

INFORMATION PAPER

30 March 2006
(revised)

SUBJECT: SPECIAL STORAGE FOR DEPLOYMENT

1. PURPOSE: To provide information to Units preparing to deploy who have Single Soldiers living in the barracks or off post who require storage of their Personal Property.
2. REFERENCES:
 - Joint Federal Travel Regulation (JFTR), Vol I Para U4770B1
 - Military Personnel Policy, Chapter 8 (Entitlements)
3. FACTS: The above references outline entitlements and requirements for Special Storage for deploying soldiers. Listed below describes who is entitled to this Special Storage and what documents are required.

WHO

- Single Soldiers who reside off post
- Single Parents
- Dual Military when both are deployed
- Single Soldiers living in Barracks

DOCUMENTS REQUIRED

- LES and Deployment Orders
- LES and Family Care Plan
- Both Orders
- Deployment Orders, Memo.

Special Storage is authorized for soldiers living in the barracks when it has been determined that the barracks must be vacated.

To arrange this Special Storage Unit POC must contact this office and provide:

- Memorandum signed by Commander (0-6) stating that the Installation has required barracks to be vacated.
- Electronic (email) Spreadsheet with Soldiers Name; SSN; Bldg Number and Room Number
- Deployment Orders with NATO manifest attached.

The Transportation Office will schedule a briefing at the Unit location to brief soldiers and schedule pick up of their personal property from the barracks. All Soldiers living in the barracks will be picked up at the same time.

Single soldiers and dual military living off post may also attend the brief and dates will be arranged for their pickup also. **OR**, those soldiers living off post may come into the Transportation Office individually to arrange pickup.

NOTE: PCS TRAVEL AND TRANSPORTATION OF HOUSEHOLD GOODS AND DEPENDENTS IS NOT AUTHORIZED IN CONNECTION WITH TCS ORDERS

If you need additional information or to schedule a brief, contact this office POC, Nicky Maxwell, email: maxwellvt@conus.army.mil, ph: 396-1855 or Eric Earnest, email: eric.earnest@conus.army.mil, telephone 910-396-7009