

ALL THESE PROCESSES ASSUME YOU ALREADY HAVE A DPS ACCOUNT AND ARE USING A CAC:

Cut and paste this link to your web browser to access the DPS main page. Select “Accept” to comply with the Security Banner.

<https://dps.move.mil/cust/standard/user/home.xhtml>

Scroll down until you see the below screenshot and on the left side of the page is the SORT TOOL and you will begin the process for this action using the SORT TOOL.

**IF YOU ARE CREATING A SHIPMENT: CLICK THE RADIO BUTTON FOR “THIS IS A NEW SHIPMENT”** and follow the checklist in the SORT TOOL and you will be guided to the legacy DPS or the new Global HHG Contract (GHC) program and comply with the SORT TOOL to determine which system will provide shipment applications.

If the SORT TOOL sends you to DPS, follow this tutorial for the Counseling Module within the Defense Personal Property System (DPS).

If the SORT TOOL sends you to the Global Household Goods Contract, follow the instructions in the SORT TOOL and if you have issues, contact your local DMO or if not on a Marine Corps installation, the local Personal Property Processing Office (PPPO) or the Transportation Office since the military Services call these offices different titles.

**IF YOU ARE UPDATING A CURRENT COUNSELING APPLICATION OR SHIPMENT ALREADY LOADED TO DPS, CLICK THE RADIO BUTTON “This is for A SHIPMENT ALREADY IN DPS”** and comply with the instructions from there which should mirror this or other tutorials provided in the “PCS Move Resources” website.

UNCLASSIFIED

PCS Tutorials x CreateShipmentGuide.pdf x DPS - Prod x

dps.move.mil/cust/standard/user/home.xhtml

**Application Notices**

For system questions or support, please contact the System Response Center (SRC) via 1-800-462-2176 or usarmy.scott.sddc.mbx.g6-src-dps-hd@army.mil.  
For OCONUS users, please contact your local operator for DSN dialing instructions.

**DPS Login Options**

**Customer**  
(I need to ship Personal Property)

This is for a

☐ New Shipment

☐ Shipment already in DPS

[Next](#)

**Supporting Role**  
(DOD Personnel in the DP3 Enterprise and TSPs)

[Register in a Supporting Role](#)

[Log in with Certificate](#)

[Log in with YubiKey](#)

[Log in to ETOPS with Certificate](#)

**PII Disclaimer**

CUI//FNC//OPSEC//PRV//CY//STAT//FEDCON

Search

8:27 AM  
9/5/2024

Get an overview of the online moving process with pro tips from experienced customers and counselors.

Need more? Visit or call your [local transportation office](#).

## TUTORIAL

### Create a PPM Shipment



1 of 18



Defense Personal Property System (DPS) Self-Counseling

# Creating a Personally Procured Move (PPM move yourself) Shipment

April 2021

## INSTRUCTIONS

A Personally Procured Move (PPM or DITY) allows you to get paid to pack and move your belongings yourself, instead of having the government do it for you. Scheduling your move online is called “Self Counseling” in DPS.

**Pro-Tip:**



- Turn off your pop-up blocker, otherwise the DPS window won't be able to open.
- You'll also be asked detailed information about special items you might ship, like the make and model of your Motorcycle, and even the caliber and serial number of each of your firearms. Get this information organized now to save time later.
- You don't have to have an exact address at your new location to start the move process. Don't wait to schedule your move! Lines can also get long at your local Transportation Office.

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## Scenario: CONUS PCS

- For this training session, we are using a Permanent Change of Station (PCS) orders within Continental US (CONUS).
  - International PPMs are not recommended due to excess cost associated with customs and other fees. If you must do a International PPM, the local counseling office will need to create the application.
  - *These instructions start after personal information and orders have been entered.*

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Assets	
Cash and cash equivalents	
Receivables	
Inventory	
Prepaid expenses	
Other assets	
Total Assets	
Liabilities	
Accounts payable	
Notes payable	
Mortgage payable	
Other liabilities	
Total Liabilities	
Equity	
Common stock	
Retained earnings	
Total Equity	
Total Liabilities and Equity	

Next you'll receive information on the type of shipment you are requesting. This is part of your online counseling and it is very important that you read the information as it contains information on your entitlements and responsibilities. When you are done reading through the information, select to acknowledge you have read and understand the information then click "Next"

The screenshot shows a web application for 'Pickup and Delivery'. On the left is a sidebar menu with sections: 'Counseling Move' (Customer Profile, Customer Information, Point of Contact, My Orders, Enter Order Information, View Documents), 'Order [DOCS SPLD]', 'Orders Details' (Rank & Hard Copy Orders, Order Information, Policy Station, Orders Selection, True Information, Additional Information, Summary), 'Request' (Create New Shipment, Current Shipments), 'Pickup & Delivery' (Rank, Coding, Instructions, Summary, Counseling Office, Submit), and 'Land/Seawater' (PCS, L20000 Sea, Returning PCS, L20000 Sea). The main content area is titled 'Pickup and Delivery' and contains a form for entering move details. A red arrow points to the 'Is this a Local Move?' question, which has 'Yes' and 'No' radio buttons. A blue callout box next to it defines 'Local Move' as a move of HHG for a short distance between residences within a metropolitan area, NTS facility. Below this, there are sections for 'Planned Move Start Date', 'Pickup & Delivery' (with authorized and requested addresses for pickup and delivery), and 'In-Transit/Emergency Contact Information'.

# Pickup and Delivery

**Is this a Local Move?** ☐ Yes ☒ No

**Local Move:** A move of HHG for a short distance between residences within a metropolitan area, NTS facility

**Planned Move Start Date** [Calendar Icon]

**Pickup & Delivery**

Authorized Pickup Address	Authorized Delivery Address
400 Cedar Avenue DE017617, 22341 410-759-0000	100 Ward Drive DE0177 APB, 62200 410-229-4020
Requested Pickup Address	Requested Delivery Address
400 Cedar Avenue DE017617, 22341 410-759-0000	100 Ward Drive DE0177 APB, 62200 410-229-4020

Distance between the origin and destination is 727 miles.

**In-Transit/Emergency Contact Information**

**In-Transit/Emergency Contact Information**

100 Ward Drive  
DE0177 APB, 62200  
410-229-4020






**Rank & Station Address**

## INSTRUCTIONS

At the Pickup and Delivery page, you will enter the information for your planned move start date, your pickup and delivery address, your In-Transit/Emergency Contact address, indicate any additional locations and name your Releasing and Receiving Agent(s).

Say “no” to the local move question

Using the Calendar Icon, select the date you will begin your move.

# Pickup and Delivery: Entering Addresses

Pickup & Delivery

**\*Authorized Pickup Address**

**\*Authorized Address**

**\*Requested Pickup Address**

**\*Requested Delivery Address**

**Addresses**

Select	Address	Delete
<input type="radio"/>	PEARL HARBOR, UNITED STATES 0601710000	✕
<input type="radio"/>	404 A ST RICHIE HOUSE CAROLINA, NC 28133 212-404-1900	✕

OK Cancel
Add Address

## INSTRUCTIONS


Next you will provide your authorized pickup and delivery addresses as well as your requested pickup and delivery address.

You will need to add each address using the rolodex icon next to the item field. In the popup window, click the 'Add Address' button.



**Pro-Tip:** A member is authorized pickup and delivery from an address in the same area as his current and new duty station. Members can request pickup and delivery from/to any area, but there may be an excess cost





Pickup & Delivery Information

https://vstest.move.mil/ - Shipment Locations [DPS] - Internet E...  
PCS: 1,2000 Bn.  
Remaining PCS: 1,1000 Bn.

406.755-8996  
619.220-4026

Distance between the origin and destination is 222 miles.

In Transit/Emergency Contact Information  
In-Transit/Emergency Contact Information  
709 Vard Drive  
SCOTT AFB, IL 62225  
619-220-4026

Check Mailing Address  
Mail Check To

Add/Remove Locations  
Pickup 1  
Delivery 1  
Pickup 2  
Delivery 2

Releasing & receiving agents  
Releasing  
Receiving

OK Previous Next >

## INSTRUCTIONS

When you have entered all of your Pickup and Delivery Information, click 'Next'

*NOTE: it is not required to provide a Check Mailing address.*

**Basic Shipment Information**

Customer: [Twentytwo, March, 2001/20-1, United States Navy, 00022001]

**Additional PPM Information**

\*Is packing required? ☒ Yes ☐ No

\*Are you requesting an Advanced Operating Allowance? ☒ Yes ☐ No

\*% of Advanced Operating Allowance requested: 00

\*Estimated weight: 1,000 **Weight Estimator Form**

\*Estimated weight of PBP&E [Pro Gear]  10

\*Estimated weight of Spouse's PBP&E [Pro Gear]  10

\*Spouse's Profession [Note: Your spouse is only entitled to ship a maximum of 500 lbs Pro Gear in support of their occupation or community support activities.]

\*State of Legal Residence (Needed for Tax purposes):  01/0000

\*Is this a TDY/TAD and returning to origin duty station? ☐ Yes ☒ No

\*Are you using a commercial company to move this shipment? ☐ Yes ☒ No

\*Do you have any Bulky Items? ☒ Yes ☐ No

Go-Carts, Motorcycle >=250cc, Riding Golf Cart, Small Rec Vehicle, Snowmobile, Three/Four Wheelers, Riding Lawnmowers (Including stand-on)

Cannon, Jet Skis, Kayaks, or Windsurfers with/without associated trailer

Boats <= 14 FT, Dinghies, Row Boats, Sculls, Skiffs with/without associated trailers

Boats > 14 FT, Dinghies, Row Boats, Sculls, Skiffs with/without associated trailers

Boat Trailers without associated boat (excluding all other trailers used to move property i.e. horse, utility)

Big Screen TV >=48 in. (excluding flat screen televisions)

Baby Grand Piano or Grand Piano (excluding upright pianos)

Animal House/Kennel, Play House, Tool Shed, or Utility Shed >100 cu ft

Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths >100 cu ft

**Instructions**

On the PPM Basic page, the first question is pre-populated – do not change to NO.

Indicate whether an advance will be requested. The responsible origin counseling office will confirm whether or not you are qualified to receive the advance operating allowance.

Provide an estimate of the weight you will be moving. (tip: rule of thumb is 1,000 lbs per room.) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.

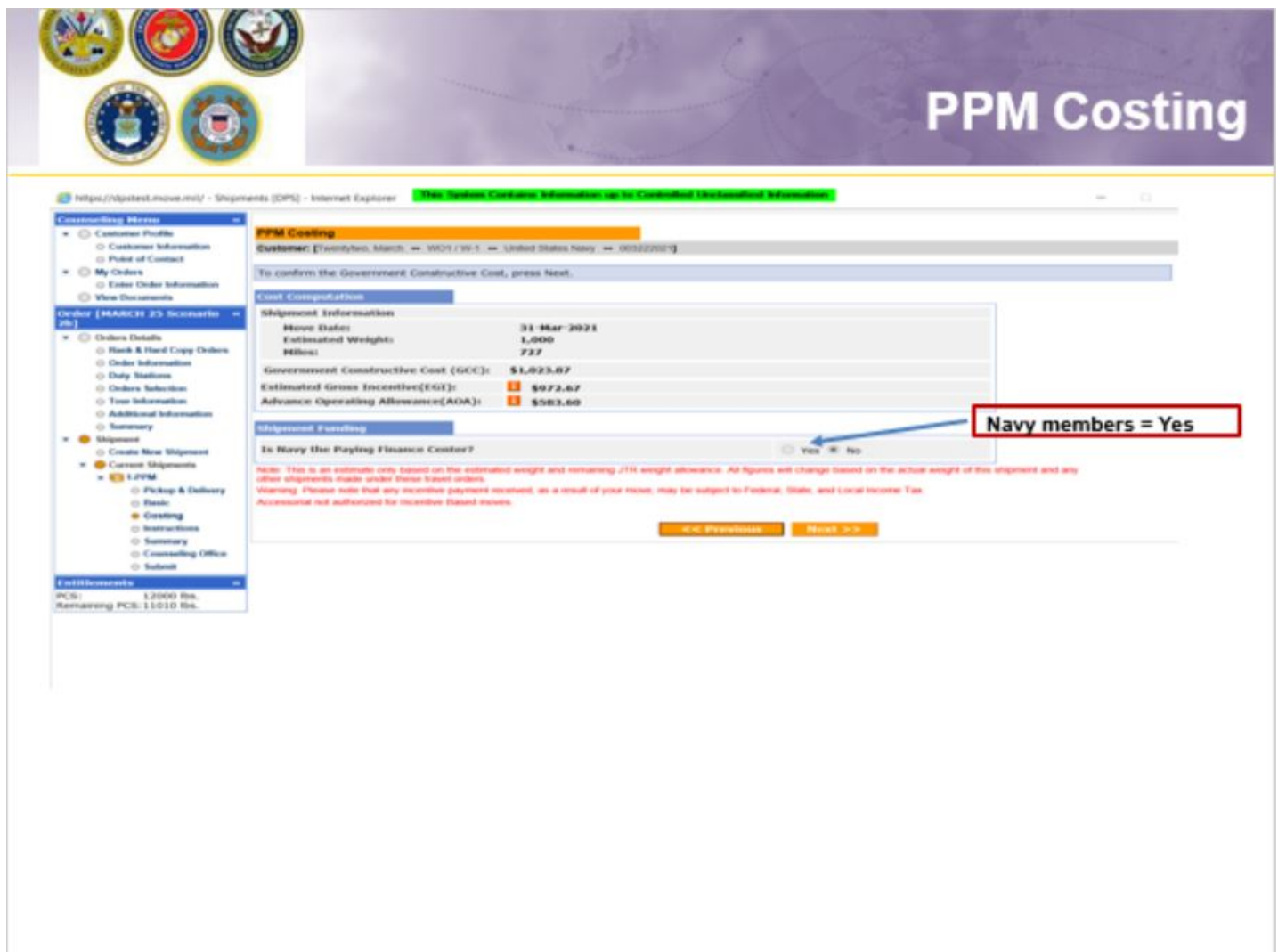
## INSTRUCTIONS

On the PPM Basic page, the first question is pre-populated – do not change to NO.

Indicate whether an advance will be requested. The responsible origin counseling office will confirm whether or not you are qualified to receive the advance operating allowance.

Provide an estimate of the weight you will be moving. (tip: rule of thumb is 1,000 lbs per room.) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.





**PPM Costing**

Customer: [Twentytwo, March, WO1/19-1, United States Navy, 00322021]

To confirm the Government Constructive Cost, press Next.

**Cost Computation**

Shipment Information	
Move Date:	31 Mar 2021
Estimated Weight:	1,000
Mileage:	727
Government Constructive Cost (GCC):	\$1,023.67
Estimated Gross Incentive(EGI):	\$972.67
Advance Operating Allowance(AOA):	\$583.60

**Shipments**

Is Navy the Paying Finance Center? ☒ Yes ☐ No

**Shipments**

Item	Weight	Cost
PCS: 12000 Rm.	1,000	\$1,023.67
Remaining PCS: 11010 Rm.		

## INSTRUCTIONS

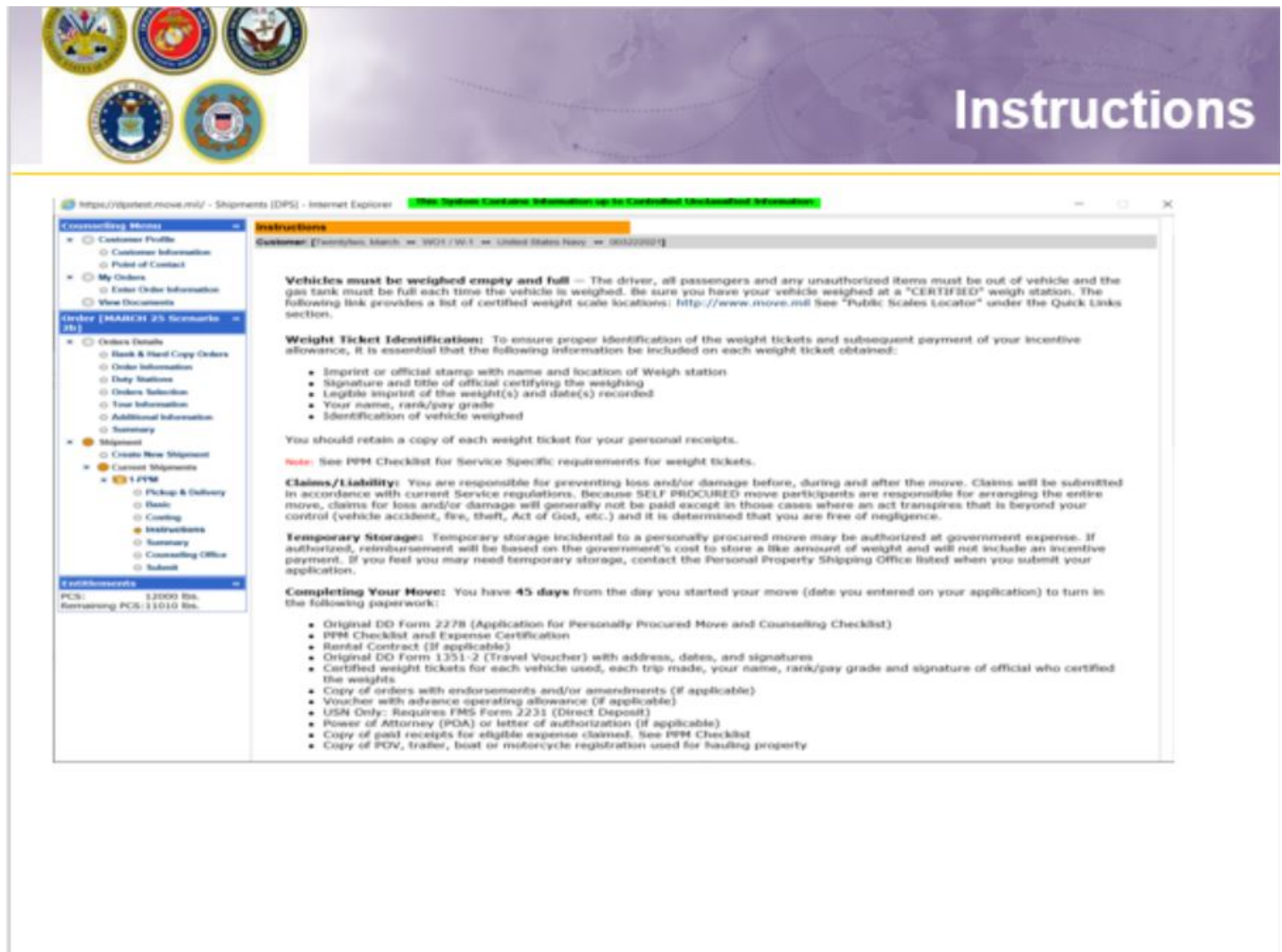
The PPM Costing Page provides you with a cost computation. This is based on your move date, the estimated weight of the property you are shipping and the mileage between your origin and destination locations.

The **Government Constructive Cost (GCC)** is the amount the Government would pay to move the same like weight from/to authorized location.

The **Estimated Goss Incentive (EGI)** is 95% of the GCC and the total amount the member receives when electing to move their own property.

The **Advance Operating Allowance (AOA)** is the amount the member receives if they request (and are approved for) an advance. This amount is 60% of the EGI.

You should be aware that the amounts you see on the costing page are based on the estimated weight you entered in your application. These amounts can change upon final review of your PPM claim.



**Instructions**

**Customer:** [Twentyfives, March, 2005 / 001, United States Navy, 00122202]

**Vehicles must be weighed empty and full** — The driver, all passengers and any unauthorized items must be out of vehicle and the gas tank must be full each time the vehicle is weighed. Be sure you have your vehicle weighed at a "CERTIFIED" weigh station. The following link provides a list of certified weight scale locations: <http://www.move.mil> See "Public Scales Locator" under the Quick Links section.

**Weight Ticket Identification:** To ensure proper identification of the weight tickets and subsequent payment of your incentive allowance, it is essential that the following information be included on each weight ticket obtained:

- Imprint or official stamp with name and location of Weigh station
- Signature and title of official certifying the weighing
- Legible imprint of the weight(s) and date(s) recorded
- Your name, rank/pay grade
- Identification of vehicle weighed

You should retain a copy of each weight ticket for your personal receipts.

**Note:** See PPM Checklist for Service Specific requirements for weight tickets.

**Claims/Liability:** You are responsible for preventing loss and/or damage before, during and after the move. Claims will be submitted in accordance with current Service regulations. Because SELF PROCURED move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, theft, Act of God, etc.) and it is determined that you are free of negligence.

**Temporary Storage:** Temporary storage incidental to a personally procured move may be authorized at government expense. If authorized, reimbursement will be based on the government's cost to store a like amount of weight and will not include an incentive payment. If you feel you may need temporary storage, contact the Personal Property Shipping Office listed when you submit your application.

**Completing Your Move:** You have **45 days** from the day you started your move (date you entered on your application) to turn in the following paperwork:

- Original DD Form 2278 (Application for Personally Procured Move and Counseling Checklist)
- PPM Checklist and Expense Certification
- Rental Contract (if applicable)
- Original DD Form 1351-2 (Travel Voucher) with address, dates, and signatures
- Certified weight tickets for each vehicle used, each trip made, your name, rank/pay grade and signature of official who certified the weights
- Copy of orders with endorsements and/or amendments (if applicable)
- Voucher with advance operating allowance (if applicable)
- USN Only: Requires FMS Form 2231 (Direct Deposit)
- Power of Attorney (POA) or letter of authorization (if applicable)
- Copy of paid receipts for eligible expense claimed. See PPM Checklist
- Copy of PCV, trailer, boat or motorcycle registration used for hauling property

## INSTRUCTIONS

Members are provided with instructions on how to submit their paperwork for reimbursement. It is recommended that you print these instructions for your records.



# Reimbursement Instructions

**USN personnel send paperwork for local PPM to:**

Business Support Department  
FISCN HHG Audit Team Division - Code 302  
1968 Gilbert St  
Norfolk, VA 23511-3392

**Non-Local PPM**

**USMC personnel send paperwork for non-local PPM to:**

COMPT TRAN VOUCHER CERT DIVISION  
Code 470  
814 Radford Blvd, Suite 20318  
Albany, GA 31704-0318

**USCG personnel send paperwork for non-local PPM to:**

Commanding Officer  
OPA-1 USCG Finance Center  
1430A Kristina Way  
Chesapeake, VA 23326-1000

**USA personnel send paperwork for non-local PPM to:**

Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

**USAF personnel send paperwork for non-local PPM to:**

**FOR PERSONNEL ON ACTIVE DUTY:**  
Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.  
**FOR PERSONNEL Retiring, Separating or performing Local Moves:**  
Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

**USN personnel send paperwork for non-local PPM to:**


Business Support Department  
FISCN HHG Audit Team Division - Code 302  
1968 Gilbert St  
Norfolk, VA 23511-3392

**Note:** DoD Customers should make copies of all documentation for their own records prior to submitting them for processing.

Print

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Next >>



# Summary

https://spms.moscow/ Shipments (SPS) Internal System **The System Contains Information up to Current/Unpublished Information**

Shipment Summary

Shipment: 2 (Vehicle, Model: m-4021-40.1, m-4021-40.1, m-4021-40.1)

Please, please find a summary of the information ordered for this shipment. If there are any errors, please click on the link on the left navigation menu to return to the applicable page.

Customer Profile

Name:	Transport, Model	Branch:	United States Navy
SSN/ID:	00000001	Accounting Code:	4021-40.1
Primary Phone:	010-225-4021	Primary Email:	mailto:mailto:info@navy.mil

Permanent Contact Address:

700 Main Street  
 00000-0000  
 00000-0000

Order Details

Order: 000001-01 (Vehicle, Model: m-4021-40.1, m-4021-40.1, m-4021-40.1)

Order Date: 01-Nov-2021

Current Ship Station: 000000

New Ship Station: 000000

New Ship Assignment/Location: 000000

Shipment 1 - Personally Procured Move (PPM) - (Incentive Based)

Picking Information

You are starting your PPM move on 01-Nov-2021 from address:

400 South Street  
 00000-0000  
 00000-0000

Delivery Information

You are moving your PPM shipment to address:

700 Main Street  
 00000-0000  
 00000-0000

The distance between your origin and destination location is 100 miles.

Emergency Contact Information

Your Emergency Contact is:

700 Main Street  
 00000-0000  
 00000-0000

Estimated Weight

New to the shipment: 0 (see Ship Information weight)

Your estimate Personally Procured Move (PPM) weight: 100 lbs

PPM Shipment Information

Cost: \$0.00

Note: This is an estimate and based on the estimated weight and volume. PPM weight should be 100 lbs or less. Weight will change based on the actual weight of the shipment and any other supplies. PPM weight must be 100 lbs or less.

Estimated Government Contribution Cost (GCM): \$0.00

Advanced Shipping Release (ASR): \$0.00

New Estimated Gross Weight (GCM) for the shipment is \$0.00

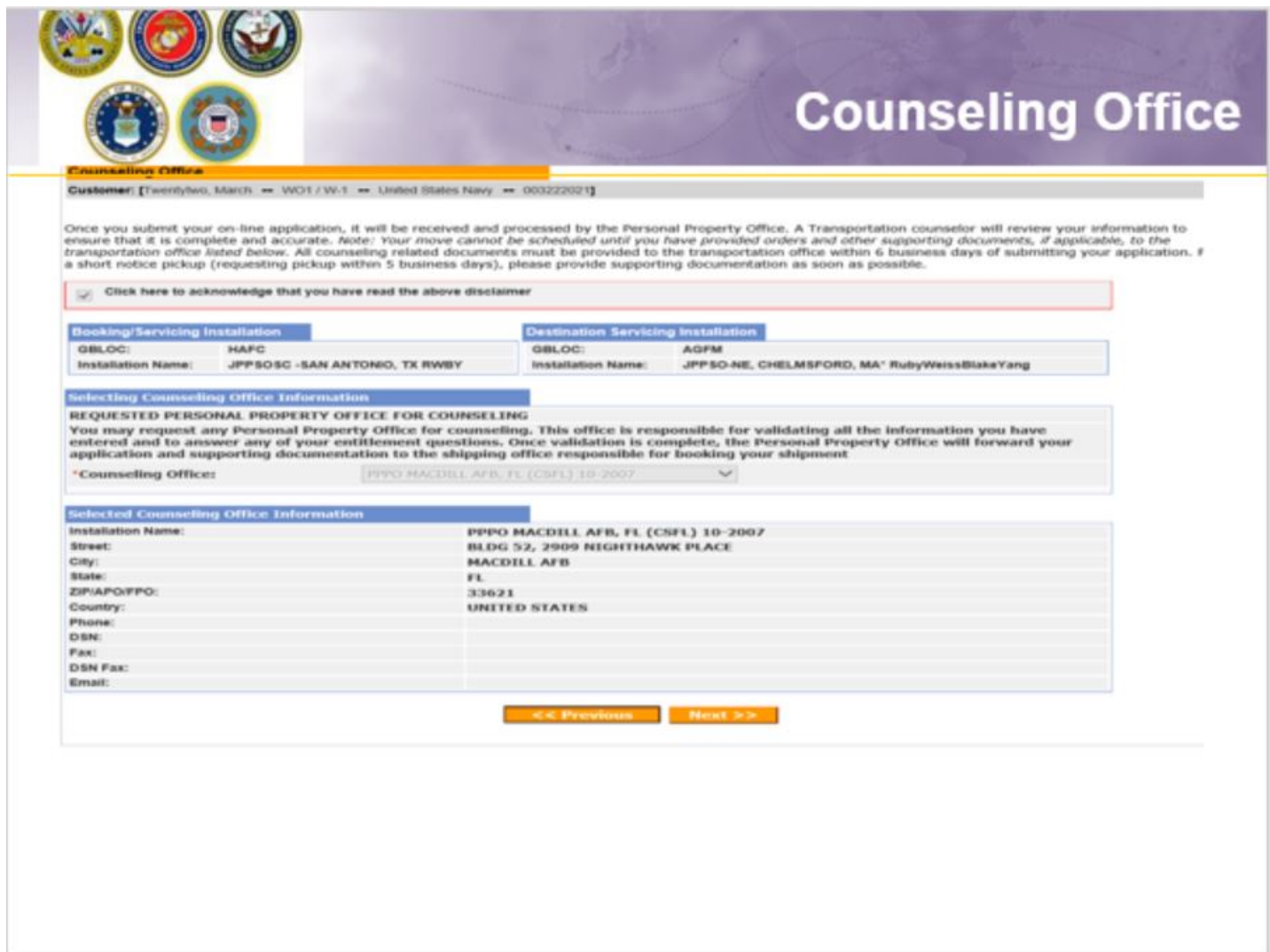
Q#	Description	Individual Cost	Personal Additional Funds if Approved
1	Caravan, 40' Box, 40' Box, or 40' Box with 40' Box (estimated)	\$75.00	\$75.00
2	Big Screen TV - 40" or 40" (estimated)	\$75.00	\$75.00
3	Small House (estimated, 40' Box, 40' Box, or 40' Box - 40' Box)	\$75.00	\$75.00
4	Small TV, 40' Box, 40' Box, or 40' Box (estimated)	\$75.00	\$75.00

You are a large resident (100 lbs or more).

Warning: PPM weight must be 100 lbs or less. As a result of your move, you are subject to PPM, ASR, and ASR (ASR) fees.

☐ I have read and agree to the above information is correct.

Check acknowledgement box



The image shows a screenshot of a web-based form titled "Counseling Office". At the top left, there are five circular logos representing different military branches. The title "Counseling Office" is prominently displayed in a large, white font on a dark purple background at the top right. Below the title, a breadcrumb trail reads: "Customer: [Twentytwo, March -> WO1 / W-1 -> United States Navy -> 003222021]". A disclaimer paragraph follows, explaining that the application will be processed by the Personal Property Office and that supporting documents must be provided. Below the disclaimer is a checkbox labeled "Click here to acknowledge that you have read the above disclaimer". The form is divided into two main sections: "Booking/Servicing Installation" and "Destination Servicing Installation". Each section contains fields for "GBLOC" and "Installation Name". The "Booking/Servicing Installation" section shows "HAFPC" and "JPPSO SC - SAN ANTONIO, TX RWBY". The "Destination Servicing Installation" section shows "AGPM" and "JPPSO NE, CHELMSFORD, MA" Ruby Weiss Blake Yang. Below these is a section titled "Selecting Counseling Office Information" which includes a heading "REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING" and a paragraph explaining the process. A dropdown menu for "Counseling Office" is set to "PPPO MACDILL AFB, FL (CSFL) 10-2007". At the bottom, there is a section titled "Selected Counseling Office Information" which lists contact details for the selected office. At the very bottom, there are two orange buttons: "<< Previous" and "Next >>".

**Counseling Office**

Customer: [Twentytwo, March -> WO1 / W-1 -> United States Navy -> 003222021]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. If a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible.*

☒ Click here to acknowledge that you have read the above disclaimer

**Booking/Servicing Installation**

GBLOC: HAFPC  
Installation Name: JPPSO SC - SAN ANTONIO, TX RWBY

**Destination Servicing Installation**

GBLOC: AGPM  
Installation Name: JPPSO NE, CHELMSFORD, MA Ruby Weiss Blake Yang

**Selecting Counseling Office Information**

**REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING**

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

\*Counseling Office: PPPO MACDILL AFB, FL (CSFL) 10-2007

**Selected Counseling Office Information**

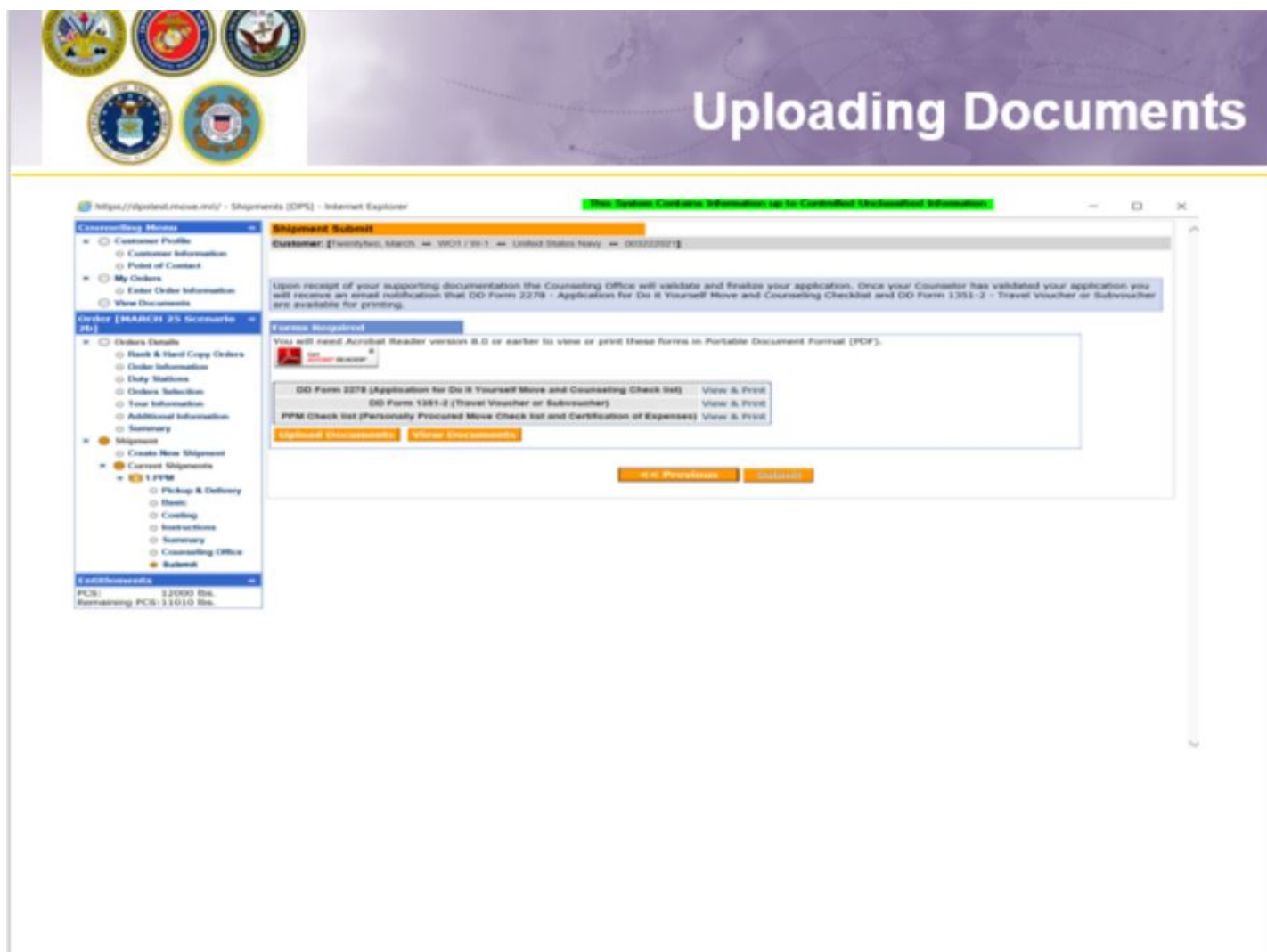
Installation Name:	PPPO MACDILL AFB, FL (CSFL) 10-2007
Street:	BLDG 52, 2909 NIGHTHAWK PLACE
City:	MACDILL AFB
State:	FL
ZIPAPO/FPO:	33621
Country:	UNITED STATES
Phone:	
DSN:	
Fax:	
DSN Fax:	
Email:	

<< Previous      Next >>

## INSTRUCTIONS

On the Counseling Office page, click to acknowledge you have read the disclaimer.

Use the drop down menu to select your local counseling office. You will need to make note of the contact information that populates on the page. This is where you provide your supporting documents so your application can be processed.




## INSTRUCTIONS

Once you have printed, signed and scanned your forms back into your computer, they can be uploaded directly into DPS.

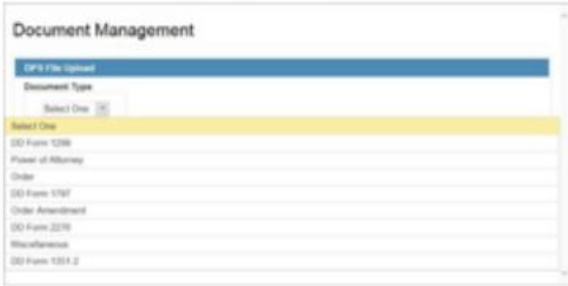
Click the “Upload Documents” button


NOTE: supporting documents for a PPM move include a copy of orders. If requesting a move from Home of Record (HOR), upload a copy of your Enlistment Contract or Officers Appointment Letter. If requesting a move for dependents, upload a copy of your Dependency Report.




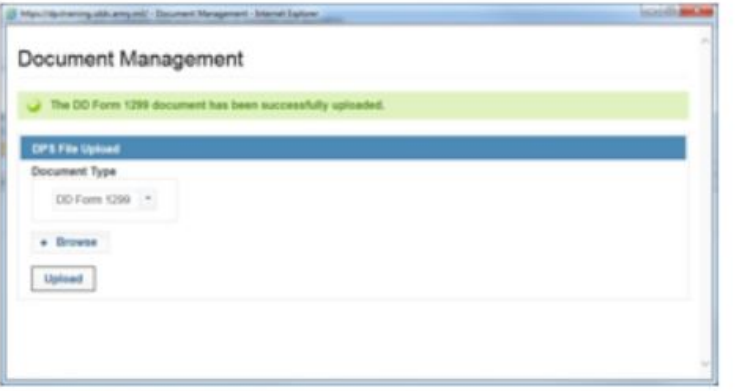


# Uploading Documents – cont.










## INSTRUCTIONS

1. Use the Drop-down menu to select the type of document
2. Click browse, locate the document in your files, and select open
3. Click upload
4. You will receive a message stating your document has been successfully uploaded. Make sure you uploaded BOTH signed documents



# Viewing Documents

**Shipment Submit**

Customer: Global, Mors → United States Navy →

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

**Forms Required**

You will need Acrobat Reader version 8.0 or earlier to view documents.

DD Form 1299 (Application for Shipment and/or Storage)  
DD Form 1797 (General Property Accounting)

[Upload Document](#) [View Documents](#)

These forms may be printed for review before submission. They will be submitted to the system.

Document Management

Documents

[View History](#) [Get File](#)

File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_1	1	DD Form 1299	02 Dec 2016	<a href="#">View History</a>	<a href="#">Get File</a>
Submitted	1-HHG	DOCSTEST_1	1	DD Form 1797	02 Dec 2016	<a href="#">View History</a>	<a href="#">Get File</a>
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016	<a href="#">View History</a>	<a href="#">Get File</a>

## INSTRUCTIONS

You can check to make sure your documents have been uploaded by clicking the “View Documents” button.

When the Document Management window opens, you will see ALL of the documents you have uploaded. If you need a copy of the document, select the file name and click “Get File”

When you are done viewing your documents, close the Document Management window

**Shipment Submit**

Customer:

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do It Yourself Move and Counseling Checklist and DD Form 1352-2 - Travel Voucher or Subvoucher are available for printing.

Upload Documents

View Documents

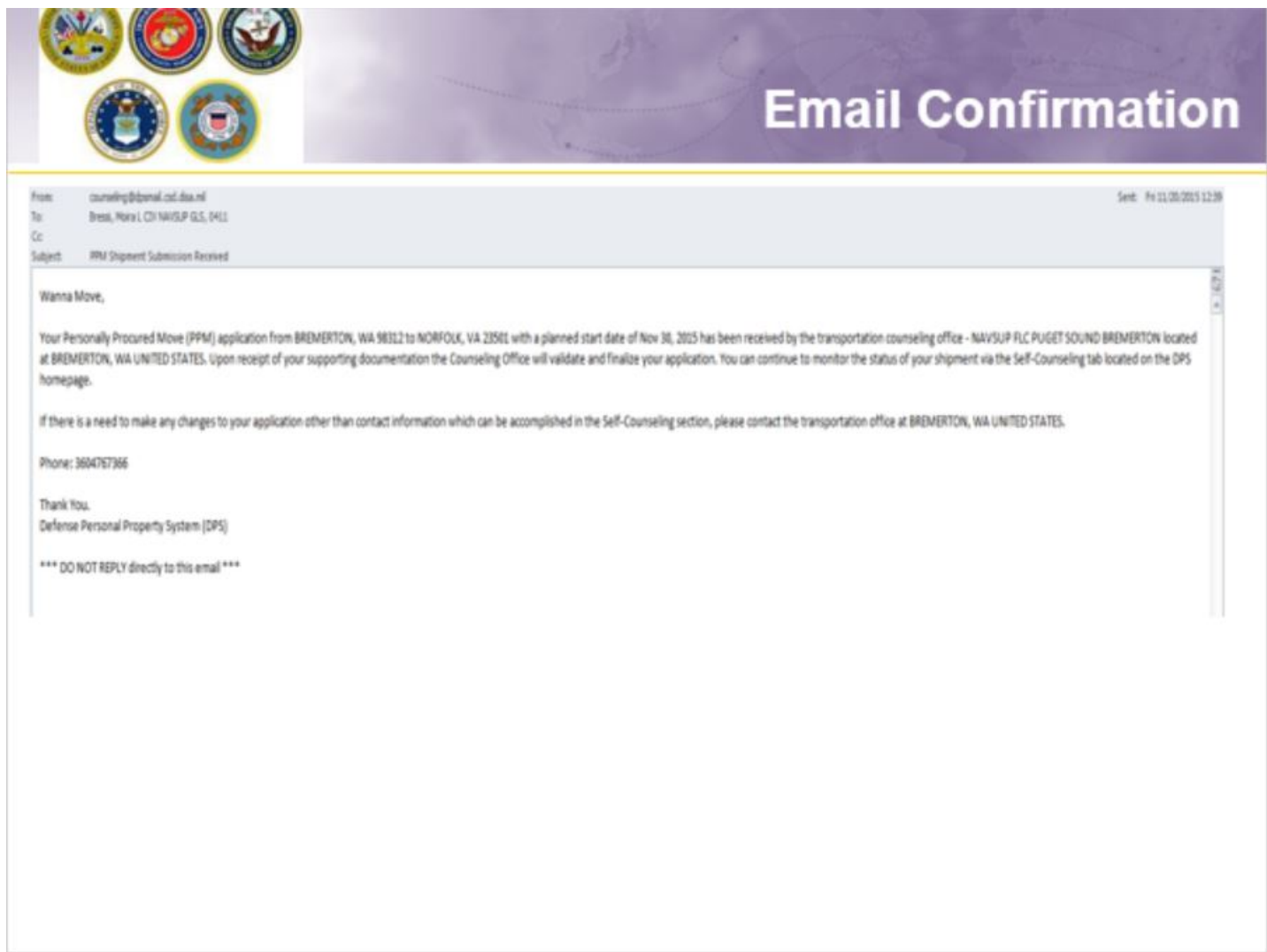
Previous Submit

PCS: 11000 lbs.  
Remaining PCS: 4000 lbs.

## INSTRUCTIONS

Click the “**Submit**” button to submit your application.

NOTE: Your application **will not** be processed until you provide supporting documents to the responsible origin counseling office. Once supporting documents have been received, the origin counseling office will contact you to pick up your PPM documents.



## INSTRUCTIONS

Once you have submitted your application, you will receive an automated email from the DPS system that confirms submittal and reminds you to submit your supporting documents. THIS IS NOT CONFIRMATION OF YOUR MOVE!

Supporting documents for a PPM shipment include a copy of your orders (including any amendments & modifications). If anyone other than the member signs these forms make sure to also provide a copy of your Power of Attorney. If you are requesting a pickup from your Home of Record (HOR), also include a copy of your Enlistment Contract or Officer Commissioning letter that shows your HOR. If you are requesting pickup for dependents, please include a copy of your page 2. If you are separating/retiring, you may be asked for a copy of your DD 214. Your counseling office will contact you if any additional documents are required.



## Contacts

- For technical assistance contact the DPS Helpdesk available 24/7:
  - ❖ Toll-Free: (800) 462-2176
  - ❖ Commercial: 618-589-9445
  - ❖ Email: [usarmy.scott.sddc.mbx.G6-SRC-DPS-HD@mail.mil](mailto:usarmy.scott.sddc.mbx.G6-SRC-DPS-HD@mail.mil).
- For assistance navigating your DPS application review the guides available on at: [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)



Maintained by  
**USTRANSCOM**

United States Transportation Command

### **Technical Help Desk**

For help using Move.mil or Electronic Transportation Acquisition.

**Phone**

Toll-Free: (800) 462-2176

Commercial: (618) 589-9445

**Email**

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