

DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service

Chapter 24--Travel and Transportation  
Subchapter CC24.9--Transportation of Privately-Owned Vehicles  
Personnel INSTRUCTION 1--Shipment of Privately-Owned Vehicles

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Section A. Purpose and Scope

This INSTRUCTION sets forth Public Health Service (PHS) policies and procedures for the shipment of privately-owned vehicles (POV) between the United States and points outside the United States by PHS Commissioned Corps officers when such shipment is specifically authorized on personnel orders.

Section B. Authorities

1. Regulations governing shipment of POV in connection with a permanent change of station to, from, or between overseas locations are contained in the Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 5, Part E.
2. The authority to administer the PHS Commissioned Corps is prescribed in 42 U.S.C. 216. This authority has been delegated by the Assistant Secretary for Health to the Surgeon General as part of the general authority to

administer the PHS Commissioned Corps and is published at 53 Federal Register 5046-5047, February 19, 1988. The Surgeon General has delegated the authority for daily administration of the PHS Commissioned Corps to the Director, Division of Commissioned Personnel (DC), Office of the Surgeon General.

#### Section C. General

1. For purposes of this INSTRUCTION, "United States" means the 48 contiguous States and the District of Columbia.
2. If any information in this INSTRUCTION is in conflict with the JFTR, the JFTR shall take precedence over the provisions of this INSTRUCTION.
3. Commercial storage of a POV at Government expense is not authorized.
4. An officer is eligible to receive a monetary allowance for overland transportation in accordance with the provisions contained in the JFTR.
5. The official arranging for shipment, as designated in Sections D. and E., below, will determine the ports to be used for loading and unloading a POV. U.S. Dispatch Agents are normally used for the transportation of PODS; therefore, those ports closest to the officer's old and new permanent duty stations which are serviced by U.S. Dispatch Agents will generally be utilized. However, consideration may be given to ports other than those closest to the old and new duty stations if circumstances warrant. Among the factors to be considered are:
  - a. Available dates for departure and arrival at the available ports;
  - b. Availability of commercial transportation in the vicinity of the duty station that can be used by the officer during the period of shipment of the POV;
  - c. Requirements for temporary duty to be performed en route to the new permanent duty station and the proximity of the temporary duty station to available shipping ports.

#### Section D. Shipments from the United States to Points Outside the United States

1. The officer shall complete form PHS-4795, "Motor Vehicle Shipment Application," in triplicate (see Exhibit I) and forward it with a copy of his/her personnel order authorizing such shipment, to the designated shipping officer. Additional information on shipment of a POV is provided with the form PHS-4795.

2. All authorized shipments for personnel assigned to all PHS activities except as noted in a. and b., below, to points outside the United States will be arranged by:

Shipping Officer  
Division of Technical Services  
Office of the Director, NH  
Building 31, Room 2B55  
9000 Rockville Pike  
Bethesda, MD 20892

- a. Shipments for all officers assigned to the Centers for Disease Control activities will be arranged by:

Shipping Officer  
Centers for Disease Control  
1600 Clifton Road, N.E.  
Atlanta, GA 30333

- b. Shipments for officers assigned to Alaska will be arranged by:

Shipping Officer  
Alaska Native Health Area Office  
Box 7-741  
Anchorage, AK 99510

Section E. Shipments Originating at Points  
Outside the United States

Officers authorized shipment of a POV originating at points outside the United States (except Alaska) should complete form PHS-4795 in triplicate and make application to the nearest American Embassy or Consulate for such shipment. Shipments originating at points outside the United States where the Department of State does not have representation will be arranged by shipping officers referred to in Section D., above, as appropriate.

Section F. Privacy Act Provisions

Personnel records are subject to the Privacy Act of 1974. The applicable system of records is 09-37-0008, PHS Commissioned Corps Unofficial Personnel Files and Other Station Files, HHS/OASH/OSG."

## EXHIBIT I

UNITED STATES PUBLIC HEALTH SERVICE  
 SHIPMENT OF PRIVATELY-OWNED VEHICLES TO AND FROM OVERSEAS STATIONS  
 (Form PHS-4795)

**Basic Entitlements.** Commissioned Corps officers are authorized to ship one privately-owned vehicle at Government expense in connection with a permanent change of station between the continental United States and an overseas area of assignment (including Alaska, Hawaii, and U.S. Possessions). Entitlement to shipment is limited to transportation between ports, on American shipping facilities, and port handling charges. All other costs such as inland transportation by river barge, ferryboat, railroad, motor van, or aircraft to or from ocean ports, commercial storage prior to or after ocean shipment, additional insurance, foreign import taxes or fees, etc., must be paid by the officer.

**Shipping Arrangements.** All authorized shipments to points outside the United States or shipments originating in a foreign country will be arranged by the household goods shipping officer located at:

The National Institutes of Health, Bethesda, Maryland 20892 (telephone number (301) 496-1595) for personnel assigned to all PHS activities, except as indicated below:

1. The designated household goods shipping officer located at the Centers for Disease Control, Atlanta, Georgia 30333 (telephone number (404) 639-3362) for personnel assigned to CDC activities.
2. Shipments for all commissioned officers located in Alaska will be arranged by the PHS shipping officer, Alaska Native Health Area Office, Anchorage, Alaska 99510 (telephone number (907) 257-1396).

The officer will be advised by the shipping officer as to the proper port and date the vehicle will be delivered for ocean shipment. In the event that the officer cannot personally deliver the vehicle on the date specified by the shipping officer, he/she should make personal arrangements with a third party (that is, relative, friend, or a commercial storage firm in the vicinity of the port) to deliver his/her vehicle to the ocean carrier.

**Warning:** Under no circumstances will a vehicle be shipped as a part of an officer's household goods. Also, officers should not make direct arrangements with an ocean carrier for shipping his/her vehicle unless the officer intends to bear the entire cost of shipment from personal funds. The Public Health Service is not authorized to reimburse officers for such costs.

**Shipment of Foreign Purchased Vehicles Prohibited.** In accordance with U.S. Government policy, vehicles manufactured or assembled in a foreign country and purchased for delivery outside the United States, Puerto Rico, or a U.S. territory, may not be shipped at Government expense. Officers desiring to transport foreign-purchased vehicles should make private arrangements for shipment at the officer's personal expense.

**Authorized Ports of Embarkation and Debarcation.** The authorized ports of embarkation and debarcation for vehicle shipments are the ports nearest to the officer's old and new duty station. The shipping officer will determine the "nearest port" to an officer's duty station on the basis of available ocean shipping space and sailings.

**Alternate Ports of Embarkation and Debarcation.** In some instances, an alternate port of embarkation or debarcation in the United States may be arranged, if requested by the officer, provided that:

- (1) no additional cost is incurred by the Government, and
- (2) shipment is by a vessel of U.S. registry.

For example, an officer transferred to or from the State of Alaska may elect to have his/her vehicle shipped to or from the port of Seattle, Washington. Similarly, an officer stationed in Europe may desire to have his/her vehicle shipped to an east coast port in the U.S. in conjunction with his/her assignment to a new station on the west coast. Or, an officer stationed on the east coast of the U.S. may desire to have his/her vehicle shipped from a west coast port to his/her new station in Hawaii or Japan.

**Insurance.** As a rule American shipping lines will cover any damage to an officer's car up to \$500. If the officer wants additional coverage, he/she will have to purchase it from a private insurance company.

**Application for Shipment of Vehicles.** See attached Form PHS-4795.

## UNITED STATES PUBLIC HEALTH SERVICE

INSTRUCTIONS FOR APPLICATION FOR SHIPMENT OF MOTOR VEHICLES  
 (Form PHS-4795)

**Preparation.** Attached are three copies of the PHS Motor Vehicle Shipment Application. This form should be prepared by typewriter or printed in ink. All copies of the form should be completed by the applicant—the original and one copy for transmittal to the address shown under "Shipping Arrangements," above, and the third copy for retention by the applicant.

**Transmittal of the Application.** The original and one copy of the application, together with one copy of the Personnel Orders transferring the officer, should be forwarded to the appropriate official indicated under "Shipping Arrangements" above, six weeks to two months before the anticipated departure of the officer, if possible. Otherwise, infrequent sailing dates or limited shipping space may cause delays in arrival at destination and necessitate storage at the expense of the owner. If for any reason Personnel Orders are not received within a month before anticipated departure of the officer for his/her new station, the application should be submitted without further delay and Item 6 will be annotated "not received."

**Completion of the Application.** In completing the application form, particular attention should be given to the following items:

- Item 3. In addition to the officer's mailing address at his/her current residence, the applicant should also show other addresses where he/she may be reached while

on leave, or where he/she may be contacted by the shipping officer if necessary. Use the "Remarks" section of the form for this purpose.

- Item 5. In addition to the city and country location of the officer's new station, a complete mailing address should be shown, if available.
- Item 8. Show the name and address of the dealer or person to whom the purchase price of the vehicle was paid.
- Item 9. Show the earliest date that the officer can have the vehicle at the port for delivery to the shipper.
- Item 10. If an alternate port is specified, it should be clearly understood that no excess cost to the Government may be involved and that the actual port designated by the shipping officer may not coincide with the port selected by the applicant.
- Item 11. Show "Applicant" if the vehicle will be delivered to the port by the officer-owner. Otherwise, show the name and address of the person or firm that will deliver the vehicle to the dock.
- Item 13. Show the current Blue Book valuation of your vehicle, if available. Otherwise, show the appropriate local market value of the vehicle.

EXHIBIT I (continued)

DEPARTMENT OF HEALTH AND HUMAN SERVICES—PUBLIC HEALTH SERVICE  
MOTOR VEHICLE SHIPMENT APPLICATION

1. APPLICANT'S NAME LCDR John C. Brown		4. PRESENT DUTY STATION CDC 1600 Clifton Rd., N.E. Atlanta, GA 30333	
2. TELEPHONE NO. (Include Area Code) 8-404-236-0012		5. NEW DUTY STATION c/o American Embassy Rabat, Morocco	
3. MAILING ADDRESS (Street/P.O.B.) 5076 Magnolia Street  (City) Atlanta  (State) GA 30333 (Zip Code)		8. SHIPMENT AUTHORIZED BY Personnel Order No. 0123.022 Dated 2/20/92	
7. DESCRIPTION OF VEHICLE			
Make of Vehicle Buick	Model Skylark	Year 1990	Color Blue
Vehicle Serial Number PS-80-7654321	License Plate Number CAD 138	State of Registration TX	Body Style Sedan
Accessories (Check as appropriate): <input checked="" type="checkbox"/> Heater <input checked="" type="checkbox"/> Radio <input type="checkbox"/> Spare Wheel <input type="checkbox"/> Jack <input type="checkbox"/> Tools <input type="checkbox"/> Other (Specify)		Weight lbs. 4,010	Outside Dimensions Length 7'6" ft.; Width 5'2" ft.; Height 4'5" ft.
8. VEHICLE PURCHASED FROM a. Name of Person/Company Dallas Buick Address (Include Zip Code) 3901 Main Street Dallas, TX 75621  b. Date of Purchase 6/5/90		9. VEHICLE AVAILABILITY Vehicle will be available for shipment on or after 2/20/92 (Date)	
11. VEHICLE DELIVERY TO (Vehicle will be delivered to the port (dock) ) By (Full Name) Susan G. Brown Address (Include Zip Code) 5076 Magnolia St., Atlanta, GA30333 Telephone No. (Include Area Code) 404-633-9807		10. SHIPMENT ARRANGEMENT Please arrange for shipment of this vehicle between: (a) the port nearest my overseas duty station and (b) the: <input checked="" type="checkbox"/> Port nearest to my U.S. duty station <input type="checkbox"/> Port of Seattle, Washington (for shipment to or from Alaska) <input type="checkbox"/> Port of _____ or the nearest port thereto (Subject to approval of the authorizing shipping officer)	
12. AUTO INSURANCE Name of Insurance Company Govt. Employees Ins. Co. Address (Include Zip Code) 987 First St., Atlanta, GA 30333 Policy No. 0-234567		13. CURRENT VALUE OF VEHICLE \$10,000	
PERSON/COMPANY HOLDING LIEN Name of Person/Company holding lien on title N/A Address (Include Zip Code)		14. SIGNATURE OF APPLICANT  DATE	
15. REMARKS			
RETURN FORM TO: PHS Shipping Officer			

PHS-4795  
(Rev. 2/90)