPMENT	d. CARTONS (4-1/2 cub	ic feet)	68		
artono 10		H	e. CARTONS (8 cubic fe				V02 4
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First Class movin	- Jane of Freehi (b)		j. MATTRESS (Not exc			MAZI MOTTA I	MSTAI
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	MINUTONIONI N	(MYYMMOO)	L MATTRESS (Exceed)	ng 54" x 75")	3	asindan sh	THE STATE OF
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20 X		toino a	o. GRANDFATHER CLOCK CARTONS		a		
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3. STORAGE-IN TRANSIT (SIT)	anto Hone y	d ORIGINAL N	q. BOXES - WOODEN/CRATES (Not over 5 cu. ft.) r. BOXES (Over 5 cu. ft./not over 8 cu. ft.)			Managara erei	10 04801
	b. SIT SERVICES PROV	IDED AT (X one)	s. BOXES (Over 8 cu. ft.) (Gross cu. ft.:)			OW	ALLER ALL
Tran real glooping	ORIGIN DEST	INATION OTHER)			
DATES (YYYYMMDD):	f. NUMBER	A NET WEIGHT	(Minimum charge:				
c. IN d. ORDERED OUT e. DE	LIVERED OUT		u. CARTONS, DOUBLE				
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h. REQUESTED DELIVERY I. SHIPMENT DATE (YYYYMMDD) INDICATED	AND AUTHORIZED BY S	IT CONTROL NO	v. CARTONS (Over 4 c				
j. WAS STORAGE POINT FOR CARRIER'S	CONVENIENCE (X one)	YES NO	w. CARTONS (7 cu. ft./i				
4. REWEIGH CERTIFICATION (if applicable)		EXCESS CAS	y. LABOR (Describe se	rvice in "Remarks")			
b. ORIGINAL GROSS	c. REWEIGH GROSS	with pourter a	(Enter number of ma	n-hours)	1.55		
d. ORIGINAL TARE	e. REWEIGH TARE	("Remerks")	z. (X as applicable) EXTRA DELIVERY				
f. ORIGINAL NET	g. REWEIGH NET	-	EXTRA PICKUP	AUXILIARY SERVICES	TEMEN	TR REINE	as cons
 APPLIANCES SERVICED (Owner/Agent TYPE MAKE/MOD) 			as. PIANO/ORGAN CAR		of non	is hereby or	golfal/(
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ACTUAL DE ESTIMATED WEIGH	d			NCES/OTHER ARTICLES lated in item 15)			
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			ee. TOTAL ACCESSOR	AL SERVICE CHARGES			
17. REMARKS							
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b. SIGNATURE OF TRANSPORTATION OF	FICER	c. TITL	E (Print or type)			d. DATE SIGNE (YYYYMMD)	ED D)
DD FORM 619, MAY 200	8	PREVIOUS EDITION	ON IS OBSOLETE.	800	YAN		

Residence Inspection

Most moving companies will have their own residence inspection form. They are not required to provide this form, but most do to ensure that they are not held liable for damage they did not cause to your residence. Before the movers start packing and moving your goods, especially the large furniture out of the house, they should use protective material to ensure they do not cause any damage. Do not be afraid to ask them to put up or down extra material to protect your residence. Do a walk through with the truck driver or team lead to inspect the residence noting any damage and the condition before they start. Do this also at the destination before they start moving items into your new residence.

Once the day is done, conduct another walk through and note any damage on their form. The pictures provide two examples of Resident Inspection Reports.





High Value Inventory

The High Value Inventory (HVI) is a required form. This form is where you will list all items considered "high risk" or "high value". High value items include currency, coins, jewelry, silverware and silver sets, crystal, figurines, furs, collectables, art, manuscripts, collectable items, and rare documents with a value more than \$100 per pound. You should also list your firearms on this form. Provide as much information in the description or remarks as possible about each item. It is okay if you do not have the inventory number for each item. The most important thing is to list each item on the form. It is recommended that you prepare this list prior to moving day. There are multiple versions of the HVI form used so the form you fill out many not be the same as the examples provided.

PTIONAL ID	ENTIFIERS:	TAG LOT NO:	TAG COLOR:	NOS.	THRU	PAGE NO.	NO. OF PAGES
TSP .		AGENT				TSP REFER	
Brouwer F	Relocation,	Inc AMJ CAMPBELL FLOR	IDA, INC.				
SHIPPER	'S NAME/	GRADE/RATING				CONTRACT	/BOL NO.
ORIGIN L	OADING A	ADDRESS (CITY, STATE, CO	UNTRY)			GOVT. SER	VICE ORDER NO.
		Key West Naval Air, FL	, 33040, USA				
DESTINA	TION DEL	IVERY ADDRESS (CITY, STA	TE, COUNTRY)				
		Bloomington, IN, 47401, USA					Service Co.
oth the sh and silver sollectable beemed to adividual C	ipper and TS service sets, items or ran weigh at lea Ds or DVDs	CAREFULLY: This form is require SP the opportunity to monitor the crystal, figurines, furs, objects of e documents that have a value in ist one pound. A collection of com is with a value in excess of \$50 will R RECOVERY WILL BE LIMITED	tender and receipt of the art, computer software p excess of \$100 per pou pact disks (CDs) and di I be considered a high v	ese items. High programs, manu nd. For purpose gital video disks value item. IF Yo	value items are limited scripts, comic books, less of determining the Table (DVDs) will not be con	to, currency, co paseball cards, s SP's liability, all asidered high va	oins, jewelry, silverware stamps, and other such items shall be alue items. However.
INV. NUMBER	ARTICLE	DESCRIPTION	SEAL NO. (IF USED)		REMARKS		SHIPPER INITIAL ON RECEIPT
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		Carmel by the sea De	ainting				
		Glock					
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Descriptive Inventory

The descriptive inventory is a required form. Each moving company will have their own version of the form. The descriptive inventory is used to note all the items the moving company is taking possession of and the condition of the articles at origin. As the movers pack up your household goods, they will begin working on the descriptive inventory. Each box or item they do not put into a box, will be labeled with a number sticker. The truck driver or head team leader will then write down the description of the box or item next to the corresponding number and denote the condition. There are descriptive symbols that will be used to note the condition. The more you are on hand to answer questions about your goods and review things with the movers the better the chance things will go smoothly.

To avoid any issues when filing a damage claim, ask the person filling out the descriptive inventory to consult with you regarding existing damage before noting it on the form. There have been members who have been unable to file damage claims because the movers noted everything as broken on the descriptive inventory. Keep an eye out for this as you review the forms at the end of the day! This is also why it is critically important that you take pictures of and inventory all your goods prior to the movers arriving.

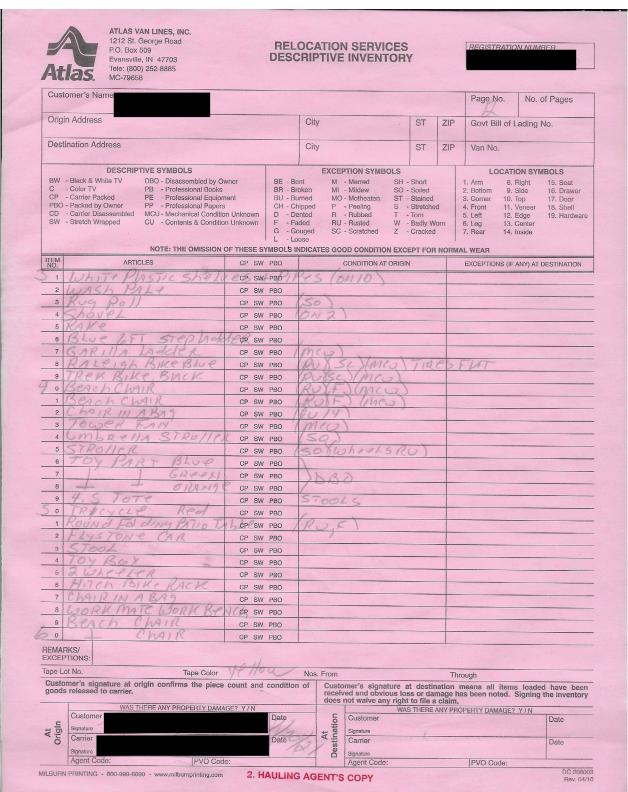
Once the truck is completed loaded and your residence is empty, you will review the inventory sheets with the driver and sign them. The number of descriptive inventory sheets you will have, will depend on how many items you have. Each sheet typically lists 30 items. Some moving companies may provide you with an inventory list for you HHG and one for your pro gear. Either way, make sure to verify the information on each sheet before signing.

Note, the numbers associated with each item are critical for unloading day and filing a damage claim. Do not dispose of the descriptive inventory forms until after you have filled a claim. Check out the Unloading Day Trips & Tricks (Link) to ensure you are prepared.

The picture shows a filled out descriptive inventory from a recent move. All the items listed in the example were located in the garage and movers did not pack them in a box, so each item got its own number.

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Notification of Loss or Damage

The Notification of Loss or Damage is a required form. There are multiple versions in use so the version you see may not match the examples provided. The Notification of Loss or Damage form is filled out at the destination and is where you will note any damage or loss items you discovered during the unloading process. This does not/will not be your final damage claim list; this form is only to note the items that you observed damaged or are deemed missing on the actual unloading day. You have 180 days to notify the TSP of damage through the Notification of Loss and Damage process and nine months to file your full damage claim in DSP. Check out the Damage Claim page for more information regarding the Notification of Loss and Damage and damage claim process. Make sure you list the inventory number, item description as listed on the descriptive inventory, and provide a description of damage. Take pictures of the damages items as they come off the truck or

are unboxed.

This example shows what the Notification of Loss or Damage form looks like. The writing has faded but the form listed three boxes missing and no damaged items. However, damaged items were found after the truck left and were a part of the final damage claim submitted to the TSP.

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