

28 JULY 2000

Transportation

PERSONAL PROPERTY (PA)



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 51 TRANS/LGTTH
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Certified by: 51 LG/CC (Col James F. Diehl)
Pages: 2
Distribution: F

This instruction implements AFD 24-5, *Transporting and Storing Personal Property*, and establishes use of 51 FW Form 9 (EF), **Personal Property Worksheet**, to gather information from DoD personnel to prepare personal property shipment documents. This instruction applies to all DoD members, employees, and contractors assigned to host units, tenant units, and geographically separated units assigned/attached or associated with the 51 FW and Osan AB, ROK.

This instruction requires collecting and maintaining information protected by the Privacy/Act of 1974 authorized by 37 US Code 406, 5 US Code 5726, EO 9397. Information required by this instruction is available and will be obtained from other systems of records, not from the individual(s). Request to release the information to persons or agencies outside the Department of Defense must be processed IAW AFI 33-332.

1. References: AFI 33-332, *Air Force Privacy Act Program*. AFMAN 37-139, *Records Disposition Schedule*.

2. Responsibilities:

2.1. Information is taken from the 51 FW Form 9 (EF) to prepare the DD Form 1299, Application for Shipment and/or Storage Personal Property and Government Bill of Lading.

2.1.1. Prepare the form in two copies.

2.1.2. Retain one completed form in member's personal property counseling folder.

2.2. Destroy according to AFMAN 37-139.

2.3. Information on this form is released to commercial carriers. Disclosure is voluntary. However, failure to disclose information, including social security number, may hinder the timely processing of an application and shipment of personal property.

2.4. The 51 TRANS/LGTT is responsible for overall development of 51 FW Form 9 (EF) and guidance in completion of the form.

3. Form Prescribed. 51 FW Form 9 (EF), **Personal Property Worksheet.**

DAVID E. CLARY, Brigadier General, USAF
Commander