

INSTRUCTIONS FOR COMPLETING THE JF-49 VEHICLE SHIPMENT FORM

1. Complete the JF-49 form by filling out all the required information.

Box 1	Check appropriate box (typically State).
Box 2	Check the appropriate box.
Box 3	Enter the information here.
Box 4	This is the pick up address of the vehicle. If someone other than yourself has possession of the vehicle and will be responsible for making pick up arrangements, then their address and contact information should be put into this box.
Box 5 A-E	5A - Travel Authorization Number (found on the bottom of your TA) 5B - Travel Authorization Date (listed next to the TA number) 5C - Appropriation (listed on TA under TA number) 5D - Allotment (first four digits of TA number) 5E - Obligation Number (whole TA number)
Box 6	Authorized origin (this is the origin listed on your TA)
Box 7	Post of Assignment (this is the destination listed on your TA)
Boxes 8-13C	Information on Vehicle (self explanatory)
Box 14	Accessories included in automobile. Please make sure to check all boxes that correspond with the accessories in your vehicle.
Box 15	Delivery arrangements (Please select one option, A-D, and include a date with that option.)
Box 16	If you have this information, include. Required for South American posts.
Box 17	Declared Value of Vehicle - Use Blue Book value.
Boxes 18-19	Signature and Date

2. After completing the JF-49, fax or email the following documents to your Transportation Counselor. Please provide name of Counselor. (Division contact information on form.)
- A copy of the completed JF-49
 - A copy of your Travel Orders (TM 4)
 - A copy of the vehicle title (front and back) or certificate of origin
 - If a lien exists, a copy of the lien holder's letter authorizing export of the vehicle outside of the U.S.
 - If the vehicle is titled in a spouse's name, a copy of the marriage certificate
3. If you are not contacted by your Transportation Counselor within a few days of faxing or emailing, call your Transportation Counselor to confirm receipt of the fax or email. At that time, you will be advised if additional information is required and provided with pick-up instructions.

IMPORTANT INFORMATION REGARDING THE SHIPMENT OF YOUR POV

- The employee should consult either the Post Management Officer or the post TMTHREE (available at the Overseas Briefing Center) to obtain specific regulations from his/her post regarding vehicle importation. Any car shipped from the Greater DC Area will be processed through TTM. Please note that the entire Division of Travel and Transportation (TTM) has moved from Main State to Suite 5100 SA-3; 2121 Virginia Avenue by the CVS. Initially, you would contact the Transportation Counselor who services the area to which you are sending the car. The central numbers for TTM are: (202) 663-0891/0892 or (800) 424-2947 for outside the DC area.
- Mail the original copy of the JF-49, a copy of your Travel Authorization/Travel Orders, and a copy of the title or certificate of origin to Travel and Transportation Management or bring it to the office. Fax copies are also acceptable (Fax: (202) 663-0967). The U.S. Customs and the National Auto Theft Bureau require that no vehicle leave the U.S. without proof of ownership. The vehicle's registration or bill of sale is not acceptable as proof of ownership. Even if U.S. Customs do not require a statement from the lien-holder (lender) if money is still owed on the car, it is prudent to obtain a document from the lien holder which states that the vehicle may be shipped abroad. Some receiving countries now require this. Note also that some lien-holders will not permit a car that is being financed to be taken out of the country. The State Department Federal Credit Union, however, does permit this.
- Once TTM has received your JF-49, call them to arrange for the pickup and shipment of your vehicle. If you are not sure whom to contact, consult the Transportation Division (202) 66-3-0891/0892 so that a counselor may direct you to the appropriate personnel.
- If an employee is shipping a vehicle and the title is in the spouse's name, the DA requires a copy of their marriage license. Joint ownership is also acceptable.

- If it is necessary to remove the catalytic converter (because gas at post is leaded) you can obtain an EPA Waiver form. This form, available from Transportation, authorizes the removal of the converter no sooner than seven days before the car's pick-up for delivery to the DA. In order to obtain a copy of the waiver, the employee must present a copy of the completed JF-49. This is a controlled form and the employee has to sign for it. Please note that removing the converter damages some cars.

TRAVEL AND TRANSPORTATION - Suite 5100 SA-3; 2121 Virginia Ave.
Telephone: (202) 663-0891/0892; (800) 424-2947 (only from beyond DC area)

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 necessary for changing the tire, 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 the Code of Federal Regulations (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 one-fourth (1/4) full. (14 FAM 615.2-b(3))

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. (14 FAM 615.8)

To begin the process of shipping your POV, contact your Transportation Counselor in the Division of Travel and Transportation. Plan to fax or mail him/her your documentation at least two weeks before you want your car shipped. You and the Transportation Counselor will agree on a shipping date and make final arrangements for the POV to be picked up by the "drive-away" firm.

If the shipping date selected falls after your departure, you must provide your Transportation Counselor with the name, address, and telephone number of the person having custody of the car (See Item #4 on the form.)

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

- 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.
- 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.
- 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.
- 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.



STATE-USAID
VEHICLE SHIPMENT
(For Shipment Originating in the United States)

1. STATE
 USAID

Complete this form (fill-in electronically or print) in duplicate. Send the first copy to the Transportation and Travel Management Division-TTM (under #2 below). Keep the duplicate for your records. Read Automobile Information Guide on instruction pages.

2. U. S. Despatch Agent
 555 U.S. Route 1. South
 Iselin, New Jersey 08830-3179
 Telephone 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
 Telephone 206-764-3805
 Fax 206-764-6660
 E-Mail
 Despatch_Agency_Seattle@state.gov

U. S. Logistics Center
 225 Vermillion Road
 Brownsville, Texas 78521
 Telephone (956) 982-3916/6899
 Fax (956) 982-6832
 E-Mail
 DespatchAgencyUSLCBrownsville@state.gov

U. S. Department of State
 Transportation and Travel Management Division (TTM)
 SA-3, 2121 Virginia Ave. Suite 5100
 Washington, DC 20037
 Telephone (202) 647-0891 or 0892
 Telephone (800) 424-2947 (only beyond DC area)
 Fax (202) 663- 0967
 E-Mail
 Transportationquery@state.gov

U. S. Despatch Agent
 Miami Corporate Park
 7789 NW 48th Street
 Building H, Suite 250
 Miami, FL 33166
 Telephone 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 _____	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. Travel Authorization Number	B. Travel Authorization Date (mm-dd-yyyy)	C. Appropriation	D. Allotment	E. Obligation Number
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6. Authorized Origin	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 Number of Keys _____ License Tag Number _____

<input type="checkbox"/> Alloy Wheels	<input type="checkbox"/> CD Player	<input type="checkbox"/> Floor Mats	<input type="checkbox"/> Hubcaps	<input type="checkbox"/> Jack	<input type="checkbox"/> Keyless Entry
<input type="checkbox"/> Lighter	<input type="checkbox"/> Mirrors	<input type="checkbox"/> Radio	<input type="checkbox"/> Spare Wheel and Tire	<input type="checkbox"/> Tools	<input type="checkbox"/> Wipers
<input type="checkbox"/> Other _____					

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

	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)
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17. Declared Value of Vehicle (not for insurance purposes/required for foreign customs clearance)	18. Signature	19. Date (mm-dd-yyyy)
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