DEPARTMENT OF THE NAVY

NAVAL DISTRICT WASHINGTON

1343 DAHLGREN AVENUE SE

WASHINGTON NAVY YARD, DC 20374 - 5161

1200

N04

24 Aug 20

From: Commanding Officer

 Designated individual

Subj: DESIGNATION TO HANDLE HOUSEHOLD GOODS OF SAILOR NAME AND SSN OR DOD ID

1. You are designated as person to handle the disposition of personal effects for deceased service member, SAILOR NAME.
2. Your verified POC info: (Rank Name email Cell number)
3. The COMMAND POC IS: (Usually the XO)

/s/

This letter will be sent to the ***case manager*** at PERS-00C.

The ***case manager*** will send the designated individual an encrypted email with the Final PCS orders, with the line of accounting.

The designated individual to go to the Personal Property Office and arrange the BLUE BARK move on this case. “Blue Bark” is code name for expedited shipment due to a death of service member.

It is recommended the designee call the Personal Property in advance to make an appointment to discuss the case and their requirements for this move (weapons? vehicle?). Usually they will need this letter, the PCR, and the document with the line of accounting.

The day of the move, the designated individual must be present during the move to make sure no trash, food, etc. are shipped.

PERS will provide the recipient’s (PERE) name and address in the orders. PERS will need a copy of the inventory for the record.