



DEPARTMENT OF THE AIR FORCE
JOINT PERSONAL PROPERTY SHIPPING OFFICE - SAN ANTONIO (DOD)
613 NORTHWEST LOOP 410, SUITE 400
SAN ANTONIO TX 78216-5518

16 September 2003

MEMORANDUM FOR PERSONAL PROPERTY COUNSELORS
CARRIERS/AGENTS

FROM: JPPSO-SAT/DD

SUBJECT: Required Documents for Signature

1. Department of Defense (DOD), Standard Forms (SF), and the Household Goods Descriptive Inventory are the only forms that need to be signed by the member during the process of moving his/her personal property. Carrier and/or agent generated forms do not require the member's signature and are not listed in the Defense Transportation Regulation as applicable.
2. Counselors are to brief members on documents that he/she is required to sign when moving personal property. Members should not sign carrier and/or agent generated forms.
3. Questions regarding this subject should be directed to MSG Tapp at DSN: 954-4212 or commercial: (210) 321-4212


BILLIE J. WILEY, GS-13, DAFC
Deputy Director, JPPSO-SAT