

FORT GORDON – TRANSPORTATION OFFICE

COUNSELOR

DATE:

TIME

***** 3 COPIES OF ORDERS FOR EACH SHIPMENT*****

TRANSPORTATION WORKSHEET (Complete each line including phone numbers)

**** PLEASE FILL IN SHADED AREAS THAT APPLY, ALSO SIGN AND DATE ... ****

NAME (Last/ First/MI):		Rank:	Branch:
SSN Last Four:	Dependents: Yes No	Email:	
CHOOSE ONE:	PCS	TDY	HOR (MUST HAVE PROOF OF HOR)
HOME PH:	WORK PHONE:	CELL PHONE:	

Type of Shipment	Est. Weight (average 1000 lbs per room)	Est. Prof. Gear Weight	Requested Pack/ Pickup Dates
Household Goods			
Unaccompanied Baggage O/S only			
Non Temp Storage Long-Term			
CONUS Designated Location			
Non-Temp Storage Pending Shipment			
POV STORAGE - Yes NO	Government	Personal	(OVERSEAS ONLY)

DITY: Yes NO	POV: RENTAL: ADVANCE: Yes No	START DATE:
EST WEIGHT (AVERAGE 1000 LBS PER ROOM)	REGISTRATION REQUIRED	LETTER OF AUTHORIZATION IF IN SOMEONE ELSE NAME: Yes NO
	State of Legal Residence:	

PICK UP ADDRESS: (MUST BE AT RESIDENCE BETWEEN 8-5 ON PACK AND PICK UP DATES)		
BARRACKS: Bldg NO:	Room No:	Cross Street:
RESIDENCE: Street	S/D OR APT	
Post/City:	State:	ZIP:
Releasing Agent's Name:	Phone No:	
EXTRA PICKUP WITH WHICH SHIPMENT (check one)	HOUSEHOLD GOODS	CONUS DESIGNATED LOCATION
	NON-TEMP STORAGE LONG TERM	NON-TEMP STORAGE PENDING SHPT
Street:		
City:	State:	Zip:

DESTINATION ADDRESS		
Street:		
Post/City:	State:	Zip:
Destination Agent's Name:	Phone No:	

SHIPMENT CONTAINS:				
Household Goods O/S W/DEP TRAVEL ORDERS	Unaccompanied Baggage O/S ONLY	Non - Temp Long - Temp	Designated Location CONUS	Non -Temp Storage PENDING SHIPMENT
Motorcycle	Firearm	All information for Firearms and motorcycles are required and at appointment.		
Registration required if shipping a Motorcycle (MANDATORY)	Proof of Ownership Required			

OTHER LARGE OR UNUSUAL ITEMS		
CONUS DESIGNATED LOCATION ADDRESS: Street		
Post/City:	State:	Zip:
Receiving Agent's Name:	Phone No:	
**** EMERGENCY CONTACT **** (MANDATORY FIELD) * (Cannot be spouse if traveling with Service Member)		
Name:	Street:	Phone No:
City:	State:	Zip:

SIGNATURE:	** 3 COPIES OF ORDERS PER SHIPMENT **
DATE:	