

DMO UDP Walk-through

MCAS Miramar
DISTRIBUTION MANAGEMENT OFFICE
Bldg. 2258 (JRC)
(858) 577-1276/ 1671

Required documentation for Storage of Personal Property

- ❖ Unit Representative Letter
- ❖ Authorization for Storage Letter
- ❖ Unit Representative Letter
- ❖ Roster of Personnel requiring storage
- ❖ DD Form 1299

DD Form 1299 and Roster of personnel's requiring storage needs to be in alphabetical order and pick-up date when turned over to DMO.

DD Form 1299 (Top Form)

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD) Date turned over to TMO	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)	
		a. NAME	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)	
6. MEMBER OR EMPLOYEE INFORMATION			
a. NAME (Last, First, Middle Initial)	b. RANK/GRADE	c. SSN Full SSN	d. AGENCY USMC
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS NO. OF CONTAINERS (Enter quantity estimate)			
(1) POUNDS	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (POP&E) (Enter "NONE" if not applicable)	(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (X as applicable)			
<input type="checkbox"/> CONTENTS PACKED	<input type="checkbox"/> MOBILE HOME BLOCKED	<input type="checkbox"/> MOBILE HOME UNBLOCKED	<input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION

- ❖ 1) Will have the (Date) the forms is turned over to DMO
- ❖ 6a) Last, First name of individual
- ❖ 6b) Rank/ Grade
-Example: LCPL/ E-3
- ❖ 6c) SSN: Will need full SSN, not EDIPI number. System will not recognize this and will delay your process for storage
- ❖ 6d) Agency: USMC
- ✓ Same Information for Delivery

DD Form 1299 (Middle Form)

8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (X one) <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. ISSUED BY Unit Deploying	
c. NEW DUTY ASSIGNMENT			
d. DATE OF ORDERS (YYYYMMDD)	e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code) N.O.K. PH NUM
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code) **REQUIRED**Next Of Kin Information (name & address)			
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i> BRKS & Room San Diego, CA 92145		a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <i>(If a mobile home park, include mobile home court name)</i>	
b. TELEPHONE NUMBER (Include Area Code) Good Number to Reach You		b. AGENT DESIGNATED TO RECEIVE PROPERTY	
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)		12. SCHEDULED DATE FOR (YYYYMMDD)	
		a. PACK	b. PICKUP
		c. DELIVERY	

- ❖ 8b) Your Deploying Unit
- ❖ 8g) N.O.K. Phone Number
- ❖ 8h) N.O.K Information
-This is not the
delivery/pickup address
- ❖ 9a) The Barracks and Room
number for pick-up.
- ❖ 9b) Good POC of individual
- ❖ 12b) Date for pick-up.

DD Form 1299 (Bottom Form)

13. REMARKS			
UNIT REPS INFO AND MOTORCYCLE INFO (MAKE, MODEL, CC) IF APPLICABLE			
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")			
a. FROM	b. TO	c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE Sign	b. DATE SIGNED Date	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)			
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE	b. CERTIFIED BY (Signature)		
	c. TITLE		

- ❖ 13) Remarks: Additional requirement for DMO if needed
- ❖ 15a) Signature of Member
- ❖ 15b) Date Signed
- ✓ Same Information for Delivery

Roster required with DD1299's For Pickup and Delivery

MAG 11 UNIT DEPLOYMENT PICK UP ROSTER										
			REP. 1	GYSGT DENIZ	PHONE	577-1670				TO BE PICKED UP/DELIVERED BY TMO
			REP. 2	NONE						
	BRKS #	ROOM#	POV Y/N	LAST NAME	FIRST	RANK	SSN:	PICKUP/ DELIVERY DATE	SCAC	CONFIRMED Y/N
1	5309	6A		DENNING	JOSHUA	CPL	000-00-0000	10-Sep		
2	5302	2A		ETIBEK	CORY	PFC	000-00-0000	10-Sep		
3	5302	25B		GEORG	BRIAN	LCPL	000-00-0000	10-Sep		
4	5309	21B		GERVAIS	DARNELL	PFC	000-00-0000	10-Sep		
5	5302	22A		GLODO	PHILLIP	CPL	000-00-0000	10-Sep		
6	5309	17B		ISCH	ADAM	LCPL	000-00-0000	10-Sep		
7	5309	14A		JOHANNESSEN	RICHARD	CPL	000-00-0000	10-Sep		
8	5302	30A		MILIUS	JACOB	CPL	000-00-0000	10-Sep		

DMO Requirements

- ❖ Individual Marines **MUST** be in their room of (pick-up/delivery) from 0730 until competition. (NO EXCEPTION)
- ❖ If Marines are not in their rooms when the movers knock on their doors, the Marines will be charged with an "Attempted Pick-up/Delivery Fee". The fees will have to be paid before movers coming out again. (Please ensure, your Marines are there)
- ❖ If Marines cannot be there for pick-up/delivery, cancellation can be done at the JRC by the Unit Representative. Cancellation of pick-up/delivery needs to be submitted to DMO **2 day prior** to avoid the attempted fees.

Privately Owned Vehicle (POV)

- ❖ Location of POV Storage: East Miramar
- ❖ **NO** cost to the Marines
- ❖ Only single Marines living in the Barracks **NOT** collecting BAH.
- ❖ Unit Representative are required to find a shuttle for the Marines to and from East Miramar for POV drop-off and release.
- ❖ STORAGE TIMES of POV are 0900 and 1300/ Monday to Friday and will coordinate the dates with DMO. Unit representatives will have the Marines show up at the DMO office at least 15 minutes prior the scheduled time for the storage or release of the vehicles.

Requirement for POV storage

- ❖ (1) POV and/or (1) Motorcycle authorized per person.
- ❖ No Jet Ski, trailers, or mobile homes will be allowed
- ❖ POV needs to be in working condition and **NO** personal items can be left in the vehicle.
- ❖ Battery will be disconnected upon drop-off of the vehicle and **CANNOT** be put on a jack.
- ❖ A copy of the keys will be turned into DMO
- ❖ POV will not be taken out and restored back in storage within the same deployment (ONCE IT'S OUT, IT REMAINS OUT)
- ❖ No maintenance can be done on the storage lot, other than to disconnect the battery.

POV Required Documentation

- ❖ You **MUST** complete the POV Storage Packet Information Sheet and staple a copy of the following documentation;
 - a) Valid Insurance Card (includes dates)
 - b) Valid State Registration
 - c) Valid Driver's license
 - d) Military ID
- ❖ Vehicle must have a valid base sticker at the time the Marines drop off their POV (Will accept if expires while being stored)
- ❖ Copies of all documentation **MUST** be made **BEFORE** arrival to the DMO JRC with Marines storing POV.

Turn around time to set
storage for your personal
property is
15 working days

SO PLAN ACCORDINGLY!