



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 4050.33  
SUB7  
24 JUL 1996

AIR STATION ORDER 4050.33 w/Ch 1

From: Commanding General  
To: Distribution List

Subj: SHIPMENT OF PERSONAL PROPERTY

Ref: (a) Joint Federal Travel Regulation (NOTAL)  
(b) MCO P4600.39 (PERSPROP MAN)

Encl: (1) Partial List of Items Not Authorized For Shipment or  
Storage at Government Expense

1. Purpose. To provide information and instructions for the shipment of personal property.
2. Cancellation. AirStaO 4050.3D.
3. Scope. This Order pertains to all personnel stationed aboard the Air Station that request shipment of personal property.
4. Background. The large number of duty station transfers produce increases in the work load of commercial carriers within the immediate area. To alleviate problems in obtaining shipment of personal property, personnel desiring these services should familiarize themselves with the contents of this Order.
5. Summary of Revision. This revised Order contains a substantial amount of rewording changes and should be thoroughly reviewed. Beginning with the subject and throughout the Order, the term "House Hold Goods and Personal Effects" has been changed to read "Personal Property". Paragraph 6b(1) has been revised to require personnel to make an appointment to apply for shipment of personal property at least 10 working days in advance of the desired shipment pickup dates. Paragraph 6b(1) is also changed to identify the telephone numbers and location of the Personal Property Division, Traffic Management Department. Paragraph 6b(2) has been revised to decrease required copies of PCS orders for each type of shipment to "~~five~~" vice "~~seven~~".  
four five
6. Action
  - a. Commanding Officers of personnel in receipt of Permanent Change of Station (PCS) orders shall ensure that such orders are processed and delivered to personnel as expeditiously as possible.

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b. Personnel requesting shipment of personal property effects shall take the following actions upon receipt of PCS orders:

(1) Make an appointment to apply for shipment of personal property at least 10 working days in advance of the desired shipment pickup dates, by calling the Personal Property Division, Traffic Management Department, Supply Directorate, located in the East Wing of Building 298, at commercial 919-466-2345/3968 or DSN 582-2345/3968 during normal working hours. In the event a bona fide emergency exists, applications will be accepted and processed expeditiously by the Personal Property Division. It should be understood that commercial carriers may not be able to process shipment applications for the dates desired.

(2) Provide the Personal Property Division with <sup>four</sup>~~five~~ copies of PCS orders for each type of shipment.

(3) Notify the Housing Department of the proposed check-out date after shipment dates have been confirmed with the Personal Property Division.

c. The Traffic Management Officer will ensure the Personal Property Division Supervisor takes the following actions:

(1) Process personal property shipment applications based on entitlements in references (a) and (b) and other applicable service directives and publications.

(2) Report serious and/or continuous minor discrepancies resulting from errors by personnel, responsible commands, or commercial carriers to cognizant authority.


(3) Assist personnel in determining the proper type of shipment required to accommodate the move.

(4) Advise personnel of the responsibilities of the government and the carrier/rental agency in connection with the move.

(5) Counsel personnel on their responsibilities incidental to the move. Emphasize the importance of accurately identifying the household goods to be moved and those items that are not to be moved at government expense.

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(6) Advise personnel that their shipments are subject to inspection. The enclosure is a list of items that are not authorized for shipment or storage at government expense. Those items, and others identified during the counseling, must be removed to obtain inspection approval.

  
W. W. SCHEFFLER  
Chief of Staff

DISTRIBUTION: ~~A-2 plus SUB7 (3)~~  
A plus SHH (10)/SUSB1 (3)



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AirStaO 4050.3E Ch 1  
SUSB1  
15 OCT 1997

AIR STATION ORDER 4050.3E Ch 1

From: Commanding General  
TO: Distribution List

Subj: SHIPMENT OF PERSONAL PROPERTY

1. Purpose. To direct a pen change to the basic Order.

2. Action

a. On page 1, paragraph 5, the last line, change "five" to "four" and "seven" to "five".

b. On page 2, paragraph 6b(2) change "five" to "four".

c. On page 3 in the "DISTRIBUTION" section change the distribution to read "A plus SUH (10)/SUSB1 (3)".

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

A handwritten signature in cursive script, appearing to read "M. W. Forbush".

M. W. FORBUSH  
Chief of Staff

DISTRIBUTION: A plus SUH (10)/SUSB1 (3)

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PARTIAL LIST OF ITEMS NOT AUTHORIZED FOR SHIPMENT OR STORAGE AT  
GOVERNMENT EXPENSE

1. Auto/truck/vans and similar motor vehicles, airplanes, and camper trailers.
2. Engines or major replacement parts. \*Lawn mowers must be drained of gas/oil and cleaned.
3. Flammables, combustibles, explosives or batteries.
4. Personal baggage when carried free on tickets.
5. Gliders (check with Transportation Office).
6. Utility and storage sheds of any type unless disassembled by the owner.
7. Building material; i.e., lumber, concrete blocks, bricks, cement, cordwood, etc.
8. Loaded firearms. (Firearms must be disassembled and listed on inventory-make, model, serial number, and gauge.) Member must notify the Transportation Office prior to shipment.
9. Lighter fluid and/or flints.
10. Live animals not required in performance of official duties.
11. Plants, fresh fruits, flowers.
12. Perishable food/items.
13. Articles of household goods acquired subsequent to effective date of PCS orders.
14. Aerosol cans.
15. Rags soaked in corrosive or flammable substance.
16. Articles intended for other than immediate family.
17. Articles that may be contaminated.
18. Propane tanks. Purged tanks may be sent provided they are emptied by a dealer who will certify with a tag and affixed to tank that it meets the standards of the National Fire Protection Association.
19. Ammunition.
20. Tax-free cigarettes.
21. Drugs.
22. Alcoholic beverages. (check with the Transportation Office; most carriers will not accept.)
23. Outdoor items must be cleaned and free of soil and pests.
24. Articles for immediate resale, disposal or commercial use rather than for use by a member and his or her dependents.
25. Irreplaceable items (sentimental value), should be carried with you if possible as these items are hard to claim.
26. Articles that may damage either carrier equipment or other items in the shipment.

ENCLOSURE (1)

AirStaO 4050.3E

FLAMMABLES, COMBUSTIBLES, CORROSIVES, EXPLOSIVES AND GASES  
(COMPRESSED)

\*Examples--not a complete listing\*

Shellac	Auto alarms	Polishes (metal/furniture/wood)
Alcohols	Nail polish	Aerosol deodorant, hair sprays
Primers	Antifreeze	Paint/stain/varnish removers
Lacquer	Camphor Oil	Windshield solvent
Fireworks	Gasoline	Propane tanks (filled)
Cleaners	Black Powder	Charcoal briquettes
Acids	Weed killers	Petroleum Products
Bleach	Disinfectants	Signal flares/Turpentine
Enamel	Starting Fluids	Gases used in Welding
Perfumé	Leather Dressing	Filled Scuba Tanks
Matches	Adhesives	Photographic lamps
Dynamite	Kerosene	Fire Extinguishers
Flash Bulbs	Ammonia	

PLEASE NOTE:

PERSONNEL WHO PACK CONTAINERS FOR SHIPMENT WITH FLAMMABLE OR COMBUSTIBLE MATERIAL ON THEIR OWN INITIATIVE RUN THE RISK OF TOTAL LOSS OF PERSONAL PROPERTY DUE TO EXTREMELY HIGH TEMPERATURES IN SEALED TRUCKS AND CONTAINERS.

ENCLOSURE (1)