

*Air Force undifferentiated  
# 142 files*

**REQUEST AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

| LEAVE BLANK                                                                                                                                                                                             |                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| DATE RECEIVED<br><b>1 JUN 1973</b>                                                                                                                                                                      | JOB NO.<br><b>03-312</b>                                 |
| NOTIFICATION TO AGENCY                                                                                                                                                                                  |                                                          |
| In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. |                                                          |
| 6-18-73<br>Date                                                                                                                                                                                         | <i>James B. Rhoads</i><br>Archivist of the United States |

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE AIR FORCE, HQ USAF**

2. MAJOR SUBDIVISION

**DIRECTORATE OF ADMINISTRATION**

3. MINOR SUBDIVISION

**DOCUMENTATION SYSTEMS DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

**MR. E. F. VILLIARD**

5. TEL. EXT.

**11-29239**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**30 MAY 1973**

*R. E. Reilly*

**R. E. REILLY, Chief  
Documentation Management Branch  
Directorate of Administration**

(Date)

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 9. SAMPLE OR JOB NO.                                      | 10. ACTION TAKEN |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------|
|             | <p align="center"><b>PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS</b></p> <p align="center">(Applicable Air Force-wide)</p> <p>This proposed addition to AFM 12-50 provides an up-to-date disposal criteria for both standard and automated personal property movement and storage (household goods) records.</p> <p><u>JUSTIFICATION:</u></p> <p>Additional disposal standards are needed to cover modified and new documentation created in the management of the automated household goods non-temporary storage accounts.</p> <p>A proposed draft of AFM 12-50, table 75-3.1, is attached. A draft copy of the prescribing directive, AFR 75-17, is also attached; see chapter 5 on disposition.</p> <p>(Retirement of certain household goods records to FRC for indefinite retention can be discontinued when the Justice Department "hold" on those records is lifted.)</p> | <p>NN 170-33<br/>(75-3.1)<br/>formerly under<br/>75-3</p> |                  |

## PERSONAL PROPERTY MOVEMENT AND STORAGE RECORDS

\* denotes change

| R<br>U<br>L<br>E | A                                                                                     | B                                                                                                                                                                                                                                                                 | C                                                                                                                                                                                         | D                                                                                                        |
|------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
|                  | If documents are or pertain to                                                        | consisting of                                                                                                                                                                                                                                                     | which are                                                                                                                                                                                 | then                                                                                                     |
| 1                | personal property (household goods, unaccompanied baggage, and mobile home) shipments | *<br>alphabetical case files containing outbound shipping documents (Government bills of lading, transportation freight warrants, or local purchase orders) applications for shipment, travel orders or other fund citing authority and other pertinent documents | *<br>dated after 30 Sep 1970                                                                                                                                                              | *<br>destroy after <sup>3</sup> years.                                                                   |
| 2                |                                                                                       |                                                                                                                                                                                                                                                                   | *<br>dated after 1 Jan 1960 and before 1 Oct 1970                                                                                                                                         | *<br>retain 3 years then retire to Regional FRC for indefinite retention (Also see table 75-3. rule 16). |
| 3                |                                                                                       | inbound shipments(alphabetical files containing inbound copies of Government bills of lading, or other shipping documents, copies of applications for shipment or storage, and travel orders or other fund citing authority                                       | for advance notification of location of storage lots, furnishing member with non-temporary storage information and furnishing member with documents to support a claim for loss or damage |                                                                                                          |
| 4                | *<br>quality control records                                                          | carrier performance files, facility inspection reports, except initial inspection reports and quality control reports from members and destination traffic management offices                                                                                     | *used for determining quality of service carriers offer and as supporting documents for corrective action                                                                                 | destroy after 2 years or                                                                                 |
| 5                | letters of intent of approved carriers                                                | letters of intent filed with transportation officers by carriers desiring to participate in DOD traffic                                                                                                                                                           | no longer approved by HQ MTMTS-PP                                                                                                                                                         | return to carrier.                                                                                       |
| 6                | shipment of privately owned vehicles(POV)                                             | POV shipping documents, affidavits, certificates, and powers of attorney or informal letters of authority                                                                                                                                                         | *required for payment of transportation charges and determining shipping entitlements                                                                                                     | destroy 3 years after date of shipment.                                                                  |

Table 75-3:1 (Continued)

| R<br>U<br>L<br>E | A                                                              | B                                                                                                                                                                                           | C                                                                                                 | D                                                                                                                                                 |
|------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | If documents are or pertain to                                 | consisting of                                                                                                                                                                               | which are                                                                                         | then                                                                                                                                              |
| 7                | household goods nontemporary storage accounts system (NOTEMPS) | alphabetical case files consisting of storage documents (service orders, applications for nontemporary storage, travel orders or other fund citing authority, and other pertinent documents | used in the management of the automated household goods nontemporary accounts                     | retain in inactive storage files 3 years then retire to Regional FRC for indefinite retention (also see table 75-3, rule 16).                     |
| 8                |                                                                | transaction edit lists                                                                                                                                                                      | for auditing transactions entered in the system during the month and for verification of updates  | destroy after 6 months.                                                                                                                           |
| 9                |                                                                | invalid card identification-transaction type listings.                                                                                                                                      | used for auditing unidentifiable card inputs                                                      | destroy upon correction and resubmission of corrected transactions.                                                                               |
| 10               |                                                                | system rate files(basic agreement/Gov't rate spread list, Gov't/commercial cost comparison list and related papers                                                                          | used for auditing contractor current rates and for effecting cost comparisons between contractors | retain in inactive files 2 years then retire to Regional FRC for indefinite retention.                                                            |
| 11               |                                                                | master record lists and expiration date lists                                                                                                                                               | used for annotating actions and determining dates nontemporary storage entitlements expire        | destroy after 2 years.                                                                                                                            |
| 12               |                                                                | 'as required' transaction punch cards                                                                                                                                                       | for reference until all verifications of monthly and quarterly processing is complete             | destroy 6 months after the quarter accumulated.                                                                                                   |
| 13               |                                                                | rate transaction punch cards                                                                                                                                                                | the records of all transactions in the computer                                                   | retain "GT" and "PI" cards in active files with latest 2 rate changes of "RT" cards; destroy "RN" cards and superseded "RT" cards after 6 months. |

Table 75-3.1 (Continued)

| R<br>U<br>L<br>E               | A             | B                                                                                 | C                                                                                               | D                                                                                                  |
|--------------------------------|---------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| If documents are or pertain to | consisting of | which are                                                                         | then                                                                                            |                                                                                                    |
| *<br>14                        |               | consolidated monthly and quarterly invoices/annual service order renewal listings | used for payment of the storage accounts                                                        | retain 3 years then retire to Regional FRC for indefinite retention(also see table 75-3, rule 16). |
| *<br>15                        |               | contractor facility files                                                         | records of all transactions with the contractors which no longer have basic agreements with DOD |                                                                                                    |

Transportation and Traffic Management

OPERATIONAL POLICIES AND PROCEDURES - NONTEMPORARY STORAGE  
HOUSEHOLD GOODS ACCOUNTS

This regulation prescribes the policies and procedures for the administration and management of the Nontemporary Storage of Household Goods Accounts System (NOTEMPS) and complements DOD 4500.34-R, Chapter 10 and Appendixes M & N and Air Force Manuals 75-4 and 75-305. It applies to all Air Force activities responsible for arranging for the storage of household goods for personnel under the sponsorship of any Component of the Department of Defense. The provisions of this regulation take precedence over any Air Force directive in conflict with the provisions herein contained. Suggested changes to this regulation require the advance approval of HQ USAF/LGTLB.

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OPR: LCTLB

DISTRIBUTION: F; X (See Page 5-5)

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1 April 1973

AFR 75-17

Chapter 1

General

1-1. REFERENCE DIRECTIVES:

- a. AFM 75-4, "Movement of Personal Property".
- b. DOD 450034R, "Personal Property Traffic Management Regulation".
- c. Armed Services Procurement Regulation (ASPR).
- d. AFM 75-305, "Non-Temporary Storage of Household Goods Accounts".
- e. Joint Travel Regulations (JTRs), <sup>1</sup>Volume I and II.

1-2 RESPONSIBILITIES:

a. Director of Transportation, HQ USAF (LGTLB) is responsible for monitoring the NOTEMPS program to assure compliance. He should maintain surveillance over the system to assure that required changes to the provisions of this directive are made promptly and accurately.

b. Major Commands will assure that this regulation is implemented at every installation under their commands having the responsibility for maintaining nontemporary storage accounts, and as outlined in AFM 75-305, ~~Paragraph~~<sup>2</sup> 1-5.

c. Traffic Management Offices (TMOs):

(1) The Traffic Management Officer:

(a) Insures that contracting procedures outlined in the ~~Armed Services Procurement Regulation~~, Part 21, ~~Sections~~<sup>4</sup> IV, XX, and XXI are adhered to.

(b) Insures that all entitlements to storage are verified before establishing an order for services.

(c) Insures that the provisions of the Basic Agreement are complied with.

(d) Insures that the policies and procedures outlined herein are implemented and any changes thereto are complied with.

(e) Insures that any new or revised rate changes received from a contractor are entered into the System Rate File in accordance with the provisions of AFM 75-305, ~~Para-~~  
~~graph~~<sup>3</sup> 3-6.

(f) Insures that cost comparison procedures outlined in AFM 75-305, ~~Chapter~~<sup>4</sup> 7, are followed.

(g) Provides adequate OJT for civilian and military storage clerks, as required.

(h) Insures that adequate assistance is provided the Ordering Officer, when requested.

(i) Insures that GBLs issued for the property picked up from nontemporary storage are in compliance with DOD 4500.34-R, Chapter 6.

(j) Insures that erroneous payment are identified and recoupment action is taken against the member and/or contractor.

(k) Periodically reviews the expiration listing to insure that the proper action is being taken to determine member's status before the storage expiration date.

(2) The Ordering Officer insures that:

(a) The contracting officer's procedures outlined in ASPR, XX and XXI are being complied with.

(b) DOD 4500-34R, Chapter 10, and AFM 75-305 are being complied with.

(c) Service orders are provided to the contractor(s) before performance of services.

(d) Service orders are reviewed for completeness and verification of entitlements, basic agreement and modification numbers, proper rates, services to be performed, and specific authority for issuance of such orders.

(e) Services are awarded to the lowest cost contractor, and service orders are properly annotated when other than the lowest cost contractor is utilized.

(f) Storage accounts do not exceed their authorized storage entitlement.

(g) Payment invoices have been properly verified for services rendered.

(h) The invoices certified to Accounting and Finance are accurate and complete.

(i) Contractors comply with the requirements and provisions of their basic agreement for storage of household goods and related services.

The responsibilities identified in subparagraphs (1) and (2) above must not be redelegated or reassigned.

(3) Counselor(s) must:

(a) Be furnished a separate chart depicting the Drayage Zone Prefixes and Drayage Zone Designators for the under and over 1500 lb rates, and for the 500 lb rate structures. These charts were established in accordance with AFM 75-305, Attachment 6 and DD Form 1162-1, Basic Agreement Contract to assist the counselor in determining the correct Drayage Zone Prefix and Zone Designator (Service Areas) to be applied to new accounts being picked up for storage, or for accounts being delivered from storage. The appropriate Drayage Zone Prefix and Zone Designator will be annotated on DD Form 1299 Block 10 or 12, as applicable, for pickup/delivery services.

(b) Annotate DD Form 1299, Block 13, with estimated storage period and estimated expiration date. NOTE: For personnel PCS overseas, the estimate of storage/expiration period is computed from the "TED" date shown on the orders

plus tour length. For Retirees, the 1-year storage entitlement is based on the actual retirement date indicated on orders, irrespective of date placed into storage, and the expiration date must be computed accordingly. For civilian employees, expiration date will be based on the authorized period of entitlement to storage as indicated on the DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel (See JTR, Vol II, Part II, Appendix D, Paragraph C4005).

(c) Insure that the member's permanent mailing address is included on DD Form 1299, block 14, in all cases involving a request for nontemporary storage.

(d) Insure that DD Form 1299, block 19, is completed in all cases where multiple shipments pursuant to the same special order has been effected.

(e) Insure that member is given copy of expiration notice on short-term storage as prescribed in para 3-2a(1).

(f) Insure that retirees are given and complete AF Form \_\_\_\_\_, "Retirement Travel and Transportation Entitlements (Certificate of Understanding)".

(g) Check the Master Record List (PCN N305022) for each member out-processing to identify personnel who have property stored incident to Drayage and Storage Incident to Occupancy of Government or Government-Controlled Quarters (JTR, Vol 1, M8309) and insure that annotations are reflected on the DD Form 1299. If the member desires continued storage in lieu of shipment, obtain six copies of new orders and advise the Ordering Officer of requested action.

(h) Determine if the member has property in storage at another installation as "Nontemporary Storage as an Alternative to Shipment" pursuant to JTR, Vol I, M8101-7, and take appropriate action.

(4) Ordering Office:

(a) Takes action as prescribed in this regulation and AFM 75-305 to properly execute and complete all transactions as required.

(b) Provides any additional counseling as may be required.

(c) Insures that all valid input transactions entered and accepted into the system are correct as to entitlement, weight, rates, and expiration dates.

(d) Provides technical assistance relative to Input/Output Products under NOTEMPS to all agencies concerned.

(e) Advises Traffic Management Officer (TMO) and the Regional Storage Management Office (RSMO), as applicable, of any problems or deficiencies resulting from noncompliance with terms and conditions of the Basic Agreement on the part of the Contractor or Tender of Service with respect to TGBL carriers.

(f) Uses tact and diplomacy when dealing with DOD personnel, carriers, contractors and the general public.

(g) Maintains compatible working relationships with Data Processing Installation (DPI), Base Housing and Accounting and Finance agencies.

1-6. Forms Used:

a. DD Form 1299, Application for Shipment and/or Storage of Personal Property (DOD 4500-34R, chap 4).

b. DD Form 1164, Service Order for Household Goods (DOD 4500-34R, chap 10 and AFM 75-305, chap 3)

c. AF Form 1530, Punch Card Transcript (AFM 75-305, chap 3).

d. General Purpose IBM Card

e. Form letters indicated as attachments 7-1, 7-2 and 7-3 may be used.

1-7. Basic Policy:

a. Shipment Of Household Goods From Nontemporary Storage For Members Returning To CONUS For Separation. The provisions of AFM 75-4, para 5-10b, permit shipment of household goods from an overseas duty station directly to a home of record or place of entry into the service for a member being returned to the CONUS for separation in a nonpay status pursuant to the provision of JTR, para M8259. This authority may be exercised by the overseas TMO only if the orders returning the member to a separation processing station such as McGuire AFB, Charleston AFB, Travis AFB, or McChord AFB contains all necessary reference to his home of record and place of entry. The authority is also subject to the excess cost provisions of JTR, para M8007 and M8010, which must be invoked by the overseas TMO, if applicable, by advance collection. However, nothing in AFM 75-4, para 5-10b, authorizes shipment of household goods from nontemporary

storage on the basis of the order returning the member from  
oversea for the purpose of separation "processing" at one of  
the above installations. Shipment from nontemporary storage  
to a home of record, place of entry, or other place must not  
be provided for a member being separated from the service in  
a nonpay status unless the application is supported by a copy  
of the "separation order." Before effecting shipment from  
nontemporary storage for a member being separated from the  
service in a nonpay status, the TMO maintaining the member's  
account determines (by obtaining number and weights (gross,  
tare and net) of previous shipments made from oversea area)  
whether the shipment from nontemporary storage exceeds the  
member's prescribed JTR weight allowance, and if so, initiate  
advance payment of excess costs before release for shipment.  
WHEN A MEMBER OR EMPLOYEE IS BEING SEPARATED FROM THE SERVICE  
IN A NONPAY STATUS, AND THE PRESCRIBED WEIGHT ALLOWANCE HAS  
BEEN EXHAUSTED BY PREVIOUS SHIPMENTS, NO FURTHER SHIPMENTS  
~~IS~~ <sup>ARE</sup> MADE AT GOVERNMENT EXPENSE OR BY GOVERNMENT ARRANGEMENT.

b. Temporary Storage In Basic Agreement Storage  
Facility Incident to Separation And Or Relief From Active  
Duty. The provisions of JTR, M8100-2b, permits advance or  
subsequent approval of temporary storage after the first  
90 days. Request for authorization or approval of such  
additional storage must be accompanied by a statement from  
the member setting forth all the facts in the case. In  
any case, where household goods are not removed from storage  
before the expiration of the initial 90 days and:

(1) A request for the member has not been received and/or approval granted; and

(2) Actual termination has been effected under NOTEMPS procedures; all storage charges accruing after expiration of the initial 90-day period are borne by the member.

(a) If subsequent approval is given, a copy of such approval will be furnished the member for reimbursement action IAW JTR, Vol I, <sup>M8500,</sup> and AFM 75-4, para 8-1.

(b) Costs for such additional storage may be continued under the NOTEMPS system only if termination action has not been executed. In this instance, the expiration date is changed to reflect the new storage period.

(c) If a request has not been received from the member for onward movement at the expiration of 90 or 180 days, as applicable, the account reverts to member's expense as prescribed in chap 3. Collection action is initiated against the member for all costs involved in the WAREHOUSE HANDLING and STORAGE as prescribed in AFM 75-4, para 3-1b(6) (d) through (f).

c. Drayage And Storage Incident to Occupancy Of Government Or Government-Controlled Quarters. The Base Housing Officer determines items of personal property to be placed into nontemporary storage incident to an assignment to or between Government quarters (JTR, M8309 and AFM 75-4, ~~and~~ para 6-9), and controls their assignment.

(1) The TMO furnishes storage at Government expense only for items of personal property duly identified and authorized by the responsible base housing officer as requiring storage incident to assignment. Such authority must be in writing and must contain the appropriate accounting classification chargeable for the storage costs. The responsibility for maintenance and management of funds incident to storage <sup>and drayage</sup> under this paragraph is a matter for resolution between base housing and accounting and finance offices.

(2) Property placed in nontemporary storage incident to the assignment to or between Government quarters must not be removed before termination of such assignment, without the written authority of:

(a) Base Housing Officer when removal is to be at Government expense.

(b) TMO, when removal is accomplished at member's personal expense. A supplemental service order is issued to decrease the weight and deobligate funds payable by the Government.

d. Excess Costs. When household goods in excess of the member's weight allowance is placed into commercial nontemporary storage facilities, the preparation, drayage, handling, and storage charges for the excess weight will not be paid by the Government. When it has been determined that the member's household goods exceed his authorized weight allowance, the TMO:

(1) Takes action as prescribed in para 3-6.

(2) Initiates collection for services incident to storage of such excess as outlined in para 3-7.

(3) Advises the member that pecuniary liability for any further storage charges for such excess is his responsibility.

The risk of damage and/or loss of such excess is assumed by the member during the period property is stored at his expense. Further charges and/or payment therefore rests between the member and contractor concerned.

e. Extensions Of Storage Entitlements. There is NO authority for TMOs to extend an entitlement to storage unless he obtains proper authorization to support such extensions, that is, an official personnel action document extending overseas tours, official orders for consecutive overseas tours, TMO approval of a properly executed request for extension of temporary storage provisions from the member, etc., as prescribed in JTR, Vol I, para M8100-4, M8101-6, M8256, and Jtr, Vol II, para C7052c(3). If the "Expiration of Nontemporary Storage Account" letters as prescribed in attachment 7-1 through 7-3 remain unanswered and all other attempts to locate the member or employee have been without success, the TMO must revert the account to member's expense upon expiration of original entitlement as prescribed in para 3-2.

## Chapter 2

### PROCESSING PROCEDURES

2-1. Low-Cost Contractor. Upon receipt of application and supporting documents, the ordering officer determines the low-cost contractor IAW PCN: N305012, "Government/Commercial Cost Comparison List, Time Incremental by Ascending Low-Cost Contractor"; PCN: N305012 "Basic Agreement/Government Rate Spread List", and IAW DOD 4500-34R, para 10004c(1).

#### 2-2. Service Orders:<sup>2</sup>

a. A service order number is assigned for the contract services being offered. Service order numbers are assigned or constructed as indicated in attachment 1-1, and are issued in numerical sequence per existing service order register.

b. Offer and procure required service. Upon acceptance by applicable contractor, issue DD Form 1164 confirming services orally ordered (see attachment 3).

In addition:

(1) "Upright" wardrobes needed are ordered or authorized when the initial oral order is placed. This is confirmed as indicated in attachment 3 and DOD 4500.34-R, Appendix M, Part III, para 4.

(2) When certified platform scales are to be authorized for use in weighing of household goods, annotate the DD Form 1164 to reflect: "CERTIFIED PLATFORM SCALES MAY BE USED FOR OBTAINING WEIGHTS". (DOD 4500.34-R, Appx M, Part II, para 3(h)(4)).

(3) When other than the "low cost" contractor is used, annotate all copies of the service order (DD Form 1164): "LOW-COST CONTRACTOR UNABLE TO HANDLE." Only the ordering officer's contract (service order) file should contain a list of the contractor(s) refusing the lot and the reason for refusal.

c. Affix signature of the ordering officer to the DD Form 1164 before forwarding it to the applicable contractor.

d. Furnish copy 2, Marked "CONTRACTOR" to the applicable contractor before the "date services must be performed." (DOD 4500.34-R, chap 10, para 10004d(1) and Appx M, Part I, para 3.) Retain the remaining copies of the DD Forms 1164 and 1299, special orders, and allied documents in the individual case files, in suspense until the warehouse receipt and certified weight certificate are received from the contractor.

NOTE: Individual case files must be labeled to identify member's name and rank, contractor's name, and lot number.

2-3. New Lots. Maintain individual case files for new nontemporary storage applications in a suspense file pending receipt of documents indicated in para 2-2d above. Upon receipt of the warehouse receipt and certified weight certificate annotate DD Form 1164 with essential data, such as weight, lot number, number of wardrobes used, etc., and processed as follows:

a. Audit forms for accuracy.

b. Perform such other edits as may be required to include review for exceeded weight allowances, unauthorized items in storage, professional items annotated, etc.

c. Annotate the fifth copy of the DD Form 1164 with the lot number and net weight before forwarding it to the appropriate Regional Storage Management Office (RSMO).

d. Forward copy of DD Form 1164 marked "SERVICE ORDER SUSPENSE FILE" to be keypunched.

e. Retain the individual case file in suspense pending the receipt and processing of the Basic Agreement Services-Handling In Invoice (PCN: N305024) as outlined in chap 4.

2-4. Partial Withdrawals. (See Attachment 4). Remove individual active case files on lots which require partial withdrawal from storage and retain them in the suspense file pending receipt of the weight certificate showing the actual weight removed from storage, weight certificate for weight which was rehandled back into storage, if applicable, and new warehouse receipt for the property remaining in storage. (See DOD 4500.34-R, Appx M, Part III, para 1.) Contractors must not be paid without appropriate certified weight certificates. In all cases involving line-haul movement, the Ordering Officer assures that a copy of the weight ticket and carrier descriptive inventory is furnished the Ordering Officer for audit and verification. OBTAINING NEEDED WEIGHT TICKETS REMAINS THE RESPONSIBILITY OF THE CONTRACTOR.

Problems that cannot be resolved between the contractor and the ordering officer, should be reported to the appropriate RSMO for resolution. Upon receipt of this data, annotate the DD Form 1164 with the weight actually removed and weight rehandled back into storage and process as follows:

- a. Audit forms for accuracy.
- b. Forward the properly annotated fifth copy of DD Form 1164 to the RSMO.
- c. Forward the copy of the DD Form 1164 marked "SERVICE ORDER SUSPENSE" to be keypunched.

Retain the remaining copies of the DD Form 1164, DD Form 1299, Special Orders and allied documents in the individual member's case file in suspense pending the receipt and processing of the Basic Agreement Service - Handling Out Invoice (PCN: N305025) as outlined in chap 4.

2-5. Complete Withdrawals. (See attachment 5). Process individual case files being maintained in suspense for lots which have been completely removed from storage as indicated in 2-4a through c. Comply with DOD 4500-34R, para 10005b.

2-6. Other Actions. Reference AFM 75-305, para 3-1a(2)(e). In addition to actions identified above, issue supplemental service orders for:

- a. Termination of storage due to expiration of entitlement.
- b. Correction of service orders: for example, services omitted on an initial service order, revised pickup date, erroneous funding, delayed pickup of household goods from storage and other requirements as indicated herein (see attachment 6).

## Chapter 3

### PREPARATION OF SOURCE DOCUMENTS

3-1. General Instructions. The specific use, purpose and detailed instructions for keypunching input transactions per this directive are prescribed in AFM 75-305, para 3-5. Any rate changes or revisions to a "current" Basic Agreement must be keypunched and entered into the System Rate File on an "as required" basis per AFM 75-305, para 3-6. Basic agreement/modifications (BAC/MOD) affecting rate changes received after the effective date are identified by Contractor, BAC/MOD Number, effective date and date of receipt by message to the appropriate area RSMO(s). A new effective date is established as the first day of the succeeding month and entered into the "System Rate File" accordingly.

3-2. Accounts Reverted to Member's Expense. Revert lots which have exceeded their entitlement to storage at Government expense to the expense of the service member. JTR, Vol I, para M8101 and Vol II, para C7052-3c(3) and (4), and AFM 75-4, chap 3, apply accordingly.

a. Notices of expirations, as outlined in attachments 7-1 through 7-3, are forwarded as follows:

(1) Short-Term Storage JTR, M8100, M8203, M8255: Prepare notices at the time application for storage of household goods is initiated. The counselor insures that the member receives a copy and understands its contents. A copy of the notice is maintained in the individual storage file. Followup notices are forwarded NLT 30 days before expiration date of the account.

(2) Long Term Storage (see JTR, Vol I, paras M8101-7, M8258-2, M8257, M8260; Vol II, para C 4005 and Appx D, Part II):  
With the exception of property placed in storage incident to assignment to Government quarters, notice of expiration is forwarded as outlined below using the expiration forms prescribed in attachments 7-1 and 7-2.

(a) Military Personnel:

(1) Sends initial notice to the member at the last known current address 120 days before expiration of the account.

(2) Sends followup notice to the member with an information copy to the ITO at the member's duty station, if applicable, no later than 90 days before expiration.

(3) When no reply is received, sends a second followup notice to the member's commander no later than 60 days before expiration.

(4) Sends a final followup notice to the member by "CERTIFIED MAIL" no later than 30 days before expiration, if within the purview of AFM 182-1.

NOTE: If the initial notice is returned marked "no record of individual this unit" or "unit inactivated", etc., immediately forward a request for locator assistance to AFMPC/DPMDR Randolph AFB Tx 78148 or AFAFC/MP Denver Co, 80205 for Air Force Personnel; or Service Personnel Locator Branch of the DOD component (Dept of the Army/AG, Wash DC; Navy Supply Systems Comd Hqs/N04050, Wash DC). When no response is received from the service locator agencies, request assistance through MAJCOM channels.

(b) Civilian Employees:

(1) Send initial and followup notice(s), within the same time frame as for military personnel, to the Civilian Personnel or Industrial Relations Officer at the overseas station having employment responsibility for the employee.

(2) When no reply is received to the 90 day followup notice, direct a request for location assistance through civilian personnel channels, ~~to~~ the Service's oversea MAJCOM/Director of Civilian Personnel/Industrial Relations Officer responsible for the area in which the employee was initially assigned.

If no reply is received from the member and/or responsible civilian personnel agency as a result of the above notice and followup actions, THE STORAGE SERVICE OF THE INDIVIDUAL ACCOUNT REVERTS TO THE MEMBER'S EXPENSE.

b. Prepare a supplemental service order (DD Form 1164) to revert only the STORAGE service to the expense of the member based on the expiration date, and not to terminate the initial service order. The member/employee is authorized post-storage services pursuant to the initial service order as long as a shipping entitlement exists. Distribute the service order as follows:

(1) Accounting & Finance, Copy 1. Send to AFO with quarterly invoice.

(2) Contractor, Copy 2. Send it to contractor upon issuance before date of expiration. Make every attempt to provide sufficient notice to the contractor concerned in

(b) Civilian Employees:

(1) Send initial and followup notice(s), within the same time frame as for military personnel, to the Civilian Personnel or Industrial Relations Officer at the overseas station having employment responsibility for the employee.

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(1) Accounting & Finance, Copy 1. Send to AFO with quarterly invoice:

(2) Contractor, Copy 2. Send it to contractor upon issuance before date of expiration. Make every attempt to provide sufficient notice to the contractor concerned in

compliance with DOD 4500-34R, Appendix M, Part I, para 2(b).

NOTE: Upon actual expiration date, send the original warehouse receipt to the contractor.

(3) TMO, Copy 3. Retain in TMO case files.

(4) Accounting & Finance, Copy 4. Forward to AFO with Copy 1.

(5) RSMO, Copy 5. Forward to appropriate RSMO.

(6) Suspense, Copy 6. Forward to Service Order Suspense File for keypunch.

(7) Uniformed Service Finance Office Copy 7. Forward to AFO <sup>of</sup> ~~the~~ paying service together with a copy of warehouse receipt as required by DOD 4500.34-R, Appx M, para 2b. If this copy is not needed for this purpose, give to MEMBER. Otherwise, provide him a copy of Copy 3.

c. Advise the service member in writing as prescribed in DOD 4500-34R and outlined in Attachment 7-2.

d. Prepare an "AC" Transaction card as prescribed in AFM 75-305, para 3-5a(2), for reverting an account to the member's expense. Use an "XX" in the appropriations code data field.

e. The system computes the storage cost to be paid by the Government under the original appropriation, and this cost is reflected on the Quarterly Storage Invoice (PCN N305026). The storage lot is then ~~be~~ carried on the Master Record List (PCN N305022) with an "XX" appropriation code to identify an account being stored at the members expense. NOTE: Carry these accounts as active accounts on the RCS: MTMTS-20 Report.

f. Maintain individual case files for these accounts as outlined in para 5-1 and Attachment 12. Identify separate files as "ACCOUNTS-MEMBERS EXPENSE" when a shipment entitlement exists and actions outlined in b through e above have been completed.

(1) When a shipment entitlement does not exist as outlined in JTR, Vol I, para M8259-7 and/or Vol II, Chapter 4, PART E, issue a supplemental service order to terminate all contractual services against the service order. Enter an "MC" transaction as prescribed in AFM 75-305, para 3-5c(1), with numeric zeros (Ø) being entered in CC 45-53 to preclude computation of any charges associated with the "BW" transaction. Enter a "BW" transaction as prescribed in AFM 75-305, para 3-5b(2), for complete removal of the storage lot.

(2) Place individual case files in suspense pending receipt of Basic Agreement Services - Handling Out Invoice (PCN: N305025). There must be no handling-out cost identified for the individual account because the numeric zero rates entered by the "MC" transaction eliminated any cost from being computed for this account. Upon completion of processing, place the individual case file in the "Inactive Accounts File".

g. When appropriate extension authority has been received pursuant to paragraph M8260, subparagraph 4 and/or 5, Vol I, JTR, incident to retirement, notifications must not be furnished to basic agreement contractors as outlined above. Take action to change the "Storage Expiration Date"

of the individual account as outlined in AFM 75-305, para 3-5a(2), to reflect the last date in which the shipping entitlement will exist.

(1) Retain individual case file in the "Active Accounts" file. Retain a copy of the extension authority therein.

(2) Upon expiration of the entitlement for shipment, advise the member in writing as prescribed in c above. If the entitlement for "shipment and/or storage" has lapsed, no authority exists for payment of handling-out services. Revert account to member's expenses as follows:

(a) Prepare a DD Form 1164 to terminate all contractual services. Distribute as indicated in para 3-2b.

(b) Complete DD form 139, Payment Adjustment Authorization, as outlined in para 3-7 for all excess storage charges and forward to Air Force Accounting and Finance Center (AFAFC), 3800 York Street, Denver, Colorado 80205, for collection IAW AFM 75-4, para 5-11e(3)(a), and JTR M8260-5.2. Retain a copy of the DD Form 139 in the case file and forward one copy to the member with necessary documents indicated in para 3b(7) and 3c.

(c) Enter on "MC" transaction as prescribed in AFM 75-305, para 3-5c(1), with numeric zeros (Ø) in CC 45-53 to preclude computation of any charges associated with the "BW" transaction. Enter a "BW" transaction as prescribed in AFM 75-305, para 3-5b(2), for complete removal of the storage lot. Annotate the Master Record List with the action taken. NOTE: The Basic Agreement Handling-Out Invoice (PCN N3Ø5Ø25) must not reflect

any storage or handling-out cost for the individual account. The numeric zero rates which were entered by the "MC" transaction eliminated any cost being computed for the account.

(d) Place the case file in the "Inactive Accounts" file upon completion of processing.

3-3. When storage lots are released but not picked up from the contractor's warehouse by the TCBL carrier on the date handling-out services were requested on the DD Form 1164, proceed as follows:

a. Issue a supplemental service order to include new handling-out date, additional storage and handling charges, as applicable. Annotate the "REMARKS" section of the DD Form 1164 to reflect the following statement:

"FOR: USAFSA/FINCS-FB (DEPT 50). Additional storage and handling charges in excess of \_\_\_\_\_, attributable (Original Handling-Out Date)

to \_\_\_\_\_, for failure to pick up pursuant to GBL (Name of Carrier and Code)

No. \_\_\_\_\_ dated \_\_\_\_\_ 19\_\_ . Set-off action in the amount of \$ \_\_\_\_\_ due United States Government."

b. DOD 4500-34R, Appendix M, Part I, para 5(k), the Basic Agreement Contract states "In the event the carrier does not pick up the lot on the specified date, contractor shall notify the ordering officer and continue to store, protect and be responsible for the property." As such, the Contractor should be advised to certify on any 'supplemental billings' for additional cost incurred, the actual date released to the line-haul TCBL carrier. Such certification should be verified against the GBL and a correction notice issued thereto, if applicable.

c. Normal distribution of DD Form 1164 will be made plus that prescribed by AFM 75-4, chap 3.

3-4. Late Receipt Of Contractor's Documents. DOD 4500.34-R, Appx M, Part I, para 4b requires contractors to furnish the ordering officer, within 9 calendar days after pickup, the applicable weight certificates, with the original and one copy of a Non-Negotiable Warehouse Receipt for each lot stored.

a. Date-time stamp the above required documents on receipt in the Traffic Management Office. Use them to determine compliance with cited reference in para 3-4 above. Monthly and quarterly processing (excluding 30 June reports) must not be delayed due to noncompliance with the Basic Agreement on the part of the contractor. Take following actions when documentation for lots placed into storage during the previous quarter is not received until after the quarterly reports have been processed:

(1) Enter an "AT" transaction as prescribed in AFM 75-305, para 3-5a(1). The NOTEMPS system computes all prestorage and prior quarter storage costs on the Basic Agreement Handling-In Invoice (PCN: N305024) for the current processing month.

(2) The RCS: MTMTS-20 report for the new quarter reflects one added lot in the "Lots Brought Forward" column based on the stored date of the lot. Make a notation on the MTMTS-20 report before forwarding to the RSMO that "the difference of lots brought forward versus the lots remaining from the previous report was due to the late receipt of contractor's documentation."

(3) Take appropriate action against the contractor for noncompliance with his basic agreement.

b. During the last month of the fiscal year (June reports) enter all transactions into the system before requesting processing of the monthly reports for June.

(1) Before 10 June, the Traffic Management Officer must notify all contractors in writing, that payment FOR ANY SERVICES PERFORMED IN JUNE will be delayed until all documents required by the Basic Agreement Contract are returned to the ordering officer.

3-5. Service Order Renewals. The Master Record List (PCN: N305022) for the month of May identifies all storage lots which are due for a four-year service order renewal. The NOTEMPS system uses the fiscal year of the service order number to identify accounts subject to four-year renewal action. Identify accounts due for renewal in the "Remarks" column of the May Master Record List as "Service Order Renewal Required." Any account in the NOTEMPS systems which has an "XX" in the appropriation field as being in storage at member's expense must NOT be identified for renewal under the four-year renewal action.

a. Four-Year Renewals are applicable ONLY for those lots which were placed into storage under the over/under 1500 pound rates. Lots entering storage under the 500 pound rates must NOT be subjected to four-year renewals.

(1) Remove individual case files for accounts identified for four-year renewal from the active accounts file and process as follows:

(a) Check each storage lot against the contractor's facility file to determine if the contractor has a new Basic Agreement on file for the 500 pound rates.

(b) If the contractor has a new Basic Agreement on file, renew lots currently in storage under the "over/under 1500 pound rate structure," under the NEW Basic Agreement. Convert the service area (Drayage Zone Prefix and Drayage Zone Designator) which was assigned to each storage lot under the OLD Basic Agreement (1500 lb rates) to the NEW Basic Agreement (500 lb rates) Drayage Zone Prefix and Drayage Zone Designation (service area). For example: If a storage lot was picked up under the OLD Basic Agreement under radial zones as drayage zone prefix "A", and the NEW Basic Agreement is under COUNTY service area, the new drayage zone prefix "C" may have been assigned to this same area. Make a check of the over/under 1500 lb and 500 lb service area charts to determine what the new area designation (Drayage Zone Prefix) equals under the NEW Basic Agreement.

(c) If the contractor has not submitted a NEW Basic Agreement for the 500 lb rate structure, the storage lot must be renewed under the four-year renewal action using the same drayage zone prefix as currently in the system. The system renews the lot under the contractor's latest rates on file under the OLD Basic Agreement.

(d) When "AR" transactions are prepared, insure that the new drayage zone prefix for the NEW Basic Agreement (500 lb rate) is entered for each storage lot, as applicable.

(2) Assign new service order numbers as indicated in Attachment 1 when a storage entitlement still exists.

(3) Issue a new DD Form 1164 as shown in Attachment 9, using contractor's rates in effect as of 1 July.

(4) Indicate data procedures per AFM 75-305, para 3-5a(4). Delay the processing of monthly reports for the month of June until all renewal transactions have passed the system's edits. Failure to enter these transactions into the system results in the storage lot's being renewed on the Annual Service Order Renewal List (PCN: N305027) under the old rates, which is incorrect.

b. Annual Renewals. Traffic Management Officer will notify all contractors in writing, before the start of the fiscal year but NLT 20 June that storage services are required for the succeeding Fiscal Year on those lots remaining in storage as of 30 June. Notification must further indicate that a detailed listing of all lots being renewed will be forwarded to him with the Monthly and Quarterly invoices with appropriate DD Form 1164 attached. Prepare and send a blanket DD Form 1164, as outlined in attachment 10, with the Annual Service Order Renewal List.

3-6. Excess Weight. When household goods in excess of the member's authorized weight allowance is placed into a commercial nontemporary storage facility, the Government will not pay for preparation, drayage, handling-in, and storage charges for the EXCESS weight.

a. If it has been determined, upon receipt of the weight certificate, that the member has exceeded his authorized weight allowance, the TMO:

(1) Issues a supplemental DD Form 1164 to REDUCE the weight being stored to reflect the member's REMAINING AUTHORIZED WEIGHT ALLOWANCE.

(2) Advises the contractor that payment for the excess weight is assumed by the member for ALL PRE-STORAGE AND STORAGE CHARGES.

(3) Advises the contractor that the mechanized Basic Agreement Handling-in Invoice (PCN: N305024) reflects the services and costs due the contractor based on the NEW adjusted weight.

(4) Advises the member in writing that he is liable to the contractor for ALL pre-storage and storage charges for the excess weight.

b. If the excess weight is not determined until after the Basic Agreement Handling-In Invoice has been received, the TMO:

(1) Advises the contractor that the service member has exceeded his authorized weight allowance, and a supplemental service order is being issued to reduce the stored weight to the AUTHORIZED weight. Advises the contractor of the member's responsibility to assume payment of prestorage and storage costs for the excess weight.

(2) Issues a supplemental service order (DD Form 1164) to reduce the stored weight to the authorized weight. Note: Do NOT change the appropriations code in CC 7-8 of the DD Form 1164.

(3) Advises the member in writing that he is liable to the contractor for prestorage and storage costs for the excess weight.

(4) Adjusts the weight and costs as reflected on the Contractor's Basic Agreement Handling-In Invoice to reflect the correct weight for the individual account. Adjusts subtotal and total dollar amounts also.

(5) Enters an "AC" transaction as prescribed in AFM 75-305, para 3-5a(2), correcting the weight in storage TO REFLECT THE AUTHORIZED WEIGHT.

c. If the excess weight is not determined until after the contractor has been paid, the TMO:

(1) Advises the contractor that a supplemental service order (DD Form 1164) is being issued to reduce the stored weight to the authorized weight. Advises the contractor of the dollar amount associated with the excess weight, and that he must reimburse the Government for that amount. Also, he must be advised of the member's responsibility to assume payment for the pre-storage and storage cost for the excess weight.

(2) Issues supplemental service order and corrects the stored weight to the authorized weight.

(3) Advises the member in writing, that he is liable to the contractor for pre-storage and storage cost for the excess weight.

(4) Enters an "AC" transaction as prescribed in AFM 75-305, para 3-5a(2), correcting the stored weight to authorized weight. Annotates the Master Record List accordingly.

(5) Upon receipt of the reimbursement from the contractor, the check will be forwarded to Accounting and Finance for credit against the individual service order.

3-7. Collection For Services Incident To Storage And Accessorial Services:

a. Where excess cost is identified as a result of TMO's audit, and actions accomplished in accordance with para 3-6,

pay adjustment authorization (DD Form 139) is not required.

b. After all storage transactions have been completed and excess costs occur and/or it is later determined that such excess cost is collectible and prior action was not taken, the following procedures apply:

(1) Prepare pay adjustment authorization (DD Form 139) in quintuplicate as follows:

- (a) Member's last name, first and middle.
- (b) File/service no.
- (c) Grade/rank/rate.
- (d) Branch of Service.
- (e) Date - Date pay adjustment authorization is prepared
- (f) Pay grade.
- (g) Amount - Enter total cost of service.
- (h) Appropriation data - Enter fund citation indicated in orders.
- (i) Explanation and/or reason for adjustment: Include

a statement identifying the reason for excess costs; cost computation; type of service, rates and period in which excess occurred; lot/service order number and basic agreement number; and the name of the contractor.

NOTE: When excess is occasioned due to exceeding weight entitlement on previous shipments, identify the net weight and GBL number of such shipment(s). Computations must include appropriate packing allowances.

c. Include cost computation and any additional information that may be helpful in providing a clear and comprehensive audit trail in the case file.

d. TMOs must process the pay adjustment authorization through Accounting and Finance channels.

## Chapter 4

### DISTRIBUTION OF OUTPUT PRODUCTS

4-1. General Procedures. Check products to insure that the data, contents, and format conform to the output product formats outlined in AFM 75-305, attchs 8 through 24, and are audited for obvious errors. Minor errors, such as, grade, initials, lot number, expiration date, rate for a contractor's service; etc., should be manually corrected on the invoice to permit continued processing of the products, such as, multiple contractors with erroneous rates, contractors with no rates, etc., take action to submit transactions into the system to correct the individual record and/or system rate file. Once these transactions are accepted by the system as valid input transactions, request reprocessing of the monthly/quarterly products.

4-2. Master Record List (PCN: N305022). This listing is updated monthly, and must be used to manage and maintain the NOTEMPS accounts. Annotate this produce to reflect any actions, such as, partial removals, extensions, expiration dates, corrections to system products not requiring issuance of a service order, etc., necessary in updating of individual records. Audit listing quarterly against the "REPORT OF HOUSEHOLD GOODS STORAGE ACTIVITIES" (RCS: MTMTS-20).

a. The original copy of the Master Record List will be retained by the ordering office for use as indicated above. Annotate entries from the previous month's list on the current months product when such actions were not completed during that processing month. Retain the original annotated copy as prescribed in para 5-2d.

b. Distribute one copy of the Master Record List (MRL) monthly to Personal Property Counselors for use in identifying storage incident to JTR, para M8309 for personnel being out-processed. Destroy the copy of the previous month upon receipt of the current month's MRL.

4-3. Expiration Date List (PCN: N305023). Use this product as a management tool to comply with AFM 75-4, Chapter 3.

a. Retain the original copy in the ordering office for use in preparation of expiration notices as prescribed in para 3-2a. Annotate this listing with follow-up action taken during the current month. Retain listing as prescribed in para 5-2e.

b. Forward the second and third copies of the listing identifying "9999" accounts to the Base Housing Officer for review and certification that members are still occupying Government quarters and/or continued storage is authorized. Retain the certified copy returned by the Base Housing Officer within the TMO for disposition as indicated above. NOTE: If the member is no longer authorized storage incident to JTR, para M8309, and no disposition has been provided by the member, take action as outlined in para 3-2b.

c. Distribute the remaining copies as per local TMO practices/requirements.

4-4. Monthly Invoices (PCN: N305024 and N305025):

a. Separate the Basic Agreement Service/Handling-In Invoice (PCN: 305024) and Basic Agreement Service/Handling-Out Invoice (PCN: N305025) by contractor, and remove the last copy of the invoice for each contractor. Suspend this copy pending receipt of the certified copies from applicable contractors.

d. Send the original and two copies of the certified Basic Agreement Service<sup>S/A</sup>/Handling-In Invoice to the AFO with the following documents for each line entry:

- (1) Original and one copy of DD Form 1164.
- (2) Original and one copy of DD Form 1299.
- (3) Two copies of special orders.

Place the remaining certified copy of each consolidated invoice in the "Contractor's Facility File" as prescribed in para 5-1.

NOTE: Preparation of SF 1034, Public Voucher, is the responsibility of the AFO. The SF 1034 must not be prepared within the TMO activity, for nontemporary storage invoices.

e. Forward the number six (suspense) copy of the invoice to the local procurement office for extraction of the total number of initial actions (calls) and total dollars obligated during the month to use in compiling the Base Procurement Management Report.

NOTE: The DD Form 1164 marked "UNIFORMED SERVICE FINANCE OFFICE" is forwarded to the appropriate Service<sup>e</sup>'s finance agency with one copy of DD Form 1299 and special orders.

f. Forward the original and two copies of the Certified Basic Agreement Services<sup>e</sup>/Handling-Out Invoice to the AFO with the following documents for each line entry:

- (1) Original and one copy of DD Form 1164.
- (2) Two copies of special orders, or other appropriate authority. Place the remaining copies of each certified consolidated invoice in the "Contractor's Facility File" as prescribed in para 5-1.

g. Distribute the DD Form 1164 marked "UNIFORMED SERVICE FINANCE OFFICE" as indicated in 4-4e "Note" above.

h. Upon completion of the above processing, file the individual case file(s) for "new lots" and "partial removals" alphabetically by contractor in the "Active Storage" file. Place case files on lots handled out of storage in "Inactive Storage" file.

4-5. Quarterly Storage Invoice (PCN: N305026). Remove the last copy of the invoice for each contractor. Place this copy in suspense pending receipt of the certified copies from the contractor.

a. forward the original and four copies of the Quarterly Storage Invoice to the appropriate contractor for his audit, and signature on each under the "Certificate of Conformance" element. The contractor <sup>should</sup> ~~must~~ retain one copy for his files and return the original and three copies (all signed) to the TMO.

b. Upon receipt from the contractor, perform the following actions:

(1) Audit invoice for manual corrections made by the contractor, if any. Exceptions made by the contractor, or by the TMO's audit require:

(a) Issuance of a supplemental service order to revise the services, date, weight, lot number, etc., as applicable

(b) Manual correction and adjustment to the dollar amounts of the invoice.

(c) Preparation of necessary transactions to correct the discrepancies in the individual record or system rate file.

(2) The Ordering Officer will sign the "Certificate of Performance" on all invoices, upon completion of the above verification.

(3) Forward the original and two copies to the Accounting and Finance Office for payment.

(4) Place the remaining copy of each certified consolidated invoice in the Contractor's Facility File as prescribed in para 5-1.

4-6. Report Of Household Goods Storage Activities (RCS: MTMTS-20):

a. Use this product in lieu of DD Form 1166 as prescribed in DOD 4500.34R, para 10007. Check the MTMTS-20 to insure the total number of lots reflected in the "Lots Remaining" column agree with the total number of lots reflected on the Master Record List. Furnish an explanation to the RSMO when the "Lots Brought Forward" on the current MTMTS-20 differs from "Lots Remaining In" depicted on the previous report. Differences exist when one or all of the following occur:

(1) Delete Transaction. Any "AD" transaction submitted during the current quarter results in the lot being subtracted from the total number of lots brought forward to the MTMTS-20 report for the current quarter.

(2) New Transactions. Any lot placed in NTS during the first quarter, but the "AT" transaction which was not entered until the succeeding (new) quarter, results in additions to total lots brought forward.

(3) Correction Transaction. When an "AC" transaction is entered into the system to change the stored date of a lot from the current quarter to a previous quarter, the system treats

this lot as an added account. The lot is added to the "Lots Brought Forward" column of the current MTMTS-20 report and is not reflected in the "Lots Placed In" column as being placed into storage during the current quarter.

NOTE: Any one of the additions or subtractions indicated above is automatically accomplished by the computer.

b. TMOs must review the MTMTS-20 thoroughly at any time reprocessing is accomplished due to <sup>the possibility of</sup> DPI tape management error.

c. Annotate the name of the sending activity on the report and forward the original to the appropriate area RSMO.

NOTE: If the TMO serves counties in which two or more AREA RSMOs are involved, he forwards the MTMTS-20 to the RSMO having jurisdiction over the county in which the installation concerned is located.

d. When explanations concerning discrepancies within the report (if applicable) are annotated thereon, the TMO signs the MTMTS-20 before forwarding it to the appropriate RSMO.

e. The second copy of the MTMTS-20 is filed in the TMO Reports File and is retained for one year. The second portion of this report should be used by the local Base Housing and/or Budget Officers for reporting and/or budgeting O&M funds.

4-7. Annual Service Order Renewal List (PCN: N305027).

This listing contains a one-line entry for each lot in commercial storage as of the close of business, 30 June. The Ordering Officer insures that the total number of lots reflected on the Annual Service Order Renewal List agrees with the lots currently in commercial storage, as reflected on the MTMTS-20 and Master Record List. The product is prepared in six copies and is

used for renewing each storage account at Government expense for the new Fiscal Year. A "blanket" DD Form 1164, "Service Order for Household Goods" is prepared for each contractor (see atatch 10) and distributed as follows:

a. Original, plus a copy of the listing and DD Form 1164, is forwarded to the local AFO.

b. Furnish one copy of the listing and a copy of the DD Form 1164 to the appropriate contractor.

c. Forward one copy of the listing and a copy of the DD Form 1164 to the appropriate RSMO.

d. Place one copy of the listing and a copy of the DD Form 1164 in the "Contractor's Facility File" and maintain as prescribed in para 5-1.

e. Forward one copy of the listing to the local Base Housing Officer for his review of O&M funds obligated and reconciliation with the AFO Management Report.

## Chapter 5

### FILE MAINTENANCE AND DISPOSITION

5-1. General Procedures. Establish a Contractor Facility File for each contractor as shown in attachment 11. It contains the Basic Agreement, modifications to the agreement, all consolidated invoices, paid vouchers, and the Annual Service Order Renewal Listings.

5-2. Binding Procedures. Use appropriately identified binder(s) to reflect transactions indicated below. They are tabbed by month/quarter as appropriate, and retained as outlined below:

a. Transaction Edit Lists. Use these listings for auditing transactions which were entered into the system during the month and for verifying updating actions against the individual record or Systems Rate File. They are tabbed to identify the processing month and are used for reference as needed. Destroy Edit listings as prescribed in AFM 12-50, table 75-3.1.

b. Invalid Card ID-Transaction Type. Destroy this listing upon correction and resubmission of corrected transactions.

c. Systems Rate File. Referenced files are labeled as such and contain:

(1) Basic Agreement/Government Rate Spread List (PCN: N305013) which is used for auditing the contractor(s) rate currently in effect. Rate Spread List is filed in "AS OF DATE ORDER" for ready reference and auditing past, present and future rates and/or identifying erroneous rates which would affect the System Rate File.

(2) Government/Commercial Cost Comparison List

(PCN: N305012) is used daily in effecting cost comparisons between contractors. It is closely audited and used to determine low-cost contractor(s) for the time period storage is required. Cost comparison List is filed in "AS OF DATE ORDER" sequence to maintain audit trails.

(3) As new products are received, the previous listing are removed from binder and retained in local records files for two years. Products are then retired for retention as prescribed in AFM 12-50, table 75-3.1.

d. Master Record List. The monthly Master Record List is used by the ordering office to annotate action as prescribed in para 4-2a. It is retained in local records files for two years, then destroyed as prescribed in AFM 12-50, table 75-3.1.

e. Expiration Date List. The certified copy, returned to TMO by Base Housing Officer, is retained with the original copy as shown in paras 4-3a and b, and is retained for two years, then destroyed as prescribed in AFM 12-50, table 75-3.1.

5-3. Punch Cards.

a. As Required Transaction Cards. After receipt of punch cards with applicable listings from ~~DIP~~, label each batch of cards to identify Run 1, Run 2, etc., of the processing month. Retain for reference until verification of all monthly and/or quarterly processing is completed. Retain cards by "Quarters" in local files. Destroy after six months upon receipt of current quarter's processing, that is, January, February and March are destroyed upon receipt of quarterly processing ending 30 September.

b. Rate Transaction Cards. File the rate cards used by the NOTEMPS system separately. Do not commingled them with the "as required" transaction cards. The retention of these cards is essential in the event the System Rate File would have to be reconstructed.

(1) The "GT" (Government Rate) card and "PN" (under/over 1500 lb rate) cards loaded into the NOTEMPS system during conversion processing, are retained indefinitely by the TMO as active cards.

(2) The "RN" (500 lb rate) card and "RT" (revised 500 lb. rate) cards, loaded into the system subsequent to the implementation of the new basic agreement are retained as follows:

(a) The "RT" cards for the contractor's latest TWO rate changes to his basic agreement are always retained as active cards.

(b) The old "RT" cards are retained in the local files for six months and then destroyed.

c. System Rate File. In the event the System Rate File must be reconstructed, the "GT", "PN", and the latest two "RT" cards are changed to "RN" cards and entered into the system to build the rate file.

5-4. Consolidated Monthly And Quarterly Invoices/Annual Service Order Renewal Listings. Retain as prescribed in AFM 12-50 table 75-3.1.

5-5. Active Storage Files. This file group contains an individual case file for each active storage file in commercial nontemporary storage, and is maintained as follows:

a. Individual case files are filed alphabetically by contractor.

b. Case files must contain a complete record of all transactions against the account. As a minimum this file should include:

- (1) Copy of completed DD Form 1299
- (2) Copy of Special Orders
- (3) Copy of the initial service order and all supplemental orders issued thereto (DD Form 1164).
- (4) Copy of Power of Attorney, if applicable.
- (5) Copy of DD Form 1701
- (6) Copy of <sup>Warehouseman's</sup> Inventory List
- (7) Copy of the Warehouse Receipt as submitted by the contractor
- (8) Copy of weight certificate(s)
- (9) Copy of revised warehouse receipt, as applicable
- (10) Correspondence relative to the storage account, partial withdrawals, etc.
- (11) Other data considered necessary to effect proper administration of the account.

c. Storage files are maintained as active accounts until the shipping entitlement no longer exists, or the account is completely removed from storage. Individual case files then are filed in the Inactive Storage file.

5-6. Inactive Storage Files. Retain as prescribed AFM 12-50, table 75-3.1.

5-7. Basic Agreements. Each contractor's Basic Agreement and modifications to the agreement are maintained in the Contractor's Facility File. Retain until receipt of new Basic Agreement or upon termination of Contractor's Services.

5-8. Basic Agreement Public File. Establish a public file pursuant to DOD 4500-34R, para 10002b(8).

DISTRIBUTION (continued from page i):

|                                                                                       |    |
|---------------------------------------------------------------------------------------|----|
| X: MTMTS-PPR, Wash DC 20315                                                           | 10 |
| Department of the Navy, Naval Supply Systems<br>Command (Code SUP 053), Wash DC 20360 | 10 |
| USAAG Publications Center, 2800 Easter Blvd.,<br>Baltimore, Md. 21200                 | 10 |
| Commandant of the Marine Corps (COS-4),<br>Wash DC 20390                              | 5  |
| Hq 3750th Technical School (ATC), Sheppard AFB,<br>TX 76311                           | 50 |

| Code: (1)<br>SERVICE ORDER<br>NUMBER | (2)<br>LOT<br>NUMBER | (3)<br>LAST NAME, & INITIALS | (4)<br>GRADE<br>OR<br>RANK | (5)<br>DATE<br>ORDER<br>OFFERED | (6)<br>PICK-UP<br>DATE | CONTRACTOR<br>AND<br>CODE | REMARKS |
|--------------------------------------|----------------------|------------------------------|----------------------------|---------------------------------|------------------------|---------------------------|---------|
| * 73A0001                            | 32456                | RALEIGH, G.T.                | MSG/36                     | 72 1209                         | 721215                 | DESERT V & S (09)         |         |
| 73A0002                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0003                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0004                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0005                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0006                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0007                              |                      |                              |                            |                                 |                        |                           |         |
| 73A0008                              |                      |                              |                            |                                 |                        |                           |         |

"SERVICE ORDER REGISTER"

Code 1: SERVICE ORDER: 7) The first two (2) numeric positions of the Service Order will  
 3) always constitute the Fiscal Year (FY) designator.  
 Example: Calendar Year (CY) July 1973 = FY 74; JULY 1975 = FY 76

A - Alpha character "A" represents the Procurement Instrument Code for Nontemporary Storage of Household Goods. The third character of the Service Order will always be designated as "A".

- 0) The remaining four numeric positions represent the numerical
- 0) sequence of initial service orders issued and will revert to
- 0) "0001" at the beginning of each FY.
- 1)

Code 2: LOT NUMBER: Lot numbers are assigned by the contractor, identifying a specific lot for each "initial" service order number. Suggest the contractor be requested to furnish this information upon acceptance of "initial service".

Code 3 thru 8: Self Explanatory.

**SERVICE ORDER FOR HOUSEHOLD GOODS**  
(Complete by Typewriter)

**TO:** (Name and address of Contractor)  
  
(1)

**FROM:** (Department and Issuing Office)  
  
(2)

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: (3)

|                            |                                                   |                                    |                                         |                                               |
|----------------------------|---------------------------------------------------|------------------------------------|-----------------------------------------|-----------------------------------------------|
| CARD IDENTITY (CC1)<br>(4) | TRANSACTION TYPE - PERSONAL PROPERTY (CC2)<br>(5) | CONTRACTOR IDENTITY (CC3-4)<br>(6) | GOVERNMENT AGENCY IDENTITY (CC5)<br>(7) | APPROPRIATION/STORAGE IDENTITY (CC7-8)<br>(8) |
|----------------------------|---------------------------------------------------|------------------------------------|-----------------------------------------|-----------------------------------------------|

|                      |               |                                             |                              |                              |
|----------------------|---------------|---------------------------------------------|------------------------------|------------------------------|
| SERVICE ORDER NUMBER |               | BASIC AGREEMENT/MODIFICATION NUMBER<br>(10) | LOT NUMBER (CC15-19)<br>(11) | LOCATION OF PROPERTY<br>(12) |
| OLD (9)<br>(CC9-14)  | NEW (CC64-69) |                                             |                              |                              |

|                                            |                            |                         |                                    |
|--------------------------------------------|----------------------------|-------------------------|------------------------------------|
| LAST NAME-PROPERTY OWNER (CC20-34)<br>(13) | INITIALS (CC35-36)<br>(14) | GRADE (CC37-40)<br>(15) | PERMANENT ADDRESS OF OWNER<br>(17) |
|                                            |                            | SSAN<br>(16)            |                                    |

REMARKS  
(18)

|                            |                                 |                                              |                          |                                     |                                   |                          |
|----------------------------|---------------------------------|----------------------------------------------|--------------------------|-------------------------------------|-----------------------------------|--------------------------|
| EST STORAGE PERIOD<br>(19) | DATE OF STORAGE (41-46)<br>(20) | APPRX EXPIRATION DATE-STOR (CC47-50)<br>(21) | ESTIMATED WEIGHT<br>(22) | WEIGHT IN STORAGE (CC51-55)<br>(23) | WEIGHT REMOVL'D (CC51-55)<br>(24) | WEIGHT REMAINING<br>(25) |
|----------------------------|---------------------------------|----------------------------------------------|--------------------------|-------------------------------------|-----------------------------------|--------------------------|

**SERVICES ORDERED**

|                                            |                                    |                                                                               |
|--------------------------------------------|------------------------------------|-------------------------------------------------------------------------------|
| PACKING (CC56)<br>(26) \$ (27)             | WARDROBE (CC57-58)<br>(28) \$ (29) | DRAYAGE-IN ZONE (CC59-60)<br>(30) \$ (31)                                     |
| HANDLING IN (32) \$                        | STORAGE (33) \$                    | HANDLING OUT (34) \$                                                          |
| DRAYAGE-OUT ZONE (CC61-62)<br>(35) \$ (36) | UNPACKING (CC63)<br>(37) \$ (38)   | WEIGHT-REHANDLED (CC70-74)<br>(39) EFFECTIVE DATE - SERVICE (CC75-80)<br>(40) |

**SPECIAL INSTRUCTIONS**

The above described property will be made available to you on (Date) (41)

Maximum weight chargeable to Government (42) lbs. Weights in excess of such maximum will be charged to the owner.

Estimated cost of the service(s) is \$ (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 (44)

Mail invoices to (45)

Payment will be made by (46)

This Service Order is negotiated pursuant to U.S.C. 2304 (a) ( )  
(47)

COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE. (48)

|                             |              |                                                                           |
|-----------------------------|--------------|---------------------------------------------------------------------------|
| TYPE NAME AND TITLE<br>(49) | DATE<br>(50) | THE UNITED STATES OF AMERICA BY<br>(Signature of Ordering Office)<br>(51) |
|-----------------------------|--------------|---------------------------------------------------------------------------|

## INSTRUCTIONS FOR PREPARING DD FORM 1164

Numerical sequences as shown in attachment 2 indicate the following:

- (1) TO: (Insert the name and address of the contractor in whose facility the property is to be stored. Include the ZIP code.)
- (2) FPCM: (Insert the official address, including ZIP code, of the ordering office.)
- (3) DATE: (Insert the date the contractor initially accepted the offer to store the property. This is the date that determines the rates that must be used for all costs in connection with the storage of property.)
- (4) CARD IDENTITY: (Enter the code established to identify the type of transaction prescribed in AFM 75-305, para 3-4.)
- (5) TRANSACTION TYPE: (Enter the code established for specific types of transactions per AFM 75-305, para 3-4.)
- (6) CONTRACTOR IDENTITY: (Enter the 2-digit numeric code locally assigned to identify commercial storage contractor in whose facility the lot is stored.)
- (7) GOVERNMENT AGENCY IDENTITY: (Enter single character alpha code to identify Government agency/Service code in AFM 75-305, attachment 2.)
- (8) APPROPRIATION/STORAGE IDENTITY: (Enter the locally assigned code as prescribed in AFM 75-305, attachment 3.)
- (9) SERVICE ORDER NUMBER: (Enter initial service order number assigned in "old" \_\_\_\_\_ (CC9-14). "New" \_\_\_\_\_ (CC64-69) is not to be used unless correcting an erroneous service order number or when a renegotiated four-year service order renewal is being accomplished.)
- (10) BASIC AGREEMENT/MODIFICATION NUMBER: (Enter the number of the applicable basic agreement and the modification number.)

- (11) LOT NUMBER: (Enter the number assigned to the storage lot by the contractor.)
- (12) LOCATION OF PROPERTY: (Enter the actual location from which the property is to be picked up for storage.)
- (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.)
- (14) INITIALS: (Enter first initial and middle initial. If the member has no middle initial, leave 2nd position blank.)
- (15) GRADE: (Enter the standard code indicating rank or grade of the property owner. See AFM 75-305, attachment 4.)
- (16) SSAN: (Enter the Social Security Account Number of the property owner. Obtain from orders.)
- (17) PERMANENT ADDRESS OF OWNER: (Obtain from the member and enter the permanent address of the property owner within CONUS or U.S. territories or possessions. It is for emergency use only.)
- (18) REMARKS: (Enter any information not readily available in 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 changed 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), GEI# \_\_\_\_\_. " This is used on final service order only and indicates that the storage account has been terminated.
- (19) ESTIMATED STORAGE PERIOD: (Enter the approximate number of months storage is contemplated. This varies from case to case depending on circumstances.)
- (20) DATE OF STORAGE: (Enter date property was placed in storage.)
- (21) APPROXIMATE DATE STORAGE ENDS: (Enter numeric calendar year and month.)

- (22) ESTIMATED WEIGHT: (Enter the estimated weight of property to be stored, obtained after a review of the DD Forms 1299 and 1701.)
- (23) WEIGHT IN STORAGE: (Enter the actual net weight of the property after the certified weight ticket(s) are received from the contractor.)
- (24) WEIGHT REMOVED: (Enter the total weight of the property that is to be removed from the warehouse and is subsequently drayed or shipped and otherwise NOT returned to the warehouse. See partial withdrawals, para 2-4.)
- (25) WEIGHT REMAINING: (Enter the weight of the property remaining in storage. See partial withdrawals, para 2-4.)
- (26) PACKING: (Enter an "X" or an "N" depending on whether packing services were or were not required.)
- (27) \$: (Enter the cost for the service. Obtain from contractor's basic agreement, DD Form 1162-1 & FCN: N305013.)
- (28) WARDROBE HOUSEHOLD GOODS: (Enter the number of wardrobes used in the storage lot. Obtain from contractor's inventory. Should be used only if wardrobes were authorized when oral order for storage was given contractor.)
- (29) \$: (Enter the cost for the service. Obtain from contractor's basic agreement, DD Form 1162-1 & FCN: N305013.)
- (30) DRAYAGE-IN ZONE: (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, attachment 6.)
- (31) \$: (Enter the cost for the service. Obtain from contractor's basic agreement, DD Form 1162-1 & FCN: N305013.)
- (32) HANDLING-IN: (Enter the handling-in cost. Obtain as in item 31 above.)
- (33) STORAGE: (Enter the storage costs. Obtain as in item 31 above.)
- (34) HANDLING-OUT: (Enter the cost for handling-out. Obtain as in item 31 above.)
- (35) DRAYAGE-OUT ZONE: (Enter drayage zone prefix and drayage zone designator to which property is to be drayed. If the service is not used, enter the appropriate

zone prefix and enter numeric zero "0" in CC 62. See AFM 75-305, chap 3 for alternatives.)

(36) \$: (Enter cost for the service, if any. Obtain as in item 31 above.)

(37) UNPACKING: (Enter an "X" or an "N" depending on whether the service was used. Enter an "X" is used; an "N" is not used.)

(38) \$: (Enter the cost for the service, if any. Obtain as in item 31 above.)

(39) WEIGHT REHANDLED: (Enter the weight of that portion of the lot which was excess to that removed under item 24 above. See AFM 75-305, para 3-5b(1).)

(40) EFFECTIVE DATE-SERVICE: (This date varies according to the transaction involved. See AFM 75-305, para 2-3(11).)

(41) (Enter the date the property is to be picked up.)

(42) (Enter the member's authorized weight allowance or the difference between the weight of the property already shipped or stored and that which is to be stored under this service order and the member's authorized weight allowance. See JTR, M8003.)

(43) (Enter the estimated total cost of the applicable services ordered, for the balance of the fiscal year.)

(44) (Enter the appropriation to which services are chargeable. Obtain from orders.)

(45) (Enter TMO's mailing address. Include ZIP code.)

(46) (Enter AFO and the name of the installation making payments. Include ZIP code.)

(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, para 1000hc(1) & (4).)

(48) (Put an "X" in the block at the beginning of this line.)

(49) (insert name and title of ordering officer.)

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

(51) (Ordering officer's signature.)

**SERVICE ORDER FOR HOUSEHOLD GOODS**  
(Complete by Typewriter)

|                                                                                                                                           |                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO: (Name and address of Contractor)</b><br><br>DESERT VAN AND STORAGE COMPANY<br>1234 SOUTH A STREET<br>VICTORVILLE, CALIFORNIA 92391 | <b>FROM: (Department and Issuing Office)</b><br><br>TRAFFIC MANAGEMENT OFFICE, TPT<br>HQ 42 TRANS SQ<br>GEORGE AFB, CALIFORNIA 92392 |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|

An order is hereby placed with you, accepting your offer (~~oral or written~~) for services on 5 DEC, 1972, subject to the provisions of the below-numbered Basic Agreement for the following services:

|                                                                      |                                                                 |                                                |                                                                                      |                                                  |
|----------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------|
| CARD IDENTITY (CC1)<br><br>A                                         | TRANSACTION TYPE - PERSONAL PROPERTY (CC2)<br><br>T             | CONTRACTOR IDENTITY (CC3-4)<br><br>01          | GOVERNMENT AGENCY IDENTITY (CC5)<br><br>A                                            | APPROPRIATION/STORAGE IDENTITY (CC7-8)<br><br>AB |
| SERVICE ORDER NUMBER<br>OLD F01600-73A0238 (CC9-14)<br>NEW (CC64-69) | BASIC AGREEMENT/MODIFICATION NUMBER<br>DAHC23-72-A-0410<br>A000 | LOT NUMBER (CC15-19)<br>01595                  | LOCATION OF PROPERTY<br>814 KINCAID AVE<br>VICTORVILLE, CA                           |                                                  |
| LAST NAME-PROPERTY OWNER (CC20-34)<br>MANSFIELD                      | INITIALS (CC35-36)<br>R. I.                                     | GRADE (CC37-40)<br>0036<br>SSAN<br>324-21-3718 | PERMANENT ADDRESS OF OWNER<br>2601 SUMNER STREET<br>WHITTEN, NORTH CAROLINA<br>12345 |                                                  |

**REMARKS**  
 LOOSE HOUSEHOLD GOODS  
 THIS LOT PENDING OVERSEAS SHIPMENT.  
 AUTHORITY: SO# AA-17722, DTD 22 NOV 72, GEORGE AFB, CA 92392  
 ACTUAL NET WEIGHT INCLUDES 200 POUNDS PROFESSIONAL BOOKS, PAPERS & EQUIPMENT.  
  
 "INITIAL HANDLE-IN"

| 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             | 721212                  | 7312                                 | 2800             | 2300                        |                          |                  |

| SERVICES ORDERED           |   |         |                    |   |        |                            |                                            |
|----------------------------|---|---------|--------------------|---|--------|----------------------------|--------------------------------------------|
| PACKING (CC56)             | X | \$ 2.00 | WARDROBE (CC57-58) | Ø | \$     | DRAYAGE-IN ZONE (CC59-60)  | \$                                         |
| HANDLING IN                |   | \$ .60  | STORAGE            |   | \$ .50 | HANDLING OUT               | \$                                         |
| DRAYAGE-OUT ZONE (CC61-62) |   | \$      | UNPACKING (CC63)   |   | \$     | WEIGHT-REHANDLED (CC70-74) | EFFECTIVE DATE-SERVICE (CC75-80)<br>721205 |

**SPECIAL INSTRUCTIONS**

The above described property will be made available to you on (Date) 12 DECEMBER 1972  
 Maximum weight chargeable to Government 8,000 lbs. Weights in excess of such maximum will be charged to the owner.  
 Estimated cost of the service(s) is \$ 235.00. 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 5733500 323 P577.02 410 S503725  
 Mail invoices to TRAFFIC MANAGEMENT OFFICE, GEORGE AFB, CA 92392  
 Payment will be made by ACCOUNTING & FINANCE OFFICER, GEORGE AFB, CA 92392  
 This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).

|                                                                                         |                  |                                                                                  |
|-----------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------|
| X COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE. |                  |                                                                                  |
| TYPE NAME AND TITLE<br>JOHN R. DOE, CIV<br>AF CONTRACTING OFFICER                       | DATE<br>6 Dec 72 | THE UNITED STATES OF AMERICA BY<br>(Signature of Ordering Office)<br>John R. Doe |

**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, TPT  
 HQ 42 TRANS SQ  
 GEORGE AFB, CALIFORNIA 92392

An order is hereby placed with you, accepting your offer (*oral or written*) for services on 18 JULY, 1972, subject to the provisions of the below-numbered Basic Agreement for the following services:

|                                                                             |                                                                |                                          |                                                                                       |                                        |
|-----------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------|
| CARD IDENTITY (CC1)<br><b>B</b>                                             | TRANSACTION TYPE - PERSONAL PROPERTY (CC2)<br><b>P</b>         | CONTRACTOR IDENTITY (CC3-4)<br><b>01</b> | GOVERNMENT AGENCY IDENTITY (CC5)                                                      | APPROPRIATION/STORAGE IDENTITY (CC7-8) |
| SERVICE ORDER NUMBER<br>OLD <b>F01600-71A1872</b> (CC9-14)<br>NEW (CC64-69) | BASIC AGREEMENT/MODIFICATION NUMBER<br><b>DAHC23-69-A-0192</b> | LOT NUMBER (CC15-19)<br><b>00267</b>     | LOCATION OF PROPERTY<br><b>CONTRACTOR'S FACILITY</b>                                  |                                        |
| LAST NAME-PROPERTY OWNER (CC20-34)<br><b>HENDERSON</b>                      | INITIALS (CC35-36)<br><b>W. P.</b>                             | GRADE (CC37-40)<br><b>0036</b>           | PERMANENT ADDRESS OF OWNER<br><b>136 WEST HIGH STREET<br/>LAS VEGAS, NEVADA 79012</b> |                                        |
|                                                                             |                                                                | SSAN<br><b>311-26-3144</b>               |                                                                                       |                                        |

**REMARKS**  
 REMOVE ITEMS: 91-STOVE; 100-REFRIGERATOR; 107-WASHER; 110-DRYER  
 RELEASE TO: AAA VAN LINES, INC. GBL# F4,679,010  
 REMAINDER OF LOT TO CONTINUE IN STORAGE.  
 AUTH: SO# 31332, DTD 1 JUL 72, APO NY 09109  
 ACTUAL NET WEIGHT REMAINING INCLUDES 150 POUNDS PROFESSIONAL BOOKS, PAPERS & EQUIPMENT.  
  
 "PARTIAL WITHDRAWAL"

| 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 |
|--------------------|-------------------------|--------------------------------------|------------------|-----------------------------|--------------------------|------------------|
| 36 MOS             | 720405                  | 7507                                 | 1000             |                             | 00800                    | 2800             |

**SERVICES ORDERED**

|                            |                    |                                              |
|----------------------------|--------------------|----------------------------------------------|
| PACKING (CC56)             | WARDROBE (CC57-58) | DRAYAGE-IN ZONE (CC59-60)                    |
| \$                         | \$                 | \$                                           |
| HANDLING IN                | STORAGE            | HANDLING OUT                                 |
| \$ .60                     | \$ .50             | \$ .65                                       |
| DRAYAGE-OUT ZONE (CC61-62) | UNPACKING (CC63)   | WEIGHT-REHANDLED (CC70-74)                   |
| AO                         | \$                 | 00600                                        |
|                            |                    | EFFECTIVE DATE - SERVICE (CC75-80)<br>720721 |

**SPECIAL INSTRUCTIONS**

The above described property will be made available to you on (Date) 21 JULY 72  
 Maximum weight chargeable to Government 8,000 lbs. Weights in excess of such maximum will be charged to the owner.  
 Estimated cost of the service(s) is \$ 12.70. 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 5733500 323 P577.02 410 S503725  
 Mail invoices to TRAFFIC MANAGEMENT OFFICER, GEORGE AFB, CA 92392  
 Payment will be made by ACCOUNTING & FINANCE OFFICER, GEORGE AFB, CA 92392  
 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<br><b>JOHN R. DOE, CIV<br/>AF CONTRACTING OFFICER</b> | DATE<br><b>19 July 72</b> | THE UNITED STATES OF AMERICA BY<br>(Signature of Ordering Office)<br><b>John R. Doe</b> |
|---------------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|

**VICE 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, TPT  
 HQ, 42 TRANS SQ  
 GEORGE AFB, CALIFORNIA 92392

An order is hereby placed with you, accepting your offer (oral or written) for services on 19 NOV, 19 72, subject to the provisions of the below-numbered Basic Agreement for the following services:

|                                                                      |                                                     |                                                    |                                                |                                                                             |
|----------------------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------|
| CARD IDENTITY (CC1)<br><br>B                                         | TRANSACTION TYPE - PERSONAL PROPERTY (CC2)<br><br>W | CONTRACTOR IDENTITY (CC3-4)<br><br>DAHC23-69-A0192 | GOVERNMENT AGENCY IDENTITY (CC5)               | APPROPRIATION/STORAGE IDENTITY (CC7-8)                                      |
| SERVICE ORDER NUMBER<br>OLD F01600-70A0125 (CC9-14)<br>NEW (CC64-69) |                                                     | BASIC AGREEMENT/MODIFICATION NUMBER<br>A015        | LOT NUMBER (CC15-19)<br>00012                  | LOCATION OF PROPERTY<br>CONTRACTOR'S FACILITY                               |
| LAST NAME-PROPERTY OWNER (CC20-34)<br>JONES                          |                                                     | INITIALS (CC35-36)<br>R. S.                        | GRADE (CC37-40)<br>0001<br>SSAN<br>456-23-1809 | PERMANENT ADDRESS OF OWNER<br>111 COURT STREET<br>SPOKANE, WASHINGTON 99002 |

**REMARKS**  
 LOOSE HOUSEHOLD GOODS  
 HANDLE OUT RELEASE TO: ABC VAN AND STORAGE COMPANY GBL: F8 092 456  
 AUTHORITY: SO# AA 18802, DTD 6 NOV 72, GEORGE AFB, CA 92392  
 ACTUAL NET WEIGHT INCLUDES 85 POUNDS PROFESSIONAL BOOKS, PAPERS & EQUIPMENT.

"COMPLETE REMOVAL"

| 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 |
|--------------------|-------------------------|--------------------------------------|------------------|-----------------------------|--------------------------|------------------|
|                    |                         |                                      |                  | 05500                       |                          |                  |

| SERVICES ORDERED |                 |    |                 |           |    |                            |                                              |
|------------------|-----------------|----|-----------------|-----------|----|----------------------------|----------------------------------------------|
| PACKING          | (CC56)          | \$ | WARDROBE        | (CC57-58) | \$ | DRAYAGE-IN ZONE            | (CC59-60)                                    |
| HANDLING IN      |                 | \$ | HOUSEHOLD GOODS |           | \$ |                            |                                              |
|                  |                 | \$ | STORAGE         |           | \$ | HANDLING OUT               | \$ .65                                       |
| DRAYAGE-OUT ZONE | (CC61-62)<br>AO | \$ | UNPACKING       | (CC63)    | \$ | WEIGHT-REHANDLED (CC70-74) | EFFECTIVE DATE - SERVICE (CC75-80)<br>721129 |

**SPECIAL INSTRUCTIONS** HANDLE OUT  
 29 NOVEMBER 1972

The above described property will be made available to you on (Date) \_\_\_\_\_  
 Maximum weight chargeable to Government 5500 lbs. Weights in excess of such maximum will be charged to the owner.  
 Estimated cost of the service(s) is \$ 35.75. 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 5733500 323 P576.01 410 S503725  
 Mail invoices to TRAFFIC MANAGEMENT OFFICER, GEORGE AFB, CA 92392  
 Payment will be made by ACCOUNTING & FINANCE OFFICER, GEORGE AFB, CA 92392  
 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<br>JOHN R. DOE, CIV<br>AF CONTRACTING OFFICER | DATE<br>20 Nov 72 | THE UNITED STATES OF AMERICA BY<br>(Signature of Ordering Office)<br>John R. Doe |
|-------------------------------------------------------------------|-------------------|----------------------------------------------------------------------------------|





REPLY TO  
ATTN OF:

SUBJECT: Expiration of Nontemporary Storage Account

TO: Capt John Q. Blank, 345 67 8910 FR  
1000 Support Squadron

1. This is an official notification that your entitlement to non-temporary storage of household goods expires \_\_\_\_\_ 19\_\_\_\_.
2. You are required to advise this office of your current assignment status to support continued storage of your household goods at government expense. Forward the applicable document(s) as follows:
  - a. An official personnel action document to show an extension of your current overseas assignment.
  - b. Official orders for a consecutive overseas assignment **if** continued storage is requested.
  - c. Retirement orders to support storage **for one year after date of** relief from active duty.
  - d. Appropriate authority for extension of transportation and travel entitlements beyond 1 year from date of relief from active duty.
  - e. Official orders for ConUS assignment with detailed explanation of intended disposition of property when an application for shipment of household goods is not forwarded.
3. It is recommended that you consult your traffic management/transportation officer for clarification of your entitlements and/or processing applications for shipment.
4. Documents should be forwarded as an attachment to a letter addressed to: ( "TMO responsible for non-temporary storage account." ).

Traffic Management Officer



REPLY TO  
ATTN OF

SUBJECT: Expiration of Nontemporary Storage Account

TO: Commander  
1000 Support Squadron

1. Request your assistance in contacting CAPT JOHN O. BLANK, 345-67,8910FR. Official notices previously forwarded direct to the member requesting authority for continued nontemporary storage have failed to produce a response.

2. Request you advise CAPT BLANK that this is a matter of serious concern. The following applicable documents must be furnished to support an extended storage entitlement:

a. An official personnel action document to show an extension of the member's current overseas assignment.

b. Official orders of a consecutive overseas assignment when continued storage was desired.

c. Official orders for CONUS assignment with detailed disposition of property when an application for shipment of household goods is not forwarded.

3. If a response is not received by \_\_\_\_\_ 19\_\_\_\_\_, the member will no longer be entitled to storage of household goods at government expense. Therefore, any cost incident to storage of the property after \_\_\_\_\_ 19\_\_\_\_ will be converted to commercial storage at the member's expense.



REPLY TO  
ATTN OF.

SUBJECT: Expiration of Nontemporary Storage Account

TO: Civilian Personnel/Industrial Officer

1. Pursuant to provisions of Paragraph C7052,c(3), Volume 2, JTR, request you provide necessary authority to continue nontemporary storage entitlements of \_\_\_\_\_. Records this activity, indicate such entitlement expires \_\_\_\_\_ 19\_\_\_\_. If no such authority is received prior to \_\_\_\_\_ 19\_\_\_\_, account will be reverted to the expense of the employee.

2. Necessary fundings authorized must be included in your response. An early reply will be appreciated.

A7-3

ATTACHED OF 7<sup>3</sup>

**SERVICE ORDER FOR HOUSEHOLD GOODS**  
(Complete by Typewriter)

|                                                                                                                                       |                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>TO: (Name and address of Contractor)</b><br><br>FLOYMBOYANT MOVING AND STORAGE, INC.<br>1202 NORTH AVENUE<br>NEW RISE, TEXAS 79012 | <b>FROM: (Department and Issuing Office)</b><br><br>TRAFFIC MANAGEMENT OFFICE<br>SUPERSONIC AFB<br>TEXAS 79011 |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|

An order is hereby placed with you, accepting your offer (~~oral or written~~) for services on 26 JUN, 19 72, subject to the provisions of the below-numbered Basic Agreement for the following services:

|                                    |                                                      |                                          |                                     |                                            |
|------------------------------------|------------------------------------------------------|------------------------------------------|-------------------------------------|--------------------------------------------|
| CARD IDENTITY (CC1)<br><br>A       | TRANSACTION TYPE<br>PERSONAL PROPERTY (CC2)<br><br>R | CONTRACTOR IDENTITY<br>(CC3-4)<br><br>02 | GOVERNMENT AGENCY<br>IDENTITY (CC5) | APPROPRIATION/STORAGE<br>IDENTITY (CC7-8)  |
| SERVICE ORDER NUMBER               |                                                      | BASIC AGREEMENT/MODIFICATION NUMBER      | LOT NUMBER (CC15-19)                | LOCATION OF PROPERTY                       |
| OLD F41639-68M10349 (CC9-14)       |                                                      | DAHC21-72-A-6709                         |                                     |                                            |
| NEW F41639-73A0011 (CC64-69)       |                                                      | A000                                     | 01352                               | CONTRACTOR'S FACILITY                      |
| LAST NAME-PROPERTY OWNER (CC20-34) |                                                      | INITIALS (CC35-36)                       | GRADE (CC37-40)                     | PERMANENT ADDRESS OF OWNER                 |
| JOHNSON                            |                                                      | G. S.                                    | 0039<br>SSAN<br>456-53-2880         | 720 NORTH 16TH STREET<br>MEMPHIS, TN 29185 |

**REMARKS**

ONLY ITEM V IS AUTHORIZED AS NO PHYSICAL MOVEMENT OF PROPERTY IS EFFECTED. PROVISIONS OF PARAGRAPH 4D, DAHC21-67-A-1008 AND SERVICE ORDER F41639-68M10,349 EXPIRES 30 JUN 72. RENEGOTIATED UNDER PROVISIONS OF PARAGRAPH 3D DAHC21-72-A-6709 EFFECTIVE 1 JUL 72.

ACTUAL NET WEIGHT INCLUDES 125 POUNDS PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT.

"RENEGOTIATION///FOUR-YEAR RENEWAL"

| 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 |
|--------------------|-------------------------|--------------------------------------|------------------|-----------------------------|--------------------------|------------------|
|                    | 680328                  | 7304                                 |                  | 02680                       |                          |                  |

| SERVICES ORDERED |           |    |                 |           |         |                            |                                    |
|------------------|-----------|----|-----------------|-----------|---------|----------------------------|------------------------------------|
| PACKING          | (CC56)    | \$ | WARDROBE        | (CC57-58) | \$      | DRAYAGE IN ZONE            | (CC59-60)                          |
| HANDLING IN      |           | \$ | HOUSEHOLD GOODS |           | \$      | D1                         | \$                                 |
|                  |           | \$ | STORAGE         |           | \$ 0.50 | HANDLING OUT               | \$                                 |
| DRAYAGE OUT ZONE | (CC61-62) | \$ | UNPACKING       | (CC63)    | \$      | WEIGHT-REHANDLED (CC70-74) | EFFECTIVE DATE - SERVICE (CC75-80) |
|                  |           |    |                 |           |         |                            | 730701                             |

**SPECIAL INSTRUCTIONS**

The above described property will be made available to you on (Date) 1 JULY 1972

Maximum weight chargeable to Government 2680 lbs. Weights in excess of such maximum will be charged to the owner.

Estimated cost of the service(s) is \$ 124.00. 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 5733500 323 P577.02 410 S503725

Mail invoices to TRAFFIC MANAGER OFFICER, SUPERSONIC AFB, TEXAS 79011

Payment will be made by ACCOUNTING & FINANCE OFFICER, SUPERSONIC AFB, TEXAS 79011

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<br>JOHN R. DOE, CIV<br>AF CONTRACTING OFFICER | DATE<br><u>26 June 72</u> | THE UNITED STATES OF AMERICA BY<br>(Signature of Ordering Office)<br><u>John R. Doe</u> |
|-------------------------------------------------------------------|---------------------------|-----------------------------------------------------------------------------------------|

**SERVICE ORDER FOR HOUSEHOLD GOODS**

*(Complete by Typewriter)*

**TO:** *(Name and address of Contractor)*

**FROM:** *(Department and Issuing Office)*

FLOYMBOYANT MOVING AND STORAGE COMPANY  
1202 NORTH AVENUE  
NEW RISE, TEXAS 79012

TRAFFIC MANAGEMENT OFFICE  
SUPERSONIC AFB, TEXAS 79011

An order is hereby placed with you, accepting your offer *(oral or written)* for services on 30 JUN, 1972, 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 F41639- *                      | (CC9-14)                                   |                                     | *                                | YOUR WAREHOUSE                         |
| NEW                                | (CC64-69)                                  | *                                   |                                  |                                        |
| LAST NAME-PROPERTY OWNER (CC20-34) |                                            | INITIALS (CC35-36)                  | GRADE (CC37-40)                  | PERMANENT ADDRESS OF OWNLR             |
| *                                  |                                            | *                                   | *                                | *                                      |
|                                    |                                            |                                     | 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 LISTING.

\* SEE INDIVIDUAL INITIAL SERVICE ORDER AND/OR ATTACHED LISTING.

"ANNUAL SERVICE ORDER RENEWAL"

| 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             | *                       | *                                    |                  | *                           |                          |                  |

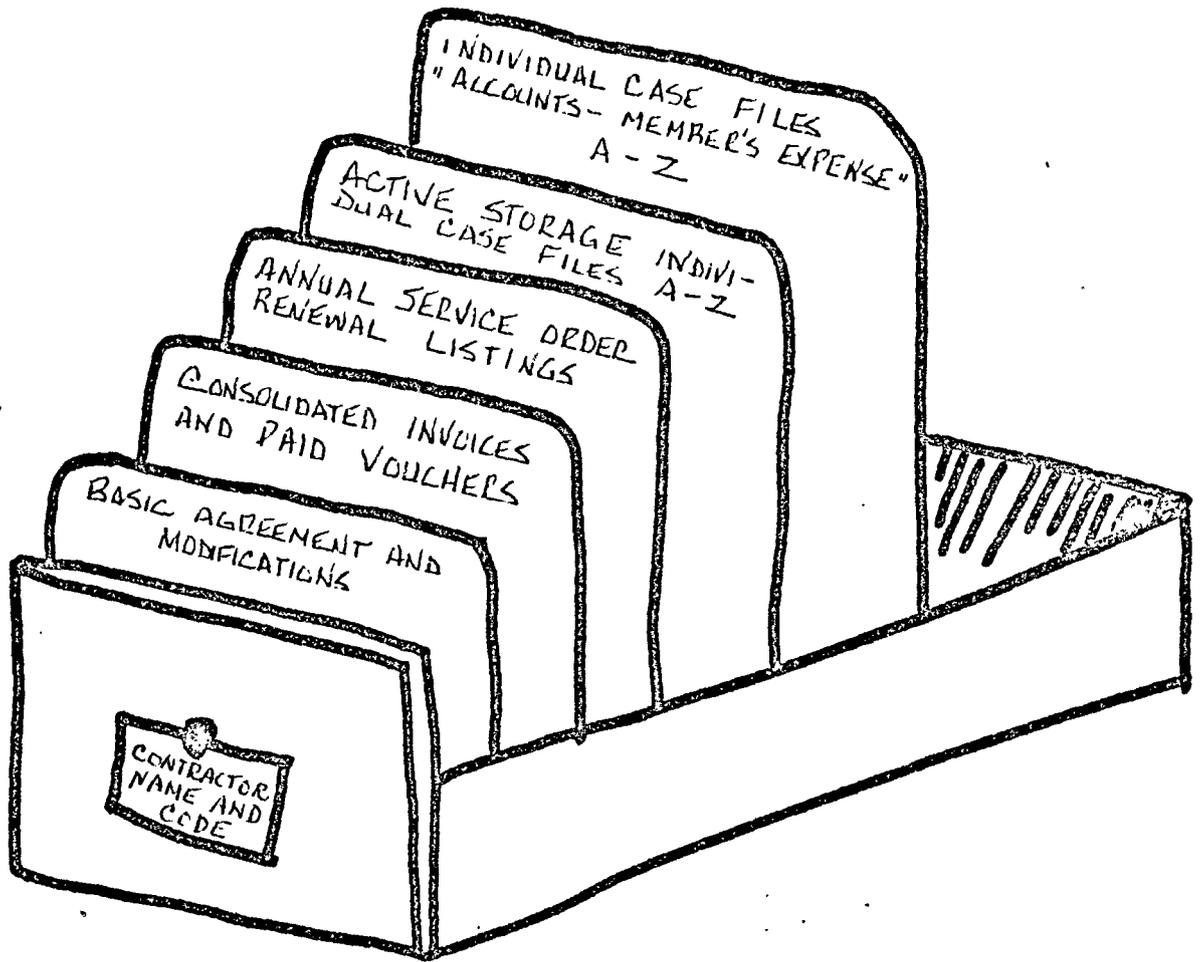
**SERVICES ORDERED**

|                  |           |    |           |           |      |                            |           |                                    |
|------------------|-----------|----|-----------|-----------|------|----------------------------|-----------|------------------------------------|
| 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) |

**SPECIAL INSTRUCTIONS**

The above described property will be made available to you on *(Date)* EFFECTIVE DATE: 1 JULY 1972  
 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 TRAFFIC MANAGEMENT OFFICER, SUPERSONIC AFB, TEXAS 79011  
 Payment will be made by ACCOUNTING & FINANCE OFFICER, SUPERSONIC AFB, TEXAS 79011  
 This Service Order is negotiated pursuant to U.S.C. 2304 (a) (3).

|                                                                                                                           |                  |                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> COMMERCIAL STORAGE HAS BEEN DETERMINED TO BE MORE ECONOMICAL THAN GOVERNMENT STORAGE. |                  |                                                                                         |
| TYPE NAME AND TITLE<br>JANE R. DOE, CIV<br>AF CONTRACTING OFFICER                                                         | DATE<br>1 Jul 72 | THE UNITED STATES OF AMERICA BY<br><i>(Signature of Ordering Office)</i><br>Jane R. Doe |



# CONTRACTOR'S FACILITY FILE