



STATE-USAID
VEHICLE SHIPMENT

(For Shipment Originating in the United States)

Complete this form (fill-in electronically or print) in triplicate and mail the signed original to the United States Despatch Agent indicated below in Item 2. Retain duplicate for your reference and return third copy to your Transportation Office. Read Automobile Information Guide on reverse.

1. STATE
 USAID

2. U. S. Despatch Agent
555 U.S. Route 1. South
Iselin, New Jersey 08830-3179
Tel: 732-855-8880/90
Fax: 732-855-8899
E-Mail:
Despatch_Agency_NewYork@state.gov

U. S. Despatch Agent
2800 S. 192 Street, Suite 108
Seattle, WA 98188
Tel: 206-764-3805
Fax: 206-764-6660
E-Mail:
Despatch_Agency_Seattle@state.gov

U. S. Logistics Center
2225 Vermillion Road
Brownsville, Texas 78521
Tel: (956) 982-3916
Fax: (956) 982-6832
E-Mail:
Despatch_Agency_USLCBrownsville@state.gov

U. S. Despatch Agent
2200 Broening Highway, Suite 125
Baltimore, MD. 21224
Tel: (410) 631-0048/0052/0054
Fax: (410) 631-0040/0058
E-Mail: Despatch_Agency_Baltimore@state.gov

U. S. Despatch Agent
Miami Corporate Park
7789 NW 48th Street
Building H, Suite 250
Miami, FL 33166
Tel: 305-640-4574
Fax: 305-715-3502
E-Mail: Despatch_Agency_Miami@state.gov

3. Employee Name and Address Date of Departure from U.S. (mm-dd-yyyy) Telephone Number: Home: Office: Cell:	Social Security Number	4. Name and Address of Person having Physical Custody of Vehicle when ready for Shipment, if other than Employee. Telephone Number: Home: Office: Cell:
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5. FISCAL DATA FOR TRAVEL

A. Trvl. Auth. Number	B. Trvl. Auth. Date (mm-dd-yyyy)	C. Approp.	D. Allotment	E. Obligation Number
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6. Authorized Orgin	7. Post of Assignment
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8. Make of Automobile	9. Year and Model	10. Color	11. <input type="checkbox"/> 2 Door <input type="checkbox"/> 4 Door	12. Weight	13a. Engine Number
					13b. Vehicle Identification Number
					13c. Engine Capacity

14. Accessories Included in Automobile # of Keys Keyless Entry Radio Jack Spare Wheel & Tire

Tools CD Player Mirrors Hubcaps Floor Mats Alloy Wheels

Lighter License Tag Number Wipers Other _____

15. DELIVERY ARRANGEMENTS (Enter date - see Vehicle Information Guide on reverse)

	Date Vehicle Available (mm-dd-yyyy)
A. I will drive vehicle to the Driveaway Service	
B. Vehicle will be shipped from the Washington, DC Metropolitan Area.	
C. Vehicle will be shipped from a point outside of the Washington, DC Metropolitan Area.	
D. Vehicle will be shipped from factory/dealer.	

16. Diplomatic Passports Holders Assigned to any South American Countries must show Passport Information

A. Diplomatic Title	B. Passport Number	C. Date Issued (mm-dd-yyyy)
17. Declared Value of Vehicle (not for insurance purposes/required for foreign customs clearance)		
18. Signature		19. Date (mm-dd-yyyy)

CONDITION OF VEHICLE

You are responsible for insuring that your vehicle is in a serviceable and safe operating condition prior to shipment. We recommend that you have the vehicle serviced, i.e., lubricated, washed, and radiator checked and filled with an antifreeze solution. To reduce pilferage, remove detachable items such as hubcaps, cigarette lighters, radio antennas, etc. Do not place household or personal effects in the vehicle. Only those items that ordinarily accompany a vehicle, e.g., spare tire and tools, should be stowed in the vehicle. Mirrors and wipers must remain on the vehicle and ignition, trunk, and gasoline-cap keys must accompany it. In accordance with CFR 49 - Vehicles must be inspected for fuel leaks and faults in the electrical system prior to turning the vehicles over for shipment. In addition, the fuel tank of the vehicle shall not be more than 1/4 full.

SHIPPING INSTRUCTIONS

Limitations on Type and Size of Vehicles

Vehicles that may be transported include passenger automobiles, station wagons, and certain small trucks or similar vehicles that may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use.

Transportation at U.S. Government expense is limited to vehicles having a gross size for shipping purposes of not more than 15 measurement tons (*16.8 cubic meters/600 cubic feet*). An employee who ships a larger vehicle which otherwise qualifies for shipment at U.S. Government expense must pay all costs which result from the excess size of the vehicle.

Mail this form to the U.S. Despatch Agency at least 2 weeks before the date that you want your car shipped.

Allow 5 days for receipt of form then telephone the Despatch Agency to schedule pick up. You and the Agent will decide on a firm shipping date and make final arrangements for pickup.

If the shipping date selected falls after your departure, you must provide the Despatch Agent with the name, address, and telephone number of the person having custody of the car. (*Item 4 on reverse side*).

The Department cannot pay for the storage of a vehicle. If it becomes necessary to store your vehicle, you pay.

If you change your plans concerning pickup point or the delivery date of the car, the Despatch Agent and the driveaway firm must be notified of the change at once. You are responsible for all expenses incurred for a second pickup of your car if you fail to provide this information.

Employees should refer to the owners manual to find the location on their vehicle that provides the engine capacity and engine number.

EXPLANATION OF ITEM 15, DELIVERY ARRANGEMENTS

A. Vehicle Will Be Driven to Driveaway Service by Traveler:

Indicate the date you will be able to deliver the vehicle to the driveaway service. The U.S. Despatch Agent arranges to provide the necessary papers and delivery instructions when you telephone.

B. Vehicle Will Be Shipped From the Washington, DC Metropolitan Area:

Indicate date vehicle will be available for shipment. After completing procedures set forth above, final arrangements for pickup should be made directly with driveaway service.

C. Vehicle Will Be Shipped From a Point Outside the Washington, DC Metropolitan Area: (*Except new vehicle shipped from factory, see D, below.*)

Indicate the date vehicle will be available for shipment. The U.S. Despatch Agent will provide the documents and indicate which carrier to contact.

D. Vehicle Will Be Shipped From Factory:

Instruct the manufacturer to notify the U.S. Despatch Agent when the vehicle is available for shipment. Upon receipt of this information the U.S. Despatch Agent will furnish the manufacturer with shipping instructions and arrange shipment to your post.

INSURANCE

Because of the limited loss and/or damage liability (*\$500 per unit*) provided by steamship carriers, we recommend that employees obtain automobile marine insurance. However, the Government does not pay insurance premium costs.