

WITHDRAWAL
OF PERSONAL PROPERTY

IMEU-LOD-T

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FACT SHEET

SUBJECT: Delivery of Personal Property from Government Deployment Storage During Reintegration and Thereafter.

1. BOTTOM LINE: Redeploying Soldiers shall request personal property delivery through their Rear Detachment Commander (RDC) while still deployed or at their local BSB Installation Transportation Office (ITO) upon return from deployment.

2. RETRIEVAL PROCEDURES:

a. If possible, no less than seven days prior to estimated return to home station, the deployed unit commander notifies the RDC. The RDC must be able to identify and validate the names, unit, social security numbers, and delivery addresses (including building # and room #) of soldiers in need of personal property delivery upon return from deployment.

b. The RDC schedules delivery of personal property through the BSB ITO on behalf of the deployed Soldier no less than five working days prior to actual arrival date. Doing this will expedite the process and ensure that the Soldier's personal property is available for use shortly after they arrive at home station. The RDC is responsible for ensuring the Soldier or individual acting on behalf of the Soldier is present on the day of delivery.

c. If advance notification is unmanageable, the Soldier should personally make personal property delivery arrangements with the local BSB ITO as soon as possible following arrival at home station. This could also be done by RDC in order to save the returning Soldier reintegration time.

d. If a delivery request is made upon the day of arrival at home station, the BSB ITO will schedule the delivery appointment with the contractor and notify the Soldier within 72 hours on the date and estimated time of delivery. Actual receipt of property might be later than 72 Hours. Early delivery requests through the RDC before arriving at home station is the preferred method. The Soldier or RDC must be present on the day of delivery. A missed delivery appointment will further delay the receipt of shipment.

e. The Soldier should note any missing items or damages to personal property on the DD 1840 provided by the contractor. Soldiers have 70 days from receipt of personal property to file the DD Form 1840R with their local Army claims office.

APPROVED: Debra L. Young, Chief, Logistics Division

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