

**BY ORDER OF THE COMMANDER,
UNITED STATES AIR FORCES IN EUROPE
(USAFE)**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 24-501**

19 SEPTEMBER 2008
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Transportation



PERSONAL PROPERTY WORKSHEET

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

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This instruction implements AFD 24-5, *Transporting and Storing Personal Property*, and prescribes the use of the USAFE Form 65, *Personal Property Worksheet*. This publication applies to all United States Air Forces in Europe (USAFE) Logistics Readiness Squadrons (LRS) traffic management activities at main operating and geographically separated units. This instruction does not apply to the Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 37 USC 406, 5 USC 5726, and E.O. 9397. System of records notice F024 AF IL B, Personal Property Movement Records (June 11, 1997, 62 FR 31793) applies. 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 in Air Force Records Information Management System (AFRIMS): <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>. Send comments and suggested improvements to this publication on AF Form 847, *Recommendation for Change of Publication*, to Readiness Division (HQ USAFE/A4R), Unit 3050 Box 105, APO AE 09094.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Extensive changes in policies and procedures from the previous edition required a complete revision of this publication.

1. Use the USAFE form 65 to gather information from the member to prepare personal property shipping documents. Prepare the form in the number of copies required for local requirements. Retain one completed form in member's personal property counseling folder in the Traffic Management Office and destroy in accordance with the RDS located in AFRIMS. When Families First and the Defense Personal Property System (DPS) is fully implemented, the USAFE Form 65 will be utilized when DPS is not accessible

2. The Chief, Transportation Policy Branch (HQ USAFE/A4RT), is responsible for development of the USAFE Form 65, and for overall guidance in completion of the form.

2.1. LRS commanders, Traffic Management Officers and supervisors of personal property sections will maintain and locally reproduce this form within their area of primary responsibility.

2.2. Form Prescribed. USAFE Form 65, *Personal Property Worksheet*.

2.3. Forms Adopted: AF Form 847, *Recommendation for Change of Publication*.

DAVE C. HOWE, Brigadier General, USAF
Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 24-5, *Transporting and Storing Personal Property*, 24 July 2006

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

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

DPS—Defense Personal Property System

LRS—Logistics Readiness Squadron

RDS—Records Disposition Schedule

USAFE—United States Air Forces in Europe