

CHAPTER 15

NONTEMPORARY STORAGE AND LOCAL DRAYAGE OF HOUSEHOLD GOODS1501 NONTEMPORARY STORAGE OF HOUSEHOLD GOODS

150101. General. Nontemporary storage (NOTEMPS) of household goods at Government expense is authorized by the JFTR, Volume 1, paragraph U5380, and the JTR, Volume 2, paragraph C8001.

150102. Traffic Management Officer (TMO) Responsibility. Under the NOTEMPS of household goods system, the TMO will:

- A. Document services performed.
- B. Determine entitlement pertaining to beginning and ending periods of storage and excess weights.
- C. Certify that services have been performed.
- D. Verify with the chief, family housing management office or billeting office, regarding storage of household goods incident to assignment of government quarters and provides the disbursing office with special orders, invoices, etc., to support these entitlements for payment.

150103. Voucher Preparation. After receiving the verified and certified invoices with supporting documents from the ordering officer, the disbursing office prepares, approves, and certifies the SF 1034 for payment

150104. Payments

A. Invoices for Basic Agreement Services for Handling Cost for Storage of Household Goods (HHGs)

1. The following documents are received from the TMO to support payment.
 - a. Original and two copies of the invoice containing a certificate of performance signed by both the contractor and ordering officer.
 - b. Original and one copy of a DD Form 1164, Service Order for Personal Property.
 - c. Original and one copy of a DD Form 1299, Application for Shipment and/or Storage of Personal Property.

- d. Two copies of any special orders or other authority

The DD Forms 1164 and 1299 and a copy of the orders generally are attached to the original voucher and another complete set of these three items are attached to the retained voucher. The Transportation Office keeps copies of these forms that support further quarterly billings and support handling cost for removal of HHGs from storage.

B. Quarterly Storage Invoices

1. The TMO provides the original plus two copies of the certified consolidated invoice to support the payment voucher.

2. Attach the original invoice to the original voucher. Attach a copy of the invoice to the retained voucher copy.

Spot check selected groups of individual charges on the invoice back to the storage of HHGs documentation to make sure the charges are valid.

C. Invoices for Basic Agreement Services for Handling Cost for Removal of HHGs from Storage. The following documents are received from the TMO:

1. Original and two copies of the invoice.
2. Original and one copy of the DD Form 1164.
3. Two copies of any special orders or other authority.
4. Original Voucher. Attach the original of the invoice, original of the DD Form 1164 in retained file, original of the DD Form 1164 received with storage of HHGs, original of the DD Form 1299 in retained file, copy of special orders in retained file, and copy of special orders received with removal from storage of HHGs invoice.

5. Retained Voucher. Attach a copy of the invoice for removal from storage of HHGs, a copy of the DD Form 1164 in the retained file, a copy of the DD Form 1164 retained with removal from storage of HHGs invoice, a copy of the DD Form 1299 in the retained file, a copy of orders in the retained file and a copy of orders received with removal from storage invoice.

6. Paid Voucher. Send a copy of the paid removal from storage voucher to the ordering officer.

1502 NONTEMPORARY STORAGE

150201. Nontemporary Storage with Occupancy of Government or Government Controlled Quarters

A. Orders for NOTEMPS of Personal Property. The housing office issues assignment and reassignment orders for movement of member's personal property placed in nontemporary storage incident to an assignment to or between government or government controlled quarters. The housing office issues a Drayage/Storage Authorization Government Quarters form with the orders. See section 1503, below, for local drayage connected to these types of moves.

B. NOTEMPS Invoices. Invoices for NOTEMPS storage are provided by the TMO and signed by the contractor and the TMO. The TMO also furnishes an accounting classification summary list with the invoices. This list provides accounting classification and amount data. It is to be used as an SF 1035, Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet), backup to the SF 1034 payment voucher when paying storage contractors.

Excess Cost. When personal property in excess of the members or employees weight allowance is placed in a commercial nontemporary storage facility, the entire storage lot charge will be paid by the government if requested by the member or employee. When this excess cost condition exists, action to recover the extra cost to the government will be initiated by the office designated to recover such costs from the member or employee.

1503 LOCAL DRAYAGE

TMOs obtain these transportation services to meet operational needs. Housing managers authorize local drayage and storage of household goods. The disbursing office must certify fund availability on the basis of a purchase order request and record obligations based on receipt of a DD Form 1155, Order for Supplies or Services. Before paying the contractor's invoices, the disbursing office must obtain evidence of receipt of services. This may be accomplished by a TMO statement on the invoice that the services ordered were received. Support the original payment voucher with a copy of the obligating document and the contractor's invoice. The memo copy of the payment voucher retained by the disbursing office is supported with a copy of those documents as well as the receiving report, if not furnished on the contractor's invoice.