

INFORMATION PAPER
Local Household Goods (HHG) Movements

FOR: Newly Assigned Housing Residents

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) on-post housing from/to a local address.
2. The Housing Services Office (HSO), 5994 12th Street, 703-805-3019 creates the memorandum for HHG movements, and submits to the DOL for review/approval.
3. After approval by DOL, the Service Member will receive a copy of the memorandum and will then report to JPPSO-WA, 9325 Gunston Road, building 1466 to schedule their move on/off post.
4. Point of contact is Ms. Vicki Davis, 703-805-5055.