

INFORMATION PAPER
Storage of Overflow Personal Property (Household Goods)

FOR: Newly Assigned Housing Occupants

1. This information paper is to identify the necessary steps for pickup and storage of HHGs when assigned quarters will not accommodate all personally owned furnishings.
2. Non-temporary storage is authorized for excess/oversized furniture the occupant is unable to place or store in their quarters or garage (if available). Storage of yard/outside items (swing sets, trampolines, lawn mowers, etc.) is not authorized.
3. Once the Member has signed for quarters, moved in and had their HHG delivered, they will inventory and separate items for storage. The Service Member will then provide a written request for excess storage to DOL, Building 766, 9910 Tracy Loop, Fort Belvoir. Along with the request, the Service Member will provide a complete list of items needing storage. The DOL will review the list, insure the Service Member is entitled to store the items, and if so stamp, approve and sign the request.
4. The Service Member will then deliver their storage request to the Financial Management Office, 9820 Flagler Road, (building 269, room 110) for issuance of the funding citation.
5. The Service Member then reports to JPPSOW-A, 9325 Gunston Road, building 1466 to schedule pick up and storage of excess HHG.
6. Upon completion of the storage pick-up, the Service Member will provide the DOL with the following information:
 - a. The name of the Storage Company.
 - b. The weight/cube of the items stored.
 - c. The date the items were picked-up.
 - d. A copy of the inventory of items stored.

The Service Member will deliver the required information and documentation to the DOL at building 766 (see para 3 above).

7. Each October, the Service Member will be required to process a new request for storage in order to continue to receive government funding. Failure to renew the request will result in the Service Member being billed by the Storage Company for the service.
8. The Service Member is required to keep the DOL informed of changes in address, phone numbers and status (retiring, PCSing, etc.).
9. If there are any questions, comments, or concerns, please contact Mr. Tom Klem at (703) 805-5674.