

**BY ORDER OF THE COMMANDER
51ST FIGHTER WING**

**51ST FIGHTER WING
INSTRUCTION 24-501**



**10 MAY 2010
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Transportation

PERSONAL PROPERTY (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

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(Col Roland Van Deventer)

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This instruction implements Air Force Policy Directive (AFPD) 24-5, *Transporting and Storing Personal Property*. It applies to all DoD members, employees, and contractors assigned to host units, tenant units, and geographically separated units assigned/attached or associated with the 51 FW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. This version rearranges all paragraph numbers (throughout); updates the OPR and certified by lines (title page); updates office symbol from 51 LRS/LGRT to 51 LRS/LGRD (paragraph 1.1); and replaces AFMAN 37-139 with the Air Force RDS (paragraph 1.3).

1. Required Procedures.

1.1. 51 LRS/LGRDA (Personal Property) is responsible for overall development of 51 FW Form 9, *Personal Property Worksheet*, and guidance in completion of the form.

1.2. Information is taken from 51 FW Form 9 to prepare the DD Form 1299, *Personal Property, Application for Shipment and/or Storage of*, Application for Shipment and/or Storage Personal Property and Government Bill of Lading.

1.2.1. Prepare the form in two copies.

1.2.2. Retain one completed form in member's personal property counseling folder.

1.2.3. Provide one copy to member.

1.3. Destroy according to Air Force RDS.

1.4. Information on this form is released to commercial carriers. Disclosure is voluntary. Failure to disclose information, including social security number may hinder the timely processing of application and shipment of personal property.

2. Prescribed and Adopted Forms:

2.1. Prescribed Forms:

51FW Form 9, *Personal Property Worksheet*

2.2. Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*.

DD Form 1299, *Personal Property, Application for Shipment and/or Storage of*

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Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 24-5, *Transporting and Storing Personal Property*

AFMAN 33-363, *Management of Records*

AFI 33-332, *Privacy Act Program*

Abbreviations and Acronyms

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule