

HELPFUL TIPS

(FOR DEPARTING AND ARRIVING SOLDIER'S)

1 May 2007

DEPARTING SOLDIER'S:

- Visit the Transportation Office located at Soldier Service Center, Bldg 253, 2d floor, Room 2003A immediately upon receipt of your orders if you intend to ship personal property. Request for Orders (RFO's) are not acceptable. Transportation Office operates on an appointment system. Telephonic appointments are not honored. You do not have to have clearance papers to coordinate movement of your personal property and waiting for clearance papers most likely will cause a delay in pickup of your property to coincide with your departure date. The time delay from your initial contact with Transportation Office and actual pickup of your property from residence during non-peak periods ranges from 7 to 10 workdays while peak periods may increase to 3 to 4 weeks.
- Plan ahead. Anticipate your needs before you visit the Transportation Office. Know your desired pickup date and estimated weight (1,000 pounds per room or weight from your previous move). If you have access to a computer and printer you may access the DOD Forms website at www.usapa.army.mil and complete a DD Form 1299 for each shipment you plan to make but keep in mind that you will be counseled by transportation personnel whether or not the shipment is authorized at government expense.
- Be flexible. Coordinate and arrange your move with the Transportation Office prior to closing on a lease or sale of residence. DO NOT schedule a pickup date when you have other scheduled appointments or commitments. Also remember that everyone cannot move on the last day of the month due to exhaustion of carrier capabilities.
- Be prepared. Bring four copies of your orders and a list of your personal property concerns when you visit the Transportation Office. Have names, phone numbers and email addresses to provide as points of contact regarding your shipment.

ARRIVING SOLDIERS:

- If you made prior arrangements for shipment/s of personal property to this installation you need to contact the local Transportation Office immediately upon your arrival to provide a contact telephone number. Failure to make immediate contact with the Transportation Office will result in your property being placed in temporary storage which will cause time delay in you receiving your shipment and generates unnecessary use of storage at government expense. Also remember the more your shipment is handled in and out of storage the more chances it could result in damages. It is essential too that you maintain close contact regarding your time limits allowed for temporary storage at government expense. If you exceed your time limitations, property will be converted to private storage at your expense.
- Soldier's assigned to Fort Stewart or Hunter Army Airfield who arrived prior to shipping their personal property and want to apply for shipment must visit the local Transportation Office, Inbound Personal Property Section. Fort Stewart soldier's should visit the Transportation Office located at Soldier Service Center, 55 Pony Soldier Road, Bldg 253 and soldier's assigned to Hunter Army Airfield should visit the Transportation Office located at Bldg 1228, Hunter Army Airfield.
- To check on the status of a shipment incoming to Fort Stewart or Hunter Army Airfield you may visit the Transportation Office, Inbound Section, Bldg 253, at Fort Stewart or Bldg 1211 Hunter Army Airfield or contact them by telephone numbers listed below, based on last name beginning letter:

Fort Stewart

A thru E: (912) 767-2889
F thru K: (912) 767-4208
L thru Q: (912) 767-8130
R thru Z: (912) 767-6899

Hunter Army Airfield

ALL Alphabets: (912) 315-3828

Business hours are Monday thru Friday from 0830 to 1530 hours, excluding federal holidays.