



# ***Personal Property Shipping Office***

***Location: Navy Lodge Bldg  
Room 2072B, 1<sup>st</sup> Floor***

***Main Office Number: 629-6778/6819  
or 081-81-6778/6819***

***Email: [PPSO-NAPLES-MAILBOX@US.NAVY.MIL](mailto:PPSO-NAPLES-MAILBOX@US.NAVY.MIL)***

***PPSO Director: Mr. Oscar T. Valenzuela  
Direct Line: 629-6950; 081-811-6950  
Email: [oscar.t.valenzuela.civ@us.navy.mil](mailto:oscar.t.valenzuela.civ@us.navy.mil)***



# *Personal Property*

## *Hours of Operations*

<i>Monday</i>	<i>0800 to 1600</i>
<i>Tuesday</i>	<i>0800 to 1600</i>
<i>Wednesday</i>	<i>0800 to 1600</i>
<i>Thursday</i>	<i>0800 to 1400 (for Training)</i>
<i>Friday</i>	<i>0800 to 1600</i>



# Personal Property

## Inbound Shipments

- ***Check in with the Personal Property Office & provide your POC information***
- ***Upon arrival of your shipments (HHG & UB), you are entitled 90 days of SIT (Storage In Transit) at Government Expense . Extensions can be granted if you were TDY Enroute for Military Personnel***
  - ***Civilians need respective Human Resource Office (HRO) authorization for extension in excess of 90 days (Not Automatic)***
- ***When setting up delivery, be prepared to tell the movers on any special requirements (low gates, spiral staircases, narrow roads, high floor apartment, etc..)***



# Personal Property

- ***Movers will unpack everything and assemble items taken apart at origin (i.e. Bedroom Furniture, Tables, Entertainment Consoles)***
- ***If you choose to unpack items yourself, you will be responsible for disposing of the boxes. You can ask the Moving Company to come pick them up but you could be subject to paying them***
- ***Authorized NTS should have been arranged at origin before shipping overseas for completion of tour***
  - ***Excess items cannot be shipped to NTS from NAS Naples to Stateside NTS***



# Personal Property

## Loss & Damage

- **Annotate loss/damage on DD Form 1850**
- **Members has 180 days from date of delivery to submit Loss/Damage report and official claims must be submitted within 9 months in [militaryonesource.mil](http://militaryonesource.mil)**
- **Contact respective Military Claims Office (MCO) if unable to settle claim**
- **Use: [www.move.mil](http://www.move.mil)**
  - **Step by step process on:**  
**[https://www.navsup.navy.mil/public/navsup/hhg/dps\\_guides/claims\\_process/](https://www.navsup.navy.mil/public/navsup/hhg/dps_guides/claims_process/)**



# Personal Property

## Vehicle Process Center (VPC)

- **Locate on Support Site (BLDG 2081)**
- **Phone:** 629-6768/6522 **Comm:** 081-811-6768-6522
- **Email [Naples.VPC@ialpov.us](mailto:Naples.VPC@ialpov.us) for information pertaining to your Privately Owned Vehicle Shipment**
- **You can also visit: <https://www.pcsmypov.com> for any and all additional information you may be need (i.e. Holiday Closures, Hours of Operations, Regulations, etc.)**



# Personal Property

## *Imported Motorcycles and Mopeds*

- *If you have shipped a motorcycle or moped within your HHGs, please be aware that it must be registered thru the MVRO office.*
- *Will Count as ONE of your VEHICLES*
- *Failing to register will cause an issue as you PCS out because your vehicle has to be registered to leave and you will end up paying back road taxes!*



# *Personal Property*



***QUESTIONS?***