



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

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DATE: December 12, 2016

TO: Agents and Haulers of National Forwarding Co., Inc. and Affiliates

FROM: Cheryl Garamoni, Vice President Agency Services

SUBJECT: Proper Inventory per the Tender of Service, Part Two

Please review with your packing crews and drivers the importance of correctly writing up the inventory for our Military customers. An apple a day, or in this case, a reminder a day, will keep the JPPSO LOW's away!

- Please prepare a LEGIBLE Inventory
- Do not use general descriptions:
 - Décor is too general – list the room and what kind of décor, was it holiday, artificial flowers, pictures, etc
- Dressers or chests – annotate 'empty' or contents
- Do not use 'ditto' marks or vertical drawn lines
- Make, Model and Serial # of all electronics
- Pro Gear – Please review TOS explanation:

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. In addition, use of the term "consumables" will be used on the inventory when shipment of consumables is authorized for movement on a BL. All PBP&E and/or consumable items will be identified as such on the inventory, together with the cube and weight of the container; a line entry item for each container (e.g., carton M-PRO/S-PRO, 6 cubic ft., 150 lbs). All PBP&E items identified by the member, member's spouse or employee will be separated from other items of the shipment. PBP&E must be segregated between the military member's PBP&E and spouse PBP&E, placed in separate boxes or cartons, marked, weighed and inventoried separately. The total weight of the PBP&E must be entered into DPS. If the shipment contains consumables, the total weight of all consumables will be entered into DPS. When it is impossible or impractical to weigh the PBP&E or consumables, a constructive weight, based on seven pounds per cubic foot, will be used.

CJG/ab