

CHECK LIST FOR MILITARY SHIPMENT DOCUMENTS

1. **PCS Orders – Copy of ALL PCS orders from CONUS to your current duty station including any amendments.** If you are missing any of your PCS orders, you should contact your Personnel office and request a copy. If they do not have a copy on file, you must request a letter from them indicating that a copy of the orders is unavailable.
2. **Commander’s Approval –** Complete the form provided and have your Commander or Transportation Officer sign it including rank and title. **Ensure the DEROS/PRD (FROM THE COUNTRY VEHICLE WILL BE SHIPPED) section is filled in as well as the expiration date.** The expiration date should not be later than 1 year and 1 day prior to your DEROS/PRD date.
3. **Notarized Special Power of Attorney –** Complete the form provided and have the POA notarized. Ensure the expiration date is at least 90 days past your requested delivery date.
4. **Statement –** Complete the form provided. The statement must be signed by you and dated. **The statement must also indicate your full APO address and this must match your PCS orders.**
5. **Point of Contact Form-**Complete the form provided.
6. **Other Notes –**
 - a. Ensure all documents are in the same name. If you have been married since you joined the military and your PCS orders have your maiden name on them, please include a copy of your marriage license and the official Military change of name orders to show proof of name change.
 - b. Ensure you provide all pages (front and back) of your PCS orders and that all information on all documents is clear and legible.
 - c. Ensure you provide us with the address of the duty station where your vehicle will be shipped. This address must match your current PCS orders.
 - d. Ensure you give all required documents and payment in full to your agent at least 30 days before your requested delivery date. Failure to do so may result in delayed delivery to the Military Ocean Terminal.
7. **Replacement Vehicles –** If you have already shipped a vehicle at Government expense, you must obtain approval to ship a replacement vehicle. The Commander’s Approval must state that it is a replacement vehicle and must include a new TAC/MDC code to be used for the billing on the shipment. This should be obtained through your Transportation Officer. Your statement should also indicate that this is a replacement vehicle and the reason for the replacement. **The only valid reasons for a replacement vehicle are that the original vehicle has deteriorated due to severe climatic conditions or due to age, was wrecked beyond the actual cost to fix the vehicle, or was totally junked. Selling the vehicle that was originally shipped is not a valid reason for a replacement and will not be accepted.**

Motorcycle shipments are considered POV shipments. If you have already shipped a motorcycle, you are not eligible to ship a car without authorization for a replacement.

Vehicle Details:

Year: _____ **Make:** _____ **Model:** _____

VIN: _____

If you encounter any difficulties contact your sales agent for assistance.