UNITED STATES MARINE CORPS
HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452007
SAN DIEGO, CALIFORNIA 92145-2007

StaO 4050.6
5KF
24 SEP 1998

STATION ORDER 4050.6

From: Commanding Officer
To: Distribution List

Subj: STORAGE OF PERSONAL PROPERTY/HOUSEHOLD GOODS (HHG) AND A PRIVATELY OWNED VEHICLE (POV) FOR MEMBERS BEING WITH FLEET MARINE FORCE (FMF) UNITS

Ref: (a) JFTR U5377-B3 (NOTAL)
(b) JFTR U5355-C1 (NOTAL)
(c) MCO P4600.39
(d) CMC 010139Z May 97
(e) JFTR U4770-B

Encl: (1) Sample Letter of Authorization (LOA)
(2) Vehicle Inventory

1. Purpose. To outline the Marine Corps Air Station (MCAS) Miramar policy for Non-Temporary Storage (NTS) of Personal Property/HHG and a POV for members being deployed with FMF units.

2. Action. References (a) through (c) authorizes NTS of personal property less POVs, reference (d) authorizes storage of a POV for Marine Corps and Navy members who are deployed away from their home port or Permanent Duty Station (PDS) with FMF Units for more than 90 consecutive days. Appropriate orders are required to substantiate the request for storage.

3. Entitlements. Special storage for the UDP is generally limited to members who do not draw Basic Allowance for Housing (BAH) or will lose entitlement to BAH during deployment in excess of 90 days.

a. Situations when special storage may be authorized:

(1) The Traffic Management Office may authorize shipments into special storage under reference (e) for Marines that have always resided separately from their dependents on the current tour of duty and who have received BAH at the dependent rate provided justifiable circumstances exist to grant the storage.

(2) Single or divorced Marines living in the Bachelor Enlisted Quarters (BEQ)/Bachelor Officer Quarters (BOQ).

(3) Single Marine living in town (if a verification is received from the unit that BAH has been terminated).

(4) Member is single parent with legal custody of a child.

b. Situations when special storage is not authorized:

(1) Geographic bachelor living in the BEQ for convenience (collecting BAH for dependents).

(2) Geographic bachelor living in town (collecting BAH).

(3) A married Marine living in the local economy with dependents.

(4) A married Marine living in government quarters or in the local economy that sends dependents to HOR or other designated location due to UDP.

c. Unaccompanied Baggage (UB) shipments and PCS entitlements are not authorized.

4. For members requiring special storage of personal property, each application (DD Form 1299) must be supported by a Letter Of Authorization (LOA) issued by the member's Commanding Officer as shown in the enclosure and a copy of the deployment orders. At a minimum, the LOA must contain:

a. Certification that all personnel requesting storage meet the above qualification factors.

b. The estimated period of deployment.

c. Member's name, grade, and social security number.

5. Personnel with property currently in Storage In Transit (SIT) at destination must request conversion to deployment storage before the effective date of deployment orders. All storage cost in excess of authorized SIT will be charged against the service member if not converted prior to deployment.

6. Members requiring storage of a POV must:

a. Have completed vehicle inventory signed by the member's Commanding Officer (enclosure 2).

b. Copy of deployment orders

c. Valid registration

d. Valid base decal

e. Proof of insurance

f. Extra set of keys

7. Expiration. Upon return from UDP, personnel who have elected the special storage must remove all HHGs from storage:

a. Upon return to government quarters

b. Upon receipt of quarters allowance

c. Upon occupation of local economy quarters

d. Not later than 90 days after return

Failure to take possession of HHGs prior to entitlement expiration will result in the storage cost converting to member's expense.

8. Commanding Officers are required to coordinate with the station TMO at the Personal Property Branch, Bldg 2258, ext 1044 or 1276 regarding personal property and vehicle storage arrangements when deployment orders or other written notifications for a unit deployment are received.

SAMPLE LETTER OF AUTHORIZATION

Unit Name and Address

4400

(date)

From: Commanding Officer
To: Traffic Management Officer (5KF)

Subj: AUTHORIZATION FOR STORAGE OF HOUSEHOLD GOODS FOR MEMBERS DEPLOYED

Ref: (a) StaO 4050.6

Encl: (1) Copy of Deployment Orders

1. Per the reference, storage of personal property at government expense is authorized and certified for the following:

Property Located at MCAS Miramar
Requested Pack and Pickup Date: (Date)

Rank	Last Name	First Name	SSN	Brks	Room
Sgt	Marine	Joe	000-00-0000	111	222
Cpl	Doe	John	000-00-0001	111	223

(Signature)

Note: Any modification to the original list of personnel authorized storage must be submitted by the Commanding Officer to TMO no later than 5 working days prior to the scheduled pickup date.

PLEASE PRINT

Deployment Lot

ehicle Inventory / Information Record

Date:

Last Name	First	MI	SSN	MCC	RUC

Date of Birth	Height	Weight	Hair	Eyes	Sex	Race

Driver License Number/State	License Plate Number/State	Component	Unit

Civilian Address	Phone Number (+ Area)

Next Of Kin Notification (Name and Address)	Phone Number (+ Area)

Vehicle Year	Vehicle Make	Vehicle Model	Vehicle Type	Number Doors	Top Color	Bottom Color

Vehicle ID Number	Insurance Company	Policy Number

Decal Number	Decal Expiration	Issuing Installation

CONDITION AND INVENTORY OF VEHICLE STORED

Odometer Reading	Drivable?	Wrecked?	Stripped?	Lot Number

Items	Yes	No	Items	Yes	No	Items	Yes	No	Items	Yes	No
Seats Bucket			Clock			Engine			Transmission		
Seat Front			Ignition Key			Carburetor			Automatic		
Seat Rear			Registration			Alternator			4 Speed		
Radio			Dr Lights (#)			Generator			5 Speed		
Tape Deck			S Mirror (#)			Battery			Hub Caps (#)		
Tapes (#)			Grill			Air Conditioner			Mag Wheels		

Tires/Wheels RF		Left Front	
Right Rear		Left Rear	
Spare		Other	

LIST PROPERTY, TOOLS AND DESCRIBE VEHICLE DAMAGE IN REMARKS SPACE

Remarks: (List any major damage or special equipment not described above and condition)

(Continue on reverse)