



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

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DATE: June 29, 2010
TO: Agents of National Forwarding Co. and Affiliates
FROM: Kevin Spealman, Vice President, Claims and Customer Service
SUBJECT: **Pre-Move Surveys on DP3 Shipments – Authorization Requests**

As you know, it is incumbent upon us as the TSP to request authorization for any third party services on DP3 shipments and/or to request crating. We must do so through DPS, and we have been experiencing problems with insufficient information on the pre-move surveys. We need your help to ensure that your pre-move surveys include the information required to get third party approvals.

For example, on anything that needs crating, we need the dimensions of the item or the base will not approve the request. For third party services, we need actual quotes to request third party services. Examples include pool tables (we need to know how many pieces of slate), fitness equipment, shrunks, grandfather clocks, safe hoisting, etc.

Also, if you find during the pre-move that shuttle service is necessary, let us know why the residence is not tractor trailer accessible. The base may not approve the shuttle if we cannot explain.

Other information needed is as follows:

- Motorcycles – please provide CCs
- Boats, Windsurfers, Canoes and Kayaks – we can only move these articles if they are less than or equal to 14 ft in length
- Big Screen TV – Please lists inches as well as type (i.e. Projection). Flat Panel TVs will not be approved.

We sincerely appreciate your help with the above. DP3 shipments present many challenges, as you know. These are some we are dealing with in-house. It will make all of our jobs easier if all the information we need is provided with the pre-move surveys.

KS/lg