

## CHAPTER 406

### STORAGE

#### A. SIT

1. **GENERAL.** The TO may use SIT when it is necessary to meet the member's/employee's requirements. Although SIT normally is used at destination when a shipment arrives before the member/employee has established a delivery address, it also may be used at origin or at an intermediate point when considered by the TO to be in the best interest of the member/employee and the government. The carrier should use the carrier's DOD approved agent facility located nearest the destination city or installation shown in Block 18 of the PPGBL/BL. SIT and related charges are based on the carrier's agents nearest available DOD-approved facility. The nearest available carrier's agent DOD-approved storage facility is defined as follows: The DOD-approved carrier agent's facility that has space for the shipment and is accepting DOD traffic from the carrier. If the agent refuses to accept a shipment (i.e., because of the carrier's refusal to provide a waiver and/or due to the carrier's poor payment history), the agent's facility will be considered "available" for the purpose of determining charges irrespective of which destination warehouse the carrier uses. Waivers are not allowed to be issued by a carrier to an agent/entity with which the carrier has no contractual agreement so the agent can bill directly for SIT, unless the carrier gives up his/her right to the PPGBL/BL entirely to that agent/entity. NTS at origin may not be converted to SIT at origin unless a PPGBL/BL is issued, an inventory is prepared, and a carrier takes physical possession of the property.
2. **SIT PERIOD.**
  - a. SIT for DOD civilian employees may not exceed 90 days, unless additional storage is authorized, Request for Extension of Storage in Transit (SIT), Figure 406-1, IAW the JTR, Paragraph C8605-B, Justification.
  - b. SIT for military members may not exceed 90 days unless additional storage is authorized, Figure 406-1, IAW the JFTR, Paragraph U5375-B.2 and B.3, Time Limits.
  - c. When SIT is extended beyond the first 90 days, the TO will notify the carrier of the extension and the projected termination date. A copy of DD Form 1857, Temporary Commercial Storage at Government Expense, Figure 406-2 or Figure 406-1, will be provided to the carrier for each extended 90-day period. When a shipment remains in storage beyond SIT period authorized by the TO, the carrier liability will terminate at midnight of the last day the carrier or warehouseman receives written notice from the TO that the entitlement has ended. The PPGBL/BL character of the shipment will cease and the warehouse will become the final destination of the shipment. At this time, the warehouseman will become the agent for the property owner and the shipment becomes subject to the rules, regulations, charges, and liability of the warehouseman. Members/employees will be notified in writing by the TO of the expiration of authorized SIT and conversion to their expense. Notification will advise member/employee of the requirement to procure private insurance. At the member/employee expense, it is recommended that the member/employee and warehouseman conduct a joint inspection of the shipment and complete DD Form 1840 (Figure 401-5). The member/employee must be advised that costs for the joint inspection are a member/employee expense. A claim against the government may be denied unless the member/employee has evidence that the loss or damages occurred while the shipment was stored under the

- PPGBL/BL. Depending on the member's/employee's pay status, the TO has the option to maintain the PPGBL/BL character of the shipment in SIT and recoup the excess storage cost from the member/employee upon delivery. In either case the member/employee is entitled to delivery at government expense. Payment for delivery services at government expense, after the PPGBL/BL has terminated will be made by the TO under local invoicing or purchasing procedures. See Chapter 405, Paragraph F.3 for delivery payment procedures when SIT has expired and shipment has been terminated at SIT facility.
3. PREVENTION OF UNNECESSARY SIT. The TO will make every effort to prevent unnecessary use of SIT. The destination TO will establish a file (either electronic or hard copy) for inbound personnel.
  4. PROCEDURES AT DESTINATION. When the carrier notifies the destination TO of a shipment arrival, the TO will attempt to contact the member/employee or the member's/employee's agent at the designated POC. If the member/employee has not reported to the destination TO or the TO is unable to contact the member/employee or the member's/employee's agent, the TO will instruct the carrier to place the shipment in SIT. In these cases, the TO will not direct the carrier to attempt delivery at the member's/employee's residence. Disposition instructions will be provided to the carrier prior to the expiration of free waiting time for domestic shipments (Domestic Personal Property Rate Solicitation), and within the specified time period for international shipments (International Personal Property Rate Solicitation).
  5. RECORD OF AUTHORIZED SIT. The TO will maintain a separate control log (either electronically or hard copy) for recording all SIT authorizations. The log will contain, as a minimum, the following information: SIT control number, member's/employee's name, code of service, storage location, and the dates ordered into and out of SIT. A copy of DD Form 619-1 (Figure 401-4) authorizing the SIT will be retained.
  6. SIT FOR SPLIT SHIPMENTS. If a shipment arrives at destination as a split shipment and the member/employee is unavailable to receive any portion, SIT may be authorized separately on each portion. The TO will issue a separate SIT control number for each portion of the split shipment. The carrier is required to obtain a separate weight ticket and a separate SIT control number for each portion of the split shipment. The cost of weighing each portion is borne by the carrier. The government will not pay the minimum weight as applicable to storage.
  7. SIT CONTROL NUMBER. Upon ordering a shipment into SIT, the TO will furnish the carrier a SIT control number. The seven-digit SIT control number is constructed as follows:
    - a. The first position is the last digit of the year in which the shipment enters SIT (e.g., if the shipment is placed in SIT during calendar year 2008, the first digit will be 8).
    - b. The second, third, and fourth positions are the calendar day the shipment enters SIT (e.g., if the shipment is placed in SIT on November 9 [calendar day 314] the second, third, and fourth digits will be 314).
    - c. The last three digits will indicate the numerical sequence of the shipments entering SIT for that day (e.g., if the shipment is the eleventh shipment placed in SIT on that day, the last three digits will be 011).
    - d. As described above, the SIT control number for the eleventh shipment placed in SIT on November 9, 2008, is 8314011.

8. DELIVERY OUT OF SIT.

- a. When ready to accept the shipment, the member/employee will contact the destination TO and request delivery to the destination residence.
- b. The carrier will prepare a DD Form 619-1 for billing purposes. The DD Form 619-1 will include all accessorial services incidental to the delivery of the shipment. The carrier will return the completed DD Form 619-1 to the destination TO. The destination TO verifies and signs the form, keeping one copy in the permanent shipment file. If loss or damage is discovered in a shipment delivered from SIT, the carrier, member/employee or member's/employee's agent will record the loss/damage on DD Form 1840 (Figure 401-5). The member/employee or the member's/employee's agent will record later discovered loss/damage on the DD Form 1840R (Figure 401-6).
- c. When the destination changes after a shipment has been placed in storage, and the new destination falls outside the TO's AOR, the destination TO will order long deliveries out of SIT by preparing a "Certificate for Delivery from Storage In-Transit (SIT)" (Figure 405-2).
- d. Partial withdrawals will consist only of complete cartons or item numbers on the inventory. Request for partial withdrawals will be made at the time of counseling and indicated to the carrier or carrier's agent at the time of packing. The inventory item number will be furnished by the member/employee to the TO, who will, in turn, order the service. Certification of the DD Form 619-1 by the destination TO is required. The member/employee, member's/employee's agent, or TO representative has the right to be present at the carrier's facility during the sorting of the property. The carrier will deliver the property; however, the member/employee has the option of picking up the property from the warehouse. The carrier is responsible for obtaining the weight of the portion withdrawn.
- e. The delivery charge for a shipment placed into SIT in two portions and delivered from SIT in one lot will be based on the delivery rate for the combined weight.

**B. RESPONSIBILITIES FOR NTS**

1. SDDC/PPP-PA is responsible for the administration of the NTS program, through designated Regional Program Managers at the RSMO. The RSMOs will:
  - a. Conduct preaward surveys to ensure that NTS Tender of Service (TOS) are awarded only to qualified TSPs. The qualifications of NTS TSPs will be determined IAW the preaward survey guidelines.
  - b. Execute, distribute, and administer the TOS and DD Form 1162-1, Schedule of Services and Rates for Household Goods, Figure 406-3, IAW this regulation.
  - c. Monitor the weight stored in each approved warehouse, its subdivisions, or fire divisions.
  - d. Perform contract administration of DD Form 1164, Service Order for Personal Property, Figure 406-4, that have been placed against TOSs by TO representatives of using activities.
  - e. Provide each NTS TSPs, in writing, the names and locations of using activities and the names of persons authorized to issue DD Form 1164 under each TOS.

- f. Notify all recipients of the TOS when it is modified or disqualified.
  - g. Perform inspections of storage facilities to ensure that all services are provided IAW the provisions of the TOS.
  - h. Investigate incidents involving shipments or facilities in the NTS program IAW this regulation.
  - i. Conduct SAVs during inspection cycles at ordering installation in their AOR. The purpose of such visits will be to exchange information concerning the adequacy of service provided by each local NTS TSP and to identify potential service problems. Provide the TO representative a copy of the SAV if it identifies potential service problems. Conduct courtesy briefing during each inspection cycle at each ordering installation in their AOR. The purpose of such visits will be to exchange information concerning the adequacy of service provided by each local NTS TSP and to identify potential service problems.
  - j. The RSMOs will schedule a personal property SAV for each PPSO within their AOR once every two years. Visits will be coordinated with the Service/Agency HQ or Major Command to avoid duplication of effort.
2. TO representatives will:
- a. Acquire all required services for the storage of Personal Property in both government and commercial facilities.
  - b. Cite the funds for payment of the services ordered and process invoices for payment.
  - c. Maintain all documents relating to each storage lot.
  - d. Provide copies of SIT storage inspections conducted independently to the RSMO Regional Program Manager when inspections reveal discrepancies at a facility approved for storage.
  - e. Serve as the POC for the member/employee on all matters concerning the storage of Personal Property.
  - f. Immediately notify the RSMO when the NTS TSP is unable to locate a lot in storage.
  - g. Recoup excess costs from the member/employee, IAW Service/Agency guidelines or regulations, when the weight in storage is in excess of the JFTR/JTR allowance.
  - h. Terminate all NTS at government expense for storage beyond the authorized storage period and advise the NTS TSP to bill the member/employee for future storage costs. The TO, through the Service/Agency HQs, may continue to pay for the NTS until delivery of property. In this instance, the member/employee will reimburse the government for the cost of storage beyond their entitlement.
  - i. Authorize continued storage at government expense when travel and transportation entitlements of retired members have been extended. The member subsequently will reimburse the government for storage costs.

3. RSMO/Installation CDR. RSMOs/Installation CDRs are responsible for periodically inspecting all government-owned storage facilities under their jurisdiction used for the storage of DOD-sponsored personal property shipments. Such inspections will be performed under direction of Service/Agency HQs and will be recorded on DD Form 1811, Pre-Award Survey of Contractor's/Carrier's Facilities and Equipment, Figure 406-5, and DD Form 1812 (Figure 402-3). Before approval by the installation CDR, TO personnel will conduct an inspection of the government-owned facilities.

### C. NTS PROCEDURES – TO REPRESENTATIVES

1. General. The available low-cost, qualified storage facility will be used for NTS, regardless of its location. When a TO representative has TOSs available that offer facilities outside the installation's AOR, awards will not be limited to NTS TSPs within the AOR. Use Table 406-1, Storage Facility Rates, to make a cost comparison when determining whether to use commercial or government facilities.
2. Determining the Low-Cost NTS TSP. The TO representative will use Items I, II, III, IV, V, and VI of the DD Form 1162-1 to determine the low-cost NTS TSP. Item IIa will be used only when upright wardrobe services are required and Item IIb will be used only when inventory of high value items is ordered by the TO representative. Item V, storage costs, will be projected over the estimated storage period for each lot.
3. Attempted Pickup or Delivery. If the member/employee or member's/employee's agent is not available at the residence when the NTS TSP attempts to pickup or deliver on the date specified on DD Form 1164, the NTS TSP will be paid the drayage rate per DD Form 1162-1 on a 500 lbs minimum (weight) shipment for attempted pickups and the actual shipment weight for attempted deliveries.
4. Acquisition of Commercial Storage Services. NTS TSPs will be contacted in the order of their TOS rates (from lowest to highest), even though they may be located outside the installation's AOR. The storage lot will be offered to the first NTS TSP that can perform the services at the time they are required. A NTS TSP will not be contacted if a written notice that services cannot be provided has been received from that NTS TSP. When two or more NTS TSPs have equal rates, the TO representative will offer lots to those NTS TSPs on a fair and equitable basis. When other than the low-cost NTS TSP is used, the TO representative contract file will contain a list of the NTS TSPs refusing the lot with the reasons for refusal.
5. Member/Employee Preference for NTS TSP. A member's/employee's choice of NTS TSP is prohibited unless the NTS TSP -requested cost is the same or no more than the lowest offer. The rules governing the requirements of the TOS require that orders be issued to the lowest offeror. The government has no authority to enter into three-party contracts between itself, the NTS TSP, and the member/employee.

6. Service Order for Personal Property.

a. Upon the NTS TSP's acceptance of the offer of a lot, the TO representative will request the NTS TSP to provide a lot number and then prepare a DD Form 1164. A separate DD Form 1164 will be prepared for each Personal Property lot. Service orders will be executed only by TO representatives having specific authority to issue such orders. Orders for services will be furnished to the NTS TSP before the date on which the services are to be performed. DD Form 1164 is self-explanatory except for the following items:

- (1) Block 3.b, Federal Agency. Enter two-digit alpha code depicting the federal agency identity (e.g., DF--Department of Air Force, DA--Department of Army).
- (2) Block 3.c, Appropriation Identity. Identifies code designation, assigned locally by each activity.
- (3) Block 3.g, Lot Number. Enter lot number furnished by the NTS TSP.
- (4) Block 3.i, Estimated Storage Period. Enter the estimated storage time, in months. This varies from case-to-case depending on entitlement circumstances and applies to new accounts being placed in storage.
- (5) Block 3.j, Pickup Date (YYYYMMDD). Enter the date on which the requested services are to begin. Date will be constructed as follows: day of the month, the two digits of the month, and the four digits of the year (e.g., for September 30, 2008 the code would be "20080930").
- (6) Block 4, New Accounts - Services Ordered. Enter rates from the DD Form 1162-1 only for those services being authorized. Item VI, Handling-Out, which will be used in making cost comparisons, will not be included on the initial DD Form 1164. To facilitate subsequent ordering-out action, the rate for Handling-Out (Item VI) may be annotated on the copy retained in the storage file. When crating of HHG is required for safe transportation and storage, Block 6, Remarks Section, will be annotated to show approval granted by the TO representative.
- (7) Block 6 (Remarks Section). When firearms are to be included in the storage lot, the statement, "This NTS Lot Contains Firearms," will be annotated on the DD Form 1164.

b. Distribution of DD Form 1164.

- (1) A copy will be sent to DFAS.
- (2) One copy will remain with the NTS TSP.
- (3) One copy, indicating the actual weight and storage location, will be provided to the member/employee or the overseas Civilian Personnel Officer upon request or when the state of the storage changes (i.e., transfer agreement, termination of storage, or conversion to member's/employee's expense).
- (4) One copy indicating the actual weight and storage location must be provided to the responsible RSMO Regional Program Manager within seven working days of the date on which the actual weight is received from the NTS TSP.

- (5) One copy will be provided to the Uniformed Service/Agency Finance Office or Operating Location (OPLOC).
  - (6) All Navy shipments: One copy will be provided to: Business Support Department, FISCN HHG Audit Team Division, Code 302, 1968 Gilbert Street, STE 600, Norfolk, VA 23511-3392.
- c. Supplemental Service Orders.
- (1) Supplemental DD Forms 1164 will be issued to authorize services, such as renewal or removal of a lot in storage or annual renewal of the fiscal year fund citation for the following fiscal year, for those lots remaining in storage after September 30. Renewals may be authorized by written notice to the NTS TSP, such as manifest-type listings.
  - (2) When it is known prior to ordering services that part of a member's/employee's property will remain in storage while another part will be withdrawn within a short period of time, each part will be considered a separate lot and a separate DD Form 1164 will be issued for each lot. When a member/employee requests, and is entitled to, partial removal from a lot stored under a single DD Form 1164, a supplemental DD Form 1164 will be issued for handling-out services to permit removal of the desired goods from the lot and for handling-in of that portion to be returned to storage. Partial removals will consist of only complete cartons or item numbers as listed on the inventory.
7. Warehouse Receipts. Each lot of HHG stored in a commercial facility will be covered by a separate, nonnegotiable warehouse receipt. The NTS TSP will issue the warehouse receipt in the name of the member/employee IAW the terms of the TOS. The NTS TSP will mail, or otherwise deliver, the original and one copy of the warehouse receipt to the TO representative. When the inventory is used as part of the warehouse receipt, a copy of the inventory may be attached to the original warehouse receipt. The use of a combination inventory-warehouse receipt form is acceptable if the document contains all of the information required by laws and the TOS. When a combination inventory-warehouse receipt is used, the original copy will be furnished to the TO representative and a legible copy retained by the NTS TSP.
  8. Storage Outside an Installation's AOR. When a lot is placed in storage outside an installation's AOR, the TO representative placing the lot in storage will retain the storage account and all paperwork until an application for shipment is received.
  9. Removal from NTS. Whenever a lot, or part of a lot, is to be removed from storage, the TO representative will sign and return the original warehouse receipt to the NTS TSP along with the DD Form 1164 specifying the services to be performed. A copy of the warehouse receipt will be retained for the TO representative's files. Whenever part of a lot is removed from storage and part is to remain, the TO representative will obtain a new or revised warehouse receipt from the NTS TSP for that portion remaining in storage. The NTS TSP will be given a minimum of five work days notice prior to release of shipment.
  10. Removal when Storage is Outside the Installation's AOR. When a lot is placed in storage outside an installation's AOR, the TO representative placing the lot in storage will retain all the paperwork and the storage account until the member's/employee's application for shipment is received. The TO representative will make arrangements with the NTS TSP for release of the goods from storage. The member's/employee's application for shipment will be forwarded to the

TO having responsibility for the area in which the goods are stored. The gaining TO will arrange for shipment of the goods and will coordinate with the TO representative.

11. Local Delivery Reweigh Procedures. If a pattern of weight variance is detected in the weight of linehaul shipments moving out of a particular warehouse, the TO will initiate local reweigh procedures.
  - a. The TO representative will negotiate a rate with the NTS TSP not to exceed the current rate factors of the current Personal Property Rate Solicitation. When requesting a local reweigh, cost comparisons will be accomplished to ensure use of the lowest rate or price available.
  - b. Local delivery reweigh requests will be annotated on the DD Form 1164. It is recommended the TO or the TOs representative witness the reweigh to support any collection action involved for either party. A witnessed reweigh will aid the RSMO Regional Program Manager in the event of disputes as well as in monitoring performance.
  - c. The TO representative may request the NTS TSP to use government scales for local reweigh when available and when the reweigh will not cause delay to the NTS TSP. If the NTS TSP is required to use government scales and excess mileage is involved, the government may be liable for an extra charge since the terms of the original agreement have been modified.
  - d. One weight ticket is necessary when a lot is ordered out of NTS locally and when delivery is within the scope of the TOS. When there is a 200 lbs variance (higher or lower), an additional weight ticket is required. This provision will not apply if weight discrepancies are due to missing items from a shipment that was a part of the weight at original pickup.
12. Storage Difficulties. Before the normal shipping season, the TO representative will notify the RSMO Regional Program Manager of any actual or anticipated problems in obtaining commercial storage space. An information copy of such notice will be provided to SDDC. Problems that cannot be resolved by the RSMO Regional Program Manager will be forwarded for resolution to SDDC.
13. Processing NTS for Personnel Assigned PCS Overseas and Notification of Member/Employee Pending Expiration of Entitlements and Conversion of Lots to Member's/Employee's Expense.
  - a. Upon receipt of an application for NTS, the TO will enter the estimated storage entitlement expiration date on the DD Form 1299, Block 13. This date will be determined by adding the tour length to the reporting month cited in the orders. (Exception: Flag officers have no set tour length; however, since 48 months is a common period for assignment, 48 months will be added to the month the property is placed in storage and entered in Block 13 of the DD Form 1299.)
  - b. Not later than 45 days before the first day of the month when the NTS entitlement is due to expire (as noted in Block 13 of the DD Form 1299), the TO will notify the member/employee by certified letter of the impending NTS entitlement expiration. A suspense date will be established for the return of information and a suspense file maintained.
  - c. The notification will include:
    - (1) Date storage entitlement will expire.

- (2) Suspense date for return of information.
  - (3) Net weight of HHG in storage chargeable to member's/employee's JFTR/JTR weight allowance.
  - (4) Storage Company's name, address, service order number, and lot number.
  - (5) A statement that the member/employee is to reply by the suspense date whether continued storage is required. The new PCS order, personnel action, extension document, copy of separation order; or letter explaining the member's/employee's status will be provided. DOD civilian employees will provide correspondence from their Civilian Personnel Office containing the new fiscal year fund citation for continued storage. Also state, if the member/employee fails to return the letter to the TO advising of his or her status before the date NTS entitlement is due to expire, the government's responsibility for control and payment for NTS will be terminated and the lot converted to a commercial account in the member's/employee's name at his or her expense. He or she will then be responsible directly to the commercial contractor for storage costs.
- d. If the certified letter notice is not returned with notations by the established suspense date, the TO will contact the military Service/Agency personnel locator office to make a final attempt to locate the member/employee. When all notification and locator efforts have failed, the TO will take necessary steps to convert the lot to the member's/employee's expense.

#### **D. LOSS AND DAMAGE IN NTS**

1. **GENERAL.** This paragraph prescribes procedures to be followed by Regional Program Managers and TO representatives when incidents of loss or damage of stored Personal Property occur.
2. **LOSS/DAMAGE OR ERRONEOUS SHIPMENTS.** If the NTS TSP is unable to locate a lot or portion of a lot in storage, the TO and/or TO representative will notify the RSMO Regional Program Manager who will ensure the NTS TSP is taking action to locate any missing items and collect information for TOS interpretation which might be needed in the event of claims processing.
3. **MISSING ITEMS.** When missing items subsequently are found to be in the possession of the NTS TSP, the NTS TSP will contact the owner to determine if the owner has been paid a claim for the lost items and if the member/employee would like to receive any or all of the found items. If the member/employee has been paid for the items by the government or by a NTS TSP, the member/employee may elect to recover any or all of the items but will have to return the payment received for the items that are recovered. If the member/employee elects to take back an item, the NTS TSP will forward the items to the member/employee by the mode of transportation selected by the TO representative. The NTS TSP will be responsible for any shipping charges in excess of the original cost had the delay not occurred. If the member/employee has received a claim payment of the item and does not elect to take back the item, the NTS TSP may retain the item for salvage provided the NTS TSP has paid the replacement cost of the item to the government or the member/employee. If the NTS TSP has not paid for the item and the government has paid the member's/employee's claim, the NTS TSP will contact the claims office for instructions. If the member/employee has not yet received compensation from the government or TSP for carriage for the missing items, the NTS TSP will forward the items to the member/employee.
4. **DELIVERY OF WRONG ITEMS.** If a NTS TSP inadvertently ships or delivers wrong items, the NTS TSP is liable for all excess costs associated with the return. The NTS TSP will select the

mode of transportation offering the least amount of delay. Compensation to the NTS TSP will not be more than the original cost.

5. LOST OR STOLEN POF. If a POF is lost or stolen while under the control of the NTS TSP, the RSMO will determine whether the firearm was stored IAW the preaward survey guidelines and whether the loss was due to negligence of the NTS TSP. The failure of a NTS TSP to report promptly a lost or stolen firearm will result in the issuance of a cure notice by the RSMO Regional Program Manager.
6. REGIONAL PROGRAM MANAGER PROCEDURES. Upon becoming aware of loss or damage to stored Personal Property due to fire, flood, or similar causes, the contracting officer, in coordination with the TO representatives, will:
  - a. Arrange immediately for a joint inspection of the damage. Notify the RSMO immediately. The RSMO will notify SDDC who in turn will notify the Services.
  - b. Direct the NTS TSP to unpack and dry the goods and prepare a detailed report of loss or damage to each lot, by article or package, as listed on the warehouse receipt or inventory form.
  - c. Monitor closely the NTS TSP's performance to ensure that:
    - (1) The NTS TSP's responsibility is discharged properly.
    - (2) The property is protected from further loss or damage.
    - (3) The NTS TSP maintains detailed records of all services performed and materials used that are to be paid for by the government.
    - (4) The NTS TSP promptly dries, cleans, and repacks all of the items that are handled during the rework process.
    - (5) The NTS TSP's security measures will protect the goods from pilferage.
  - d. Request that the TO representative engages a third party if the NTS TSP does not have the capability to provide the required services.
  - e. Determine the NTS TSP's liability under the terms of the TOS. All available means, including assistance from TO representatives, qualified organizations, and consultation with an attorney in the SDDC legal office, will be used in determining liability. The Regional Program Manager will prepare a report of each case IAW Chapter 410, Paragraph D.
7. TO REPRESENTATIVE PROCEDURES. Upon completion of the inspection of loss or damage, the TO representative will:
  - a. Direct the NTS TSP to perform services such as laundering, dry cleaning, and oiling finished surfaces, if such actions are required to prevent further damage to, or deterioration of, the affected goods. Reconditioning of property, such as recovering upholstered pieces and refinishing finished articles, may not be performed as part of the services to prevent further damage or deterioration.

- b. Inform the NTS TSP of the method to be used in determining the new weight of lots when items have been lost or destroyed. When the new weight has been determined, the TO Representative will issue a DD Form 1164.
  - c. Advise the member/employee in writing of any loss or damage to the member's/employee's goods.
  - d. Furnish the responsible RSMO Regional Program Manager a copy of the report given to the member/employee.
  - e. Obtain the consent of the member/employee or the member's/employee's authorized agent before ordering the disposal of any damaged goods. Upon receipt of consent, the TO Representative will direct the NTS TSP in the disposal of irreparably damaged goods.
8. PAYMENT FOR SERVICES. The unpacking, drying, and cleaning of damaged goods and preparation of the report of loss or damage will be performed by the NTS TSP at no cost to the government. All other services performed, such as dry cleaning, laundering, repacking, and handling-in, when ordered by the TO Representative, will be paid for by the government at no cost to the NTS TSP until ultimate liability for the loss or damage is determined. Payment for these services will be made from the appropriation cited for payment of the storage charges.
9. PAYMENT FOR REPACKING OF SHIPMENTS RELEASED FROM NTS.
- a. Shipments packed for placement in NTS may not be repacked at government expense in preparation for linehaul movement without specific authorization from the origin TO. The origin TO will authorize repacking at government expense only when it is determined to be necessary to protect the shipment from damage in transit to the final destination.
  - b. The TO may not authorize repacking at government expense when there is evidence that deterioration of the original packing occurred while the shipment was in the possession of the NTS TSP. Repacking to correct packing deterioration occurring during storage is the responsibility of the NTS TSP and will be accomplished at no expense to the government. Conflicts in this area will be referred by the TO to the responsible RSMO Regional Program Manager for resolution.
  - c. The TSP for carriage will not be liable for preexisting damage noted on the storage inventory or exceptions noted at the time of pickup. The TSP for carriage will be liable for concealed damage. To be released from liability, the burden of proof will be on the TSP for carriage to show that loss or damage resulted before receipt of property by the TSP for carriage.

INBOUND ARRIVAL/EXPIRATION NOTICE

SCOTT AFB  
TRANSPORTATION OFFICE  
ATTN: LGRT-I  
SCOTT AFB, IL 62225-5010

17 JUL 07

CAPT JOHN R. DOE  
208-A TODD  
SCOTT AFB IL 62225

1. Reference your personal property shipment:
  - A. HOUSEHOLD GOODS
  - B. PICKED UP FROM NAS KEFLAVIK, ICELAND
  - C. GBL NUMBER JP-365780
  - D. CORD MOVING / STORAGE CO, BELL, at 618-288-5561
  - E. REFERENCE SIT NUMBER(S) 3198006
2. Your shipment arrived in this area on 17-JUL-07. Please contact this office at 618-256-0000 with disposition instructions at the earliest possible time.
3. This shipment has been placed into TEMPORARY STORAGE which has been an EXPIRATION DATE OF 14-OCT-07. This shipment will convert to your expense as of midnight on that date. If extension of storage is requested, please sign as indicated in the First Endorsement on the 2nd page of this letter. An approved/disapproved copy of this letter will be returned to you. If approved, please note the NEW DATE OF EXPIRATION.
4. Examples of legitimate reasons for extending storage entitlements are:
  - A. Serious illness of the member.
  - B. Serious illness of death of a dependent.
  - C. Impending assignment to government quarters.
  - D. Directed temporary duty after arrival at your Permanent duty station.
  - E. Nonavailability of available civilian housing.
  - F. Awaiting completion of residence under construction.
  - G. Other reasons (Natural Disasters, etc.)

WILLIAM GAZDAGH  
GS-12 USAF  
TRANSPORTATION OFFICER

**Figure 406-1. Request for Extension of Storage in Transit (SIT)**

REQUEST FOR EXTENSION OF STORAGE IN TRANSIT (SIT)  
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Privacy Act Statement  
\*\*\*\*\*

AUTHORITY: Title 37, US Code 406; Title 5, US Code 5762; and  
EO 9397, November 1943 (SSN).

PRINCIPLE PURPOSE: To obtain certification from the member as to why  
temporary storage in addition to 90 days is required.

ROUTINE USE: The date obtained in this form is used by the  
installation transportation officer to determine  
whether or not the member is entitled to additional  
temporary storage after the initial 90 days.

DISCLOSURE: Voluntary, however, unless disclosed, member will  
not be authorized additional storage.

\*\*\*\*\*  
1ST Endorsement # DATE: \_ \_ \_ \_ \_  
TO: SCOTT AFB  
SCOTT AFB, IL 62223-5010

I request additional storage for reason(s) circled on the first  
page of this notification.

Contact Telephone Number(s): \_ \_ \_ \_ \_ Home \_ \_ \_ \_ \_ Duty \_ \_ \_ \_ \_

Temporary Address: \_ \_ \_ \_ \_  
\_ \_ \_ \_ \_  
\_ \_ \_ \_ \_

\_ \_ \_ \_ \_ Member's Signature / \_ \_ \_ \_ \_ Member's SSN \_ \_ \_ \_ \_

\*\*\*\*\*  
2ND ENDORSEMENT #  
TO: JOHN R. DOE

( ) Your extension of storage has been approved and your NEW  
EXPIRATION DATE is \_ \_ \_ \_ \_ . Generally, Government Claims  
Coverage also expires that date. If you choose to keep  
your property in storage beyond that date, at your expense,  
recommend you obtain private insurance coverage during that  
period. In addition, any claim against the Government for  
loss or damage to personal property pursuant to authorized  
government storage must be filled within two years from  
the expiration date of authorized storage.

( ) Your extension of storage has been denied. Please contact  
CORD MOVING / STORAGE CO, BELL, at 618-288-5571  
to make arrangement for payment of storage as well any  
insurance you might need on this shipment. You are still  
entitled to a final delivery and need to contact this  
office to make those arrangements.

WILLIAM GAZDAGH  
TRANSPORTATION OFFICER

Copy For:  
File  
CORD MOVING / STORAGE CO, BELLEVILLE

**Figure 406-1. Request for Extension of Storage in Transit (SIT) (Cont'd)**

<b>TEMPORARY COMMERCIAL STORAGE AT GOVERNMENT EXPENSE</b>			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> Title 37, US Code 406; Title 5, US Code 5726; and EO 9397, November 1943 (SSN).</p> <p><b>PRINCIPAL PURPOSE(S):</b> To obtain certification from the member as to why temporary storage in addition to 90 days is required.</p> <p><b>ROUTINE USE(S):</b> The data obtained on this form is used by the installation transportation officer to determine whether or not the member is entitled to additional temporary storage after the initial 90 days.</p> <p><b>DISCLOSURE:</b> Voluntary, however, unless disclosed, member will not be authorized additional storage.</p>			
<b>SECTION I - AUTHORIZATION FOR STORAGE AFTER THE FIRST 90 DAYS</b>			
<b>Reference Paragraph U5375-B2, JFTR</b>			
<p>When, because of conditions beyond the control of the member, household goods in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized in advance or subsequently approved by the transportation officer or such other officer as the service may designate.</p>			
<b>SECTION II - MEMBER'S STATEMENT OF FACTS</b>			
<p><b>1. ADDITIONAL TEMPORARY STORAGE OF MY HOUSEHOLD GOODS IS NECESSARY, DUE TO CONDITIONS BEYOND MY CONTROL. THESE CONDITIONS ARE (X all that apply)</b></p>			
a. SERIOUS ILLNESS OF THE MEMBER	e. NONAVAILABILITY OF SUITABLE CIVILIAN HOUSING		
b. SERIOUS ILLNESS OR DEATH OF A DEPENDENT	f. AWAITING COMPLETION OF RESIDENCE UNDER CONSTRUCTION		
c. IMPENDING ASSIGNMENT TO GOVERNMENT QUARTERS	g. OTHER REASON (Specify)		
d. DIRECTED TEMPORARY DUTY AFTER ARRIVAL AT PERMANENT DUTY STATION			
<b>2. MEMBER INFORMATION</b>			
a. NAME (Last, First, Middle Initial)	b. RANK	c. SOCIAL SECURITY NUMBER	
d. SIGNATURE		e. DATE SIGNED (YYYYMMDD)	
<b>SECTION III - APPROVAL</b>			
3. INSTALLATION NAME	4. INSTALLATION ADDRESS (Include Zip Code)	5. DATE APPROVED (YYYYMMDD)	
6. APPROVAL FOR AN ADDITIONAL 90 DAYS STORAGE IS GRANTED IN ACCORDANCE WITH PARAGRAPH U5375-B2, JFTR, DUE TO CONDITIONS CITED ABOVE.			
7. I CERTIFY THAT GOVERNMENT STORAGE FACILITIES ARE NOT AVAILABLE AT THIS INSTALLATION AND THAT COMMERCIAL STORAGE IS AUTHORIZED FOR A PERIOD NOT TO EXCEED 90 DAYS.			
8. ALL STORAGE AUTHORIZATION WILL EXPIRE ON (YYYYMMDD)			
<p>Generally, Government claims coverage also expires that date. If you choose to keep your property in storage beyond that date, at your expense, it is recommended that you obtain private insurance coverage during that period. In addition, any claim against the Government for loss or damage to personal property pursuant to authorized Government storage must be filed within two years from the expiration date of authorized storage.</p>			
9a. APPLICABLE SPECIAL ORDER	b. PARAGRAPH	c. HEADQUARTERS	d. DATED (YYYYMMDD)
e. ACCOUNTING CLASSIFICATION			
<b>10. TRANSPORTATION OFFICER INFORMATION</b>			
a. NAME (Last, First, Middle Initial)	b. RANK		
c. TITLE	d. SIGNATURE		

DD FORM 1857, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

**Figure 406-2. DD Form 1857, Temporary Commercial Storage at Government Expense**

SCHEDULE OF SERVICES AND RATES FOR HOUSEHOLD GOODS					
Rates listed in this schedule shall be inclusive of all charges for labor, materials, vans and equipment and incidental facilities and services necessary for the performing of the storage and related services specified in this schedule. All services to be performed under this schedule should be in accordance with requirements for services for storage of household goods. All service orders are subject to a minimum weight of 500 pounds.					
1. BASIC ORDERING AGREEMENT NUMBER	2. MODIFICATION NUMBER	3. EFFECTIVE DATE (YYYYMMDD)			
<b>4. SERVICE PERFORMED</b>					
a. TITLE	b. DESCRIPTION	c. RATE			
(1) ITEM I PACKING	Packing and protection as required by and incident to drayage, marking, tagging and inventorying for storage. (Includes flat wardrobe cartons) <i>(Rate per cwt.)</i>	\$			
(2) ITEM II SPECIAL SERVICE	(a) Wardrobes: Upright wardrobes with minimum 18 inch bar. <i>(Cost each)</i>	\$			
	(b) Inventory of high value items as declared by the member or his agent. <i>(Cost per inventoried carton)</i>	\$			
(3) ITEM III DRAYAGE	Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. <i>(Rate per cwt.)</i>	ZONE			
		1	\$		
		2	\$		
		3	\$		
		4	\$		
		5	\$		
(4) ITEM IV HANDLING IN	Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to contractor's warehouse and preservation of items for and during the storage period. <i>(Rate per cwt.)</i>	\$			
		(5) ITEM V STORAGE	Storage per Clause H-5, Basic Ordering Agreement <i>(Rate per cwt. per month)</i>	\$	
		(6) ITEM VI HANDLING OUT	Handling out, labor and equipment required to remove from storage and place onto warehouse platform. <i>(Rate per cwt.)</i>	\$	
		(7) ITEM VII DELIVERY	Delivery, to include loading at contractor's warehouse platform and drayage to destination, unloading, including the placing in appropriate rooms in accordance with specifications <i>(Rate per cwt.)</i>	ZONE	
				1	\$
				2	\$
3	\$				
4	\$				
5	\$				
(8) ITEM VIII UNPACKING	Unpacking, including unpacking all barrels, crates, cartons, recording overage, shortage or damage found while unpacking, removing from owner's residence all empty containers, packing materials and other debris accumulated incident to unpacking in accordance with specifications. <i>(Rate per cwt.)</i>	\$			
		<b>5. SERVICE AREA.</b> This agreement covers orders placed by using activities within the following area.			
		<b>6. GEOGRAPHIC DESCRIPTION OF EACH ZONE SHOWN IN ITEMS III AND VII ABOVE</b>			
		a. ZONE 1	b. ZONE 2		
		c. ZONE 3	d. ZONE 4		
		e. ZONE 5	f. ZONE 6		
<b>7. CONTRACTOR CERTIFICATION STATEMENT</b>					
I certify that I hold a valid operating permit/certificate for the zones on which I have submitted rates.					
a. TYPED NAME <i>(Last, First, Middle Initial)</i>	b. SIGNATURE				

DD FORM 1162-1, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Sep 98

**Figure 406-3. DD Form 1162-1, Schedule of Services and Rates for Household Goods**

SERVICE ORDER FOR PERSONAL PROPERTY									
1. TO (Contractor)					2. FROM (Ordering Office)				
a. NAME					a. NAME				
b. ADDRESS (Street, City, State, ZIP Code)					b. ADDRESS (Street, City, State, ZIP Code)				
3. THIS SERVICE ORDER IS ISSUED AND AN ORDER IS HEREBY PLACED WITH YOU, ACCEPTING YOUR OFFER (ORAL OR WRITTEN) FOR SERVICES ON (enter date) _____, SUBJECT TO THE PROVISIONS OF THE BELOW-NUMBERED BASIC ORDERING AGREEMENT FOR THE FOLLOWING SERVICES:									
a. SCAC CODE		b. FEDERAL AGENCY		c. APPROPRIATION IDENTITY		d. BASIC ORDERING AGREEMENT NUMBER		e. MODIFICATION NUMBER	
f. SERVICE ORDER NUMBER			g. LOT NUMBER		h. LOCATION OF PROPERTY (Street, City, State, ZIP Code)				
(1) OLD									
(2) NEW									
i. ESTIMATED STORAGE PERIOD		j. PICK-UP DATE (YYYYMMDD)		k. STORAGE EXPIRATION DATE (YYYYMMDD)		l. ESTIMATED WEIGHT		m. WEIGHT IN STORAGE (ACTUAL)	
n. OWNER									
(1) NAME (Last, First, Middle Initial)					(2) PERMANENT ADDRESS (Street, City, State, ZIP Code)				
(3) PAY GRADE			(4) SSN						
4. NEW ACCOUNTS - SERVICES ORDERED									
a. PACKING ITEM I		b. SPECIAL SERVICES			c. DRAYAGE-IN ITEM III		d. HANDLING-IN ITEM IV		e. STORAGE ITEM V
		(1) WARDROBE - ITEM IIA	(2) EXPENSIVE/VALUABLE ITEM - ITEM IIB						
RATE		NO.	RATE	NO.	RATE	ZONE	RATE	RATE	RATE
\$			\$		\$		\$		\$
5. REMOVAL ACTIONS									
a. APPROPRIATION IDENTITY			b. STORAGE REMOVAL DATE (YYYYMMDD)			c. DELIVERY ADDRESS (Street, City, State, ZIP Code)			
d. SERVICES ORDERED									
(1) HANDLING IN ITEM IV	(2) HANDLING OUT ITEM VI	(3) DRAYAGE-OUT ITEM VII		(4) UNPACKING ITEM VIII	(5) WEIGHT REHANDLED	(5) WEIGHT REMOVED	(5) WEIGHT REMAINING		
RATE	RATE	ZONE	RATE	RATE					
\$	\$		\$	\$					
6. REMARKS									
7. SPECIAL INSTRUCTIONS									
a. MAIL INVOICES TO:									
b. STORAGE AUTHORITY:									
c. MAXIMUM WEIGHT CHARGEABLE TO GOVERNMENT					LBS. Weight in excess of such maximum will be charged to the owner.				
d. ESTIMATED COST OF THE SERVICES IS \$ _____ . You are not to perform any service which will result in contract costs in excess of the above sum, unless authorized in writing by the ordering officer.									
e. ACCOUNTING CLASSIFICATION:									
8. CERTIFICATION (To be completed by Ordering Office) Commercial storage has been determined to be more economical than government storage.									
a. TYPED NAME (Last, First, Middle Initial)			b. TITLE			c. SIGNATURE		d. DATE SIGNED (YYYYMMDD)	

DD FORM 1164, SEP 1998 (EG)  
 Designed using Perform Pro, WHS/DIOR, Sep 98

PREVIOUS EDITION IS OBSOLETE.

COPY DESIGNATION:  Original  2  3  
 (X)  4  5  6  7

Figure 406-4. DD Form 1164, Service Order for Personal Property

PRE-AWARD SURVEY OF CONTRACTOR'S/CARRIER'S FACILITIES AND EQUIPMENT				DATE (Yr/Mo/Day)	
<p><b>INSTRUCTIONS:</b> THIS SELF EXPLANATORY FORM IS TO BE COMPLETED IN DUPLICATE FOR EACH WAREHOUSE OR SPECIFIC AREA THEREOF IN WHICH HOUSEHOLD GOODS ARE TO BE STORED. THE ORIGINAL TO BE RETAINED BY THE RESPONSIBLE ACTIVITY, DUPLICATE TO THE CONTRACTOR/CARRIER.</p>					
NAME AND ADDRESS OF FIRM (Include ZIP code)		SCAC	CONSTRUCTION OF BUILDING		
			WALLS		
			ROOF		
NAME OF OPERATING EXECUTIVE		FLOOR(S)	NUMBER OF FLOORS		
PHONE (Include AREA CODE.) BUSINESS: HOME:		BASEMENT			
ADDRESS OF STORAGE LOCATION (Include ZIP CODE.)		GIVE NARRATIVE DESCRIPTION OF BUILDING (Use reverse for diagram of storage area, if desired.)			
WAREHOUSE NUMBER	AREA (Floor, Fire Division, etc.)				
WAREHOUSE LICENSE NO.	OPERATING AUTHORITY				
OPEN FOR BUSINESS (Hours and days of week.)					
PICK-UP AND DELIVERY EQUIPMENT					
NUMBER OF TRUCKS	TYPE OF TRUCKS		TOTAL STORAGE SPACE (Square feet.)		
OWNERSHIP OF BUILDING					
<input type="checkbox"/> OWNED <input type="checkbox"/> LEASED (If leased complete the following and attach a copy of lease.)					
LEASE EXPIRES _____ PHONE _____					
NAME AND ADDRESS OF OWNER (Include ZIP CODE.)					
FIRE PROTECTION					
FIRE CONTENTS RATE (Based upon 80 percent co-insurance per \$100 per year.)					
DOD FIRE CLASSIFICATION CODE	WEIGHT LIMITATIONS (LBS.)		(CHECK "YES" OR "NO" AS APPROPRIATE)		
			CATEGORY OF BUSINESS		
NUMBER OF MILES TO NEAREST FIRE DEPARTMENT:		MINORITY BUSINESS ENTERPRISE		YES	NO
NEAREST FIRE HYDRANT		SMALL BUSINESS CONCERN			
NUMBER OF FEET FROM BUILDING:		FIRE EXTINGUISHERS			
POUNDS OF PRESSURE:		IS THERE A SUFFICIENT NUMBER?			
<input type="checkbox"/> ADEQUATE <input type="checkbox"/> INADEQUATE		ARE THEY THE PROPER TYPE?			
DESCRIBE FIRE PROTECTION SYSTEM		ARE THEY REGULARLY INSPECTED AND MAINTAINED?			
FREQUENCY OF TEST/INSPECTION:		FIRE FIGHTING PLAN			
MAINTENANCE CONTRACT WITH		IS A FIRE FIGHTING PLAN POSTED?			
		ARE ALL EMPLOYEES FAMILIAR WITH THE PLAN?			
CLIMATE PROTECTION					
IS BUILDING PROTECTED FROM EXTREME COLD?					
IS BUILDING PROTECTED FROM EXTREME HEAT?					
IS BUILDING PROTECTED FROM EXTREME HUMIDITY?					
IS VENTILATION ADEQUATE?					
SCALES					
TYPE AVAILABLE		DISTANCE FROM BUILDING (MILES)		ARE UTILITIES AND OTHER SYSTEMS SERVICED AT LEAST ANNUALLY?	
CERTIFIED	YES	NO	CAPACITY		
MATERIAL HANDLING EQUIPMENT					
IS THE EQUIPMENT PROPERLY MAINTAINED?					
STORAGE METHODS (Give brief description)					
SMOKING					
RUGS					
ARE "NO SMOKING" SIGNS POSTED?					
IS "NO SMOKING" POLICY ENFORCED?					
HOUSEKEEPING					
UPHOLSTERED FURNITURE					
IS BUILDING AND OUTSIDE AREA NEATLY KEPT AND FREE FROM HAZARDOUS MATERIALS?					
PIANOS					
ARE COMBUSTIBLE WASTE MATERIALS STORED AT LEAST 50 FEET AWAY FROM FACILITY?					
FIREARMS SECURITY					
SECURITY					
OTHER PROPERTY					
IS BUILDING EQUIPPED WITH BURGLAR ALARM?					
IS A WATCHMAN ON DUTY?					
HAZARDOUS OPERATIONS (Describe operations in or near building which may be hazardous to stored property.)					
DO POLICE PATROL THE AREA?					
ARE DOORS AND WINDOWS ADEQUATELY PROTECTED?					
IS SEPARATION FROM JOINT OPERATION OCCUPANT, IF ANY, ADEQUATE? (See "Hazardous Operation" below.)					
FLOODING					
TYPE OF PROGRAM FIRM HAS FOR RODENT AND/OR INSECT CONTROL					
IS BUILDING SUBJECT TO FLOODING?					
I certify that I have inspected the above described facility and find that, to the best of my knowledge, the information herein is true and correct.				SIGNATURE (Inspecting Officer)	DATE (Yr/Mo/Day)
I certify that the conditions and policies of this warehouse are, to the best of my knowledge, as indicated above.				SIGNATURE (Warehouseman)	DATE (Yr/Mo/Day)
I certify that I have reviewed this survey and <input type="checkbox"/> APPROVE, <input type="checkbox"/> REJECT the facility for storage of household goods.				SIGNATURE (Contracting Officer/Trans. Officer)	DATE (Yr/Mo/Day)

DD Form 1811, JUN 79      EDITION 1 AUG 73 IS OBSOLETE.

**Figure 406-5. DD Form 1811, Pre-Award Survey of Contractor's/Carrier's Facilities and Equipment**

**Table 406-1. Storage Facility Rates**

Service	Government Storage	Commercial Storage (Basic Ordering Agreement)
Packing and protection required by and incident to drayage, marking, tagging and inventorying for storage (includes flat wardrobes) (rate per cwt.). Wardrobes: Upright wardrobes with minimum 18 inch bar. (cost each). Inventory of high value items. (Cost per inventoried carton)	Per local packing and crating contract.	Item I and II Schedule of Packing and Special Services.
Pickup at location, loading, weighing, drayage to warehouse and unloading onto warehouse platform. (Rate per cwt.)	Local contract and/or prevailing local commercial drayage rates. (If linehaul is involved, drayage may not apply and Military Rate Tender (MRT) or tariff rates apply.)	Item III Drayage.
Handling in, labor and equipment required to place in storage from warehouse platform, wrapping for storage which is in addition to that required for drayage to Contractor's warehouse and preservation of items for and during the storage period. (Rate per cwt.)	Costs	Item IV Handling In.
Storage per Clause H-4, Basic Ordering Agreement (Rate per cwt. per month)	Space rate factor.	Item V Storage.
Handling out, labor and equipment required to remove from storage and place onto warehouse platform. (Rate per cwt.)	Costs.	Item VI Handling Out.