

SCOTT AFB TMO PERSONAL PROPERTY WORKSHEET

LAST NAME, FIRST, MI:	RANK:	LAST 4 OF SSN:	BRANCH:
_____	_____	_____	_____
PRIMARY PHONE #:	PERSONAL EMAIL ADDRESS:		
_____	_____		
ALT PHONE #:	GOVERNMENT EMAIL ADDRESS:		
_____	_____		
<u>ORIGIN ADDRESS</u>		<u>DESTINATION ADDRESS OR NEXT BASE/CITY</u>	
STREET: _____	STREET: _____		
CITY: _____	CITY: _____		
STATE/ZIP CODE _____	STATE/ZIP CODE _____		
ADDITIONAL PICKUP: _____			

EMERGENCY CONTACT: Cannot be anyone at origin or destination (mother, father, brother, sister, friend etc.)

NAME: _____ PHONE #: _____

STREET: _____ CITY: _____

STATE&ZIP CODE _____

RELEASING&RECEIVING AGENT: Someone other than the member who is 18 or older that will be there at time of pickup and/or delivery

NAME: _____ PHONE #: _____

DEPENDENTS? JOINT SPOUSE?

DO YOU CURRENTLY HAVE ITEMS IN NON TEMPORARY STORAGE?:

OVERSEAS ONLY

***WILL YOU BE SHIIPPING/STORING A POV*:** ***TOUR LENGTH*:** _____ MONTHS

***MARK AN X FOR WHICH APPLIES TO YOU*:** UNACCOMPANIED _____ ACCOMPANIED _____

***IF APPLICABLE*:** # OF DEPENDENTS OVER 12: _____ # OF DEPENDENTS UNDER 12: _____

TYPE OF SHIPMENT	EST. WEIGHT	PROGEAR (2,000 LB MAX)	SPOUSE PROGEAR (500 LB MAX)	Pickup spread dates (seven consecutive calendar days)
HOUSEHOLD GOODS (1,000-1,500 LB PER ROOM)				
UNACCOMPANIED BAGGAGE (OVERSEAS ONLY)				
NON-TEMPORARY STORAGE				
PERSONALLY PROCURED MOVE (FULL OR PARTIAL)				***IF YOU ARE MOVING ANY PROGEAR IN A PPM PLEASE ASK FOR THE INVENTORY SHEET***

FOR PPM ONLY: STATE OF LEAGAL RESIDENCE: _____ PPM ADVANCE YES _____ NO _____ PROJECTED DEPARTURE DATE: _____

PLEASE TURN OVER 😊



WILL YOU BE SHIPPING ANY BOATS, MOTORCYCLES OR FIREARMS? YES _____ NO _____

** PLEASE REQUEST ADDITIONAL HANDOUT **

PLEASE LIST UNUSUAL/HIGH VALUE ITEMS HERE:

MEMBERS SIGNATURE

DATE

PRIVACY ACT OF 1974

Authority: 5 U.S.C., Section 5726; 37 U.S.C., Sections 453 and 476.

Purpose: Application/Request for shipment of personal property of military members/dependents and DOD employees.

Routine Uses: Used to accumulate information for determining the number of shipments of authorized weight to/from points authorized by orders. Used by the finance offices for collection from the member in case of excess costs, also used to prepare the government bill of lading/other shipping documents (as applicable) to move the personal property. Information is released to carriers.

Disclosure: Voluntary; however, if information is not furnished, personal property cannot be shipped.