

SDDC-PP Advisory 16-0095

Date: 15 Apr 2016

From: AMSSD-PP, Scott AFB 62225

To: Military Service Headquarters Representatives and Worldwide Personal Property Shipping Offices (PPSOs)

Subject: Non-Temporary Storage (NTS) Release Procedures

1. Personal Property Processing and Shipping Offices are reminded to ensure the following actions are completed when requesting the release of a NTS shipment. When customers request the release of their NTS lot, counselors/technicians must advise or assist customers to self-counsel a HHG application in DPS. The NTS-R application must not be used.

NOTE: Excess to Quarters NTS lots should be released as an additional pickup with the customer's HHG shipment. This includes if a customer does not have a delivery address at destination.

2. NTS Release Process:

- a. Counselors must determine if the NTS lot is stored in the contractor-operated east or west coast storage facilities and if so, process release in accordance with the PPCIG.

- b. If the NTS lot is not stored in the east or west coast storage facilities, counselors must:

- i. Process the DPS self-counseled HHG application or create a new DPS HHG application for shipment of the NTS lot to final destination.

- ii. Ensure the HHG application is created against the correct order number.

Note: NTS ICW Separation/Retirement orders may use the same order number.

- iii. Validate/Ensure correct accounting information is entered in DPS.

- iv. Ensure requested pickup and requested delivery dates are realistic to allow for warehouse release and to enable a direct delivery to residence. For pickup dates between May – Aug, recommend a 21-day advance notice be provided. For other dates, a 14-day advance notice should be sufficient.

Note: Counselors must advise customers that requested pickup dates cannot be confirmed until the application has been processed by the responsible Personal Property Shipping Office.

- v. Ensure the DPS application contains the NTS TSP's name and address, as well as the actual pick up address, and that "NTSR" is annotated in front of the actual street address in DPS.

Note: You may obtain/verify the NTS TSP's address using one of the web links listed in Paragraph 4.

- vi. Submit the HHG application for the NTS Release; the application should be in "Reviewed by Counselor and Approved to go to Route/Book" status for the booking GBLOC.

- vii. Provide SIGNED copy of the DD Form 1299, DD Form 1797 and applicable orders to the PPSO responsible for processing the NTS lot for release.

Note: PPPOs with electronic upload capability to their responsible J/C/PPSO must provide the documents in this manner. If not, all documentation must be provided via email to the responsible PPSO.

3. J/C/PPSO must comply with the following guidance:

- a. Review DPS application and all documents submitted by Counseling Office for accuracy.
- b. Determine if shipment will be processed in DPS or TOPS.
- c. Create and process a dockside release, local delivery or DPM application in TOPS.
- d. If the NTS lot is a local delivery or processed in TOPS, the DPS record should be canceled, and the process is complete.
- e. Ensure the NTS release date on the DD Form 1164 and the pickup date in DPS match prior to processing the shipment in DPS.
- f. Shipment processing in DPS:
 - i. For NTS lots stored in your AOR: Utilize the HHG application in DPS for processing the NTS shipment for movement to destination.
 - ii. For NTS lots stored outside your AOR: forward the DD Form 1299, DD Form 1797, orders and copy of the DD Form 1164 for release to the responsible J/C/PPSO to process the NTS shipment for movement to destination.

4. Web Links for NTS Listing/Information:

- a. <https://www.navsup.navy.mil/hhg/ourteam/navsupgls/NTS%20Address%20Listing.xlsx>
- b. <https://lackland.eis.aetc.af.mil/hqppa/projects/publicresourcecenter/default.aspx>
- c. https://asc.aep.army.mil/sites/DOL/APPLE/APPLE/NTS/NTS_Listing.xlsx

Note: The NTS Listing is a complete listing for all Services. The same list is hosted at all 3 locations for ease of access and monthly updating.

5. Service Policies for Information Related to SIT Authorization ICW NTS Release:

- a. Navy - NAVSUP P-490, [Transportation of Personal Property](#)
- b. Air Force - AFI 24-501, [Personal Property Moving and Storage](#)
- c. Army - Memo 24 Apr 14, [Army Policy for SIT ICW NTS Releases](#)
- d. Marines - MCO P4600.39, [Personal Property Manual](#)
- e. Coast Guard - USCG SOP 16043, SIT ICW NTS

6. This is a HQ SDDC and Military Services coordinated message and is approved for release by Mr. Craig McKinley, Chief, Storage Division, HQ SDDC.