

LEVI BRIEF

Transportation of Personal Property

LOCATION-BLDG 470 RM 1219

PHONE: 573-596-0077

EMAIL: usarmy.leonardwood.usag.mbx.dolhhg@mail.mil

HOURS OF OPERATION: MONDAY, TUESDAY, THURSDAY, FRIDAY 0830-1500 AND WEDNESDAY 1000-1500

Web-Based System (DPS) www.move.mil (Technical Support 1-800-462-2176)

- We work on a walk in basis only (first come, first serve) Please bring ORDERS with all amendments or endorsements with you to our office as far in advance as possible.
- You do not need to have clearing papers prior to making arrangements with us, but you do need official orders.
- Use the web-based system to complete a SELF-COUNSELING for Personal Property arrangements. Select Fort Leonard Wood as your Transportation Office. Upon completion, please print out the DD Form 1299 and DD Form 1797, sign and date both forms. Upload both documents for each shipment as specified. Please upload orders, amendments, or endorsements if applicable.
- Weight entitlements are based upon RANK, and Dependent Status.
- Anyone participating in the Home Base Assignments Program (HAAP) has voluntarily waived the right to ship or store to any place other than the home base. If shipping to the home base, only 90 days of SIT (Storage in Transit) is authorized at destination.
- If you are RETIRING or SEPARATING, we need to see you in our office prior to creating a move
- We require at least 10 business days during Non-Peak PCS season to set up moves. During PCS season, you will need to set up your move ASAP once you receive your official orders.
- Our office does not handle POV shipping. For assistance with shipping your POV overseas, please us PCSMYPOV.COM or stop by our office for an information sheet. If storing a POV please come into our office for assistance.
- BOATS must be 14ft or less to be shipped as HHG. If a boat exceeds 14ft, but under 18ft, it may be shipped as an OTO (One Time Only) if it is used as your primary residence.
- If shipping stateside, you are entitled HHG and a PPM