

## SUPPORTING STATEMENT - PART A

Personal Property Household Goods and Unaccompanied Baggage Shipment Services – 0704-0531

### Summary of Changes from Previously Approved Collection

- Addition of DD1840, DD1800, DD1863, DD1412, DD2787 due to the public burden as identified by WHS.
- The burden has increased since the previous approval due to the addition of the five forms.
- Change of collection title due to added forms from “Tender of Service for Personal Property Household Goods and Unaccompanied Baggage Shipments” to “Personal Property Household Goods and Unaccompanied Baggage Shipment Services”.

### 1. Need for the Information Collection

The six forms listed below in section two (2) are used to collect data to support the private sector commercial Transportation Service Providers (TSP). The TSPs are under contract with the Department of Defense (DoD) for the shipment and storage of personal property for DoD Service Members, DoD Civilians and U.S. Coast Guard.

Legal or administrative requirements that mandate the collection of data are:

Public Law 100-562, Imported Vehicle Safety Compliance Act of 1988; 5 U.S.C. 5726, Storage Expenses, Household Goods and Personal Effects, 10 U.S.C. 113, Secretary of Defense; 10 U.S.C. 3013, Secretary of the Army; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 8013, Secretary of the Air Force, 19 U.S.C. 1498, Entry Under Regulations; 37 U.S.C. 476, Travel and Transportation Allowances, Dependents, Baggage, and Household Effects; Federal Acquisition Regulation (FAR); Joint Travel Regulations (JTR) , DoD Directive 4500.9E, Transportation and Traffic Management; DoD Directive 5158.4, United States Transportation Command; DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services; DoD Regulation 4140.1, DoD Materiel Management Regulation; DoD Regulation 4500.9, Defense Transportation Regulation (DTR); and DoD Regulation 4515.13-R, Air Transportation Eligibility and E.O. 9397 (SSN).

### 2. Use of the Information

The Respondents of the DD Forms listed below are a mix of TSPs, Claims Office (DoD Military and USCG) and DoD Military and Civilian Members and USCG Members. The DTR is the Government regulation that contains information and guidance on the use of the following DD Forms listed below. The DTR can be found via <https://www.ustranscom.mil/dtr/index.cfm>.

The DD Form 619 respondents are TSPs to perform accessorial services and to receive payment for services rendered. This form contains the Bill of Lading number, which is unique for every

shipment, the owner's name, rank/grade, where the shipment is being picked up, the date the personal property is being picked up, and the destination of the shipment. The DD 619 also includes the origin ordering activity/installation name, the name of the TSP and of the TSP agents who pack and load the customer's household goods or unaccompanied baggage shipments. The DD Form 619 collection is on an 'as required' basis. The collection frequency would not decrease as almost all personal property shipments require one. There are no invitations or other communications sent to the respondents. The result of the information collection is that the TSP is paid in full for all services rendered. Once accessorials are completed on the DD form 619 by the TSP, it is provided to the supporting Military service which in turn uploads the information into the Defense Personal Property System (DPS) by the service, which is an automated system that will generate costing for the payment information for the TSP upon completion of services.

The DD Form 1840 respondents are DoD Military and USCG Claims office, and the TSP. The Customer and TSP are responsible for the DD Form 1840 to document and report all loss and damage of personal property. The DD 1840 is also the primary source document for all elevated claims to the Military Service or USCG Claims Offices. The DD Form 1840 contains the Bill of Lading number, the owner's name, rank/grade, where the shipment is being picked up, the date the personal property is being picked up, and the destination of the shipment. The DD 1840 also includes the origin and destination city and state or country, and the name and SCAC of the TSP. If applicable, it also may contain TSP agents who pack, loaded, transported, unloaded, and unpacked the Customer's household goods or unaccompanied baggage shipments. The TSP downloads the DD Form 1840 from <https://www.esd.whs.mil/DD/> and is required to provide the Customer with three (3) copies at time of delivery. The form is filled out manually by hand. The form is returned only to record loss or damage to personal property transportation office and held between the TSP and customer. If the form is returned due to loss or damage of personal property, then the appropriate actions will be taken to rectify the loss/damage to the property. The DD Form 1840 collection "is required" for all personal property shipments. The collection frequency is based on the total number of personal property shipments during Peak and Non-Peak rate cycles. The result of the information collection will be determined by the Customer's actual loss or damage of personal property.

The DD Form 1800 respondents are the personal property shipping office to document inspection of Mobile Homes and account for any violations of the TSP's agreement. This form is also used to act as supporting documentation for any action arising from TSP's unsatisfactory performance. Information in this form may be provided to a TSP during adjudication or other action taken for unsatisfactory performance by the TSP. This form is downloaded from <https://www.esd.whs.mil/DD/>, printed, and filled out manually and then returned to the destination personal property shipping office once shipment is complete. There are no invitations or other communications sent to the respondents. The result of having this form filled out is that a formal record of the mobile home's condition at both its origin and destination, which can then be used to settle claims arising from unsatisfactory performance or damage during transportation by the TSP.

The DD Form 1863 respondents are TSPs to document and perform assessorial services used during the shipment of a mobile home and receive payment for services rendered. This form also documents whether storage-in-transit (SIT) is utilized for the mobile home during shipment. This form is downloaded from <https://www.esd.whs.mil/DD>, printed and filled out manually. The TSP completes the form to itemize and provide details on any assessorial services performed, such as repairs or utility disconnections. The customer or a Personal Property Shipping Office (PPSO) representative must review the form. After verifying that the services and costs are properly described and supported, the customer or PPSO signs the form to acknowledge its accuracy. The signed form is then submitted by the TSP to the PPSO to be used as part of the claims process for payment. There are no invitations or other communications sent to the respondents. The DD 1863 is essentially a verification document. The customer or PPSO's signature confirms that the services were correctly performed, which is necessary for the TSP to be reimbursed for the additional costs. The result of the information collection is that the TSP is paid in full for all services rendered.

The DD Form 1412 respondents are TSPs to document items shipped in a house trailer. This form is used to inventory the condition of each item being shipped inside a house trailer during a move. The condition of each item is documented at origin and destination to document any loss or damage incurred during shipment. The form serves as a record of the personal property included in the shipment, which is crucial for tracking and managing the belongings being transported with the mobile home. This document provides detailed information about damage to support any official claim that could not be resolved by the TSP. This form is downloaded from <https://www.esd.whs.mil/DD>, printed and filled out manually. There are no invitations or other communications sent to the respondents. The customer is provided a copy of the signed inventory at origin. Upon delivery, the TSP and the customer (or their agent) inventory the damage, if any, and sign the form. If any exceptions or changes were noted at the destination, the updated form is routed to the destination PPSO for coordination. A copy of the final signed form is retained by the TSP and a copy is also retained by the customer. Once the inventory is finalized at the destination, it becomes a crucial document for filing any claims. A customer must file a claim for loss or damage, and a copy of the DD Form 1412 is needed to substantiate those claims. The result of the information collection will be determined by the Customer's actual loss or damage of personal property.

The DD Form 2787 respondents are insurance companies, Non-Temporary Storage Service Providers and TSPs. The form is used by insurance companies to issue a certificate to contractors who store government property, providing proof of coverage as required by DoD contracts. This form is used to certify that a policy is in force and includes insurance as required for property accepted and stored by a Non-Temporary Storage (NTS) Service Provider. This form is downloaded from <https://www.esd.whs.mil/DD/>, printed and filled out manually. There are no invitations or other communications sent to the respondents. The form is provided to the PPSO. The result of the information collection certifies that a policy is in force, providing insurance coverage for a NTS Service Provider's liability for property they accept and store for the government. The certificate serves as proof that the insurance policy is active and meets the DoD requirements.

### 3. Use of Information Technology

Defense Personal Property Program (DP3) has initiated a transition from a Tender of Service (ToS) based program using DPS to a Contracted based program (Global Household Goods Contract [GHC]) using MilMove system and a Contractor based system. These forms will be obsolete with the DPS (estimate 2027-2029) sunset. Responses currently collected electronically for all these forms are 0%.

### 4. Non-duplication

The information obtained through this collection is unique and is not already available for use or adaptation from another cleared source.

### 5. Burden on Small Businesses

These forms are completed manually by all affected customers, TSPs or designated agents. Some of which are considered small businesses. However, the burden on the small businesses is not considered excessive.

### 6. Less Frequent Collection

All shipments moved may require the completion of these forms, so less frequent collection is not possible.

### 7. Paperwork Reduction Act Guidelines

This collection of information does not require collection to be conducted in a manner inconsistent with the guidelines delineated in 5 CFR 1320.5(d)(2) or other policy.

### 8. Consultation and Public Comments

#### Part A: PUBLIC NOTICE

A 60-Day Federal Register Notice (FRN) for the collection published on Wednesday, November 26, 2025. The 60-Day FRN citation is 90 FR 54309.

No comments were received during the 60-Day Comment Period.

A 30-Day Federal Register Notice for the collection published on Wednesday, March 18, 2026. The 30-Day FRN citation is 91 FRN 13019.

#### Part B: CONSULTATION

No additional consultation apart from soliciting public comments through the Federal Register was conducted for this submission.

## 9. Gifts or Payment

No payments or gifts are being offered to respondents as an incentive to participate in the collection.

## 10. Confidentiality

A Privacy Act Statement is not required for this collection because we are not requesting individuals to furnish personal information for a system of records.

The SORN (FTRANSCOM 01 DOD) can be accessed here:

[FTRANSCOM 01 DoD > Office of the Assistant to the Secretary of Defense for Privacy, Civil Liberties, and Transparency > SORNs](#)

A Privacy Impact Assessment (PIA) is not required for this collection because PII is not being collected electronically for any of these forms.

The DPS system does not require a NARA appraisal as the data input/outputs being processed in the system for members are temporary records IAW CJCSM 5760.01B, Vol 2, bucket series 0600-03I – Transportation, travel, and passenger reimbursement records and 0600-03G – Financial management routine records. Both buckets have a retention schedule of 7 years but no more than 10 years after cutoff. The DPS system does not currently generate a new type of DOD record that has not been appraised by NARA.

## 11. Sensitive Questions

No questions considered sensitive are being asked in this collection.

## 12. Respondent Burden and its Labor Costs

### Part A: ESTIMATION OF RESPONDENT BURDEN

Information is extracted from historical data provided by Personal Property Shipping Offices (PPSO), and Joint Personal Property Shipping Offices (JPPSO). There are currently 833 DoD approved TSPs participating in the movement of personal property worldwide.

Historical data discovered that each TSP accomplished the DD-619 approximately 288 times annually. The total of DD Form 619's historically accomplished was 239,904. It takes approximately three 3 minutes to complete one DD Form 619.

Historical data discovered that each TSP accomplished the DD-1840 approximately 364 times annually. The total of DD Form 1840's historically accomplished was 303,212. It takes approximately 5 minutes to complete one DD Form 1840.

Historical data discovered that each TSP accomplished the DD-1800 approximately 364 times annually. The total of DD Form 1800's historically accomplished was 303,212. It takes approximately 5 minutes to complete one DD Form 1800.

Historical data discovered that each TSP accomplished the DD-1863 approximately 288 times annually. The total of DD Form 1863's historically accomplished was 239,904. It takes approximately 5 minutes to complete one DD Form 1863.

Historical data discovered that each TSP accomplished the DD-1412 approximately 364 times annually. The total of DD Form 1412's historically accomplished was 303,212. It takes approximately 5 minutes to complete one DD Form 1412.

Historical data discovered that each TSP accomplished the DD-2787 approximately 364 times annually. The total DD Form 2787's historically accomplished was 303,212. It takes approximately 5 minutes to complete one DD Form 2787.

- 1) Collection Instrument(s)  
[DD-619]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 288
  - c) Number of Total Annual Responses: 239,904
  - d) Response Time: 3 minutes
  - e) Respondent Burden Hours: 11,995.2
- 2) [DD-1840]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 364
  - c) Number of Total Annual Responses: 303,212
  - d) Response Time: 5 minutes
  - e) Respondent Burden Hours: 25,267.7
- 3) [DD-1800]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 364
  - c) Number of Total Annual Responses: 303,212
  - d) Response Time: 5 minutes
  - e) Respondent Burden Hours: 25,267.7
- 4) [DD-1863]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 288
  - c) Number of Total Annual Responses: 239,904
  - d) Response Time: 5 minutes
  - e) Respondent Burden Hours: 19,992

- 5) [DD-1412]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 364
  - c) Number of Total Annual Responses: 303,212
  - d) Response Time: 5 minutes
  - e) Respondent Burden Hours: 25,267.7
  
- 6) [DD-2787]
  - a) Number of Respondents: 833
  - b) Number of Responses Per Respondent: 364
  - c) Number of Total Annual Responses: 303,212
  - d) Response Time: 5 minutes
  - e) Respondent Burden Hours: 25,267.7
  
- 7) Total Submission Burden
  - a) Total Number of Respondents: 833
  - b) Total Number of Annual Responses: 1,692,656
  - c) Total Respondent Burden Hours: 133,058

Part B: LABOR COST OF RESPONDENT BURDEN

- 1) Collection Instrument(s)  
[DD-619]
  - a) Number of Total Annual Responses: 239,904
  - b) Response Time: 3 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$1.45
  - e) Total Labor Burden: \$347,620.90
  
- 2) [DD-1840]
  - a) Number of Total Annual Responses: 303,212
  - b) Response Time: 5 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$2.42
  - e) Total Labor Burden: \$732,256.98
  
- 3) [DD-1800]
  - a) Number of Total Annual Responses: 303,212
  - b) Response Time: 5 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$2.42
  - e) Total Labor Burden: \$ 732,256.98

- 4) [DD-1863]
  - a) Number of Total Annual Responses: 239,904
  - b) Response Time: 5 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$ 2.42
  - e) Total Labor Burden: \$ 579,368.16
  
- 5) [DD-1412]
  - a) Number of Total Annual Responses: 303,212
  - b) Response Time: 5 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$ 2.42
  - e) Total Labor Burden: \$ 732,256.98
  
- 6) [DD-2787]
  - a) Number of Total Annual Responses: 303,212
  - b) Response Time: 5 minutes
  - c) Respondent Hourly Wage: \$28.98
  - d) Labor Burden per Response: \$ 2.42
  - e) Total Labor Burden: \$ 732,256.98
  
- 7) Overall Labor Burden
  - a) Total Number of Annual Responses: 1,692,656
  - b) Total Labor Burden: \$ 3,856,017

The Respondent hourly wage was determined by using the wages from the Department of Labor Wage Website ([https://data.bls.gov/cew/apps/data\\_views/data\\_views.htm#tab=Tables](https://data.bls.gov/cew/apps/data_views/data_views.htm#tab=Tables))

13. Respondent Costs Other Than Burden Hour Costs

There are no annualized costs to respondents other than the labor burden costs addressed in Section 12 of this document to complete this collection.

14. Cost to the Federal Government

Part A: LABOR COST TO THE FEDERAL GOVERNMENT

- 1) Collection Instrument(s)
 

[DD-619]

  - a) Number of Total Annual Responses: 239,904
  - b) Processing Time per Response: 3 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$1.45

- e) Total Cost to Process Responses: \$347,620.90
- 2) [DD-1840]
- a) Number of Total Annual Responses: 303,212
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$2.42
  - e) Total Cost to Process Responses: \$732,256.98
- 3) [DD-1800]
- a) Number of Total Annual Responses: 303,212
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$ 2.42
  - e) Total Cost to Process Responses: \$ 732,256.98
- 4) [DD-1863]
- a) Number of Total Annual Responses: 239,904
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$ 2.42
  - e) Total Cost to Process Responses: \$ 579,368.16
- 5) [DD-1412]
- a) Number of Total Annual Responses: 303,212
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$ 2.42
  - e) Total Cost to Process Responses: \$ 732,256.98
- 6) [DD-2787]
- a) Number of Total Annual Responses: 303,212
  - b) Processing Time per Response: 5 minutes
  - c) Hourly Wage of Worker(s) Processing Responses: \$28.98
  - d) Cost to Process Each Response: \$ 2.42
  - e) Total Cost to Process Responses: \$ 732,256.98
- 7) Overall Labor Burden to the Federal Government
- a) Total Number of Annual Responses: 1,692,656
  - b) Total Labor Burden: \$ 3,856,017

Part B: OPERATIONAL AND MAINTENANCE COSTS

- 1) Cost Categories
  - a) Equipment: \$0
  - b) Printing: \$0
  - c) Postage: \$0
  - d) Software Purchases: \$0
  - e) Licensing Costs: \$0
  - f) Other: \$0

2) Total Operational and Maintenance Cost: \$0

Part C: TOTAL COST TO THE FEDERAL GOVERNMENT

- 1) Total Labor Cost to the Federal Government: \$ 3,856,017
- 2) Total Operational and Maintenance Costs: \$0
- 3) Total Cost to the Federal Government: \$ 3,856,017

15. Reasons for Change in Burden

The burden has increased since the previous approval due to an increase in hourly wages as well as adding additional forms that fall under the Paperwork Reduction Act.

16. Publication of Results

The results of this information collection will not be published.

17. Non-Display of OMB Expiration Date

We are not seeking approval to omit the display of the expiration date of the OMB approval on the collection instrument.

18. Exceptions to "Certification for Paperwork Reduction Submissions"

We do not request any exemptions from the provisions stated in 5 CFR 1320.9.