

# US Army Garrison Hohenfels, Director of Logistics

(TRANSPORTATION)

PERSONAL PROPERTY PROCESSING OFFICE (PPPO); TRANSPORTATION MOTOR-POOL (TMP)  
& COMMERCIAL TRAVEL OFFICE INFORMATION ADVISORY

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**Organization:** USAG Hohenfels; Transportation

**Mailing Address:** Transportation Officer  
Unit 28216  
APO AE 09173

Our staff professionals are committed on finding ways to provide you the best possible service while striving to find ways to meet your transportation needs and ensure your move is the *best ever*. Our personal property office will thoroughly brief you of your transportation entitlements to assist you in making informed decisions for completing moves for personal property move, POV shipment and or release of permanent storage. Our commercial travel office is contracted to SATO TRAVEL; the friendly staff is eager to provide assistance for your official and leisure travel needs. SATO TRAVEL also arranges Air Mobility Command (AMC) transportation for outbound permanent change of station (PCS) and temporary duty (TDY). Our Transportation Motor Pool (TMP) is responsible for managing the Garrison's non-tactical vehicle fleet, administering driver's license test for private and government automobiles and dispensing fuel for government vehicles. All offices are eager to assist you with any questions or concern for your transportation requirements.

## **Personal Property Processing Office (PPPO)**

**Office Hours:** 0800-1200 and 1230-1530, Monday thru Friday  
(Closed on Germany Holidays)

**Outbound from Hohenfels:** Permanent Change of Station moves rate among the highest stressful times in a soldier's career. During this time, keep in mind that the TMO office is here to help you make your move smooth, effective and stress-free. Our staff has arranged thousands of outbound moves and shared the horrors of many inbound moves. To prevent stressful situations in your move, here are some helpful hints:

- a) Start early by contacting your Personal Property Office as soon as you receive written orders.
- b) To prevent excess weight cost, discard or sell any items that you don't need. Ask your counselor about other situations in which excess cost may be incurred.
- c) Plan ahead, think and re-think about items needed in each shipment.

- d) Recommended order of shipments: **First, household goods (HHG); Second, unaccompanied baggage; Release of Non-Temporary Storage (NTS) and Finally, Private Owned Vehicles (POV).**
- e) Ask about what items are allowed in unaccompanied baggage and stick to it. Having household good items in an unaccompanied baggage shipment can result in a change from unaccompanied baggage shipment to household goods. What is more, shipments of the same type, from the same origin to the same destination may result in excess cost.
- f) Do not plan unaccompanied baggage and HHG shipments within 1-days of each other (moving companies may have issues that could cause a delay in packing or pick-up). While waiting for your next shipment, re-think and sort through items to be shipped.
- g) Never plan for two shipments on the same day (moving day in your house can go from chaos to pandemonium) you will not know what was shipped or what is in storage.
- h) When movers arrive at your house greet them and point-out items of special concern to you for special handling. If you think an item needs more insulation let them know, they will be happy to ensure your satisfaction, this will be a win-win situation. A happy customer equals minimal claims and more money for them. For you, it could mean the preservation of an irreplaceable item.

**Inbound to Hohenfels (HHG and unaccompanied baggage):** All incoming service members and DoD civilians are asked to contact the transportation office immediately upon arrival (no appointment necessary) and provide us with the following:

- a) Contact phone number
- b) DD form 1299, Application for Shipment/Storage of Personal Property
- c) SF form 1203, Government Bill of Laden (GBL)
- d) PCS Orders

In-turn we will contact you immediately upon arrival of your property to arrange delivery if you have quarters. If you do not have quarters we will place property in temporary storage for 90-days. To the contrary, if the property is delayed in-transit, a tracer action will be initiated the day after the Required Delivery Date (RDD) to determine cause of delay and new arrival date. If you experienced difficulties with your move at your previous assignment please inform us at this time and we will have our Quality Control Inspector review your problems and provide feedback to the origin post or base for action. During the peak-moving season (April – July) it is normal to experience problems obtaining pickup and delivery dates because of the overwhelming demands placed on the moving industry. Therefore when arranging deliveries from storage during the peak-moving season remain flexible plan well ahead of time and always have a backup plan.

**Inbound Privately Owned Vehicle (POV) Shipment:** POV shipping is contracted worldwide by American Auto Logistics to move POV's. All POV's shipped into Germany arrive at a port in Bremerhaven, approximately 800 kilometers north of Hohenfels. Vehicles destined for Hohenfels are loaded onto trucks and transported to the Army Post of Grafenwoehr the closest Vehicle Processing Center (VPC) approximately 100 kilometers north of Hohenfels. Grafenwoehr in-turn contacts the member in writing of vehicle's arrival. **Before** going to the Vehicle Processing Center Grafenwoehr to pick up the POV you need to see the Vehicle Registration Office Hohenfels to obtain Temporary License Plates. There you will need:

- a) USAREUR Driver's License
- b) Proof of Insurance
- c) State Registration of Title
- d) DD form 788, Shipping Document
- e) Registration fee (can be paid with check, money order or with credit card)

At Grafenwoehr you will need:

- a) Photo ID
- b) DD form 788, Shipping Document
- c) Orders with amendments (1-copy ea, as applicable)
- d) Temporary (Germany) License Plates
- e) Power of Attorney (if vehicle is being picked up by someone other than the service member)

Picking up a private owned vehicle is the member's responsibility however travel is reimbursable at the current travel rate (see Finance). If you can't pick up your vehicle immediately because of military deployment it may be picked up and stored by the Garrison Transportation Officer for up to 90-days after TDY.

To register a POV it must first pass a safety and mechanical inspections. Members are advised that mechanic labor in Germany is very expensive and that repairs should be done before departing current duty station. The following vehicle requirements may be in addition to information provided by your local Personal Property Office:

**Outbound POV Shipment:** If excessive oil is leaking from the engine or transmission, the vehicle may be rejected (excessive leaking is anything that allows for three or more drops in 60-seconds).

- a) Should have bumpers of the kind provided by the manufacturer firmly attached to both front and rear of vehicle. Any repair to or modification of the original bumpers will be examined for safety and strength.
- b) POV's that have body rust and corrosion on doors or frames that weaken areas protecting the driver or passengers will be rejected. Crucial areas are door panels, doorposts, and rocker panels. POV's that have metal posts and panels repaired by body putty or other filler material will be rejected.

- c) POV's with dangerous projections (bumpers bent out of place, loose running boards, protruding molding and body trim, bent or torn hood or fenders) will be rejected.
- d) White, amber, or any other color lights behind the grill for the purpose of lighting up the grill are prohibited.
- e) Lights in the wheel wells, under fenders or behind the tires are prohibited.
- f) Additional lighting in or around the vehicle windshield, windows, or rear window that does not enhance vehicle safety is prohibited.
- g) Decorative lighting around the license plates is prohibited.
- h) Vehicle glass must not have breaks. Cracks outside the driver's windshield-wiping area that are over 6-inches, star-shaped fractures over 1-inch in diameter, or any condition concerning glass breaks or cracks cited in this paragraph will be determined to obstruct the driver's visibility and will cause the vehicle to be rejected.
- i) Tie-rod steering arm assemblies (steering arms, idler arms, and drag links), ball joints, and kingpins having excessive play will cause the vehicle to be rejected.
- j) Rear axle bent or the wheels are positioned improperly or not aligned with the axles will cause the vehicle to be rejected.
- k) Muffler cutouts and other similar devices that are not factory-installed (including fiberglass-packed, straight-through mufflers) that permits passage of excessive noise are prohibited. Additionally, vehicles that emit excessive smoke will be rejected.
- l) Vehicles operating on the autobahn with a defective spare tire or missing spare tire are in violation of German traffic law and the operator can be fined.
- m) Receipts for ordered replacement parts will not be acceptable substitutes for repairs required to meet mechanical standards except when the part does not pose an immediate safety hazard (i.e., cracked lens of a turn-signal light.)

**Motorcycles:**

- a) Motorcycles that have been altered to change the center of gravity or wheelbase from that established by the manufacturer or motorcycles with alterations hazardous to other highway users (i.e., missing chain-guards or fenders will be rejected.)
- b) Motorcycles and scooters must be equipped with at least one rear red reflector. Reflector may be attached separately or combined with taillights.
- c) Must be equipped with two rearview mirrors. Each mirror must be mounted with a stable support so that the horizontal center of the reflective surface is at least 11-inches outward of the longitudinal centerline of the motorcycle. Mirrors must not be discolored, cracked or broken.

**Pets:** Although German law does not have any quarantine requirements, the Provost Marshall at Vilseck Army Post requires you to register your pet with their office. For more information ask your sponsor for more assistance.

The following dogs are category I and are prohibited in Germany:

- Pit-Bull
- Bandog
- American Staffordshire Terrier
- Staffordshire Bullterrier
- Tosa-Inu

The following dogs (including their mixed breeds) are considered category II and are only allowed in Germany with a valid “negative certificate” and registration:

- Rottweiler
- Alano
- American Bulldog
- Cane Corso
- Perro de Presa Canario (Dogo Canario)
- Presa Mallorquin
- Bullmastiff
- Bullterrier
- Dogo Argentino
- Dogue Bordeaux (Bordeauxdogge)
- Fila Brasileiro
- Mastiff
- Mastino Espaniol
- Mastino Napoletano

Note: The Rhodesian Ridgeback has been removed from the list.

Beginning November 1, 2002 every dog under category II of the German fighting dog regulation must obtain a “Negative Certificate” from an appointed veterinarian or a dog expert in Germany. Additionally, owners of category II dogs must file the certificate with the German Registration Office in the local town where stationed.

**Claims:** Sometimes personal property is lost, damaged or delayed in transit and a claim may become necessary. However, before you file your claim remember you will need a copy of a DD form 1840, this form (pink copy) is provided by the carrier upon delivery of your property (we do not have copies of this form so be sure to safeguard it). Additionally, you will need a copy of the Government Bill of Lading (GBL), if you do not have a copy, one may be obtained from our office. Claims for inconvenience (i.e., shipment delayed) are handled by the member and directly with the carrier, our office will assist if requested.

**Transportation Motor Pool (TMP):**

**Office Hours:** 0800-1200 and 1230-1530, Monday thru Friday (Closed on Germany Holidays)

To get a USAREUR Certificate of License:

- a. You must have a current state side license to obtain a USAREUR POV license.
- b. You must attend the USAREUR POV Orientation at the Driver Testing Section.
- c. You must pass a two-part written test, traffic regulations 100 questions and road signs 50 questions IAW USAREUR Reg. 190-1; passing score is 90%.
- d. The fee for your POV license is \$10 payable with either check, credit/debit card or money order; we can not accept cash.
- e. Once the test is satisfactorily completed and the fee is paid a temporary license is issued for 60-days until the permanent license (valid for five years) is received in the mail.
- f. The USAREUR License Study Book (AE Pam 190-34) is available at the Driver Testing Section or online at <<http://rmv.hqusareur.army.mil>>