| MOVE REQUEST FOR TRANSPORTATION AND OPERATIONS DIVISION | | | | |
|---|--|----------------------------------|-------------------------|-------------------------------|
| 1. TO: | | 2. FROM (Organization or Unit) | | |
| | | | | |
| 3. MOVING DATE 4. MOVING TIME | 5. POINT OF CONTACT (| To whom personnel supp | olying support for this | move should report) |
| (YYYYMMDD) A.M. | a. NAME (Last, First, Middle I | Initial) | b. ROOM NUMBER | . TELEPHONE (Incl. Area Code) |
| 6. ORIGIN OF MOVE | 7. DESTINATION | | MOVE | |
| 6. Unique of Move | | 7. DESTINATION OF | VIOVE | |
| 8. FURNITURE ITEMS TO BE PICKED UP O | R MOVED (List quantity if a | if applicable) | | |
| ITEM | QUANTITY | ITEM | | QUANTITY |
| (1) | (2) | (1) | | (2) |
| a. DESKS | | h. LOCKERS | | |
| b. CHAIRS | | i. BOXES | | |
| c. TABLES | | j. COAT RACKS | | |
| d. FILE CABINETS | | k. MOBILE PEDESTALS | | |
| e. SAFES | | I. PARTITIONS m. SUPPLY CABINETS | | |
| f. BOOKCASES | | n. MISCELLANEOUS ITEMS | | |
| g. MODULAR WORKSTATIONS COMPUTER EQUIPMENT (All agencies must ensure that all computer e | | | | |
| ITEM | QUANTITY | ITEM | | QUANTITY |
| (1) | (2) | (1) | | (2) |
| a. COPY MACHINES | | d. MONITORS | | ., |
| b. COMPUTERS | | e. KEYBOARDS | | |
| c. PRINTERS | | | | |
| | | | | |
| 11. NUMBER OF MOVERS REQUIRED | OF MOVERS REQUIRED 12. POINT OF CONTACT OR AGENCY APPROVING MOVE | | | |
| 13. COMMENTS | | | | |
| | | | | |
| 14. IF MOVE WAS COMPLETED SATISFACTORILY, SIGN AND DATE BELOW. | | | | |
| a. SIGNATURE | | | | b. DATE (YYYYMMDD) |
| | | | | |

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.