



**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-BEL-LG

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

SUBJECT: Non-Temporary Storage

1. The following individual resides at \_\_\_\_\_, Fort Belvoir, Va., and is authorized non-temporary storage at government expense.

SSN:	Name:
Rank:	Branch:
Pay Grade:	UIC/Name:
Contact Phone Number:	

2. Non-temporary storage is authorized for excess/oversized furniture the service member is unable to place or store in the assigned government quarters or garage (if available). Service member will provide the DOL with a complete packet of all documentation pertaining to the non-temporary storage within five days of completion of the action.

3. Accounting classification:

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

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

CLAUDE H. MCMULLEN  
Director of Logistics

**“EXCELLENCE THROUGH SERVICE”**