

**MOVE REQUEST
FOR TRANSPORTATION AND OPERATIONS DIVISION**

1. TO:		2. FROM (<i>Organization or Unit</i>)	
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3. MOVING DATE (YYYYMMDD)	4. MOVING TIME		5. POINT OF CONTACT (<i>To whom personnel supplying support for this move should report</i>)		
			a. NAME (<i>Last, First, Middle Initial</i>)	b. ROOM NUMBER	c. TELEPHONE (<i>Incl. Area Code</i>)

6. ORIGIN OF MOVE	7. DESTINATION OF MOVE
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8. FURNITURE ITEMS TO BE PICKED UP OR MOVED (*List quantity if applicable*)

ITEM (1)	QUANTITY (2)	ITEM (1)	QUANTITY (2)
a. DESKS		h. LOCKERS	
b. CHAIRS		i. BOXES	
c. TABLES		j. COAT RACKS	
d. FILE CABINETS		k. MOBILE PEDESTALS	
e. SAFES		l. PARTITIONS	
f. BOOKCASES		m. SUPPLY CABINETS	
g. MODULAR WORKSTATIONS		n. MISCELLANEOUS ITEMS	

COMPUTER EQUIPMENT (*All agencies must ensure that all computer equipment is disconnected and ready to be moved.*)

ITEM (1)	QUANTITY (2)	ITEM (1)	QUANTITY (2)
a. COPY MACHINES		d. MONITORS	
b. COMPUTERS		e. KEYBOARDS	
c. PRINTERS			

10. SPECIAL INSTRUCTIONS FOR MOVERS

11. NUMBER OF MOVERS REQUIRED	12. POINT OF CONTACT OR AGENCY APPROVING MOVE
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13. COMMENTS

14. IF MOVE WAS COMPLETED SATISFACTORILY, SIGN AND DATE BELOW.

a. SIGNATURE	b. DATE (YYYYMMDD)
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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

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.