

## CREATING A NON TEMP STORAGE SHIPMENT

To create a NTS Shipment you will need to have an account in the Defense Personal Property System.

(DPS) located online at [www.move.mil](http://www.move.mil).

1. Create or update your account in DPS: [DPS - Prod \(move.mil\)](#)
2. Update all personal information
3. Enter order information
4. Upload a copy of orders
5. If authorized by order create a NTS shipment
6. Fill in information as it is requested by the program
7. Sign then upload forms generated by DPS (DD1299, DD1797)
8. Submit your application

Non-Temporary Storage (NTS) is long-term storage of your belongings used generally instead of shipping your items to your new duty station. Expect the storage location to be located near the origin (pick up) location where items may remain for the duration of your PCS/tour. When you return and have established a new address, you can request retrieval and shipment of your stored belongings. There may be restrictions on CONUS NTS, so be sure to contact your [local transportation office](#) if you have any questions.

**NOTE:** For Retirement: NTS may be authorized for 1 year beginning with Retirement date, and may be extended for up to five years.

**NOTE:** For Separation: NTS may be authorized for 180 days, and may be extend one time for an additional 180 days.

### Approved for:

CONUS

*Temporary Duty (TDY) X*

Permanent Change of Station (PCS), exceptions may apply

OCONUS

*Temporary Duty (TDY) X*

Permanent Change of Station (PCS)

## Related Forms:

- **[DD1299 - Application for Shipment and Storage](#)**: This form will be automatically generated by DPS upon completion of counseling when you indicate storage is requested.
- **[DD1797 - Personal Property Counseling Checklist](#)**: This form is used to ensure Service members, employees, and family members are properly briefed on personal property transportation and storage entitlements.

**LINK for additional Information:** [What Military Families Need to Know About Long-Term Storage \(militarybyowner.com\)](#)

## **HOUSEHOLD GOODS: MOVE.MIL**

When you get your orders, your first step, if you are using DPS on move.mil, is to register for a user ID and password to log on to DPS. The website also provides information about the process for movement of household goods, and includes tips for moving, weight allowance, arranging pickup of your household goods, delivery, storage and much more.

Once you log on, the system will ask you a series of questions to guide you through the entire moving process.

When you've completed the self-counseling, select the nearest transportation counseling office from the drop-down menu and forward the required documents to that office. After receiving your request, a counselor will verify your data and your shipment will be booked. If orders are not received by the transportation office, your move cannot be awarded to a moving company.

The moving company will contact you to set up a pre-move survey and negotiate packing and pickup dates. The carrier should stay in direct contact with you throughout the entire process.

Don't assume that a mover will show up at your door on a certain date just because you have requested a move through move.mil. If a moving company has not contacted you to set up a move within several days after your request, contact your local military transportation office.

Upon arrival at your new duty station, you'll arrange with the moving company either temporary storage or delivery of your property. If there is any damage to your property, move.mil has resources that will guide you through the claims process. If you

don't meet the claims filing deadlines, you will receive less reimbursement — and possibly nothing.

One last important step: Complete the customer satisfaction survey about the move experience. These surveys weigh heavily in helping defense officials select the best movers for service members in the future.

**Contact:** The Defense Personal Property Program, [move.mil](http://move.mil). A transportation office locator is at [www.move.mil/dod.htm#startMove\\_dodTransportation](http://www.move.mil/dod.htm#startMove_dodTransportation). Also linked above.

## **STORAGE**

Non-temporary. Non-temporary storage is permitted when the amount of household goods that can be transported overseas is restricted or when service members don't take all their possessions with them. Under such conditions, they are entitled to store goods at government expense for the length of their tours.

Temporary. Temporary storage for 90 days is permitted when a delay prevents service members from moving into permanent housing at a new duty station. An additional 90 days may be requested through the local military transportation office.

Any period beyond 180 days usually is considered long-term storage. Storage rules are different for those on temporary duty or additional duty and for those deployed for more than 90 days.

## **WEIGHT ALLOWANCES**

The government sets weight limits for what it will ship. The allowed weight depends on your rank and whether you have dependents. Weight allowances can be found in the Joint Federal Travel Regulations, Chapter 5, Part D. The allowance includes the total weight of all household goods shipped, stored and sent as unaccompanied baggage.

Service members are responsible for charges incurred for any weight over the limit; those fees are based on weight tickets submitted by the moving company.