

**Defense Personal Property Program (DP3)
Household Goods (HHG) Tender of Service (TOS)**



Managed by:

**Defense Personal Property Management Office (DPMO)
United States Transportation Command
508 Scott Drive Scott AFB, IL 62225**

Effective Date: 15 May 2023

g. Privately Owned Firearms (POFs):

- (1) I will ensure all POFs are removed from safe (if applicable) and packaged separately and inventoried IAW paragraph C.5 below.
 - (2) I am responsible to comply with appropriate local, state and country laws in the transport of firearms, including applicable interstate and international transport requirements.
 - (3) I will ensure that my agents pack firearms and not place conspicuous page markings indicating firearms or label cartons with firearms, and I will comply with firearm packing and labeling requirements outlined in the IT.
 - (4) For international containerized shipments only, I will ensure all POFs are placed in a number one (1) external shipping container and positioned so that POFs are readily accessible for examination by customs officials, when required, and the container sealed at customer's residence.
 - (5) I will comply with the following provisions of Public Law 103-159, Brady Handgun Violence Protection Act and the Personal Property Consignment Instruction Guide (PPCIG).
 - (a) Marking the outside of any package, luggage, or other container indicating that the package contains a firearm is prohibited. This does not exclude attaching documentation in a sealed envelope to a box/container of HHGs.
 - (b) Written acknowledgement of receipt from the recipient of any package containing a firearm is required. Signatures can be on a BL, inventory, or TSP- generated receipt. Signatures are only required at the time of delivery, (i.e., not required at in-transit points as shipments move between TSPs and agents).
- h. Books will be placed in cartons or boxes. All books of similar size will be packed vertically together in rows. Padding will be inserted between rows and packed tightly to fill out the carton or box and to prevent chafing. Books normally will be packed in a 1.5 cubic foot carton and not more than two rows high.

5. Inventory:

a. I agree to:

- (1) Prepare an accurate, legible HHG Descriptive Inventory and understand that an electronic inventory that provides equal or better information is highly encouraged.
- (2) Regardless, if an electronic inventory or a handwritten/hard copy inventory is used, I understand I will provide the customer a copy of the inventory prior to the driver leaving the origin location with the personal property.
- (3) Provide the customer or customer's representative with the opportunity to identify in writing high-risk or high-value items or the optional use of a high-risk or high-value inventory.
- (4) For electronic inventories, I will specifically ensure the following occur:
 - (a) Automated inventory software must ensure that the listing of each item must meet

or exceed the inventory requirements currently contained in the DTR.

- (b) The inventory will provide in the clear condition descriptions of articles.
 - (c) Customer must be able to thoroughly review inventory contents, including all comments, conditions, and annotate exceptions, per line item, prior to signature.
 - (d) TSP must obtain customers electronic signature separately on each individual page.
 - (e) Inventory must not be editable once signed and provided to customer.
 - (f) TSP must provide the customer the electronic copy prior to departing the residence with the property. **TSPs must ensure they have appropriate functioning equipment to comply.**
 - (g) **In the event the TSP's equipment is not functional, the TSP must be able to implement a backup plan to include the use of a handwritten or hard copy inventory to accurately account for the customer's property prior leaving the residence.**
 - (h) Customer and PPSO must be able to view inventories, including all comments, conditions, exceptions, and signature in any subsequent email version.
- (5) Use care in listing of articles as specifically as possible to include make, model, color, and serial number when visible on the outside of the article.
 - (6) Identify cartons by type and cube with an indication of general contents (e.g., Book CTN, 1.5 cubic ft., linens, pots and pans, etc.) and will not use words such as “household goods/personal property” or other general descriptive terms in the preparation of the inventory.
 - (7) Ensure that my representative will use diligence to record any unusual conditions and ensure the inventory reflects the true condition of the property, and ensure the customer is aware prior to signing. The “Exception Symbols” and “Location Symbols,” as shown on the inventory must be used to describe the conditions accurately. The omission of these symbols will indicate good condition except for normal wear.
 - (8) Ensure that the customer has the opportunity to review the inventory contents, including conditions, and annotate exceptions on the inventory.
 - (9) Professional Books, Papers, and Equipment (PBP&E) & Consumables:
 - (i) Ensure that the term “M-PRO” is used to identify a military member’s PBP&E and the term “S-PRO” is used to identify a military spouse’s PBP&E on the inventory.
 - (j) PBP&E must be segregated between the military member’s PBP&E and spouse PBP&E, placed in separate cartons, marked, weighed and inventoried separately.
 - (k) Use of the term “consumables” will be used on the inventory when shipment of consumables is authorized for movement on a BL.