

# COMPLETING YOUR ON LINE COUNSELING

## Thoroughly Read;

The Personal Property Counseling Checklist. Ensure you initial each item as you make your way through the list. **Do not skip any block!! Incomplete checklists will not be accepted.**

Certification of Shipment Responsibilities (**Reverse side of DD Form 1299**).

Conditions for Storage (**Reverse side of DD Form 1299**).

Using the instructions below complete the DD Form 1299

Ensure you sign the **Counseling Checklist** your completed **DD Form 1299** and the **Full Replacement Value [FRV] Checklist**

When you have completed all the above, Mail, FAX, or Email the completed forms with copies of all orders and any amendments to:

**MAILING ADDRESS:**

JPPSO Northwest  
AMSAS-FSI-JN-PPPO  
Box 339500 Mail Stop: 53  
Joint Base Lewis-McChord WA 98433-9500

**FAX NUMBER:**

(253) 967-9475

**EMAIL ADDRESS:**

[usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil](mailto:usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil)

1. Date Prepared	Enter the date the DD Form 1299 was completed.
2. Shipment Number	If this is the first shipment made on these orders it will be number one (1). If you have made previous shipments on these orders reflect which shipment this is. If this were your second shipment this block would contain a number 2 and so on.
6. Member or Employee Information	a. Last Name, First Name, Middle Initial b. Rank or Grade c. Social Security Number (Coast Guard - use employee I.D.) d. Agency (Army, Navy, Air Force, Marines, Coast Guard)

<p>7a. Household Goods Unaccompanied Baggage Estimates</p>	<p>(1). <b>Authorized Weight:</b> a. <a href="http://www.lewis-mcchord.army.mil/jppso/conus_pcs.htm">http://www.lewis-mcchord.army.mil/jppso/conus_pcs.htm</a>  <b>Estimated Weight:</b>  b. <a href="http://www.lewis-mcchord.army.mil/jppso/weight_estimator.htm">http://www.lewis-mcchord.army.mil/jppso/weight_estimator.htm</a>  (2) Professional Books Paper and Equipment. Enter estimated weight or "NONE" if not applicable.</p>
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<p>8. This shipment or Storage is Required Incident to the following Change of Station Orders</p>	<p>a. Permanent - Check this box if you are going to PCS  Temporary - Check this box if you are going TDY  b. Name of agency issuing the orders i.e. HQ I Corps, Ft Lewis  c. Name of your new duty station  d. Date the orders were issued. (YYYYMMDD format)  e. Orders number (Basic order; not the amendments)  g. In transit Phone number (Include the Area Code). - A number where you can be reached or that of someone who can reach you in the event there is a problem with your shipment after your departure.  h. In transit Address. - An address you can be reached by mail or the address of someone we can reach by mail that will be in touch with you. (Include Street, Apartment Number, City, County, State, ZIP Code)  (Also include your AKO or personal Email Address) -REQUIRED-</p>
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<p>9. Pickup (Origin) Information</p>	<p>a. Address where your property is located. (Street, Apartment Number, City, County, State, ZIP Code) (Include apartment, mini-storage, or mobile home court name,if applicable.)  b. Phone number where you can be reached. (Home Phone, Cell Phone, Duty Phone)  c. Name of any person other than yourself, who you authorize to release your property too.</p>
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<p>10. Destination Information</p>	<p>a. Address where the property is to be delivered. (Street, Apartment Number, City, County, State, ZIP Code) (Include apartment, mini-storage, or mobile home court name,if applicable.) (If you do not have a delivery address, enter the name of your next duty station.  b. Name or any person, other than yourself, who you authorize to receive your property.</p>
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<p>11. Extra Pickup / Delivery Address</p>	<p>If you have property to be picked up or delivered at more than one location in the local area, enter the complete address. (Street, Apartment Number, City, County, State, ZIP Code) where the property is located.</p>
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12. Scheduled Date  
For

- a. **Pack.** Date to start packing your property for shipment. The weight of your shipment determines how long is needed to pack your property.  
4,000lbs or less = 1 pack day  
4,000lbs to 8,000 = 2 pack days  
8,000lbs to 12,000 = 3 pack days  
12,000lbs and above = 4 pack days
- b. **Pickup.** The date the carrier will start to load your shipment.
- c. **Delivery.** JPPSO personnel will enter the Required Delivery Date (RDD) in this block after the shipment is booked.
- d. You must be **FLEXIBLE** on your move dates.

13 Remarks

Circle the appropriate block to indicate if the shipment does/does not contain firearms. If your shipment contains firearms list them by type and quantity. Also indicate in this block if your shipment contains any of the below listed items.

Waterbeds (size)	Taxidermy (size)
Motorcycles (# of CCs)	SCUBA Gear
Grandfather Clocks	Pool Tables
German Schrakns (# of Pieces)	Hot Tubs/Spas Fish
Aquarium (# of Gallons)	Piano
Big Screen/Flat Screen TV	Front load Washer/Dryer
Row boat, Canoe, Kayak (give dimensions)	
Pieces of marble over 2ft or Glass table over 4ft (Give Dimensions)	
Any piece of furniture over 7ft that does not break down.	
Anything about the shipment you feel we should know that is out of the ordinary.	

**NOTE:** If there is not enough room in block 13 you should continue on the back of the original copy of the form. If you enter information on the reverse side of the form please indicate this by writing "see reverse" in block 13.

**Notes**

1. Once you have established your pickup dates, they cannot be changed except for a bonafide emergency.
2. Signing the DD Form 1299 indicates that you have read and understand these instructions.
3. You must be at your residence between the hours of 0800 and 1700 the day(s) of your pack/pickup. If you are not available when the Transportation Service Provider (**TSP**) arrives at your residence you will be assessed an attempted pickup charge. This charge is your responsibility and must be paid before a **TSP** will start packing your property.
4. In block six (6) circle either W/Dep (with dependents) or WO/Dep (without dependents).