



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION YUMA
BOX 99100
YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:
4600
SILD

06 JUL 2012

STATION ORDER 4600.39

From: Commanding Officer
To: Distribution List

Subj: SPECIAL STORAGE OF PERSONAL PROPERTY/HOUSEHOLD GOODS (HHG) AND A PRIVATELY OWNED VEHICLE (POV)

Ref: (a) JFTR U4770-B
(b) MCO P4600.39
(c) CMC MSG DATED 261216z May 11
(d) JFTR U5464

Encl: (1) Sample Letter of Authorization
(2) Sample Roster of Authorized Personnel

1. Situation. References (a) through (c) authorize personal property storage; references (b) through (d) authorize POV storage for Marine Corps and Navy members deployed away from their home port or Permanent Duty Station (PDS) for more than 90 consecutive days. Appropriate orders are required to substantiate the request for storage.

2. Mission. To outline Marine Corps Air Station (MCAS) Yuma policy for storage of HHGs and POVs for members on Temporary Additional Duty (TAD) or deployed in excess of 90 days.

3. Execution

a. Commander's Intent. To ensure the proper use of special storage.

b. Concept of Operations. Special storage is generally limited to members not authorized Basic Allowance for Housing (BAH) or will lose entitlement to BAH during TAD or deployment in excess of 90 days.

(1) Situations when special storage may be authorized:

(a) Single or divorced member occupying the Bachelor Enlisted Quarters (BEQ)/Bachelor Officer Quarters (BOQ).

(b) Single or divorced member residing on the economy and authorized BAH who elect to be assigned to the BEQ/BOQ and forfeit their BAH for the duration of the period of special storage.

(c) Member married to another member (same or other service spouse) when both spouses are TAD or deployed in excess of 90 days.

(d) Member married to another member (same or other service spouse) assigned to different permanent duty stations who cannot maintain a single residence because of geographical separation of duty stations.

(e) Member is a single parent with legal custody of child.

(2) Situations when special storage is not authorized:

(a) Geographic bachelor living in the BEQ/BOQ for convenience (collecting BAH for dependents).

(b) Geographic bachelor living in town (collecting BAH).

(c) Married member living in the local economy with dependents.

(d) Married member living in privatized housing or in the local economy that sends dependents to home of record or other designated location due to deployment or TAD.

(3) Unaccompanied Baggage (UB) shipments and PCS entitlements are not authorized.

4. Administration and Logistics

a. For members living in privatized housing, and are identified in paragraph 3.b.(1) above, contact the Housing Office, 269-2826, for alternatives prior to requesting special storage.

b. For members requiring special storage of personal property, each application must be supported by a Letter of Authorization (LOA) issued by the member's Commanding Officer (enclosure (1)) and a copy of deployment orders. At a minimum, the LOA must contain the following:

(1) Certification that all personnel requesting storage meet the above qualification factors.

(2) The estimated period of deployment.

(3) Member's name, grade and last four of their social security number.

(4) Unit point of contact: name, rank, email and phone number

c. Personnel with property currently in Storage In Transit (SIT) due to Permanent Change of Station orders must request conversion to special storage before the effective date of deployment orders. All storage cost in excess of authorized SIT will be charged against the service member if not converted prior to deployment.

d. Members requiring storage of a POV must contact the Provost Marshalls Office, 269-2205.

e. Expiration. Upon return, personnel who have elected the special storage must remove all HHGs from storage:

(1) Upon return to government quarters.

(2) Upon receipt of quarters allowance.

(3) Upon occupation of local economy quarters.

(4) Not later than 90 days after return.

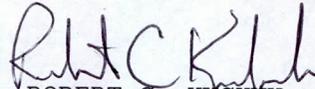
f. Failure to take possession of HHGs prior to entitlement expiration will result in the storage cost converting to member's expense.

g. Commanding Officers are required to coordinate with the station Distribution Management Office, Personal Property Branch, at Building 328W, extension 269-2311, regarding special storage arrangements when deployment orders or other written notification for a unit deployment are received.

5. Command and Signal

a. Command. This order is applicable to MCAS Yuma and all tenant commands.

b. Signal. This order is effective as of the date signed.


ROBERT C. KUCKUK

DISTRIBUTION: A

SAMPLE LETTER REQUEST AND LETTER OF AUTHORIZATION
(UNIT HEADING)

From: Commanding Officer
To: Distribution Management Officer

Subj: AUTHORIZATION FOR STORAGE OF PERSONAL PROPERTY/HOUSEHOLD GOOD (HHG)
FOR MEMBERS DEPLOYED

Ref: (a) StaO 4600.39

Encl: (1) Roster of Personnel Authorized Special Storage*
(2) Deployment Orders

1. Commencing on or about (date) the personnel listed within enclosure (1) will be departing Marine Corps Air Station Yuma for temporary additional duty in excess of 90 days. Per the reference, storage is authorized and certified for all individuals within the enclosures.
2. Requested pick up dates are listed within the enclosures.
3. Estimated date of return is (YYYYMMDD).
4. Unit point of contact is (SNCO or OFFICER**).

SIGNATURE

* Roster must ONLY include personnel authorized storage.

** SNCO or Officer not deploying/remaining behind.

SAMPLE ROSTER OF PERSONNEL AUTHORIZED STORAGE
(UNIT NAME)

RANK	LAST NAME	FIRST NAME	SSN (LAST 4)	BRK S	ROOM #	PICK-UP DATE
LCPL	LEATHERNECK	JOHN	1234	111	222	20160415
SGT	MARINE	JOE	5678	111	223	20160515

*Sort by pick up date