

FROM:

TO:

DATE

1. This is to notify you that the storage entitlement of your property, Service Order Number _____, Lot No. _____, weighing _____ net pounds, expires _____
The annual cost to the government for this storage is \$ _____
Property is located at: _____

2. If continued storage of your household goods by the Government is not required, request you forward DD Form 1299, Application for Shipment and/or Storage of Personal Property, together with assignment orders or other disposition instructions.

3. Civilian employees requiring continued storage of property by the Government must provide correspondence from the Civilian Personnel Officer containing the new Fiscal Year

4. Military members requiring continued storage of household goods must forward a copy of the applicable document to support continued storage of household goods by the Government.

- a. Personnel action to extend the overseas assignment.
- b. Consecutive overseas assignment orders.
- c. Retirement orders.
- d. Authority for extension of transportation entitlements beyond one (1) year from the date of relief from active duty.

5. If reply is not received by the expiration date, your property will be converted to commercial storage and remain there at your expense. The Government will no longer assume liability/responsibility.

6. If you furnish authorization to support continued storage at Government expense after your property has been converted to commercial storage, you will be responsible to the contractor for storage charges accrued until the Government reassumes responsibility. You may file for reimbursement, but reimbursement will only be the amount the Government would have paid for continued storage.

7. Consult your Personal Property Shipping Office if clarification of your entitlements is required.

8. A Self-addressed envelope is enclosed for your convenience.

1 Atch
Envelope

Traffic Management Officer

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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).