

INSTRUCTIONS FOR COMPLETING DD FORM 419

Item 2. From (MANDATORY). The requesting office name/symbol.

Item 3. Date of move.

Item 4. Estimated time of move.

Item 5. Point of Contact (MANDATORY). Name, room number, and telephone number of point of contact in requiring office.

Item 6. Origin of Move (MANDATORY). Room number FROM where items are being moved.

Item 7. Destination of Move (MANDATORY). Room number TO where items are being moved.

Item 8. Furniture Items (MANDATORY). List the number of items to be moved.

Item 9. Computer Equipment (MANDATORY). List the number of items to be moved.

Item 10. Special Instructions to Movers. Notate special instructions to the Transportation & Operations Division concerning the move.

Item 11. Number of Movers Required. For office use only.

Item 12. Point of Contact or Agency Approving Move (MANDATORY). Point of contact requesting move.

Item 13. Comments. Enter any comments as to how move was conducted.

Item 14a. Signature (MANDATORY). Signature of point of contact in requesting office.

Item 14b. Date. Date that move was completed.