



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT AGENCY**  
**U. S. ARMY GARRISON, FORT BELVOIR**  
**DIRECTORATE OF PUBLIC WORKS**  
**9430 JACKSON LOOP, SUITE 100**  
**FORT BELVOIR, VIRGINIA 22060-5116**

REPLY TO  
ATTENTION OF

IMNE-

MEMORANDUM FOR Joint Personal Property Shipping Office Washington Area (JPPSOWA), Bldg 1466, 9325 Gunston Road, Ft. Belvoir, VA 22060.

SUBJECT: Local Move

1. The following individual resides at \_\_\_\_\_, and is authorized a local move to \_\_\_\_\_, Ft Belvoir, VA at government expense.

Name:

Rank:

Pay Grade:

Contact Phone Number:

Branch:

UIC/Name:

2. Accounting classification:

3. Service member must report to DRM, Bldg 269, Room 110, for accounting classification, prior to visiting JPPSOWA.

4. Point of contact for this memorandum is Tom Klem, 703-805-5674.

CLAUDE H. MCMULLEN  
Director of Logistics

**“EXCELLENCE THROUGH SERVICE”**