**Army Sustainment Command (ASC)**

**Guidance for Requesting Contingency Operation**

**Funding for Non-Temporary Storage (NTS), TDY Household Goods (HHG) Shipment, and Privately Owned Vehicle (POV) Entitlements**

**Purpose:** The following desk-side reference covers ASC-funded TCS special storage (NTS), POV and TDY HHG entitlements and requirements for DoD Transportation Offices. This document should be used as supplementary guidance by PPPO/PPSO personnel ICW Regulatory and other Service specific guidance. **Per DTR Part IV, it is the PPPO/PPSO responsibility to service customers. Customers should be referred to their servicing Installation Transportation Office (ITO/TO) to arrange shipment/storage/reimbursement and NOT to HQ ASC.**

1. Effective 1 Oct 12, ASC assumed responsibility for funding of HHG and POV storage for eligible soldiers during Temporary Change of Station (TCS) deployments in support of Named Contingency Operations (CONOPS). ASC does NOT fund entitlements for Operational or Rotational Force Missions which are not Named CONOPS in the DA Financial Management Guidance for OCO and Base Funded Contingency Operations.

2. All Soldiers are advised to contact their servicing (ITO/TO) for personal property guidance/counseling prior to deployment. The ITO will provide counsel on the Soldier’s options for storage and/or shipment of TDY HHGs. Additionally, the personal property counselor will verify the Soldier meets the eligibility criteria for storage and/or shipment in accordance with (IAW) the Joint Travel Regulation (JTR) and DA Personnel Policy Guidance (PPG). The servicing Transportation office should submit requests for funding on behalf of the Soldier as outlined below.

3. Neither the Line of Accounting (LOA) nor the MDC beginning with “PME or PMO” included on a TCS order are valid for HHG/POV storage or TDY HHG shipment. To obtain a valid funding LOA, Transportation Offices should submit a request to ASC Distribution Lists (DLs) usarmy.ria.asc.list.ild-personal-property@mail.mil and usarmy.ria.asc.list.oco-personal-property@mail.mil. The subject line of the request should read, “TCS Storage Funding Request for (Soldier’s Name and Rank)”. Requests will not be processed without all required documents/information.

4. Eligibility.

a. HHG and/or POV Storage is authorized for single Soldiers; Soldiers married to another service member when both are deployed; Soldier married to another service member residing at different permanent duty stations; and Soldiers who are single parents with a childcare plan that requires the dependent to leave the residence.

b. TDY HHG shipment is authorized for Soldiers supporting contingency operations in an active duty TCS status for more than 200 days, excluding those serving in designated Hostile Fire/Imminent Danger Pay areas. (A list of designated Hostile Fire/Imminent Danger Pay areas is included in DoD FMR, Volume 7A, Chapter 10.

http://comptroller.defense.gov/Portals/45/documents/fmr/archive/07aarch/07a\_10a.pdf)

5. HHG storage and/or TDY HHG shipment. The following documents are required.

Government Procured Move (GPM) or Government Arranged Storage:

a. Copy of all applicable TCS orders and amendments. Orders must authorize TDY HHG Shipment. Shipment of TDY HHG weight allowance is authorized only to temporary duty locations, and return from authorized TDY location.

b. Proof of eligibility for HHG storage. For single Soldiers, provide a copy of the Leave & Earning Statement (LES), or Officer Record Brief (ORB)/Enlisted Record Brief (ERB). If married, include the military order for the dual-military spouse.

c. Government cost estimate and estimated weight of the stored/shipped HHGs.

Personally Procured Move (PPM) or Personally Procured Storage:

• Self-procured storage of HHGs: All expenses are the initial responsibility of the Soldier. After redeployment the Soldier will submit eligibility documents, copies of the storage contract, itemized storage bill (must indicate a zero balance owed), and the HHG weight tickets to the ITO. The Soldier is authorized reimbursement of actual authorized expenses or the Government Constructive Cost (GCC), whichever is less.

b. PPM of TDY HHG shipment. The Soldier will submit copies of the HHG weight tickets and all receipts to the ITO after the move is complete. Reimbursement may not exceed the GCC. Incentive Pay Rate (IPR) or the Estimated Gross Incentive (EGI), which is 95% of the GCC, is authorized for PPM of TDY HHGs within CONUS. OCONUS TDY HHG shipments should be processed through the ITO as a GPM.

6. POV Storage.

• POV storage is not an automatic entitlement. All Soldiers (both AC and RC) must consult with their servicing ITO to ensure deployment storage eligibility, seek authorized storage options, and possess proper authorization prior to storage of their POV. Soldiers will utilize POV storage provided by their home station unit or servicing installation, if available.

• POV storage in support of Named CONOPS is authorized for eligible Soldiers. POV storage in support of Operational Deployments is only authorized by Unit/Command leadership if at no cost to the Gov’t.

c. POVs placed in storage under orders are a one-time only entitlement. POVs will not be retrieved at government expense during leave or R&R, and returned to storage under the same set of orders.

d. Storage at a Government contracted Vehicle Processing Center (VPC) is not authorized when deployed in a TCS status.

e. Self-procured commercial POV storage is not authorized when a unit or military installation deployment lot is available. If a Soldier elects to utilize commercial POV storage in lieu of storage in an available unit or installation deployment lot, then reimbursement of incurred expenses is limited to the cost of storage, if any, at the installation deployment lot. (Note. Minimal fees are assessed for POV storage at installations where the deployment lots/warehouses are managed by Morale, Welfare and Recreation (MWR) or are contracted.)

f. When POV storage is not available through a Soldier’s unit or servicing army installation, the Soldier may be authorized to personally procure POV storage at a facility of his or her own choice. Prior to seeking commercial POV storage, all Soldiers must obtain a letter of authorization from their servicing Army ITO. Soldiers approved to self-procure commercial POV Storage must pay all expenses initially. Post -deployment, the Soldier must submit the following documents to ASC through the Servicing ITO.

(1) Copy of all applicable TCS orders and amendments.

(2) Proof of eligibility (same requirement as for HHG storage).

(3) Memo or correspondence from Unit verifying no POV storage availability at Home Station (unit motor pool, POV lot, etc)

(3) Memo from the servicing Army ITO verifying no availability in an installation deployment lot and authorization for commercial POV storage.

(4) POV storage contract and an itemized copy of the storage bill. The storage bill must indicate a zero balance owed (balance paid in full).

7. Reimbursement for self-procured storage and PPMs, without necessary pre-approval or missing documentation, will be handled on a case-by-case basis and may require an Exception to Policy to Department of the Army.

8. Please contact the servicing ITO for service or assistance. Questions may also be directed via e-mail to usarmy.ria.asc.list.ild-personal-property@mail.mil and usarmy.ria.asc.list.oco-personal-property@mail.mil