

MANUAL: Personnel
Chapter Series CC--Commissioned Corps Personnel Manual
Part 2--Commissioned Corps Personnel Administration

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC24--Travel and Transportation
Subchapter CC24.6--Transportation of Household Goods
Personnel INSTRUCTION 7--Nontemporary Storage

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Section A. Purpose and Scope

This INSTRUCTION prescribes Public Health Service (PHS) policy and procedure for the nontemporary storage of household goods and personal effects of PHS commissioned officers when authorized at Government expense.

Section B. Authority

The basic regulations governing nontemporary storage are contained in the Joint Federal Travel Regulations (JFTR), Volume 1, Chapter 5, Paragraph U5380.

Section C. Authorization

Nontemporary storage must be authorized initially in personnel orders and further certified by the issuance, in duplicate, of the form PHS-1672, "Authorization for Storage of Household Goods - Temporary-Nontemporary"; one copy going to the storage facility and one remaining with the member's records (see Exhibit I).

Section D. General

1. In connection with certain types of assignments (e.g., overseas transfer or when Government quarters are furnished), PHS may authorize the placement of all or a portion of an officer's household goods into nontemporary storage in lieu of shipment of those goods. Household goods placed in nontemporary storage must be at the point of origin or as close thereto as practicable. Separate lots of household goods for different officers should be distributed among available storage facilities providing satisfactory service at the lowest overall cost to the Government.
2. Entitlement to nontemporary storage includes any shipment, drayage, packing and/or crating necessary to place goods in the designated storage facility. Nontemporary storage of temporary change-of-station weight allowance shipments of household goods is not authorized.
3. It is advisable for the officer to purchase additional insurance coverage for the protection of household goods that are in nontemporary storage.

Section E. Request for Nontemporary Storage Authorization

Nontemporary storage is authorized as an alternative to shipment of any portion or all of an officer's prescribed weight allowance of household goods whenever such storage is determined to be in the best interest of the Government, as prescribed in this INSTRUCTION.

1. Permanent Change of Station (PCS). When nontemporary storage is requested in connection with a PCS, the PHS component official responsible for requesting the PCS should consider the following factors:
 - (a) Length of new assignment;
 - (b) Location of new duty station;
 - (c) Availability of Government quarters; and
 - (d) Personal needs of officer.

If it is determined that nontemporary storage is in the Government's best interest, block 15, "Travel Information," of the form PHS-1662, "Request for Personnel Action - Commissioned Officers," should be marked to indicate that nontemporary storage will be required for some portion or all of the household goods.

2. Involuntary Move Into or Out Of Government Quarters. When an officer is ordered to move into or out of Government quarters and the quarters into which he/she will move cannot accommodate the household goods which were located at the quarters being vacated, such excess household goods may be

packed and drayed to storage. All of the household goods may be stored if the officer occupies furnished or temporary (i.e., motel, hotel, etc.) accommodations as a result of the involuntary move. The shipping officer arranging the drayage will decide between temporary type or nontemporary type storage facilities based on whether the involuntary vacancy is short term or long term.

When an officer is assigned to Government quarters at his/her new duty station in connection with a PCS, and such quarters will not accommodate any or some of the household goods, authorization for nontemporary storage at place of origin should be requested on the form PHS-1662 as explained in section E.1, above.

3. Other Situations. A list of situations, with time limitations, where nontemporary storage may be authorized can be found in the JFTR, paragraphs U4670-C and U5380-L. Request and justification for nontemporary storage not authorized on original personnel orders should be forwarded to the Director, Division of Commissioned Personnel, Office of the Surgeon General, Room 4-35, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland 20857.

EXHIBIT I

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE

AUTHORIZATION FOR STORAGE OF HOUSEHOLD GOODS, TEMPORARY-NONTEMPORARY
(including Local Drayage, Packing, and Crating)

GENERAL REQUIREMENTS

TO THE AUTHORIZING OFFICIAL — In the event storage beyond the initial 90-days authorized on bill of lading is authorized or nontemporary storage is authorized, Items 1 through 8 must be completed and one signed copy submitted to the storage company.

TO THE STORAGE COMPANY — **Temporary Storage:** Charges must be itemized on a certified invoice signed by an official of the storage company and submitted to the address shown in Item 8.
Nontemporary Storage: Charges must be itemized on a certified invoice signed by an official of the storage company and submitted quarterly or semi-annually to the address shown in Item 8.

NOTE

- Storage in transit not to exceed 90-days shall be authorized on bill of lading (This form shall not be used for this purpose.)
- Storage solely for carrier's convenience at Government expense is not authorized.
- Specific authorization is required for temporary storage in excess of the initial 90-days authorized on bill of lading.
- In no case shall additional temporary storage time exceed 90-days.

1. NAME AND ADDRESS OF COMPANY TENDERS TO STORE GOODS	2. TYPE OF STORAGE (Check one) <input type="checkbox"/> NONTEMPORARY STORAGE IS AUTHORIZED <input type="checkbox"/> TEMPORARY STORAGE IS AUTHORIZED NOT TO EXCEED AN ADDITIONAL ___ DAYS
3. NAME AND GRADE OF OFFICER (Type or Print)	4. BUREAU, DIVISION, DUTY STATION
5. PERSONNEL ORDER (Travel Order) NO: AND DATE OF ISSUANCE	6. APPROPRIATION/ALLOTMENT NO
7. PROPERTY OWNER'S ADDRESS (Location where goods will be picked up)	8. BILL TO (Accounting Point Number, Name, and Address)
9. CERTIFICATION In accordance with the Personnel Order (Travel Order, Item 5 above), I hereby certify that storage of the above-named officer's household goods is authorized, including hauling and handling (in and out of storage) at Government expense.	
Name of Authorizing Official (Type or Print)	Address (Include Zip Code)
Phone Number (Include Area Code)	
Signature of Authorizing Official	Date

REMARKS