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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8012; 10 USC 9832; 10 USC 9837 and 10 USC 9840.

PRINCIPAL PURPOSES: To provide issuing offices a custody receipt for both housekeeping and non-housekeeping quarters furnishings and equipment issued to authorized customers.

ROUTINE USE(S): SSN is used for positive identification.

DISCLOSURE: Providing your SSN is voluntary. Some of the information in this form is privileged and cannot be disclosed without your consent. You are not required to complete this form, but failure to do so may result in the denial of furnishings and equipment.

INSTRUCTIONS

1. AF Form 228 will be completed in duplicate by the occupant and the issuing office representative, the original being retained by the issuing office.
2. Upon termination of the quarters occupancy or upon turning in any item, all Government furnished property must be essentially in the same condition as issued, except for deterioration deemed to be fair wear and tear.
3. Each transaction for the receipt of property must be acknowledged by signature of the sponsor or authorized representative. Each turn-in transaction must be acknowledged by signature of the issuing office representative.
4. Item condition remarks, if any, will be recorded in the space below.
5. When deemed necessary, descriptions and stock numbers of items commonly issued may be locally overprinted on this form.
6. Personnel signing AF Form 228 for furnishings will be held responsible in accordance with AFI32-6004, Accounting and Reporting of Government Property Lost, Damaged, or Destroyed, for loss or damage (other than fair wear and tear) of all items in their custody.
7. Furnishings will not be removed from or exchanged between quarters unless approved by the issuing office.
8. Upon termination of quarters, all personnel must clear their account with the issuing office. If loss or damage exists, AFI32-6004, will be used to reconcile the discrepancy.
9. Columnar Use:
 - Column A - Self-explanatory
 - Column B - Self-explanatory
 - Column C - Number of items issued and occupant's signature.
 - Column D - Condition code of item
 - Columns E-H - Used for the subsequent issues of the same item or different items (so that the initials and date will reflect the separate issue).
 - Column I - Number of items turned in and issuing office representative's signature and date.
 - Column J - Current balance in occupant's quarters.

REMARKS