

WITHDRAWAL AND RETURN OF PERSONAL PROPERTY

SFIM-EU-LD-T

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FACT SHEET

SUBJECT: Withdrawal of Personal Property from Government Deployment Storage While on Rest & Recuperation (R&R) Leave.

1. BOTTOM LINE: Service Member (SM) on R&R leave may request delivery of their "Ready Box" while on R&R. If no "Ready Box" was prepared prior to deployment, SMs may request to withdraw personal property directly at the contractor warehouse. Request for either service is coordinated with the local BSB Installation Transportation Office (ITO) by the Rear Detachment Commander (RDC).

2. RETRIEVAL PROCEDURES:

a. Not less than seven days prior to return to home station for R&R, the RDC must be able to identify and validate the names, unit, and social security numbers of soldiers in need of partial delivery of personal property during R&R.

b. The RDC schedules delivery of "Ready Boxes" through the BSB ITO. The RDC is responsible for ensuring the SM or individual acting on behalf of the SM is present on the day of delivery. If the RDC is unable to provide advance notification to the BSB ITO, service may be faster for the SM to seek direct pick-up of the "Ready Box" at the contractor warehouse in lieu of delivery. Arrangements for this option should be coordinated with the BSB ITO.

c. If SMs have not prepared "Ready Boxes" prior to deployment, the RDC will supply the BSB ITO with a list of the names, unit, and social security numbers of members that will withdraw personal property at the contractor warehouse. In addition, the SMs should identify the inventory box number(s) that are to be pulled by the contractor for personal property removal. The BSB ITO shall schedule a group appointment with the warehouse prior to SM arrival at the facility. Transportation of SMs to the deployment storage warehouse is coordinated within the unit. This may not be done using government vehicles.

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d. The SM will remove required items from storage. If the SM is unable to attend the appointment, he or she should provide the BSB PPPO, through the RDC, the inventory box number(s) that are to be pulled from his/her shipment. Someone acting in the person's stead will have to travel to the warehouse with the pre-scheduled group, retrieve the member's items, and ensure that the absent individual gets the property.

3. PERSONAL PROPERTY RETURN PROCEDURES:

a. Service members are not entitled to return of personal property to deployment storage at Government expense. The SM can arrange for the contractor to pick-up personal property at residence/quarters, or the SM can arrange to personally deliver the personal property to the contractor warehouse. If contractor pick-up is requested, the SM will be required to pay for the pick-up, transport, handling charges, and the monthly storage charges that incur during the remainder of the deployment period. If the SM chooses to deliver their own personal property to the contractor warehouse, the SM will still be charged a handling fee plus the monthly storage charges that incur during the remainder of the deployment period. The contractor services for either option must be coordinated through the BSB ITO for appointment scheduling and payment terms.

b. Units may forgo returning personal property to the warehouse and opt to store and safeguard boxes locally in barracks or other secured building. This decision and responsibility resides with the unit's chain of command. Storage boxes used for this purpose can be obtained through the BSB ITO. At a minimum, boxes stored by the unit should be sealed and clearly labeled with the SMs name, unit, and social security number. The unit/RDC should consult with IMA Europe Engineer Division if they have questions regarding which facilities may be used for storage.