

RECEIVING AND STORAGE OF HOUSEHOLD GOODS

1. We are providing the following information to help you with your move to Carlisle. Please contact us at:

CPPSO (Consolidated Personal Property Shipment Office)
Carlisle Barracks Transportation Office
635 Wright Avenue
Carlisle, PA 17013-5047

Inbound Personal Property Section:
Commercial (717) 245-4381 or DSN 242-4381
FAX (717) 245-3357

2. Receiving Household Goods Shipments: It is your responsibility to contact CPPSO immediately upon your arrival. When you call, please be sure to give us a local telephone number where we can contact you, and if available, your delivery address. We cannot schedule delivery for you until you contact us. Do not assume that because you were given a Required Delivery Date (RDD) for your property at your previous duty station, that your property will automatically be delivered on that date.

a. Domestic Code 1 shipments of Household Goods are direct-delivered only if the destination address is known and the member can accept delivery. If we don't have an address for you, your shipment will go to the local agent's warehouse and be placed in Storage in Transit (SIT) pending your arrival and request for delivery. For Code 1 shipments, the driver may contact you and request a weekend delivery. It is your option to accept delivery at that time or to inform the driver to deliver on the first duty day after the weekend or holiday.

b. All overseas shipments and Code 2 (containerized) domestic shipments of Household Goods and/or Unaccompanied Baggage must be delivered from a local agent's warehouse. These shipments are automatically placed in Storage in Transit (SIT) until the property owner or designated agent contacts the CPPSO to schedule delivery. **Be advised that in the past, unaccompanied baggage shipments from overseas areas have been running 30-45 days past the Required Delivery Date.**

3. Storage in Transit: Shipments can be stored at government expense for up to 90 days. Deliveries from SIT will not be scheduled on weekends or holidays. **The average time for delivery from SIT is 8 to 10 working days.** The timing of your delivery from SIT can vary greatly depending on the agent's previous schedule of deliveries. Plan and schedule accordingly.

4. Nontemporary Storage (NTS): Personnel assigned to a course of instruction lasting more than 20 weeks are entitled to nontemporary storage at government expense for that portion of personal property which they do not need while at this installation. Due to the limited size of student quarters at Carlisle Barracks, it is strongly recommended

that arrangements for NTS be made at origin for shipments in excess of 12,000 pounds. (This is only a suggested storage weight and may vary between quarters.) If NTS is arranged at origin, the property normally will be placed in a commercial storage facility near the member's current duty station (or Port of Debarkation for personnel returning from overseas assignments).

- **If you reside off-post (not in government quarters), storage of excess property at government expense is not authorized at destination.**
- **NTS is only authorized at government expense for property not exceeding your total authorized weight allowance.**
- **Due to the demands on the system for the numerous deliveries to all incoming personnel, students may be required to retain the excess property in their quarters for as long as three weeks, until nontemporary storage of goods can be effected.**

5. **If you are moving into housing on the local economy, you must ensure that the carrier removes all packing and crating material before releasing them. If you fail to do so, you will have to remove the packing and crating materials at your own expense.** If a carrier agent agrees to return at a later date to remove cartons, make sure you annotate this (including the person's name and office phone number) on the DD Form 619-1 (Statement of Accessorial Services Performed). Do this before you release the carrier agent's personnel.

6. The date of arrival shown on the U.S. Army War College and Carlisle Barracks questionnaire is not considered a request for delivery of household goods. You must contact the Inbound Section in order to arrange delivery. The individual or agent must be present when household goods are to be delivered. Delivery hours are between 0730 and 1700. Personnel signing for government quarters on the date a shipment is scheduled should allow sufficient time to inspect their quarters before the scheduled delivery.

7. The Transportation Office at Carlisle Barracks is here to assist you in any way we can to ensure that you have a good move into your new residence. In order to have your household goods delivered in a timely manner, you should keep the Inbound Personal Property Section at the Transportation Office informed of a valid contact telephone number for you, so that we can schedule the prompt delivery of your personal property.