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OPERATIONAL POLICIES AND PROCEDURES--NONTEMPORARY STORAGE  
HOUSEHOLD GOODS**

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**DEPARTMENT OF THE AIR FORCE**



**Transportation and Traffic Management**

**OPERATIONAL POLICIES AND PROCEDURES—NONTEMPORARY STORAGE HOUSEHOLD GOODS**

This regulation prescribes the policies and procedures for managing the Nontemporary Storage of Household Goods System (NOTEMPS). It applies to each Air Force activity responsible for arranging the storage of household goods for personnel under the sponsorship of any component of the Department of Defense.

This publication is affected by the Privacy Act of 1974; the system of records prescribed by this regulation is authorized by 37 U.S.C. 747 (Public Law 94-212) and EO 9397. Each form that is subject to the provisions of AFR 12-35 and required by this regulation contains a Privacy Act statement, either incorporated in the body of the document or in a separate statement accompanying each such document. The requester will show, and upon request give, the affected individual a Privacy Act Statement for each form, format, or form letter used to collect personal data, before asking for the information.

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## Chapter 1

## INTRODUCTION AND POLICY

**1-1. Terms Used.** The following definitions apply for the purpose of this regulation:

a. **Basic Ordering Agreement.** The legal contract between the United States Government and the nontemporary storage contractor.

b. **Contracting Officer.** The person executing the Basic Ordering Agreement on the behalf of the government. The term includes, except as otherwise provided in the Basic Ordering Agreement, an authorized representative of the contracting officer acting within the limits of his or her authority.

c. **Household Goods.** Furniture, appliances, clothing, baggage, and all other personal effects of a similar nature. It does not include automobiles, major spare assemblies for automobiles, and other motor vehicles; trailers with or without property; boats; inboard or outboard motors; alcoholic beverages; animals (pets included); plants; utility or storage sheds of any type; foodstuffs (except as authorized by HQ USAF/LETT); dangerous materials, such as ammunition, flammables, and acids; and wooden or metal fencing or fence posts or building materials.

d. **Lot.** The personal property placed in storage at government expense and covered by one service order.

e. **Nontemporary Storage.** All storage that is not used in connection with a line-haul movement of household goods and is provided by a contractor who has a basic agreement.

f. **Ordering Officer.** The contracting officer of a using activity or an individual appointed by the contracting officer of a using activity to issue service orders under a Basic Ordering Agreement.

g. **Owner.** The military member or civilian employee in whose name the property is stored.

h. **Regional Storage Management Office (RSMO).** An office established to manage the DOD basic ordering agreement household goods storage program within a specific geographic area.

i. **Using Activity.** An installation, base, or command of a military department or a government agency that has been properly authorized by the contracting officer to issue service orders for the storage of household goods. The name of the activity has been included on a list of such installations, bases, commands, or agencies furnished to the contractor.

**1-2. Removal of Household Goods From Nontemporary Storage for Oversea Shipment.** The standard procedure for removing household goods from nontemporary storage to ship to an oversea duty station is to send DD Form 1299, Application for Shipment and/or Storage of Personal Property. This application must be supported by dependent travel authority or other specific oversea command authority. However, if the goods must be removed and shipped on an urgent basis, the oversea Traffic Management Officer (TMO) may furnish the data required on the DD Form 1299 by message. The format is set forth in attachment 1. The member or his or her agent

must prepare and sign the DD Form 1299 before the message is sent. Mail the DD Form 1299 with supporting documents to the origin TMO at the time the message request is released.

**1-3. Shipping Household Goods From Nontemporary Storage for Member Returning to the Continental United States (CONUS).** If a member is returning to the CONUS to be separated from the service not in a pay status (Joint Travel Regulation (JTR), paragraph M8261, AFR 75-25, paragraph 5-12), the member may ship household goods from an oversea duty station directly to his or her home of record or place of entry into the service.

a. Household goods may not be shipped from nontemporary storage on the order returning the member from overseas to be separated at a processing station in the CONUS.

b. If a member is being separated from the service not in a pay status, attach a copy of the "separation order" to the application for shipment of household goods from nontemporary storage. Before making this shipment, the TMO must get the gross, tare, and net weights of all shipments made based on the "separation order." Make sure that these weights do not exceed the member's weight allowance as shown in the JTR. If they exceed the weight allowance, the member must pay the excess costs before the shipment can be made.

c. If a member is to be separated from the service in a nonpay status and his or her weight allowance, as shown in the JTR, has been used up, no more shipments will be made at government expense or by government arrangement.

**1-4. Temporary Storage in Basic Agreement Storage Facility Upon Assignment to a Duty Station Near the Storage Facility or the Place of Separation or Relief From Active Duty.** Temporary storage after the first 90 days is authorized under certain conditions. (See JTR, paragraphs M8100-2b and M8258). The member must submit DD Form 1857, Temporary Commercial Storage at Government Expense, and must outline the reasons why the additional storage is needed. If the household goods are not taken out of storage before the end of the first 90 days and:

a. If the member has not asked for, and has not been given, approval for additional storage, or

b. If the member's storage account has been terminated under the NOTEMPS procedures, the member must pay all storage costs after the first 90 days.

(1) If after-the-fact approval for storage is given, the TMO must send a copy of this approval to the member. The member may ask to be paid back the costs that were incurred (JTR, M8500).

(2) Costs for this additional storage may be paid for under the NOTEMPS system only if a DD Form 1164 Service Order for Household Goods, changing the storage lot to the member's expense has not exceeded the expiration date shown on the service order. If the cost of the

storage is to be paid for under the NOTEMPS system, change the expiration date of the member's storage lot to show the new storage time if it does not exceed the original date.

(3) If the member has not asked for shipment of the property by the end of 90 or 180 days, as applicable, the lot reverts to the member's expense as shown in chapter 3.

#### 1-5. Drayage and Storage Due to Use of Government or Government Controlled Quarters.

a. The officer who assigns the member's quarters must list any items of personal property that must be put into nontemporary storage because of the assignment to, between, or from government quarters. (Ordinarily, this officer is the chief of the family housing management office for family housing, or the billeting officer for unaccompanied quarters.)

(1) The TMO stores at government expense only those items listed and authorized by this officer.

(2) This authority must be in writing and must have the accounting classification to which the storage costs are to be charged.

b. Property put in nontemporary storage due to the assignment to, between, or from, except on PCS, government quarters may not be taken out of storage before the end of such assignment without the written authority of:

(1) The officer responsible for quarters assignment if it is to be taken out at government expense.

(2) The TMO if it is to be taken out at the expense of the member.

NOTE: A supplemental service order is used in both cases to decrease the weight and deobligate funds to be paid by the government if the weight taken out is more than the variance set forth in the basic agreement.

**1-6. Excess Weight Costs.** The member must pay the cost for the preparation, drayage, handling, and storage charges for weight of household goods that exceeds his or her weight allowance. When the weight allowance in the JTR has been exceeded, the TMO takes action to:

a. Advise the contractor as set forth in paragraph 3-8.

b. Collect for services due to storage of this excess as set forth in paragraph 3-8.

c. Tell the member that he or she must pay for any further storage costs for this excess and that he or she must deal with the contractor to arrange for the necessary payments. The member bears the risk of damage or loss of this excess during the time the property is stored at his or her expense.

#### 1-7. Extension of Storage Entitlements:

a. The TMO has no authority to extend an entitlement to storage if the member does not have proper authorization; that is, an official personnel action extending the overseas tours, official orders for consecutive overseas tours, or TMO approval for extension of temporary storage.

b. The TMO uses AF Forms 2474, Expiration of Nontemporary Storage Accounts, and 2476, Request for Authority to Continue Nontemporary Storage Entitlements, to tell the member or civilian personnel office to send the documents to back up the continued storage of the household goods at government expense.

c. If there is no reply to the AF Form 2474 or 2476 and all other efforts to find the member or the employee have not been successful, the TMO must revert the lot to the expense of the member at the end of the entitlement.

#### 1-8. Professional Books, Papers, and Equipment:

a. The Air Force will not authorize an additional weight allowance for nontemporary storage of professional books, papers, and equipment pending the return of an Air Force member to the CONUS, except as authorized by AFR 75-25, paragraph 1-4. Weight allowance credit for these items put in the nontemporary storage lot pending overseas shipment is authorized.

b. Military Affiliate Radio Station (MARS) Equipment. If a MARS member is assigned to an overseas area where individual MARS operation is not authorized by the host government, MARS equipment may be put in nontemporary storage pending the member's return to the CONUS.

#### 1-9. Reference Directives:

a. AFM 12-50, table 75-3.1, Disposition of Air Force Documentation.

b. AFR 75-25, Movement and Storage of Personal Property.

c. AFM 75-305, Personal Property Movement and Storage System.

d. AFM 177-102, Commercial Transactions at Base Level.

e. DOD 4500.34R, Personal Property Traffic Management Regulation.

f. Joint Travel Regulations (JTR), volumes I and II.

g. Defense Acquisition Regulation (DAR).

## Chapter 2

### PROCESSING PROCEDURES

**2-1. Low-Cost Contractor.** When the application and backup documents are received, the ordering office uses the low-cost contractor as shown on the Cost Comparison List (PCN: SO 008-003 and PCN: SO 008-022) and Basic Agreement Rate Spread List (PCN: SO 008-004 and PCN: SO 008-023) (DOD 4500.34-R, chapter 10).

#### 2-2. Service Orders:

a. A service order number is assigned for the contract services being offered. These numbers are assigned as set forth in the Defense Acquisition Regulation (DAR) and entered in the Service Order Register in numerical sequence. The TMO or ordering officer is responsible for assigning service order numbers. The TMO or ordering officer, as the appointed contracting officer, will:

(1) Call the contractor and ask if he or she can give the service and identify if the lot is being stored pending oversea shipment or for the length of the owner's oversea tour. If the contractor can give the service, issue a DD Form 1164, Service Order for Household Goods, to confirm the services that were orally ordered (see attachments 2 and 3).

(a) "Upright" wardrobes, if required, must be asked for when the first call for service is made to the contractor. This is confirmed as shown in attachment 3 and in DOD 4500.34-R, appendix M.

(b) The DD Form 1164 must have the statement "Certified Platform Scales May be Used For Obtaining Weights" if such scales have been authorized for weighing household goods (DOD 4500.34-R, appendix M).

(c) If the low-cost firm is not used, the statement "Low-Cost Contractor Unable to Handle" will be put on each copy of the service order (DD Form 1164) except the copy sent to the firm. Only the ordering office's contract file will have a list of firms refusing the lot and the reason for refusal.

b. The DD Form 1164 will be signed and copy two sent, before the pickup date, to the contractor providing the service. The rest of the copies of the DD Forms 1164 and 1299, special orders, and backup documents will be kept in the individual case files and in suspense until the contractor sends the warehouse receipt/inventory and certified weight certificates.

c. Distribution of DD Form 1164:

(1) (Copy 1) Accounting & Finance Office (AFO); to AFO with the monthly or quarterly invoice.

(2) (Copy 2) Contractor; to the contractor before the date the services asked for must be done (DOD 4500.34-R, chapter 10).

(3) (Copy 3) TMO; put in individual case file.

(4) (Copy 4) Accounting & Finance Office (AFO); to AFO with copy 1.

(5) (Copy 5) Regional Storage Management Office (RSMO); put the lot number, net weight, and storage location on the form and send it to the area RSMO. (NOTE: These copies are sent weekly.)

(6) (Copy 6) Suspense; put the lot number, net

weight, and storage location on the form and send it to the civilian personnel officer for the area in which property owner is assigned if services are for a civilian employee. If services are for a military member, send to the address designated by the member.

(7) (Copy 7) Uniformed Services Finance Officer; to the proper service finance office with copy of special orders and DD Form 1299 (DOD 4500.34-R, chapter 4).

**2-3. New Lots.** Keep the individual case files for new nontemporary storage lots in a suspense file until the documents shown in paragraph 2-2b are sent back. When the warehouse receipt/inventory and certified weight certificate come back, write the weight, lot number, physical location of the property, number of upright wardrobes used, professional books, paper and equipment, etc, on the DD Form 1164 and:

a. Check the forms for accuracy.

b. Make other edits as may be required, such as: review for more than authorized weight allowance put in storage, items not authorized for storage, professional items shown, etc.

c. Put the net weight on the copies 5 and 6 of the DD Form 1164 and send to the RSMO and owner.

d. Do an "AT" card on AF Form 1530, Punch Card Transcript, for keypunch and verification of data.

e. Keep the individual case file in suspense until the Basic Agreement Services—Handling-In Invoice (PCN: SO 008-016) is received and processed.

#### 2-4. Partial Withdrawals (See Attachment 4):

a. The the individual case file on lots that need a partial withdrawal from storage and keep it in the suspense file until the following are received: the weight certificate showing the actual weight taken out of storage; weight certificate for weight that was put back into storage, if applicable; and the new or revised warehouse receipt/inventory for the property still in storage.

b. If the contractor has no platform scales, show on the DD Form 1164 the use of constructive weight based on 7 pounds per cubic foot for that weight rehandled to take out certain items. If constructive weight is used, the case file must be annotated to require a reweigh when the lot is taken out of storage.

c. Do not pay the contractor if the certified weight certificates or certificate of total cube of the property that was rehandled due to the partial withdrawal has not been returned.

d. Get a copy of the weight ticket and carrier descriptive inventory so that they can be verified when a line-haul movement is involved. Weight tickets or certificate of total cube rehandled are the responsibility of the contractor.

e. Report problems that cannot be resolved between the contractor and the ordering officer to the area RSMO for resolution.

f. List the weight actually removed and weight rehandled back into storage on the DD Form 1164 and:

(1) Check forms for accuracy.

(2) Send the properly noted fifth copy of DD Form 1164 to the RSMO.

(3) Prepare an AF Form 1530 for keypunch and verification of data required for a handling-out transaction. The copy of the DD Form 1164 marked "SERVICE ORDER SUSPENSE" is sent to the proper civilian personnel office or member, as applicable. Keep the rest of the copies of DD Forms 1164, 1299, special orders, and allied documents in the individual property owner's case file, in suspense, pending the receipt and processing of the Basic Agreement Service—Handling-Out Invoice (PCN: SO 008-017) as outlined in chapter 4.

**2-5. Complete Withdrawals (See Attachment 5).** Process individual case files kept in suspense for lots that are to be completely taken out of storage.

a. Comply with DOD 4500.34-R, appendix M. If a lot is taken out of storage and the weight is found to be at least 200 pounds less than the weight first recorded by the contractor, and there are no missing items, the TMO will ask for a destination reweigh of the property.

b. Based on receipt of the DD Form 1671, Reweigh of Personal Property, the TMO will:

(1) If the contractor has been paid on the higher weight, obtain reimbursement from the contractor. Any problem encountered in collecting from the storage contractor will be referred to the proper RSMO for collection.

(2) If the weight variance is in favor of the contractor, tell the contractor of the erroneous weight and that he or she may submit a voucher for the additional charges due.

(3) Base reimbursement from or to the contractor on the lowest weight.

**2-6. Other Actions.** Supplemental service orders will also be issued to:

a. Stop storage due to end of an entitlement.

b. Correct service orders; for example, services left off an initial service order, changed pickup date, wrong funding, late pickup of household goods from storage and other needs (see attachment 6).

**2-7. Cost Comparison.** Storage of household goods may be authorized in government or commercial storage facilities. The TMO will keep a cost comparison product (PCN: SO 008-003) that gives the cost for government storage and the lowest cost commercial contractors by rate ascending order based on weight (500-pound minimum), and time of storage (6 months to 48 months).

a. The NOTEMPS system gives a cost comparison list (PCN: SO 008-003) for the 500-pound rates that satisfies this need and is produced when asked for by the TMO as shown in AFM 75-305, part two.

b. The TMO must check his or her area of responsibility each time a contractor changes, deletes, or expands the service area or each time the description of zones of the service area is redefined.

c. To get a cost comparison between contractors, the service area must be standard and the same for each contractor giving service under the 500-pound minimum rate structure. The county or multicounty service area shown in attachment 11 is for the 500-pound minimum rate. Any change to a contractor's service area (county or multicounty) that causes a nonstandard service area when compared with the other contractor's service area affects the cost comparison. The area RSMO must be told of these changes so that corrective action can be taken.

## Chapter 3

## PREPARATION OF SOURCE DOCUMENTS

**3-1. General Instructions.** The use, purpose, and instructions for keypunching input cards for the NOTEMPS system are in AFM 75-305, part two. Any change or revision to a current basic ordering agreement that has an impact on the contractor's rates must be key-punched and put into the Master Rate File on an "as required" basis (AFM 75-305, part two). The area RSMO will be advised of basic ordering agreement or modifications that have an impact on rates that are received after the effective date of the change. They will be advised of the name of the firm, basic ordering agreement or modifications number, effective date, and date of receipt of the change. The first day of the next month will be set as the new effective date and put into the Master Rate File.

**3-2. Accounts Reverted to Property Owner's Expense.** Lots that have passed the entitlement to storage at government expense will be changed to the expense of the property owner.

a. Send AF Form 2474, as follows:

(1) Short Term Storage (JTR, paras M8100, M8203, and M8257). AF Form 2474 is made up when the property owner asks for storage of the household goods. The counselor gives the property owner a copy and explains what it says. A copy is also put in the individual case file. A followup AF Form 2474 with return addressed envelope is sent to the property owner no later than 30 days before the first day of the month in which the entitlement to storage at government expense ends.

(2) Long-Term Storage (JTR, paragraphs M8101-7, M8259, M8260, M8261, M8262, and volume 2, chapter 8). If the property was not put in storage because of assignment to government quarters, use AF Form 2474 as follows:

(a) Military Personnel:

1. Send it with a self-addressed envelope for first notice to the member at the last known current address. Send it 75 days before the first day of the month when the entitlement to storage at government expense ends.

2. If there is no reply to the 75-day notice, send another AF Form 2474 by certified mail. Send this notice by 45 days before the first day of the month when the entitlement to storage at government expense ends.

3. If the notice of expiration is sent back marked "no record of individual this unit," etc, ask for locator aid from:

Air Force	AFMPC/DPMDRM-2 Randolph AFB TX 78148
Army	Department of Army/AG Service Personnel Locator Branch Washington, DC 20330
Marine Corps	Directorate of Personnel Services MC-MSRB-22 Washington, DC 20380
Navy	Naval Supply Systems Command/ N04050 Washington, DC 20376

If there is no reply to the request for locator help, ask for assistance through MAJCOMs.

(b) Civilian Employees:

1. Send an AF Form 2476 in the same way and time as for military personnel.

2. If there is no reply to the 75-day notice, ask for location help from the service's oversea MAJCOM/director of civilian personnel responsible for the area where the employee was first assigned.

b. If there is no reply from the member or the civilian personnel agency, the storage service of the individual account is changed to the property owner's expense when the entitlement to storage at government expense ends. Use a DD Form 1164, as a supplemental service order to do this and distribute it as shown in paragraph 2-2c. The property owner has the right to the poststorage service as long as a shipping entitlement exists. The poststorage services will be obtained by local contractual arrangements.

c. Send a letter with the government copy of the warehouse receipt/inventory to the property owner stating that the lot has been changed to storage at the property owner's expense (DOD 4500.34R, chapter 10 and appendix M).

d. Use an "AC" card (AFM 75-305, part two) to change the lot to storage at the member's expense. Put an "XXX" in the appropriation code data field.

e. The system will compute the prorated storage cost to be paid by the government based on the effective date in the AC card. This cost will be on the quarterly storage invoice (PCN: SO 008-018). The lot is listed on the master record list (PCN: SO 008-014) with the "XXX" appropriation code to show that it is stored at the property owner's expense. In the quarterly processing, the system will delete these accounts and show them as taken out of storage in the "Lots Removed" column of the MTMC-20 report.

f. Keep individual case files for these lots (paragraph 5-1 and attachment 7). Mark file as "Accounts—Members Expense" if there is a right to ship and if the actions in b through e above have been done.

(1) If there is no entitlement to ship under JTR M8261-6 or volume II, part E, chapter 4, and the lot has been changed to the expense of the property owner during the quarter, the lot will automatically be taken out of the system in the quarterly processing. The system will compute all storage costs and update the MTMC-20 report as stated in paragraph 3-2e. Do not use a "BW" card to handle out a lot that has been changed to the expense of the property owner.

(2) After quarterly processing, put the individual case file in the "Inactive Accounts File".

g. If extension or storage authorization is received after the supplemental service order is issued, but before the date the property is to be stored at the member's expense, take action to:

(1) Tell the contractor that the storage entitlement date on the supplemental service order has not been exceeded. Also, state that a new supplemental order is being issued for the government to assume continued stor-

age responsibility for the account. This service order will change the first service order to show that the government is still responsible for the storage account and will change the expiration date.

(2) If an "AC" card has been put into the system to change the lot to the member's expense, use another "AC" card to change the appropriation code (AFM 75-305, part two). If an "AC" card has not been put into the system, take no further action.

(3) Take the individual case file from the "Accounts—Member's Expense" and put it in the "Active Accounts" file.

h. If an extension or storage authorization is received after the expiration date authorized on the supplemental service order has passed, take action to:

(1) Set the date that the government again takes responsibility for the storage account.

(2) Write the contractor that any storage cost charged against the lot before the government again took responsibility for it, must be collected from the member.

(3) Tell the member by letter that he or she must pay the contractor for the storage costs. These costs will be on the lot from the time the government dropped responsibility for it until the date the government again took responsibility under the new authorization. Also, that a claim for reimbursement of these costs may be filed and that this reimbursement is limited to the sum the government would have paid had the government kept the account.

(4) Based on the new authority, put the lot in storage at government cost under a "new" service order. The DD Form 1164 will state the rates in being at the time the new services were ordered.

i. If extension authority has been received under JTR, paragraph M8262, there is no need to tell the contractor. Use an "AC" card to change the expiration date to show the last date that the member has a right to ship the property and:

(1) Keep the individual case file in the "Active Accounts" file with backup documents.

(2) When the date that the member has a right to ship at government expense has passed, send the member a letter as set forth in c above. When there is no right to ship the property at government expense, the government does not pay for handling-out services. Change the lot to storage at the cost of the member:

(a) Use a DD Form 1164 to end all contractual services. Send copies of the DD Form 1164, as shown in paragraph 2-2.

(b) Write on the master record list the action taken and put the individual case file in the "inactive accounts file" when processing is done.

j. If there are excess weight or storage costs for retired members, a DD Form 139 Pay Adjustment Authorization will be prepared as shown in paragraph 3-9.

(1) Send DD Form 139 for members of other services to the proper finance offices. For Air Force members, send it to:

Air Force Accounting and Finance Office (AFAFC/  
RPTP)  
Lowry AFB CO 80279

(2) Keep a copy of the DD Form 139 in the individual case file.

**3-3. Delayed Property Shipment.** When a Through Government Bill of Lading (TGBL) carrier does not pick up a lot from the contractor's warehouse on the date the handling-out services were asked for on the DD Form 1164:

a. Issue a supplemental service order to show new handling-out date, and additional storage and handling costs as applicable. The remarks section of this DD Form 1164 will have the statement: "For: (insert address of the service finance office). Additional storage and handling charges \_\_\_\_\_ (original handling-out date) \_\_\_\_\_ that exceed \_\_\_\_\_, attributable to \_\_\_\_\_ for failure to pick up pursuant to GBL No. \_\_\_\_\_ dated \_\_\_\_ 19 \_\_. Set off action in the amount of \$ \_\_\_\_\_ due the United States Government."

b. Tell the contractor to verify on any supplemental billings the actual date the lot was given to the line-haul TGBL carrier and the additional cost (DOD 4500.34R, appendix M). Check these billings against the GBL and send a correction notice to the GBL if needed.

c. If a storage lot is not picked up from the contractor's warehouse by the line haul carrier on the date that the handling-out services were asked for on the DD Form 1164, the additional storage costs and rehandling in and out costs will not be handled by the system. The handling-out date on the DD Form 1164 is used in computing the cost of the handling-out services to be paid by the government.

**3-4. Late Receipt of Contractor's Documents.** Within 5 workdays after picking up a lot for storage, the contractor must give the ordering officer the weight certificates and the nonnegotiable warehouse receipt/inventory (original and one copy) for each lot stored (For more guidance, refer to DOD 4500.34R, appendix M).

a. Date-time stamp the above documents on receipt in the TMO. Check them to see that they have been sent within 5 workdays. Do not hold monthly or quarterly processing (excluding 30 September reports) for documents from the contractor. If documentation for lots put into storage in the preceeding quarter is not received until after the quarterly reports have been processed:

(1) Put in an "AT" card (AFM 75-305, part two). The system computes all prestorage and prior quarter storage costs on the Basic Agreement Handling-In Invoice (PCN: SO 008-016) for the current processing month. The RCS: MTMC-20 report for the quarter will show one added lot in the lots-brought-forward column based on the date the lot was stored.

(2) Annotate the MTMC-20 report that "the difference of lots brought forward versus the lots remaining from the previous report is due to the late receipt of contractor's documentation."

(3) Take action against the contractor for not complying with the basic ordering agreement.

b. In the last month of the fiscal year (September) all transactions must be put into the system before processing the monthly reports for September.

(1) Before 10 September, send a letter to each contractor advising that the payment for any services done in September will be held until all documents required by the basic ordering agreement contract are sent to the ordering officer.

**3-5. Service Order Renewals.** The Master Record List (PCN: SO 008-020) for August shows all storage lots that are due for a 4-year service order renewal. The fiscal year shown in the service order number is used by the system to show lots that need renewal. These lots are shown as "Service Order Renewal Required" on the August Master Record List under "Remarks." If there is an "XXX" in the appropriation field (to show that the lot is in storage at the member's expense) that lot is not shown for renewal under the 4-year action.

**3-6. Four-Year Renewals.** These renewals (attachment 8) are only for those lots put in storage under new basic ordering agreement 500-pound rates that reinstate the 4-year service order renewal.

a. Take the individual case files for lots shown for 4-year renewal from the active accounts file and:

(1) Check each storage lot against the contractor's facility file to see if the contractor has a new basic ordering agreement on file for the 500-pound rates.

(2) If the contractor has a new basic ordering agreement on file, renew lots in storage under this agreement (500-pound rate structure).

(3) If there is no new basic ordering agreement for the contractor, ask the RSMO to negotiate with the contractor to extend the storage under the first service order for one more fiscal year under the existing basic ordering agreement.

(a) If a storage extension is obtained, the storage lot is renewed under the same rates and service order number for 1 one more year. Do not put an "AR" card into the system for these lots. The system renews the lot under the initial service order number and computes on 500-pound rates in the individual record.

(b) If no extension is given, the RSMO will advise that the lot must be taken out of the facility and moved to a new approved facility as a new storage lot.

(4) If an "AR" card is used, be sure that the new drayage zone prefix for the new basic ordering agreement (500-pound rate) is put in for each storage lot.

b. If there is still an entitlement to storage, give a new service order number to each lot as shown in attachment 9.

c. Issue a new DD Form 1164 as shown in attachment 8. Use the contractor's rates in effect as of 1 October.

d. Use data procedures in AFM 75-305, part two. Hold the processing of monthly reports for September until all renewal cards (ARs) have passed the system's edits. If these transactions are not put in the system, the lots will be renewed on the Annual Service Order Renewal List (PCN: SO 008-020) under the old 500-pound rates, and would need reprocessing.

**3-7. Annual Renewals.** The TMO must send a letter to all contractors before the start of the fiscal year (1 October) and no later than 20 September, ordering storage

services for the next fiscal year on those lots still in storage as of 30 September.

a. This letter will state that a full list of all lots to be renewed will be sent to the contractor with the monthly and quarterly invoices on DD Form 1164.

b. Prepare and send a blanket DD Form 1164 as shown in attachment 10 with the Annual Service Order Renewal List.

**3-8. Excess Weight.** If the weight of the household goods in a commercial nontemporary storage facility is more than the member's authorized weight allowance, the storage clerk will:

a. Send for payment the contractor's handling-in invoice for the preparation, drayage, and handling-in and any storage for the entire lot.

b. Tell the contractor that the member has exceeded his or her authorized weight allowance and must pay for storage of the excess weight and that a DD Form 1164 will be issued to change the stored weight to the authorized weight.

c. Send a letter to the member advising that:

(1) He or she must pay the contractor for the storage of the excess weight.

(2) DD Form 139, Pay Adjustment Authorization, will be sent through the finance office to the member to collect for the costs for preparing, draying, handling-in, and any storage charges that have accrued during other than the current quarter for that part of the weight which is more than the authorized weight allowance.

d. Fill out a supplemental service order and change the stored weight after applying the packing allowance provision to the authorized weight. Packing allowances must be applied in determining the actual excess weight.

e. Fill out an "AC" card (AFM 75-305, part two) to change the stored weight to the authorized weight. Write the change on the Master Record List.

f. Fill out DD Form 139 (see paragraph 3-9) to collect from the member the costs for the prestorage services and any storage for the excess weight.

**3-9. Collection for Services Due to Unauthorized Accessorial Services and Storage:**

a. When the member's responsibility for the excess cost becomes known, fill out DD Form 139 (five copies).

(1) The amount to be shown on DD Form 139 is the total cost of the services for the excess weight. This cost will include the preparation, drayage, and handling-in of the excess weight. It may also include a storage charge when storage costs (other than current quarter) were paid by the government due to late receipt of documents from the contractor.

(2) In the "Appropriation Data" block, show the fund citation on the order used to put the property in storage.

(3) In the "Explanation or Reason for Adjustment" block, show:

(a) The reason for the excess cost.

(b) The cost computation to include packing allowance.

(c) The type of service, the rates in effect and the

period in which the excess cost took place.

(d) The lot number, service order number, and basic agreement number.

(e) The name of the contractor.

(f) The net weight and GBL number of each shipment if the reason for the excess cost is the weight of preceding shipments.

(g) Any other information that will help create a good audit trail in determining excess costs.

b. When a member is separating from the service and will not remain in a pay status, prepare DD Form 1131, Cash Collection Voucher. These excess costs must be paid before any shipment is made.

c. File a copy of the DD Form 139 or DD Form 1131 in the member's individual case file.

d. Send the DD Form 139 to the Base Accounting and Finance Office for processing. (For retirees, the DD Form 139 is sent as explained in paragraph 3-2j.)

## Chapter 4

## DISTRIBUTION OF OUTPUT PRODUCTS

**4-1. General Procedures.** Check products to see that the data, contents, and format are like the output products shown in AFM 75-305, part two. Check for errors. If there are minor errors (such as grade, initials, lot number, expiration date, rate for services, etc.), correct them manually on the invoice so that processing the products can go on. If there are major errors, (such as, contractors with wrong rates, contractors with no rates, etc), correct the system inputs before processing the record; that is, take action to change the individual record or the system rate file. When these actions have passed the system edits, ask to have the quarterly reports reprocessed.

**4-2. Master Record List (PCN: SO 008-014).** This list is updated each month by automated data processing procedures and is used to manage and keep the NOTEMPS accounts. Write on the list any actions, (such as, extensions, expiration dates, and changes to system products) that do not need to have a supplemental service order issued, but are needed to keep the individual records current. Verify the total number on this list against the quarterly MTMC-20.

a. The first copy of the master record list is kept by the ordering officer for use as shown above. Notes from the prior month's list will be put on the list for the current month if such actions were not done in the processing month.

b. Each month, give a copy of this list to each personal property counselor to use in processing personnel clearing the base who may have property in storage under JTR, paragraph M8309.

**4-3. Expiration Date List (PCN: SO 008-015).** Use this list as a management tool.

a. Keep the first copy in the ordering office to be used in sending out expiration notices as stated in paragraph 3-2a. Enter the followup action taken in the current month on this list.

b. Send the second and third copies of the list showing "9999" accounts to the officers responsible for assignment of quarters for review and certification that members are still in government quarters and storage is authorized. Keep the certified copy sent back by the responsible officers as set forth in paragraph 5-2e.

NOTE: If the member no longer has a right to storage under the JTR, paragraph M8309, and has not given disposition, take action shown in paragraph 3-2b.

**4-4. Monthly Invoices:**

a. Separate the Basic Agreement Services Handling-In Invoice (PCN: SO 008-016) and Basic Agreement Services Handling-Out Invoice (PCN: SO 008-017) by contractor. Place the last copy of the invoice for each contractor in a suspense file until the contractor sends back the certified copies.

b. Send five copies of both invoices to the contractor to audit and to sign under the certificate of contractor block. The signed original and three copies must be returned to the TMO.

c. When the certified invoices come back:

(1) Check them for any manual changes made by the contractor.

(2) Take from the suspense file the individual case file for each name on the handling-in invoices.

(3) Take from the suspense file, the individual case file for each lot partially or fully taken out of storage for each entry on the handling-out invoices.

(4) Check the services against the data in the individual case files. Changes made on the invoices due to a manual change by the contractor or TMO, need these actions:

(a) A supplemental service order to change the services, date, weight, etc, as needed.

(b) Manually change the invoice and dollar totals.

(c) Do the cards to correct the errors in the individual record or system rate file.

(5) Have the ordering officer sign the certificate of performance block on all invoices when above steps have been done and checked.

d. Send the original and two copies of the handling-in invoice to the AFO. For each line entry, send:

(1) Original and one copy of DD Form 1164.

(2) Original and one copy of DD Form 1299.

(3) Two copies of the special order.

File the other copy of each invoice in the contractor's facility file as shown in paragraph 5-1, and destroy the noncertified copy being held in the suspense file.

NOTE: The AFO will do SF 1034, Public Voucher for Purchase and Services Other Than Personal, for nontemporary storage invoices.

(4) The DD Form 1164, marked "Uniform Service Finance Office" is sent to the service's finance agency with one copy of the DD Form 1299 and special order (DOD 4500.34R, chapter 4).

e. Send the original and two copies of the certified handling-out invoice to the AFO. For each line entry, send;

(1) Original and one copy of DD Form 1164.

(2) Two copies of special orders or other authority.

File the last copy of the certified invoice in the contractor's facility file as shown in paragraph 5-1 and destroy the noncertified copy being held in the suspense file.

f. Send the DD 1164 marked "Uniform Service Finance Office" as set forth in 4-4d(4).

g. When the above actions have been done, file the individual case files for "new lots" and "partial removals" alphabetically by contractor in the active storage file. File the case files on lots handled out of storage in the inactive storage file.

**4-5. Service Order Reference List (PCN: SO 008-005).** This is an optional list for the TMO. It lists in service order sequence, the lot number, contractor number, and name of the member for each service order. It is used to check the service order register and to show problems met when service order and lot numbers are not ac-

cepted on input cards. Keep the list as shown in paragraph 5-2h.

**4-6. Quarterly Storage Invoices (PCN: SO 008-018).** File the last copy of the invoice for each contractor in the suspense file until the contractor sends back the certified copies.

a. Send the original and four copies of the quarterly storage invoice to the contractor. The contractor checks it, signs the certificate of contractor block on each copy, keeps a copy, and sends the original and three copies back to the TMO.

b. When the invoices come back:

(1) Check the invoice for manual changes made by the contractor. Changes made by the contractor or TMO need:

(a) A supplemental service order to change the services, date, weight, lot number, etc, as required.

(b) Manual change to the dollar totals.

(c) Cards input to the system to change the errors in the individual record or system rate file.

(2) Have the ordering officer sign the certificate of performance block on each invoice when the above actions have been done and checked.

(3) Send the original and two copies to AFO for payment.

(4) Put the last copy of the certified invoice in the contractor's facility file as shown in paragraph 5-1 and destroy the noncertified copy being held in the suspense file.

**4-7. Alpha by Contractor List (PCN: SO 008-019).** This is an optional list. It has an entry for each lot in commercial storage for each contractor as of the last day of the quarter. The TMO uses it to check individual case files for each contractor, and to check the rates that have been used on individual storage accounts. File a copy of each list in the contractor's facility file as shown in paragraph 5-1 and destroy the rest of the copies.

**4-8. Report of Household Goods Storage Activities (RCS: MTMC-20):**

a. Use this report in place of the DD Form 1166, Report of Household Goods Storage Facilities, as set forth in DOD 4500.34R, chapter 10. If the number of the lots brought forward on the current MTMC-20 is not the same as lots remaining in the prior report, the cause of this difference will be shown. Differences can be caused by:

(1) Delete Actions. Any "AD" card put in the current quarter causes the lot to be subtracted from the total number of lots brought forward column of the MTMC-20 report for the current quarter.

(2) Correction Actions. When an "AC" card is put in the system to change the stored date of a lot from the current quarter to the prior quarter, the system treats this lot as an old account. This lot is added to the lots brought forward column of the current MTMC-20 reports but is not shown in the lots put in column as being put in storage in the current quarter.

(3) Reinstatement of Storage Lots. If an "AZ" card is

put in the system, the lot will be added to the total lots-brought-forward column of the MTMC-20 report for the current quarter.

NOTE: All of these additions and subtractions are done by the computer.

b. Have the TMO check the MTMC-20 each time re-processing is done.

c. Have the TMO sign the MTMC-20 before sending it to the RSMO if it has written cause for differences.

d. If two or more RSMOs are involved, send it to the RSMO responsible for the county where the activity is located.

e. File the second copy of the MTMC-20 in the reports file.

**4-9. Annual Service Order Renewal List (PCN: SO 008-020).** This list has a one-line entry for each lot in commercial storage as of close of business 30 September. The ordering officer checks to see that the total number of lots on this list is the same as the lots currently in commercial storage on the MTMC-20 and master record list. The list is in six copies and is used for renewing each storage account at government expense for the new fiscal year. Do a "blanket" DD Form 1164 for each contractor (see attachment 10) and send:

a. Original and one copy of the DD Form 1164 with a copy of the list to the local AFO.

b. A copy of the DD Form 1164 and the list to the contractor.

c. A copy of the DD Form 1164 and the list is put in the contractor's facility file and kept as shown in paragraph 5-1.

**4-10. Accounting Classification Summary List (PCN: SO 008-024).** This list has a breakdown, by contractor, of the appropriation identifier and cost expended for that month for that appropriation identifier. This list is sent to local base AFO. The TMO will keep copy as set forth in AFM 12-50.

**4-11. Quarterly Conversion to Member's Expense List (PCN: SO 008-025).** This list has one-line entry for each lot that was converted to the member's expense during the quarter. This list is destroyed after 6 months or after its purpose has been served.

**4-12. Quarterly Management Information List (PCN: SO 008-026).** It has an entry for each transaction that causes a variance in the MTMC-20 or could produce wrong invoices.

**4-13. Master Address Listing (PCN: SO 008-028).** This list shows base address and the contractor's name, address, SCAC Code, telephone number, and business indicator. This list may be destroyed when a new list is received.

**4-14. Master Accounting Classification Listing (PCN: 008-029).** This listing shows the standard appropriation or storage identity and the corresponding accounting classification in the system. Destroy this list when a new list is received.

## Chapter 5

## FILE MAINTENANCE AND DISPOSITION

**5-1. General Procedures.** Set up a contractor facility file for each contractor as shown in attachment 7. It will have the basic agreement, modifications to the basic ordering agreement, all consolidated invoices, paid vouchers, annual service renewal listing, alpha by contractor list, active accounts files, and files of individual accounts that have been put in storage at the expense of the member. Files and documents in this chapter are disposed of under AFM 12-50, table 75-3.1.

**5-2. Filing Procedures.** Use machine listing binders or folders and disposition guides to keep the transactions shown below. Label the binder or folder and tab by month or quarter.

a. **Transaction Edit List (PCN: SO 008-006).** Use this list to check actions put in the system in the month, and to check the update and correction action to the individual record or system rate file.

b. **Invalid Card Transaction Edit List (PCN: SO 008-002).** Destroy this list when corrected cards have been put in the system.

c. **Master Rate File.** This file has:

(1) **Basic Agreement/Rate Spread List (PCN: SO 008-004).** This list is used to check past, present, and future rates and to identify wrong rates that would change the system rate file. If a current rate is changed or deleted from the master rate file, the system will give an updated basic agreement/rate spread list (PCN: SO 008-023) to show the revised rates.

(2) **Cost Comparison List (PCN: SO 008-003).** This list must be carefully checked. This is used every day to find the low-cost contractors for the time storage is needed. File it in "as of date order" sequence to keep audit trails. If the current rate is changed or deleted, an updated cost comparison list (PCN: SO 008-022) will be produced to show the revised rates.

NOTE: As new lists are made, take the prior list and put it in the inactive file to be disposed of under AFM 12-50.

d. **Master Record List (PCN: SO 008-014).** The ordering officer uses this to note actions as shown in paragraph 4-2a.

e. **Expiration Date List (PCN: SO 008-015).** The certified copy sent to TMO by the officer who assigns quarters is kept with the first copy as set forth in paragraph 4-3b.

f. **Report of Household Goods Storage Activities (RCS: MTMC-20).**

g. **AF Form 152, Personal Property Nontemporary Storage Service Order Number Register.**

h. **Service Order Reference List (PCN: SO 008-005).** Use this list to check service orders given individual storage accounts. As new lists are made, put the prior list in the active file to be disposed of under AFM 12-50.

i. **Alpha by Contractor List (PCN: 008-019).** Use this list to check the number of individual storage files against the contractor facility files and to check the rates for each lot. As new lists are made, dispose of the prior list under AFM 12-50.

j. **Accounting Classification Summary List (SO 008-024).** The AFO uses this to validate payment actions by open and specific accounting classifications. As new lists are provided, dispose of the prior list as set forth in AFM 12-50.

k. **Annual Service Order Renewal List (PCN: 008-020).** Use this to authorize storage for an additional fiscal year. As new lists are made, dispose of the prior list as set forth in AFM 12-50.

### 5-3. Punch Cards:

a. **"As Required" Transaction Cards.** When punch cards with lists come from the data processing installation (DPI), mark each batch of cards to show run 1, and 2, etc., of the processing month. Keep these cards until all monthly and quarterly processing is done, then file by quarters. They are disposed of under AFM 12-50.

b. **Rate Transaction Cards.** File the rate cards alone. Do not mix them with the "as required" cards. These cards must be kept in case the master rate file would have to be made over.

(1) **Government Rate "GT" Cards.** Keep the latest "GT" cards in the file and destroy all other "GT" cards.

(2) **"RN" (500-pound rate) and "RT" (revised 500-pound rate) cards.** Keep as follows:

(a) The "RT" cards for the contractors latest two rate changes to the basic agreement are kept as active cards.

(b) The old "RN" and "RT" cards are kept in the file for 3 months and then destroyed.

c. **Master Rate File.** If this file must be made over, change the "GT" and the last two "RT" cards to "RN" cards and put them in the system to build the rate file.

**5-4. Active Storage File.** This file has an individual case file for each active storage file in commercial non-temporary storage and is kept as follows:

a. Individual case files are filed alphabetically by contractor. They must be marked to show name, rank, SSAN of member, name of contractor, service order, and lot number.

b. A case file must have a full record of all actions on the account. At the least, it must have a copy of the:

(1) DD Form 1299.

(2) Special orders.

(3) First service order and all supplemental service orders.

(4) Power of attorney, when applicable.

(5) DD Form 1701, Inventory of Household Goods, when applicable.

(6) DD Form 1797, Personal Property Counseling Check List.

(7) Warehouseman's inventory list.

(8) Warehouse receipt or revised warehouse receipt.

(9) Weight certificates.

(10) Letters and notes about the account, partial withdrawals, etc.

(11) Other data needed to properly administer the account.

c. Storage files are kept as active accounts until the member's right to ship at government expense has passed, or the account is taken out of storage. Individual

case files are then put in the inactive storage file to be disposed of under AFM 12-50.

**5-5. Basic Ordering Agreements.** Each contractor's active basic agreement and basic ordering agreement and modification to the agreement are kept in the contractor's facility file.

## Chapter 6

### RESPONSIBILITIES

#### 6-1. Directorate of Transportation (HQ USAF/LETTA):

- a. Manages the NOTEMPS program.
- b. Makes sure that improvements to the program are made promptly.

#### 6-2. Major Commands (Directors of Transportation). Commands that have a responsibility for nontemporary storage accounts:

- a. Give technical aid to bases in operating NOTEMPS.
- b. Evaluate proposed changes to this regulation and the automated NOTEMP program. Send approved proposed changes to HQ USAF/LETT.
- c. Make sure that the procedures and forms in this regulation are used in maintaining the NOTEMPS program.

#### 6-3. Traffic Management Officer (TMO):

- a. The TMO makes sure that:
  - (1) Contracting procedures in DAR and the basic agreement are complied with.
  - (2) There is an entitlement to government storage before the services are ordered.
  - (3) Policies and procedures in this regulation and any changes to it are complied with.
  - (4) New or revised rate changes are put into the system rate file (AFM 75-305).
  - (5) Cost comparisons are made as set forth in DOD 4500.34-R, chapter 10, and AFM 75-305.
  - (6) Storage technicians are given formal training and on-the-job training (OJT) as needed.
  - (7) Technical aid is given to the ordering officer.
  - (8) Government bills of lading (GB/Ls) made out to have property picked up from nontemporary storage are filled out as set forth in DOD 4500.34-R, chapter 6.
  - (9) Wrong payments to the contractor are made known to the AFO so that action to get repayment from the contractor or the member can be taken.
  - (10) Output lists are checked to see that the right action is being taken on the weight in storage and in changing accounts to the expense of the member.
  - (11) Documents created under this regulation are disposed of as directed in AFM 12-50, table 75-3.1.
- b. The ordering officer makes sure that:
  - (1) Contracting officer's procedures set forth in DAR are complied with.
  - (2) DOD 4500.34-R, chapter 10, and AFM 75-305 are complied with.
  - (3) Service orders are given to the contractors before the services are performed.
  - (4) Service orders are checked for completeness and right to entitlements, basic ordering agreement, and modification numbers, right rates, services to be done, and specific authority for issuing service orders.
  - (5) The lowest cost contractor is awarded the con-

tract. If other than the lowest cost contractor is used, the service order will be properly annotated.

(6) Storage accounts are not kept at government expense after they have passed the authorized date of storage.

(7) Payment invoices are checked for services performed.

(8) Invoices certified to accounting and finance are correct.

(9) Contractors comply with their basic ordering agreement.

NOTE: The responsibilities in a and b must not be redelegated or reassigned.

c. Counselors will:

(1) Counsel member on his or her rights to nontemporary storage, procedures to be followed, and his or her responsibilities.

(2) Stress the difference between lots that are placed in storage to be shipped overseas and lots that are to stay in storage until the member gets permanent change of station (PCS) orders back to the United States. Make sure that the member understands the problems that can be created by ordering out the wrong lot.

(3) Find out if there will be any firearms in the storage lot. If so, put this data in DD Form 1299, Block 16.

(4) Put in DD Form 1299, block 13, the estimated storage time and estimated date storage will end.

(a) For personnel PCS overseas, the estimated storage time and expiration date is usually figured from the transfer effective date (TED) in the orders plus tour length.

(b) For retirees, the right to 1-year' free storage is based on the actual date of termination of active duty shown on orders, regardless of the date put into storage (see AF Form 2473, Retirement Travel and Transportation Entitlements (Certificate of Understanding)).

(c) The expiration date for civilian employees is 30 September of each fiscal year. These accounts are controlled and funded on a fiscal year basis. The authorized period of storage in DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, is only used to find the low-cost storage contractor.

(5) Put the permanent mailing address of the member in DD Form 1299, block 14, if nontemporary storage is requested.

(6) If more than one shipment is made under the same special order, fill in DD Form 1299, block 19.

(7) Give the member a copy of the expiration notice on short-term storage as set forth in paragraph 3-2a(1).

(8) Have retirees fill out AF Form 2473 as set forth in AFR 75-25.

(9) Check the master record list (PCN: SO 008-014) for each member leaving the base to see if any property is in storage under JTR, M8309. If so, put this information in DD Form 1299, block 19. If the member wants to keep the property in storage rather than ship it, get six copies

of the new orders and tell the ordering officer of requested action.

(10) Find out if the member has property in storage at another base under JTR, M8101-7, and if so, take the proper action.

d. NOTEMP storage technicians will:

(1) Develop and use a chart that shows the drayage zone prefixes (service areas) and drayage zone (counties) of the 500-pound rate structure as in attachment 11. This chart will help to find the right drayage zone prefix and drayage zone to be used for new accounts to be picked up for storage, or for accounts being taken out of storage. The drayage zone prefix and drayage zone must be put in DD Form 1299, block 10 or 12, for pick up or delivery.

(2) Complete all actions in AFM 75-305 and this directive.

(3) Give added counseling that the member may need.

(4) Check to see that all cards put in and accepted by the system are right as to entitlement, weight, rates, and expiration date.

(5) Give technical help on input or output procedures under NOTEMPS to all agencies concerned.

(6) Tell the TMO or the Regional Storage Management Office (RSMO) of any problems or deficiencies caused by the contractor not complying with the basic ordering agreement or the TGB/L carrier not complying with the Tender of Service.

(7) Use tact and diplomacy in dealings with the member, carriers, contractors, and involved military agencies.

(8) Provide the member with a completed copy of the service order showing the lot number and weight data.

(9) Send the member a letter advising of any loss or damage to property while it is in nontemporary storage. If the member is serving in a weight-restricted area, advise the member that an exception to the oversea administrative weight limitation will not be granted for return shipment of items that may duplicate any of the items lost or damaged in nontemporary storage.

(10) Compare the inventory of lots placed in storage incident to occupancy of government quarters against the list of items authorized storage by the housing office. Items stored that have not been approved by the housing officer will be identified to the TMO for action.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

VAN L. CRAWFORD, JR., Colonel, USAF  
Director of Administration

#### SUMMARY OF CHANGES

This revision adds procedures for expediting shipment of property to overseas areas (para 1-2); prohibits professional books, papers, and equipment allowance for property in permanent nontemporary storage (para 1-8); gives updated procedures for handling excess weight placed in storage (para 3-8); and expands assigned responsibilities (chap 6).

(11) Include the nomenclature of the 5th, 10th, and 15th item of the inventory of the lot to be withdrawn for overseas shipment in the remarks section of the DD Form 1164 and will advise the contractor of the need to match the 5th, 10th, and 15th item with the inventory.

(12) When ordering out a lot for overseas shipment, match the 5th, 10th, and 15th item shown on the application against the inventory for the lot to be withdrawn. Resolve any discrepancy before ordering the lot out of storage.

**6-4. Military Members or Civilian Employees.** The individual must:

a. Contact the base TMO to obtain nontemporary storage.

b. Fill out DD Form 1299.

c. Make sure that any property put in storage pending overseas shipment is separated from that to be put in storage pending member's return from overseas.

d. When asking for shipment of the lot pending overseas shipment, provide the counselor a copy of the inventory for this lot and check to see that the proper lot number and contractor's name are shown on the DD Form 1299.

e. Tell the TMO maintaining the nontemporary storage account of tour extension, PCS, or any other change that affects the time limitation for storage.

f. Provide the TMO maintaining the nontemporary storage with disposition instructions or authority for continued storage at government expense before the expiration date of the storage entitlement.

g. Immediately notify the activity maintaining the nontemporary storage account of any change of address or of any actions that would affect their entitlement to nontemporary storage.

**6-5. Civilian Personnel Officers.** Civilian accounts are funded for a fiscal year (FY). A fund citation to be cited on payment invoices must be provided each FY. Civilian personnel officers will provide this information for each individual under their jurisdiction having property in nontemporary storage. The new fund citation must be sent by 1 September of each year to the TMO maintaining the storage account.

LEW ALLEN, JR., General, USAF  
Chief of Staff

Distribution: F;X:

HQ MTMC/PPM Wash DC 20315 .....	5
Department of the Navy Naval Supply Systems Command, (053) Wash DC 20376 .....	5
HQ DALO-TSP Wash DC 20310 .....	5
Commandant of the Marine Corps (LFS-2) Wash DC 20380 .....	5

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**DD FORM 1299 MESSAGE FORMAT**

1. FROM: Destination TMO at member's oversea duty station.
2. TO: Origin TMO maintaining the NOTEMP storage account.
3. SUBJECT: Application for Shipment of Personal Property from Nontemporary Storage.
4. Member's name, rank, SSAN.
5. Household goods shipment authority (as applicable).
  - a. Nonconcurrent travel order no., date, HQ of issue.
  - b. Dependent Travel Order issued by overseas commander, no., date, HQ of issue.
  - c. Overseas command authority for unaccompanied member, no., date, HQ of issue.
  - d. Appropriation chargeable.
6. Net weight of storage lot.
7. Nontemporary storage lot number and 5th, 10th, and 15th item of the inventory. (Determine from member number of lots of household goods in nontemporary storage. If member has more than one lot in storage, contents of all nontemporary storage inventories must be reviewed to ensure release of the proper lot).
8. To be shipped to:
9. RDD:
10. Statement: "Accomplished and signed DD Form 1299 with required supporting documentation will be mailed at the same time this message is dispatched."

**INSTRUCTIONS FOR PREPARING DD FORM 1164****(Applicable to attachments 3 through 6, 8, and 10)**

Numerical sequences on the DD Form 1164 (attachment 3) will require the following entries. (NOTE: Mandatory entry items have been identified for initial or supplemental service orders.)

(1) To. Enter the name and address of the contractor in whose facility the property is to be stored. Include the ZIP code (mandatory).

(2) From. Insert the official address, including ZIP code, of the ordering office (mandatory).

(3) Date. Enter the date the contractor first accepted the offer to store the property. This is the date that sets the rates that must be used for all costs in connection with the storage of property. On partial or complete removal actions, this is the date removal action was requested and accepted by contractor (mandatory).

(4) Card Identity. Enter the code shown in AFM 75-305, part 2, to identify the type of transaction (mandatory).

(5) Transaction Type. Enter the code shown in AFM 75-305, part 2, for specific types of transactions (mandatory).

(6) Contractor Identity. Enter the 2-digit numeric code locally assigned to identify the commercial storage contractor in whose facility the lot is stored (mandatory on initial order).

(7) Government Agency Identity. Enter two-character alpha code shown in AFM 75-305, attachment A4-1, to identify the agency (mandatory on initial order).

(8) Appropriation/Storage Identity. Enter the locally assigned code as prescribed in AFM 75-305, attachment A5-1, (mandatory entry on initial order, appropriation changes, or removal actions).

(9) Service Order Number. Enter initial service order number assigned in "Old" \_\_\_\_\_. "New" \_\_\_\_\_ is not to be used unless correcting an erroneous service order number or when a renegotiated 4-year service order renewal is being accomplished (mandatory). If a supplemental service order is issued against the initial service order, a two-position numeric suffix will be added to the service order number to identify the numeric sequence of modification made against the initial service order.

(10) Basic Agreement/Modification Number. Enter the number of the applicable basic agreement and the modification number of the rates that were applicable when services were initially requested from the contractor or renewed under the new 500-pound Basic Ordering Agreement for those accounts requiring 4-year service renewal. If no modifications have been made to the basic ordering agreement, enter A or G as applicable (mandatory).

(11) Lot Number. Enter the number assigned to the storage lot by the contractor (mandatory).

(12) Location of Property. Enter the actual location from which the property is to be picked up for storage (mandatory).

(13) Last Name-Property Owner. Enter the last name of the member for whom storage is to be performed. Obtain from DD Form 1299 or orders (mandatory).

(14) Initials. Enter first initial and middle initial. If the member has no middle initial leave second position blank (mandatory).

(15) Grade. Enter the standard code indicating rank or grade of the property owner. See AFM 75-305, attachment A2-2 (mandatory).

(16) SSAN. Enter the Social Security Account Number of the property owner. Obtain from special order (mandatory).

(17) Permanent Address of Owner. Obtain from the member and enter the permanent address of the property owner within CONUS or US territories or possessions (mandatory).

(18) Remarks. Enter information not readily available in any one place on the form. Use statement such as:

"This lot in storage pending oversea shipment."

"Low-cost contractor unable to handle."

"Actual net weight includes \_\_\_\_\_ pounds of professional books, papers, and equipment in this lot."

"Appropriation and code changes to (enter new appropriation and code)." An example might be: base housing funds to open allotment funds.

"Certified platform scales may be used for obtaining weights."

"Released to (insert name of carrier), GBL# \_\_\_\_\_." This is used on final service order only and indicates that the storage account has been terminated.

"Special Services." Include any special services authorized by the ordering office (these services will be paid by manual invoice and not by the NOTEMP System).

"This NTS lot contains firearms."

(19) Estimated Storage Period. Enter the approximate number of months storage is contemplated. This varies from case to case depending on entitlement circumstances and applies to new accounts being placed in storage.

(20) Date of Storage. Enter date property was placed in storage (mandatory).

(21) Approximate Expiration Date-Storage. Enter numeric calendar year and month (mandatory).

(22) Estimated Weight. Enter the estimated weight of the property to be stored, obtained after a review of DD Form 1299 (mandatory on new account).

- (23) **Weight in Storage.** Enter the actual net weight of the property after the certified weight ticket is received from the contractor. On removal actions, enter the net weight in storage (mandatory).
- (24) **Weight Removed.** Enter the total weight of the property that is to be removed from the warehouse during partial or complete removals and is subsequently drayed or shipped and otherwise NOT returned to the warehouse (see partial withdrawals).
- (25) **Weight Remaining.** Enter the weight of the property remaining in storage as a result of partial removal action (see partial withdrawals).
- (26) **Packing.** For new accounts enter an "X" or an "N" depending on whether packing services were or were not required (entry is applicable to new accounts or correction of service).
- (27) **\$.** Enter the rate for the service. Obtain from contractor's basic agreement, DD Form 1162-1 and PCN: SO 008-004 (mandatory entry on new accounts).
- (28) **Wardrobe Household Goods.** For new accounts, enter the number of upright wardrobes used in storage. Use the contractor's inventory and verify number of wardrobes used. If wardrobes were authorized when oral order for storage was given contractor, they must be authorized on the DD Form 1164.
- (29) **\$.** For new accounts, enter the rate for each wardrobe. Obtain from contractor's basic agreement as in item 27.
- (30) **Drayage-in Zone.** For new accounts, enter the zone from which the property was picked up, to include the Drayage Zone Prefix and the Drayage Zone Designator (see DD Form 1299 and AFM 75-305).
- (31) **\$.** For new accounts, enter the rate for the service. Obtain as in item 27.
- (32) **Handling-in.** Enter an "X" or an "N" depending if service was used or payable by the government. Enter the handling-in rate. Obtain as in item 27. (Entry is mandatory on new accounts and optional on partial removal actions).
- (33) **Storage.** Enter the storage rate. Obtain as in item 27 (mandatory).
- (34) **Handling-Out.** Enter an "X" or an "N" depending if service was used or payable by the government. Enter the rate for handling-out. Obtain as in item 27 (mandatory on removal actions).
- (35) **Drayage-Out Zone.** Enter drayage zone, prefix, and zone designator to which property is to be drayed. If the service is not used, enter the alpha zone prefix and enter a numerical zero "0" in CC62 (mandatory on removal actions).
- (36) **\$.** Enter rate for the service, if any. Obtain as in item 27 (mandatory on removal actions).
- (37) **Unpacking.** Enter an "X" or an "N" depending on whether the service was used. Enter an "X" if used; and "N" if not used (mandatory on removal actions).
- (38) **\$.** On removal actions, enter the rate for the service, if any. Obtain as in item 27.
- (39) **Weight-Rehandled.** Enter the weight of that portion of the lot which was physically rehandled by the contractor to gain access to the property which is to be partially removed from the warehouse.
- (40) **Effective Date-Service.** This date varies according to the transactions involved (see AFM 75-305, part 2) (mandatory).
- (41) Enter the date the property is to be picked up or is being removed from storage (mandatory).
- (42) Enter the member's authorized weight allowance. If property has already been shipped or stored, enter the remaining weight authorized to be stored under this service order (mandatory).
- (43) Enter the estimated total cost of the applicable services being ordered as follows:
- On new accounts, enter the cost for prestorage and storage services for the stored weight for the balance of the fiscal year.
  - On partial removals, enter the total cost for handling-out, handling-in, drayage, and unpacking services as applicable, but excluding storage cost.
  - On complete removals, enter the cost for handling-out, drayage, and unpacking services as applicable, but excluding storage cost.
  - Mandatory entry.
- (44) Enter the appropriation to which services are chargeable:
- On new accounts, enter appropriation from special orders.
  - If accounts are removed and require no drayage services, enter the old appropriation currently being used in the system for payment of services.
  - If an account is being partially removed and drayed to a new location under new special orders, enter the old appropriation to cover payment for the storage and handling-out services, and the new appropriation from the new special orders for payment of drayage and unpacking services.
  - If an account is being completely removed and drayed to a location under new special orders, enter the old appropriation to cover storage and handling-out services, and the new appropriation from the new order for payment of drayage and unpacking services.
  - If an account is being removed from storage at government expense and drayed to a new location without new orders, charge the handling-out, drayage and unpacking services against the old appropriation.
  - Mandatory entry.

(45) Enter TMO's mailing address; including ZIP code (mandatory).

(46) Enter AFO and the name of the installation making payments; including ZIP code (mandatory).

(47) Complete second "( )", as appropriate. Enter "3" if cost of estimated services is \$2,500 or below; otherwise, enter "10" (see DOD 4500.34-R (mandatory)).

(48) Put an "X" on the block at the beginning of line (mandatory).

(49) Enter name and title of ordering officer (mandatory).

(50) Will be inserted at time of signature by ordering officer (mandatory).

(51) Ordering officer's signature (mandatory)

**SAMPLE OF INITIAL HANDLING**

SERVICE ORDER FOR HOUSEHOLD GOODS <i>(Complete by Typewriter)</i>						
<b>TO: (Name and address of Contractor)</b> DESERT VAN AND STORAGE COMPANY 1234 SOUTH A. STREET VICTORVILLE, CALIFORNIA 92391 (1)				<b>FROM: (Department and Issuing Office)</b> TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92392 (2)		
An order is hereby placed with you, accepting your offer <i>(oral or written)</i> for services on <u>(3) 10 DEC</u> , 19 <u>77</u> , subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CC1) (4) A	TRANSACTION TYPE - PERSONAL PROPERTY (CC2) (5) T	CONTRACTOR IDENTITY (CC3-4) (6) 01	GOVERNMENT AGENCY IDENTITY (CC5) (7) A	APPROPRIATION/STORAGE IDENTITY (CC7-8) (8) ABD		
SERVICE ORDER NUMBER OLD P01600-78G0238 (9) 09-14 NEW (CC64-69) A00001 (10)		BASIC AGREEMENT/MODIFICATION NUMBER DAHC2378G0489 (11) A00001 (10)	LOT NUMBER (CC15-19) 01595	LOCATION OF PROPERTY (12) 814 KINCAID AVE VICTORVILLE, CA		
LAST NAME-PROPERTY OWNER (CC20-34) (13) MANSFIELD		INITIALS (CC35-36) (14) R.I.	GRADE (CC37-40) 0036 (15) SSAN (16) 324-21-3718	PERMANENT ADDRESS OF OWNER 2601 SUMNER STREET WHITTEN, NORTH CAROLINA (17) 12345		
REMARKS (18) ONE LOT  THIS LOT PENDING OVERSEAS SHIPMENT. AUTHORITY: SO# AA-17720, DTD 22 AUG 77, GEORGE AFB CA 92392  THIS NTS LOT CONTAINS FIREARMS.						
EST STORAGE PERIOD (19) 12 MOS	DATE OF STORAGE (41-46) (20) 771216	APPRX EXPIRATION DATE-STOR (CC47-50) 7812 (21)	ESTIMATED WEIGHT 2800 (22)	WEIGHT IN STORAGE (CC51-55) (23)	WEIGHT REMOVED (CC51-55) (24)	WEIGHT REMAINING (25)
SERVICES ORDERED						
PACKING (CC56) (27) (26) \$ 2.00		WARDROBE (CC57-58) HOUSEHOLD GOODS (28) 00 \$ (29)	DRAYAGE-IN ZONE (CC59-60) (31) D-1 \$ 2.50			
HANDLING IN (CC 61) X \$ 0.60		STORAGE (33) \$ 0.50	HANDLING OUT (34) \$			
DRAYAGE-OUT ZONE (CC61-62) (35) \$ (36)		UNPACKING (CC63) (37) \$ (38)	WEIGHT-REHANDLED (CC70-74) (39)	EFFECTIVE DATE - SERVICE (CC75-80) 771210 (40)		
SPECIAL INSTRUCTIONS						
The above described property will be made available to you on (Date) <u>16 DEC 77</u> (41) Maximum weight chargeable to Government <u>4,000</u> (42) lbs. Weights in excess of such maximum will be charged to the owner. Estimated cost of the service(s) is \$ <u>310.80</u> (43). You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer. Services ordered are chargeable to procurement allotment <u>5783500 328 5878 ON S503725</u> (44) Mail invoices to <u>TRAFFIC MANAGEMENT OFFICE, GEORGE AFB CA 92392</u> (45) Payment will be made by <u>ACCOUNTING &amp; FINANCE OFFICER, GEORGE AFB CA 92392</u> (46) This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3). (47)						
<input checked="" type="checkbox"/> COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE. (48)						
TYPE NAME AND TITLE (49) JOHN R. DOE, CIV AF CONTRACTING OFFICER			DATE (50) 10 DEC 77	THE UNITED STATES OF AMERICA BY (Signature of Ordering Office) (51)		

**SAMPLE OF PARTIAL WITHDRAWAL**

SERVICE ORDER FOR HOUSEHOLD GOODS (Complete by Typewriter)						
TO: (Name and address of Contractor) DESERT VAN AND STORAGE COMPANY 1234 SOUTH A STREET VICTORVILLE, CALIFORNIA 92391				FROM: (Department and Issuing Office) TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92392		
An order is hereby placed with you, accepting your offer (oral or written) for services on <u>18 JUL</u> , 19 <u>78</u> , subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CCI)	TRANSACTION TYPE - PERSONAL PROPERTY (CC2)	CONTRACTOR IDENTITY (CC3-4)	GOVERNMENT AGENCY IDENTITY (CC5)	APPROPRIATION/STORAGE IDENTITY (CC7-8)		
B	P	Ø1				
SERVICE ORDER NUMBER		BASIC AGREEMENT/MODIFICATION NUMBER	LOT NUMBER (CC15-19)	LOCATION OF PROPERTY		
OLD <del>FØ16ØØ-74A1872-Ø1C9-14</del>		DAHC2372AØ192		CONTRACTOR'S FACILITY		
NEW (CC64-69)		AØØØ19	ØØ267			
LAST NAME-PROPERTY OWNER (CC20-34)		INITIALS (CC35-36)	GRADE (CC37-40)	PERMANENT ADDRESS OF OWNER		
ROGERS		J. B.	ØØ36	136 WEST HIGH STREET		
			SSAN 311-26-3144	LAS VEGAS, NEVADA 79Ø12		
REMARKS REMOVE ITEMS: 91-STOVE: 1ØØ-REFRIGERATOR; 1Ø7-WASHER; 11Ø-DRYER RELEASE TO: AAA VAN LINES, INC. GB/L# F4,679,Ø1Ø REMAINDER OF LOT TO CONTINUE IN STORAGE. AUTH: SO# 31332, DTD 1 JUL 78, APO NY Ø91Ø9						
<b>"PARTIAL WITHDRAWAL"</b>						
EST STORAGE PERIOD	DATE OF STORAGE (41-46)	APPR. EXPIRATION DATE-STOR (CC47-50)	ESTIMATED WEIGHT	WEIGHT IN STORAGE (CC51-55)	WEIGHT REMOVED (CC51-55)	WEIGHT REMAINING
	74Ø7Ø5	76Ø2			ØØ8ØØ	28ØØ
<b>SERVICES ORDERED</b>						
PACKING (CC56)	\$	WARDROBE (CC57-58)	\$	DRAYAGE-IN ZONE (CC59-60)	\$	
HANDLING IN		STORAGE		HANDLING OUT (CC 60)		
\$ Ø.6Ø		\$ Ø.5Ø		X \$Ø.65		
DRAYAGE-OUT ZONE (CC61-62)	AØ	UNPACKING (CC63)	N	WEIGHT-REHANDLED (CC70-71)	EFFECTIVE DATE - SERVICE (CC75-80)	
				ØØ6ØØ	78Ø718	
<b>SPECIAL INSTRUCTIONS</b>						
The above described property will be made available to you on (Date) <u>28 JUL 78</u>						
Maximum weight chargeable to Government <u>8,ØØØ</u> lbs. Weights in excess of such maximum will be charged to the owner.						
Estimated cost of the service(s) is \$ <u>12.7Ø</u> . You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer.						
Services ordered are chargeable to procurement allotment <u>57835ØØ 328 5878 ON S5Ø3725</u>						
Mail invoices to <u>TRAFFIC MANAGEMENT OFFICER, GEORGE AFB CA 92392</u>						
Payment will be made by <u>ACCOUNTING &amp; FINANCE OFFICER, GEORGE AFB CA 92392</u>						
This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).						
COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE.						
TYPE NAME AND TITLE JOHN R. DOE, CIV AF CONTRACTING OFFICER			DATE 19 JUL 78		THE UNITED STATES OF AMERICA BY (Signature of Ordering Office)	

**SAMPLE OF COMPLETE REMOVAL**

SERVICE ORDER FOR HOUSEHOLD GOODS (Complete by Typewriter)						
TO: (Name and address of Contractor) <b>DESERT VAN AND STORAGE COMPANY 123 SOUTH A STREET VICTORVILLE, CALIFORNIA 92391</b>			FROM: (Department and Issuing Office) <b>TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92312</b>			
An order is hereby placed with you, accepting your offer (oral or written) for services on _____, 19____, subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CC1) <b>B</b>	TRANSACTION TYPE - PERSONAL PROPERTY (CC2) <b>W</b>	CONTRACTOR IDENTITY (CC3-4)	GOVERNMENT AGENCY IDENTITY (CC5)	APPROPRIATION/STORAGE IDENTITY (CC7-8)		
SERVICE ORDER NUMBER <b>OLD F01600-73A0125-01 (CC9-14)</b>		BASIC AGREEMENT/MODIFICATION NUMBER <b>DAHC2372A2471</b>	LOT NUMBER (CC15-19) <b>00012</b>	LOCATION OF PROPERTY <b>CONTRACTOR'S FACILITY</b>		
NEW (CC64-69) <b>A00015</b>		INITIALS (CC35-36) <b>R.S.</b>	GRADE (CC37-40) <b>0004</b>	PERMANENT ADDRESS OF OWNER <b>111 COURT STREET SPOKANE, WASHINGTON 99002</b>		
LAST NAME-PROPERTY OWNER (CC20-34) <b>JONES</b>		SSAN <b>456-23-1809</b>				
REMARKS <b>RELEASE TO: ABC VAN AND STORAGE COMPANY GB/L: F8,092,456 AUTHORITY: SO# AA 18802, DTD 6 SEPT 78, GEORGE AFB CA 92392</b>						
<b>"COMPLETE REMOVAL"</b>						
EST STORAGE PERIOD	DATE OF STORAGE (41-46) <b>730812</b>	APPRX EXPIRATION DATE-STOR (CC47-50)	ESTIMATED WEIGHT	WEIGHT IN STORAGE (CC51-55) <b>05500</b>	WEIGHT REMOVED (CC51-55)	WEIGHT REMAINING
<b>SERVICES ORDERED</b>						
PACKING (CC56)	\$	WARDROBE (CC57-58)	\$	DRAYAGE-IN ZONE (CC59-60)	\$	
HANDLING IN	\$	STORAGE	<b>\$0.45</b>	HANDLING OUT (CC 60)	<b>X</b>	<b>\$0.65</b>
DRAYAGE-OUT ZONE (CC61-62)	<b>A0</b> \$ <b>2.40</b>	UNPACKING (CC63)	<b>N</b> \$	WEIGHT-REHANDLED (CC70-74)		EFFECTIVE DATE-SERVICE (CC75-80)
<b>SPECIAL INSTRUCTIONS</b>						
The above described property will be made available to you on (Date) <b>29 SEPT 78</b>						
Maximum weight chargeable to Government <b>5500</b> lbs. Weights in excess of such maximum will be charged to the owner.						
Estimated cost of the service(s) is \$ <b>167.75</b> . You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer.						
Services ordered are chargeable to procurement allotment <b>5783500 328 5758, ON S503725</b>						
Mail invoices to <b>TRAFFIC MANAGEMENT OFFICER, GEORGE AFB CA 92392</b>						
Payment will be made by <b>ACCOUNTING &amp; FINANCE OFFICER, GEORGE AFB CA 92392</b>						
This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).						
COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE.						
TYPE NAME AND TITLE <b>JOHN R. DOE, CIV AF CONTRACTING OFFICER</b>			DATE <b>20 SEPT 78</b>		THE UNITED STATES OF AMERICA BY (Signature of Ordering Office)	

DD FORM 1164 1 JUL 72

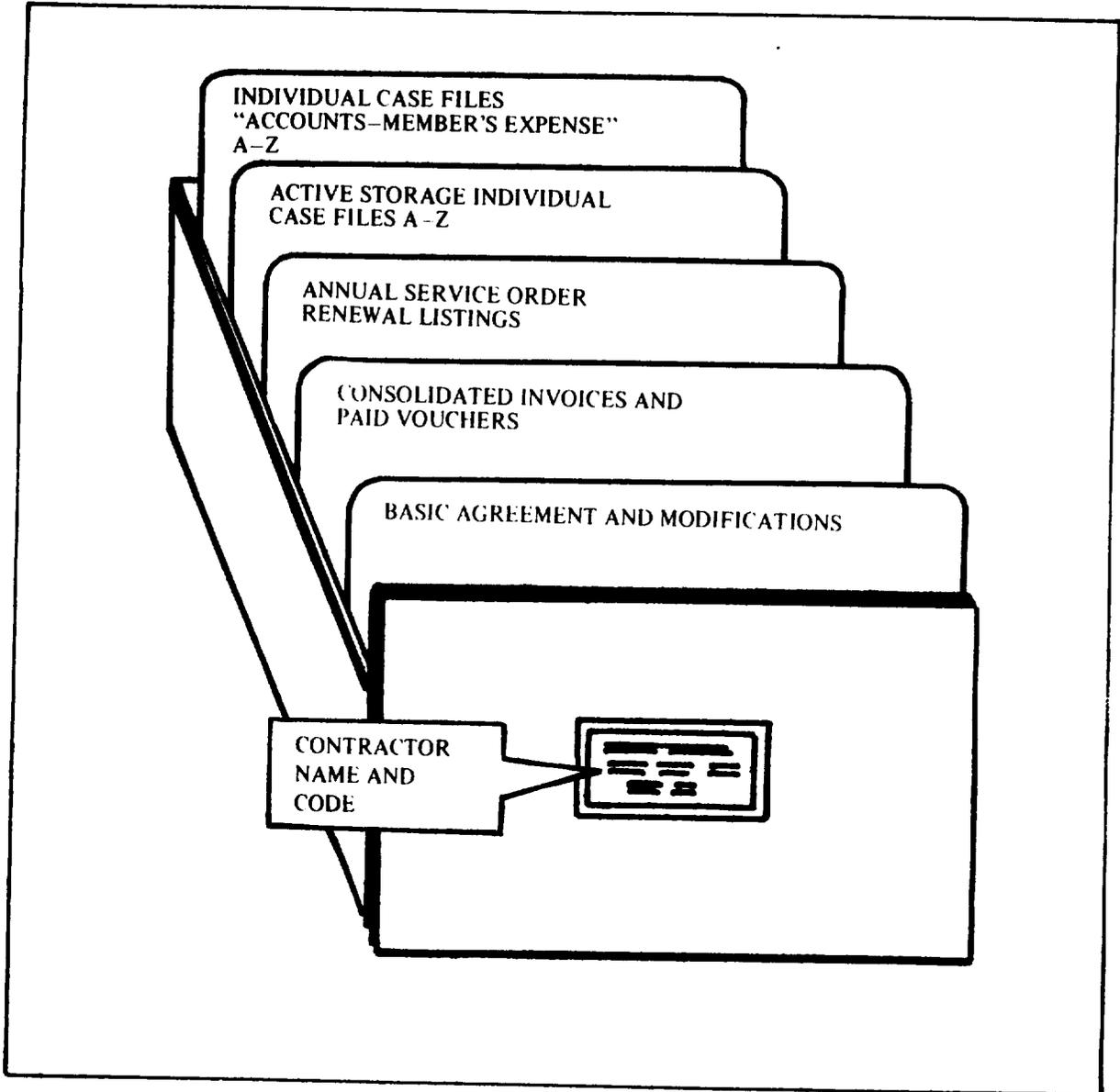
REPLACES AF FORM 889, APR 72, WHICH WILL BE USED IN THE USAF.

4. ACCOUNTING AND FINANCE

**SAMPLE OF CORRECTION TO SERVICE**

SERVICE ORDER FOR HOUSEHOLD GOODS <i>(Complete by Typewriter)</i>						
<b>TO: (Name and address of Contractor)</b> DESERT VAN AND STORAGE COMPANY 1234 SOUTH A STREET VICTORVILLE, CA 92391				<b>FROM: (Department and Issuing Office)</b> TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92392		
An order is hereby placed with you, accepting your offer (oral or written) for services on _____, 19____, subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CC1)	TRANSACTION TYPE - PERSONAL PROPERTY (CC2)	CONTRACTOR IDENTITY (CC3-4)	GOVERNMENT AGENCY IDENTITY (CC5)	APPROPRIATION/STORAGE IDENTITY (CC7-8)		
A	C	Ø1	A	AAD		
SERVICE ORDER NUMBER		BASIC AGREEMENT/MODIFICATION NUMBER	LOT NUMBER (CC15-19)	LOCATION OF PROPERTY		
OLD <del>FØ16ØØ-73AØ31-Ø2</del> (CC9-14)		DAHC2372AØ41Ø- AØØØØØ	Ø1596	CONTRACTOR'S FACILITY		
NEW						
LAST NAME-PROPERTY OWNER (CC20-34)		INITIALS (CC35-36)	GRADE (CC37-40)	PERMANENT ADDRESS OF OWNER		
FOSTER		J. J.	ØØØ3	78931 OAKRIDGE PARK OAKLAND, CA 923Ø2		
			SSAN			
			231-43-588Ø			
REMARKS						
SERVICE ORDER IS ISSUED TO CORRECT SERVICE ORDER NUMBER. NO ADDITIONAL SERVICES ARE REQUIRED.						
"CORRECTION TO SERVICE ORDER"						
EST STORAGE PERIOD	DATE OF STORAGE (41-46)	APPRX EXPIRATION DATE-STOR (CC47-50)	ESTIMATED WEIGHT	WEIGHT IN STORAGE (CC51-55)	WEIGHT REMOVED (CC51-55)	WEIGHT REMAINING
	771Ø15			Ø51ØØ		
SERVICES ORDERED						
PACKING (CC56)		WARDROBE (CC57-58)	DRAYAGE-IN ZONE (CC59-60)			
		HOUSEHOLD GOODS				
HANDLING IN		STORAGE	HANDLING OUT			
DRAYAGE-OUT ZONE (CC61-62)		UNPACKING (CC63)	WEIGHT-REHANDLED (CC70-74)		EFFECTIVE DATE-SERVICE (CC75-80)	
SPECIAL INSTRUCTIONS						
The above described property will be made available to you on (Date) <u>N/A</u>						
Maximum weight chargeable to Government <u>N/A</u> lbs. Weights in excess of such maximum will be charged to the owner.						
Estimated cost of the service(s) is \$ <u>N/A</u> . You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer.						
Services ordered are chargeable to procurement allotment <u>N/A</u>						
Mail invoices to <u>N/A</u>						
Payment will be made by <u>N/A</u>						
This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).						
COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE.						
TYPE NAME AND TITLE			DATE	THE UNITED STATES OF AMERICA BY <i>(Signature of Ordering Office)</i>		
JOHN R. DOE, CIV AF CONTRACTING OFFICER			18 OCT 1977			

CONTRACTOR'S FACILITY FILE



**SAMPLE OF 4-YEAR SERVICE RENEWAL**

SERVICE ORDER FOR HOUSEHOLD GOODS <i>(Complete by Typewriter)</i>						
TO: <i>(Name and address of Contractor)</i> FLOYMBOYANT MOVING AND STORAGE, INC 1202 NORTH AVENUE NEW RISE, TEXAS 79012				FROM: <i>(Department and Issuing Office)</i> TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92392		
An order is hereby placed with you, accepting your offer <i>(oral or written)</i> for services on <u>26 SEPT</u> , 19 <u>83</u> , subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CC1) <b>A</b>	TRANSACTION TYPE - PERSONAL PROPERTY (CC2) <b>R</b>	CONTRACTOR IDENTITY (CC3-4) <b>Ø2</b>	GOVERNMENT AGENCY IDENTITY (CC5)	APPROPRIATION/STORAGE IDENTITY (CC7-8)		
SERVICE ORDER NUMBER OLD <b>FØ16Ø7-79G1034 (CC9-14)</b> NEW <b>FØ16Ø1-84GØØ17 (CC64-69)</b>		BASIC AGREEMENT/MODIFICATION NUMBER <b>DAHC21-79G67Ø9</b> <b>AØØØØØ</b>	LOT NUMBER (CC15-19) <b>Ø1352</b>	LOCATION OF PROPERTY <b>CONTRACTOR'S FACILITY</b>		
LAST NAME-PROPERTY OWNER (CC20-34) <b>JOHNSON</b>		INITIALS (CC35-36) <b>G.S.</b>	GRADE (CC37-40) <b>ØØ39</b> SSAN <b>456-53-288Ø</b>	PERMANENT ADDRESS OF OWNER <b>720 NORTH 16TH STREET MEMPHIS, TENNESSEE 29185</b>		
REMARKS  <b>ONLY ITEM V IS AUTHORIZED AS NO PHYSICAL MOVEMENT OF PROPERTY IS EFFECTED.</b>  <b>"RENEGOTIATION///FOUR-YEAR RENEWAL"</b>						
EST STORAGE PERIOD	DATE OF STORAGE (41-46)	APPRX EXPIRATION DATE-STOR (CC47-50)	ESTIMATED WEIGHT	WEIGHT IN STORAGE (CC51-55)	WEIGHT REMOVED (CC51-55)	WEIGHT REMAINING
		<b>8312</b>		<b>Ø268Ø</b>		
SERVICES ORDERED						
PACKING (CC56) \$		WARDROBE (CC57-58) \$		DRAYAGE-IN ZONE (CC59-60) <b>DØ</b> \$		
HANDLING IN \$		STORAGE \$ <b>Ø.5Ø</b>		HANDLING OUT \$		
DRAYAGE-OUT ZONE (CC61-62) \$		UNPACKING (CC63) \$		WEIGHT-REHANDLED (CC70-74)		EFFECTIVE DATE-SERVICE (CC75-80) <b>831ØØ1</b>
SPECIAL INSTRUCTIONS						
The above described property will be made available to you on (Date) <u>1 OCT 83</u>						
Maximum weight chargeable to Government <u>268Ø</u> lbs. Weights in excess of such maximum will be charged to the owner.						
Estimated cost of the service(s) is \$ <u>16Ø.8Ø</u> . You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer.						
Services ordered are chargeable to procurement allotment <u>54635ØØ 324 5878.ON S5Ø325</u>						
Mail invoices to <u>TRAFFIC MANAGER OFFICER, GEORGE AFB CA 92392</u>						
Payment will be made by <u>ACCOUNTING &amp; FINANCE OFFICER, GEORGE AFB CA 92392</u>						
This Service Order is negotiated pursuant to U.S.C. 2304 (a) <u>(3)</u> .						
COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE.						
TYPE NAME AND TITLE <b>JOHN R. DOE, CIV AF CONTRACTING OFFICER</b>			DATE <b>26 SEPT 83</b>	THE UNITED STATES OF AMERICA BY <i>(Signature of Ordering Office)</i>		

### SERVICE ORDER NUMBER REGISTER

SERVICE ORDER NUMBER	LOT NUMBER	LAST NAME & INITIALS	GRADE	SOCIAL SECURITY NO.	DATE SERVICE ORDERED	STORED DATE	CONTRACTOR	REMARKS
a. F								
b. 80G0001 80G0002 80G0003 80G0004 80G0005 81G0001 81G0002	32456	RALEIGH, GT	0037	219-22-0487	791209	791215	DESERT V&S	

#### SERVICE ORDER NUMBER

Column 1a

Column 1b

Insert the procurement identification number for the base; that is, F01 600.

- 8) The first two numeric positions of the service order will always constitute the fiscal year (FY) designator.
- 0) Example: Calendar year (CY) Oct 1979—FY 80; 1980—FY 81.
- G) Alpha character "G" represents the procurement instrument code for nontemporary storage of household goods.
- 0) The remaining four numeric positions represent the numerical sequence of initial service orders issued and will revert to "0001" at the beginning of each FY.
- 0)
- 1)

#### LOT NUMBER

Column 2

Lot numbers are assigned by the contractor, identifying a specific lot for each "initial" service order number.

**SAMPLE OF ANNUAL SERVICE ORDER**

SERVICE ORDER FOR HOUSEHOLD GOODS (Complete by Typewriter)						
TO: (Name and address of Contractor) FLOYMBOYANT MOVING AND STORAGE, INC 1202 NORTH AVENUE NEW RISE, TEXAS 79012			FROM: (Department and Issuing Office) TRAFFIC MANAGEMENT OFFICE 42 TRNSS GEORGE AFB CA 92392			
An order is hereby placed with you, accepting your offer (oral or written) for services on _____, 19____, subject to the provisions of the below-numbered Basic Agreement for the following services:						
CARD IDENTITY (CC1)	TRANSACTION TYPE - PERSONAL PROPERTY (CC2)	CONTRACTOR IDENTITY (CC3-4)	GOVERNMENT AGENCY IDENTITY (CC5)	APPROPRIATION/STORAGE IDENTITY (CC7-8)		
		02	*	*		
SERVICE ORDER NUMBER		BASIC AGREEMENT/MODIFICATION NUMBER	LOT NUMBER (CC15-19)	LOCATION OF PROPERTY		
OLD F01601- (CC9-14)		*	*	YOUR WAREHOUSE		
NEW (CC64-69)						
LAST NAME-PROPERTY OWNER (CC20-34)		INITIALS (CC35-36)	GRADE (CC37-40)	PERMANENT ADDRESS OF OWNER		
*		*	*	*		
			SSAN			
			*			
REMARKS						
ALL BASIC AGREEMENT STORAGE LOTS CURRENTLY IN STORAGE ARE RENEWED FOR A PERIOD OF ONE YEAR. STORAGE CHARGES WILL BE AS CONTRACTED ON THE INITIAL SERVICE ORDER AND SERVICE ORDER NUMBERS REMAIN THE SAME. THIS ORDER IS EFFECTIVE FOR ALL BASIC AGREEMENT STORAGE LOTS SHOWN ON THE ATTACHED LISTINGS.						
*SEE INDIVIDUAL INITIAL SERVICE ORDER AND/OR ATTACHED LISTING.						
<b>"ANNUAL SERVICE ORDER RENEWAL"</b>						
EST STORAGE PERIOD	DATE OF STORAGE (41-46)	APPRX EXPIRATION DATE-STOR (CC47-50)	ESTIMATED WEIGHT	WEIGHT IN STORAGE (CC51-55)	WEIGHT REMOVED (CC51-55)	WEIGHT REMAINING
12 MOS	*	*		*		
<b>SERVICES ORDERED</b>						
PACKING (CC56)		WARDROBE (CC57-58)	DRAYAGE-IN ZONE (CC59-60)			
\$		\$	\$		\$	
HANDLING IN		STORAGE	HANDLING OUT			
\$		\$ *	\$		\$	
DRAYAGE-OUT ZONE (CC61-62)		UNPACKING (CC63)	WEIGHT-REHANDLED (CC70-74)		EFFECTIVE DATE-SERVICE (CC75-80)	
\$		\$	\$		\$	
<b>SPECIAL INSTRUCTIONS</b>						
The above described property will be made available to you on (Date) <u>EFFECTIVE DATE: 1 OCT 1982</u>						
Maximum weight chargeable to Government _____ lbs. Weights in excess of such maximum will be charged to the owner.						
Estimated cost of the service(s) is \$ _____. You are not to perform in any service which will result in contract costs in excess of the above sum, unless authorized in writing by the Ordering Officer.						
Services ordered are chargeable to procurement allotment _____						
Mail invoices to <u>TRAFFIC MANGEMENT OFFICER, GEORGE AFB CA 92392</u>						
Payment will be made by <u>ACCOUNTING &amp; FINANCE OFFICER, GEORGE AFB CA 92392</u>						
This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).						
COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE.						
TYPE NAME AND TITLE JANE R. DOE, CIV AF CONTRACTING OFFICER			DATE 30 SEPT 82		THE UNITED STATES OF AMERICA BY (Signature of Ordering Office)	

DD FORM 1164  
1 JUL 72

REPLACES AF FORM 883, APR 72, WHICH WILL BE USED IN THE USAF.

1. ACCOUNTING AND FINANCE

### ASSIGNMENT OF CONTRACTOR'S SERVICE AREAS

The TMO will review each contractor's Basic Agreement to determine the "service area" for each contractor. Contractors will be grouped in Drayage Zone Prefix (service area) and Drayage Zone (county or zone) within each Drayage Zone Prefix. Assignment of contractor's "service areas" should be performed as follows:

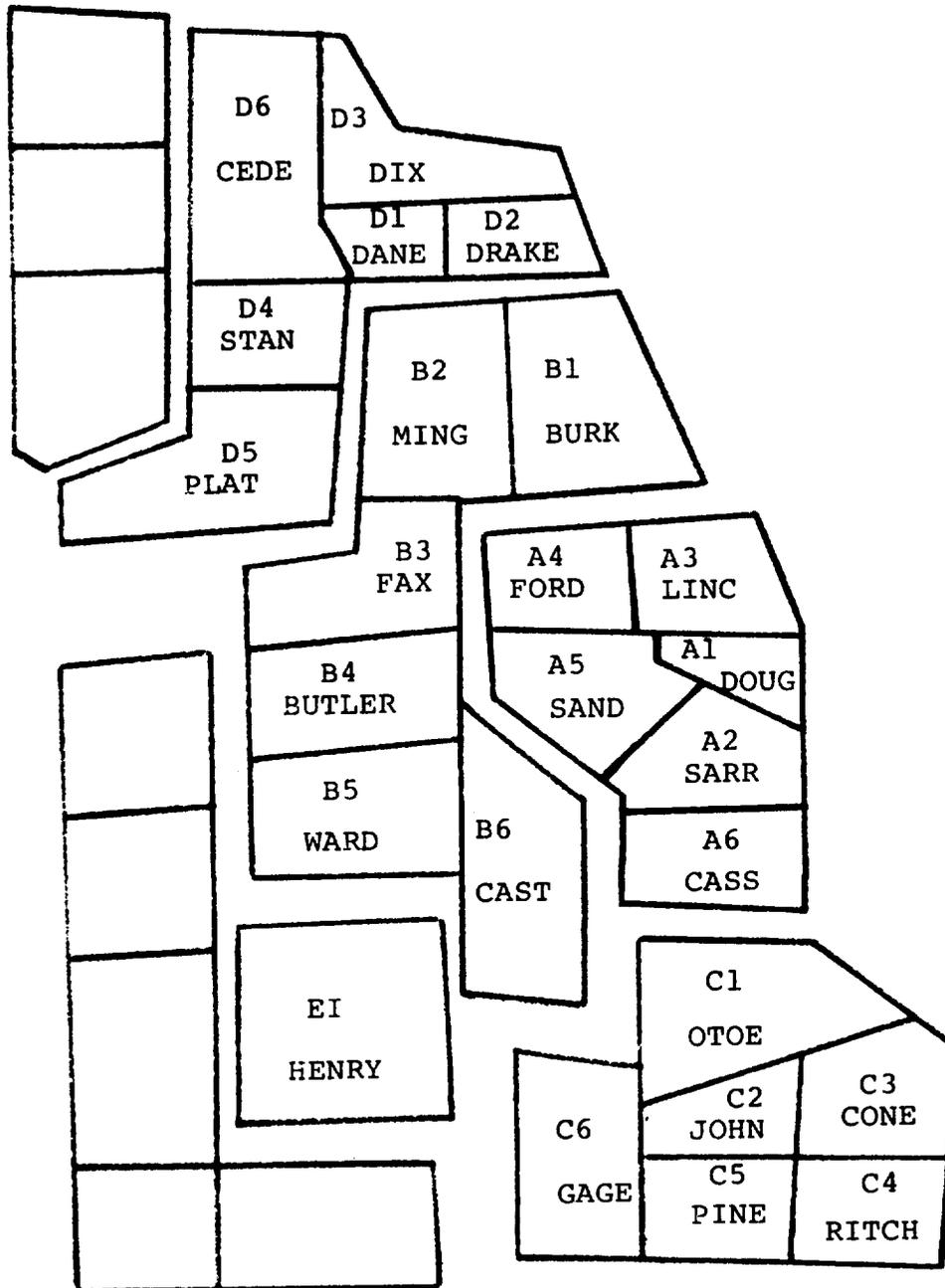
a. County Service. If the contractor's Basic Agreement indicates service will be provided by counties, the TMO should group all counties in a segment of six. The heaviest used six counties would be assigned Drayage Zone Prefix "A". Each county falling under Drayage Zone Prefix "A" would be numerically assigned Drayage Zones 1 through 6. The next segment of six counties would be assigned Drayage Zone Prefix "B", and each county under Zone Prefix "B" would be numerically assigned Drayage Zones 1 through 6. These procedures will be used until all the counties have been properly designated.

(1) Once the Drayage Zone Prefixes and Drayage Zones have been established, the contractor's Basic Agreement will be reviewed, and all contractors offering service to counties described under Drayage Zone Prefix "A" will be assigned Drayage Zone Prefix "A." If the contractor services one or more of the designated counties under Drayage Zone Prefix "A," he or she will be assigned the proper Drayage Zone for that county. The same procedure will be followed for the remaining drayage zone prefixes. For example: Using the attached county chart for base "X," the TMO has a responsibility for 25 counties and has redesignated these counties into drayage zone Prefixes "A," "B," "C," "D," and "E." Each county following under these drayage zone prefixes has been assigned numerical Drayage Zone 1 through 6. This procedure provides a means of grouping all contractors serving the area into uniform designated areas.

(2) When describing a contractor's area of service (Drayage Zone Prefix and Drayage Zone), you would indicate A1, A2, A3, A4, A5, A6, B1, B2, etc.

COUNTY STRUCTURES

Area of Responsibility: 25 Counties.



Drayage Zone Prefix A—The heavy workload area and drayage zone.

Drayage Zone Prefix B—This depicts the next segment of counties and drayage zones.

Drayage Zone Prefix C—This depicts the next segment of counties and drayage zones.

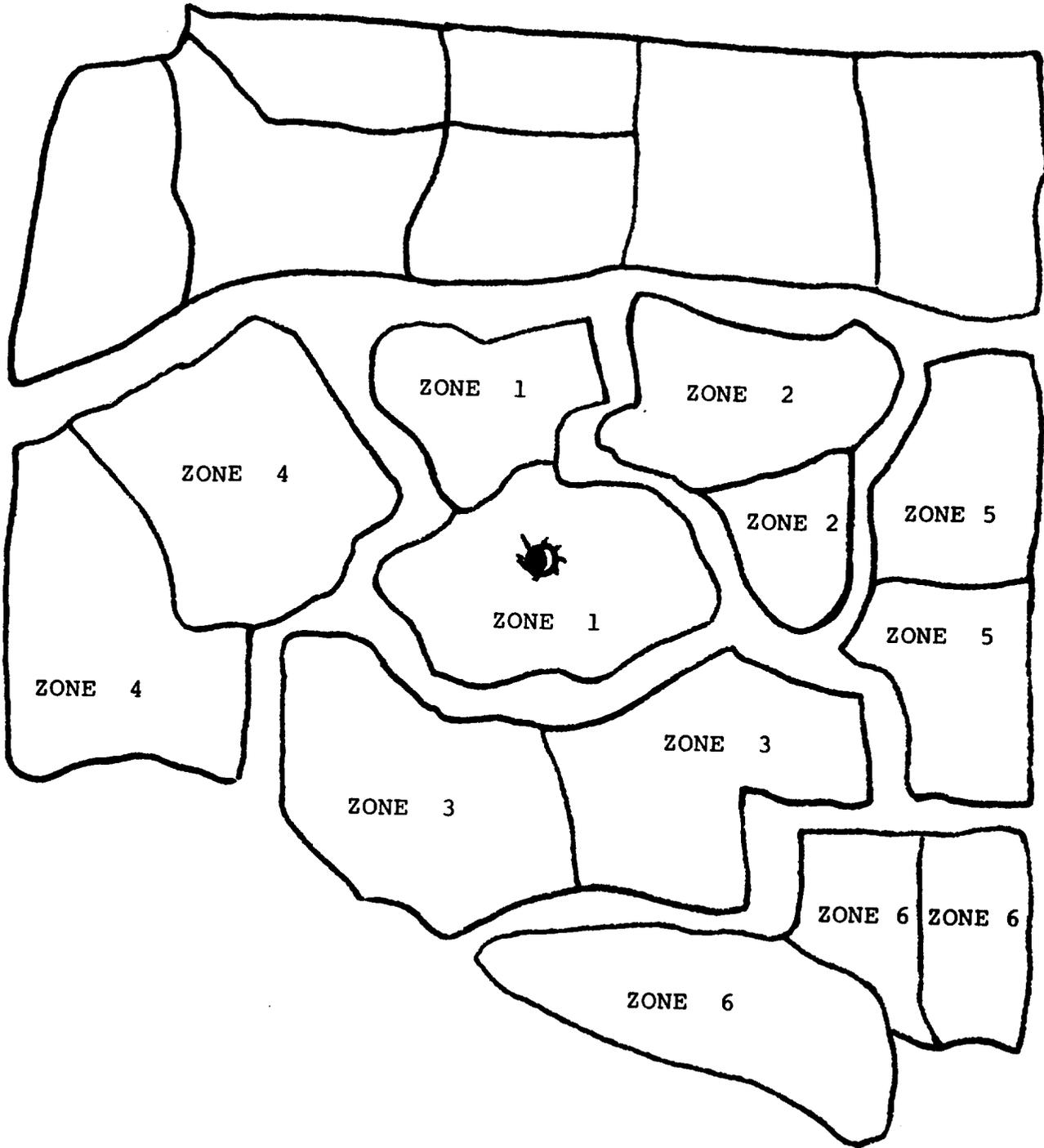
Drayage Zone Prefix D—This depicts the next segment of counties and drayage zones.

Drayage Zone Prefix E—This depicts the next segment of counties and drayage zones.

**b. Multicounty Service:**

(1) If the contractor's Basic Agreement indicates service will be provided under the multicounty structure, the TMO will assign the entire service area to one drayage zone prefix. Each zone would be assigned drayage zones 1 through 6.

(2) Area of responsibility: 13 counties.



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