



**DEPARTMENT OF THE DEFENSE  
EDUCATION ACTIVITY  
HUMAN RESOURCES  
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ARLINGTON VA 22203-1634**

Human Resources Regional Service Center

HRRSC SOP 09-002

Date: July 9, 2009

**HUMAN RESOURCES REGIONAL SERVICE CENTER  
STANDARD OPERATING PROCEDURE**

**SUBJECT:** Review of Non-Temporary Storage (NTS) Requests

**Reference:** Joint Travel Regulations, Volume 2, paragraphs C5195.B and C

1. PURPOSE. To establish procedures for standardized review and approval of requests for non-temporary storage (NTS) of household goods (HHG) for Department of Defense Education Activity (DoDEA) employees.

2. APPLICABILITY. This Standard Operating Procedure (SOP) applies to all Operations Branch employees responsible for authorizing requests for NTS of HHG.

3. DEFINITION. NTS is the storing of HHG at Government expense provided to employees for a portion of or for the duration of their overseas assignment.

4. POLICY.

a. In reviewing requests for approval of NTS, one of the following conditions must be met in order for an employee to be eligible for NTS:

(1) The Permanent Duty Station (PDS) is one to which the employee is not authorized to take or at which the employee is unable to use his/her HHG;

(2) The storage is authorized in the Government's best interest;

(3) The estimated cost of storage would be less than the cost of round-trip transportation (including temporary storage) of the HHG to the new PDS.

b. If the employee's request meets conditions 1 or 3 above, the travel approving official may authorize NTS of HHG on the employee's travel order. All other requests should be forwarded to the Travel and Allowances Policy Section of the HRRSC for review to include any

requests for storage of HHG that have already been shipped to the employee's permanent duty station at Government expense. The Travel and Allowances Policy Section will determine if the request is in the Government's best interest and prepare an official response for the signature of the Human Resources Director.

  
Lenoir Graham  
Human Resources Director