

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 on-post housing from a local address, or, out of housing due to retirement.

2. The Housing Services Office (HSO), 9851 Harding Place, Bldg 258, 703-805-3019, creates the memorandum for HHG movements, and submits to DOL for review/approval.

3. After approval by DOL and receipt of line of accounting, the DOL will email the approved memorandum to the service member. Service member will then report to JPPSOWA, 9325 Gunston Rd., Bldg 1466, 703-806-4900, to schedule a local paid move.

4. Point of contact is Ms. Sheila Williams, 703-805-5061, Sheila.m.williams40.civ@mail.mil.