

INFORMATION PAPER  
Local Household Goods (HHG) Movements

FOR: Newly Assigned Housing Occupants

1. This information paper identifies the necessary steps for completion of pickup and delivery of HHG when moving into or out of (due to retirement) government furnished housing from/to a local address.
2. Upon receiving the quarters assignment/termination from the Housing Office, the Service Member (or Spouse) will deliver their assignment letter to the Directorate of logistics (DOL), Building 766, 9910 Tracy Loop, Fort Belvoir. The DOL will review the assignment order, insure the Service Member is entitled to a local move, and if so, stamp, approve and sign the authorization.
3. The Service Member will then deliver their assignment order to the Financial Management Office, 9820 Flagler Road, (building 269, room 110) for issuance of the funding citation.
4. The Service Member then reports to JPPSOW-A, 9325 Gunston Road, building 1466 to set up their on/off post move.
5. Upon completion of the move, the Service Member will provide the following information to the DOL:
  - a. Name of the moving company.
  - b. Weight of HHGs moved.
  - c. Date move was completed.

The Service member may provide the required information via phone (703) 805-5674 or in person at building 766 (see para 2 above).

6. If there are any questions, comments, or concerns, please contact Mr. Tom Klem at (703) 805-5674.