

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 household goods, when assigned housing that will not accommodate all personally owned furnishings.

2. Non-temporary storage (NTS) is authorized for excess/oversized furniture the occupant is unable to place or store in their home or garage (if available). Storage of yard/outside items (swing sets, trampolines, lawn mowers, etc.) is not authorized.

3. Once the service member has signed for housing, moved in and had their household goods delivered, they will inventory and separate items for storage. The service member will then provide a complete list of items requiring storage to the DOL, Building 766, 9910 Tracy Loop, Fort Belvoir. The DOL will review the list, ensure the service member is entitled to store the items, and if entitled, approve the request. A copy of the approved request will be provided to the service member to take to JPPSO-WA, 9325 Gunston Road, Building 1466, to schedule pick up and storage of excess household goods.

4. Each September, the service member will be required to process a new request for storage with the DOL, in order to receive government funding. Failure to renew the request will result in the service member being billed by the storage company for the service.

5. The service member is required to keep the DOL informed of changes in address, phone numbers, and status (retiring, PCSing, etc).

6. Point of contact is Ms. Vicki Davis at 703-805-5055.