



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 4600.3

S-4

17 AUG 2010

AIR STATION ORDER 4600.3

From: Commanding Officer
To: Distribution List

Subj: STORAGE OF PERSONAL PROPERTY/HOUSEHOLD GOODS FOR DEPLOYED PERSONNEL

Ref: (a) DoD 4500.34-R
(b) MCO P4600.39
(c) DoD 4160.21M
(d) 10 U.S.C. 2575

1. Situation. Reference (a) establishes the Worldwide DoD Personal Property Shipment and Storage Program. Strict adherence to the provisions of this regulation is essential to maintain the integrity of the Defense Transportation System. Reference (b) outlines the procedures for the transportation and storage of personal property for Marine Corps sponsored personnel. The installation Distribution Management Officer (DMO) is charged with local regulatory compliance. References (c) and (d) establish the procedures applicable to dispose of unclaimed personal property. This Order issues local directives and guidelines to installation activities and tenant units aboard Marine Corp Air Station (MCAS) Beaufort requiring the storage of personal property for their deployed personnel.

2. Mission. Establish policies and procedures that adhere to local commander's intent, and service and DoD regulations for the storage of personal property for unaccompanied deployed personnel assigned to MCAS Beaufort.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Commanding Officer, MCAS Beaufort is responsible for the oversight of the Installation Distribution Management Office (formerly the Traffic Management Office (TMO)). Adherence to this Order will ensure high unit readiness and provide essential support to the deployed war-fighter. The end state is to provide unaccompanied personnel (to include geographical bachelors) who are deployed in excess of 90 days secure storage of their personal property.

(2) Concept of Operations

(a) Securing commercial packing/unpacking, drayage and storage services for personal property will be the responsibility of the Distribution Management Officer (DMO).

(b) The parent command (squadron or other unit) of the deploying personnel requesting the storage of personal property and/or household goods shall ensure that a designated unit Officer or Staff Noncommissioned Officer will:

1. Coordinate with the DMO Non-Temporary Storage (NTS) section for an entitlements brief for deploying personnel.

2. Provide DMO with a copy of the deployment orders, stating the dates of the deployment and listing all individuals requesting storage services by name and by deployment element (advanced party, main body or trail).

3. Ensure all deploying personnel have a designated authorized agent to receive a scheduled shipment of personal property in their absence.

4. Establish direct liaison with DMO 5 working days prior to the desired personal property pick-up dates for advance party, main body and trail elements.

(c) The parent command (squadron or other unit) of the personnel returning from deployment with personal property in storage shall ensure that a designated unit Officer or Staff Noncommissioned Officer will:

1. Establish direct liaison with DMO 5 working days prior to the desired personal property delivery dates for advance party, main body and trail elements.

2. Provide DMO with a listing of all individuals requiring delivery of personal property from storage by name and by deployment element (advanced party, main body or trail).

3. Ensure all personnel receiving personal property from storage are present at the delivery address on the prescribed delivery date and times.

(d) The designated Officer/SNCO will personally visit DMO 2 working days prior to the first pick-up or delivery date to verify scheduled pick-ups or deliveries by name.

(e) During the storage period, full replacement value coverage is provided by the government on all personal property stored at government expense. Claims against the Transportation Service Provider (TSP) for damage to personal property that occurred during packing, drayage, storage or unpacking will be processed through the DMO Claims office.

(f) It is the parent command's responsibility to ensure that all personal property is removed from storage within 15 days of return from deployment.

(g) Personal property which is unclaimed 15 days after a unit returns from deployment will be accounted for by the parent command and will be disposed of in accordance with references (c) and (d).

(h) The parent command will be responsible for the disposal of stored personal belonging to deceased personnel in accordance with references (c) and (d).

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4. Administration and Logistics. This Order is issued under distribution list A and is published electronically. It can be accessed online via the MCAS Beaufort webpage at:
<http://www.marines.mil/unit/mcasbeaufort/Pages/DMO.aspx>

5. Command and Signal.

a. Command. This Order is applicable to personnel assigned to Marine Corps Air Station Beaufort.

b. Signal. This Order is effective from the date signed.


J. R. SNIDER

Distribution: A