

Personal Property

Bldg 920

Yokota AB, JP

DSN: 225-9724

Mon-Tues/Thurs-Fri

0730-1530

Wed

073-1430

APPOINTMENTS ONLY

Personal Property Inbound Process

Step 1: Once your shipment has been cleared by customs at Yokohama Maritime Port you will receive an email from a local delivery agency with the first available pick-up date.

- a. You will also receive an email from our office with the first available pick-up date for your shipment awarded from one of three local agents.
 - a. The initial arrival email will come **AFTER** the local agent has contacted you.

What to expect next:

1. You will coordinate with the local delivery agent to schedule your delivery date. Please have your Government Bill of Lading (GBL) number readily available. This can be found in the initial email you received.
2. Once coordinated, our office will send an email to you detailing the instructions of your delivery.

For more detailed questions regarding your delivery of HHG & UB, Storage in Transit, shipment status update, or have not received an email, please contact our office at **225-9724**

Personal Property Outbound Process

Step 1: Members must obtain valid orders from MPF prior to scheduling any move through our office.

- a. Valid orders include PCS, Separation, Retirement, Student Travel, Early Return of Dependent(s).

Terminal Leave orders do not constitute authorization for movement of personal property.

Step 2: Email a copy of the valid Orders to: 374lrs.lgrdf@us.af.mil

What to expect next:

1. Members will receive via email, an entitlement worksheet with a scheduled briefing appointment from one of our outbound counselors.
 - a. The entitlement worksheet will include a section for shipping POV and alcohol shipments.
 - b. The worksheet should be completed and returned to the counselor no later than the date of your scheduled briefing appointment.
2. The member is responsible to login to Defense Personal Property (DPS) <https://www.move.mil/> and complete the self-counseling prior to the scheduled briefing appointment.
3. Members will then print and bring in the completed documents to the appointment.

For more detailed questions regarding your House Hold Goods, Unaccompanied Baggage, or Non-temporary Storage, please contact our office at **225-9724**.

Personal Property FAQs

House Hold Goods/Unaccompanied Baggage Timeline: Delivery timelines depend on the location. The Personal Property office will provide an estimated transit time in the email that has DPS self-counseling instruction. Typically HHG's take 7-10 weeks/UB takes 3-4 weeks to reach the authorized location.

Selecting a Pick-up Date: Please consider all of the following when scheduling your pick-up date.

- a. Ensure that there are no conflicting appointments on the day of your pick-up. This is an **ALL DAY** appointment and the delivery agency can arrive any time between 0800-1700
- b. Departure date from your current duty station.
- c. The date of your housing out-processing appointment. Ensure that this date is after the scheduled pick-up.
- d. Temporary Lodging (TLF) at both losing and gaining base. Contact both bases for TLF guidance. Consider the length of time that you will require TLF after your pick-up or before your delivery.
- e. If departing during peak season (May-Sep), our office will require **AT LEAST** 14 days' notice in advance to book your shipment.

Delivery Address: If you do not have a physical address at the time of your self-counseling, you may input your gaining base information and update the system once you have a physical residence at your next duty location.

Prohibited/Unauthorized Items: For questions regarding what you can/cannot ship, reference: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf

DPS Tutorials: For instructions on completing the self-counseling please visit: <https://move.mil/tutorials>

Please visit <https://move.mil/faqs> for more information to help you plan your next move.

Q: Alcohol shipment?

A: Alcohol shipments restrictions will vary for different places. For stateside restrictions, please click on the following website to get more info: <https://www.ttb.gov/wine/alcohol-beverage-control-boards>. Our office will also require the following documents to be turned in to our office 3 days prior to your pick up.

Q: How do I ship my vehicle?

A: Orders must authorize you to ship a POV. Please visit: <https://www.pcsmypov.com/> for additional information. Additionally, please contact the TMO for further assistance.

Q: How do I release my Non-Temporary Storage (NTS)?

A: A delivery address is required for customers going CONUS to release their NTS. If PCS'ing overseas an address is not required.

If you do not have an address yet (in US), please coordinate the release with the destination TMO upon arrival.