

Personal Information

NAME: _____ RANK: _____ SSN: _____ SERVICE: _____
Last Name, First Name MI
Work Phone: _____ Home Phone: _____ RTD: _____
Dependants: Yes No **Num of Depn:** _____ Tour Type: Accompanied /Unaccompanied Years of Service: _____
Unit: MWSS 171 CLC-36 H&HS MALS-12 MAG-12 USN DODDS other: _____
Type of orders: PCS W95 W99 RET TAD other: _____

Shipment Information

Requested Pickup date(s): _____ **Pack out Date and time (TMO only)** _____
Pickup Address: _____
Name of Designated Agent: _____
Shipment(s) requested:
 Household Goods Unaccompanied Baggage (Express) Self-Procured Move (DITY) Storage (NTS)
 Mail Out (Relocating Dependents)
Estimated Weight(s): HHG _____ UB _____ **Professional Gear:** Yes No Est weight: _____
Additional Pickup: Yes No if yes address: _____
Special Items:
 Weapons (not authorized in TMO shipments) POV (see counselor for additional information)
 Motorcycles (see counselor for additional information)
Model: _____ Make: _____ Serial Num: _____

Leave Information

Street: _____ City: _____ State: _____ Zip Code: _____
Phone Number: (____) _____
Comm Email Address: _____ **(Highly Recommended)**

Destination Information

Next Duty Station: _____ MCC/UIC: _____
Name of Designated Agent: _____

Additional Information

- _____ All members have to check in with Customs (Bldg 1287) prior to having their motorcycle(s) picked up.
- _____ Motorcycles must be deregistered on and off base. Certification of deregistration is required prior to pick up.
- _____ Proof of ownership is required for motorcycles prior to pick up (title)
- _____ The fuel tank, oil well, and reserve tank must be completely empty in motorcycles.
- _____ The Battery must be disconnected and cords taped to prevent damage on all motorcycles.
- _____ One key must remain with the motorcycle at all times.
- _____ If you are not present for pick up an attempted pick up charge between 2,000-12,000 YEN will be assessed to you.
- _____ It is the member's responsibility to notify TMO at least 48 hours in advance for scheduling changes.
- _____ If an additional pick up is desired, TMO must be notified during the counseling session.
- _____ It is requested that the member notify TMO during the counseling session if he/she desires to claim PBP&E.
- _____ The member is responsible for providing TMO with proof of HOR.
- _____ The member is required to provide (7) copies of PCS orders per shipment
- _____ I HAVE READ AND UNDERSTAND ALL THE ABOVE INFORMATION.

Signature: _____ Date: _____