

APPOINTMENT SLIP

PRIVACY ACT STATEMENT:

AUTHORITY: Title 37 U.S.C. Code 406, Title 5, U.S.C. Code 5726

PRINCIPLE PURPOSE: To provide the military member with an appointment to ship unaccompanied baggage.

DISCLOSURE IS VOLUNTARY:

NAME/RANK (Last, First, MI)

SSN

An appointment has been made for you, as indicated below. If you arrive late, you may NOT be processed that day. If you miss this appointment, you must report to Bldg. 551, to reschedule.

PLACE: STUDENT TRAFFIC MANAGEMENT OFFICE - BLDG 551

ITEMS REQUIRED:

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1. **PROPERTY TO BE SHIPPED:** (You may call a base taxi 676-1843 to take you)

2. **BRING THIS APPOINTMENT SLIP WITH YOU:** Your property will be accepted only on this date/time. If you are unable to make this appointment call TMO at 676-4107 or 4560, in advance to reschedule or cancel.

3. **ORDERS:** Bring at least 10 copies of orders (per shipment) with you.

4. **NO LOCKED CONTAINERS:** Property in a locked container **WILL NOT BE ACCEPTED FOR SHIPMENT.** External (p**an**locks) must be removed and internal locks (on brief case) must be open before property can be accepted.

5. **OVERSEAS SHIPMENTS ONLY:** Complete SAFB Form 94, Inventory/Receipt for Unaccompanied Baggage, in duplicate prior to your arrival to Bldg. 551.

PROHIBITED ITEMS YOU MAY NOT SHIP:

BATTERIES, CORROSIVE MATERIALS, COLOGNE, NAIL POLISH, LIQUIDS, MEDICINES, MONEY OR NEGOTIABLE ITEMS, FLAMMABLES, LIGHTERS, LIGHTER FLUID, MATCHES, COMBUSTIBLE MATERIALS, ETC.

ANY PROHIBITED ITEMS LEFT BEHIND WILL BE DISPOSED OF. HAND CARRY ALL IMPORTANT PAPERS.

(MILITARY MEMBERS MUST BE IN UNIFORM IAW AFI 36-2903)

SIGNATURE:

DATE:

TMO USE ONLY

APPOINTMENT DATE:

TIME:

INITIALS OF TMO REP:

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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).