

## **Outbound Personal Property Shipments**

To arrange for shipment of your personal property, you must go to the Transportation Office, Building 517, Pvt Bolio Road and Lawton Street. Bring five (5) copies of valid PCS, TDY, ETS or Retirement orders, as well as any amendments and/or attachments.

Moving entitlements are complex and varied so orders must be presented in person in order to discuss shipping options. You will be given paperwork to complete for each move and scheduled for a counseling appointment.

Pick up dates should be scheduled as far in advance as possible, but at least 5-10 days from your counseling appointment.

It is highly recommended that you read "It's Your Move" pamphlet prior to your counseling session.

<http://www.sddc.army.mil/sddc/Content/Pub/37668/CSCNDAPAM552IYM.pdf>

Customer hours are from 0830-1245/1400-1600, Monday through Friday (excluding holidays).