

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE POLICY DIRECTIVE 24-5

25 FEBRUARY 2013



Transportation

**TRANSPORTING AND STORING
PERSONAL PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Lt Gen Judith A. Fedder)

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This Directive implements Department of Defense Directive (DoDD) 4500.09E, *Transportation and Traffic Management*, Department of Defense Instruction (DoDI) 4500.34, *DoD Personal Property Shipment and Storage Program*, DoDI 4500.57, *Transportation and Traffic Management*, and within statutory authority 5 United States Code (U.S.C.) § 5721, 10 U.S.C. § 2634, and 37 U.S.C. § 476 as interpreted by the Comptroller General and included in the Joint Federal Travel Regulations (JFTR), Volume 1, *Uniformed Service Members*, and Joint Travel Regulations (JTR), Volume 2, *Department of Defense Civilian Personnel*.

This directive has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with DoD Directive 5154.29, *DoD Pay and Allowances Policy and Procedures*, as PDTATAC Case RR090330. Any conflict between this directive and JFTR, Volume 1, and JTR, Volume 2, is resolved based on the JFTR/JTR and not this directive. This policy directive applies to all Air Force personnel involved in providing and assuring the quality of transportation and storage services for the personal property of those individuals covered under paragraph U1000 of the JFTR and paragraph C1001 of the JTR. Also, personal property shipping offices and personal property processing offices of the other Services and the Coast Guard use this directive in providing transportation and storage services to Air Force personnel. This policy directive does not apply to individuals of the Air Force Reserve, Air National Guard, or Civil Air Patrol.

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*; route AF Form 847s from the field through the appropriate functional chain of command. 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) maintained in the Air

Force Records Information Management System (AFRIMS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This Directive contains minor administrative changes and reflects Personal Property Agency, Headquarters as the Secretary of the Air Force and Air Staff delegated executive agent.

1. Overview: The Air Force moves people worldwide. A key element of the Air Force's commitment to quality of life is providing superior personal property transportation and storage services for the people it moves.

2. Policy: The Air Force will provide quality transportation and storage of personal property for its customers within both statutory authority and the guidelines of DoD policy.

3. Roles and Responsibilities: The Deputy Chief of Staff for Logistics, Installations and Mission Support (AF/A4/7) enacts the DoD personal property program for the Air Force and shall:

3.1. Establish, operate, staff, support, and supervise personal property shipping offices for assigned areas of responsibility worldwide.

3.2. Take timely and appropriate action to correct program deficiencies as reported by the Commander, United States Transportation Command (USTRANSCOM) or his or her designee.

3.3. Furnish to the Commander, USTRANSCOM, or his or her designee, as required, cost and claims data, and other information necessary to manage the program.

3.4. Provide representatives to working groups established and convened by the Commander, USTRANSCOM, or his or her designee.

3.5. Ensure effective and efficient use of DoD and commercial resources in carrying out assigned missions.

3.6. Consolidate personal property shipping offices and traffic management functions, whenever possible, with the primary focus on meeting customer requirements while utilizing regionalization, outsourcing, and consolidations to reduce administrative personnel and facility requirements.

3.7. Publish Air Force supplements to the JFTR and JTR in order to implement the delegations of authority and personal property entitlements authorized by the Secretary of the Air Force in accordance with DoDD 4500.09E and DoDI 4500.57.

3.8. Manage the overall personal property program, ensure the Air Force has provisions for personally procured moves, identify and adjudicate excess costs through the Personal Property Activity, Headquarters as its Secretary of the Air Force and Air Staff delegated executive agent.

4. Measures of Compliance: The Air Force will measure the effectiveness of its program execution by utilizing the DoD Personal Property Customer Satisfaction Survey.

Michael B. Donley
Secretary of the Air Force

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 U.S.C. § 5721

10 U.S.C. § 2634

37 U.S.C. § 476

DoD Directive 5154.29, *DoD Pay and Allowances Policy and Procedures*, 9 March 1993

DoDD 4500.09E, *Transportation and Traffic Management*, 11 September 2007

DoDI 4500.34, *DoD Personal Property Shipment and Storage Program*, 10 July 2006

DoDI 4500.57, *Transportation and Traffic Management*, 18 March 2008

Joint Federal Travel Regulations, Volume 1, *Uniformed Service Members*, current edition

Joint Travel Regulations, Volume 2, *Department of Defense Civilian Personnel*, current edition

AFMAN 33-363, *Management of Records*, 1 March 2008

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFMAN—Air Force Manual

DOD—Department of Defense

DODI—Department of Defense Instruction

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

OPR—Office of Primary Responsibility

PDTATAC—Per Diem, Travel and Transportation Allowance Committee

USC—United States Code

USTRANSCOM—United States Transportation Command