

DMO UNIT REPRESENTATIVE  
STATEMENT OF UNDERSTANDING

\_\_\_\_\_ I understand there will be **NO WEEKEND DELIVERIES OR PICK-UPS**

\_\_\_\_\_ I understand how to properly fill out DD form 1299.

\_\_\_\_\_ Unit Reps will ensure that the DD form 1299 has all the next of kin information, i.e. names and phone numbers.

\_\_\_\_\_ All Unit Reps will use the DD form 1299 provided by the DMO Personal Property Office (MCAS Miramar).

\_\_\_\_\_ All DD 1299's that are turned in to DMO will be accompanied with a roster of personnel needing storage/delivery.

\_\_\_\_\_ All Unit Reps will advise the DMO Personal Property Office of any changes/cancellations at least 2 working days prior to pickup or delivery.

\_\_\_\_\_ As a unit representative I am required to be present at the barracks upon the day of pick up and/or delivery (0730-Completion), As well as sign the inventory list in the event the Marine is unable to do so.

\_\_\_\_\_ I will ensure that every Marine is present in their room on the day of pick up and delivery. I am required to maintain the master key for barracks rooms in the absence of these Marines.

\_\_\_\_\_ I understand that the carrier is not required to call the Unit Rep or DMO if any Marine is not present at their Barracks room

\_\_\_\_\_ I understand that all pick-ups/deliveries/changes and cancellations will go through me (Unit Rep) to be passed on to the DMO Personal Property Office.

\_\_\_\_\_ I must submit all required letters, rosters, and signed copies of the DD form 1299 before dates can be arranged.

\_\_\_\_\_ I understand I will brief the Marine(s) that once an item is inventoried and packed it is no longer retrievable under any circumstance and is out of their possession until SNM has returned from deployment.

\_\_\_\_\_ I understand that ALL POV's needing to be stored will be coordinated with DMO Personal Property on a designated date approved by DMO, and the lot will only be opened on

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the designated date at 0900 and/or 1300 and the Marine must be 15 min prior with copies (already made) of Current Insurance, Registration, Driver's License, Military I.D and POV packet filled out and in hand at the time of storage.

\_\_\_\_\_ I understand that if the Marine(s) storing POV's show up without the copies of all the proper documents required to store the POV they will be turned back to their Unit Rep and asked to store at a later time.

\_\_\_\_\_ I understand that as a Unit Rep I am required to provide transportation from the JRC to East Miramar or East Miramar back to base when Marine(s) are storing or having their vehicles released. DMO is NOT responsible for transportation.

\_\_\_\_\_ I understand that ONLY Unit Reps may turn in DD1299's and are required to brief ALL Marines for pick-ups and deliveries, if failure to do so can result in an **attempted delivery/pick-up fee** which will need to be paid in full in order to schedule a new pick-up/delivery date.

\_\_\_\_\_ I understand my SgtMaj/Commanding Officer will be notified if failure to comply with the above responsibilities as the Unit Rep Which may result in termination as a Unit Rep.

SGTMAJ: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ I have been properly briefed on the DMO Personal Property deployment procedures and I am aware of my responsibilities as the Unit Representative.

\_\_\_\_\_ This SOU is not a working document until signed by the S-4 or S-4A and returned to DMO to sign.

\_\_\_\_\_  
Print/Signature  
Unit Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Signature  
S-4 Officer Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Signature  
DMO Representative

\_\_\_\_\_  
Date