



REPLY TO
ATTENTION OF

DALO-OPT

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4
500 ARMY PENTAGON
WASHINGTON, DC 20310-0500

20 October 2016

MEMORANDUM FOR ALL TRANSPORTATION OFFICES

SUBJECT: Army Policy for Temporary Storage in conjunction with Non-Temporary Storage Releases

1. This policy was coordinated with the Army G-1 Compensation and Entitlements Division and outlines the responsibilities of the origin transportation office, destination transportation office, and transportation office that controls the non-temporary storage lot. This memo has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with DoDI 5154.31, Volume 5 dated 8 October 2015 as PDTATAC Case RR 16010.
2. In accordance with the Joint Travel Regulations, paragraphs 5234 and 5250, the origin transportation office will advise Soldiers that converting non-temporary storage to temporary storage at government expense will not be authorized, unless it becomes necessary due to conditions beyond the Soldier's control.
3. When a Soldier requests release of household goods in non-temporary storage without a destination delivery address (e.g. a residence number and street address or self-storage unit number and street address) the origin transportation office will request the Soldier sign a statement indicating the Soldier was advised that temporary storage may not be authorized at government expense and that he/she may be responsible for storage costs if a delivery address is not provided to the origin transportation office before the shipment is released from storage. The origin transportation office will annotate the shipment documents with "Temporary Storage at destination may not be authorized at government expense." A note will also be placed into the Defense Personal Property System (DPS) that "Temporary Storage at destination may not be authorized at government expense." If not authorized, the destination transportation office will process a DD Form 139 to collect any temporary storage costs from the Soldier via DFAS, the Soldier will not be required to pay the moving company for temporary storage.
4. The exception to policy request to waive any personal temporary storage costs is submitted in writing from the Soldier through the destination transportation office to this office. The justification from the Soldier must provide the unavoidable circumstances beyond his/her control with supporting documentation, orders, and the minimum days of destination temporary storage at government expense is required. Each case will be adjudicated based on the merit of the extenuating circumstances provided by the Soldier in writing.
5. When a non-temporary storage release DD Form 1299 is processed by the origin transportation office, the Soldier must be counseled in writing on: a. his/her requirement to provide a destination delivery address; b. his/her understanding that temporary storage at government expense may not be authorized; c. his/her requirement to accept the shipment within 2 hours of arrival notification from the moving company either via phone or email.

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The transportation office that has control of the non-temporary storage lot must notify the Soldier in writing with the date that his/her non-temporary storage lot was picked up from the warehouse, the average transit time in days to his/her location, and provide the moving company contact email and phone number to coordinate the direct delivery.

6. Army G-4 staff points of contact for this action are Mr. Gene A. Thomas, email: gene.a.thomas.civ@mail.mil or Ms. Nanette Albarillo, email: nanette.l.albarillo.civ@mail.mil.



Rick Marsh
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