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.



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 Shipment



 $\equiv$ 



**Returning Users:** Your DPS Homepage will show all move requests submitted or processed in the DPS system. To create a shipment click the blue down arrow next to the correct orders.

New Users: Click "Start a New Move" and continue on slide 5

**NOTE:** If you are continuing your application from the orders information guide, jump to slide 5.



#### **Pro-Tips:**

- 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! The longer you wait, the more likely that your preferred move date will be unavailable, especially if it's during Peak Season. Lines can also get long at your local Transportation Office.

| 2 of 34   |   |                                |
|---|---|--------------------------------|
|   | A CARA  | Same - 196                     |
| 00  | DPS H   | OMEPAGE                        |
| A   | Wanna Move PO1/6-6 United States Navy   |                                |
| Defense Personal Property System House My Postie My Docu  | neers Unrfd Links Quick Reference Guides  |                                |
| Velcome to DPS  |   |                                |
| Start a New Move Shipment Management Contenue Satisfaction S  | arugy Claim Hintory   |                                |
| urrent Move   | Welcome to DPS  |                                |
| 01 Nov 2017: BREMERTON to SAN DIEGO<br>Order Number 2197 TEST<br>Order Typo Permanent Charge of Station | Start a New Move Shipment Management Customer Strictfaction   | n Survey Claim History         |
|   | Current Move  |                                |
|   | 01 Nov 2017: BREMERTON to SAN DIEGO<br>Order Number 2197 TEST<br>Order Type Permanent Change of Station | ^                              |
|   | There are no shipments currently associated with this order.  | C' Edit My Order/Shipment Info |
|   | Add a shipment  |                                |

**Returning Users:** Your DPS Homepage will show all move requests submitted or processed in the DPS system.

To create a shipment, **click the blue down** arrow next to the correct orders to expand edit capabilities.



A new window will open allowing you to create your shipment request.

Select "HHG" as the type of shipment

Say "No" to the PPM question

#### Click "Next"

*Note:* The shipment types offered will depend on the type of information you have provided in the orders section

**Pro-Tip:** If you've moved before, DPS will save your information so that it's pre-populated here, and you won't have to fill it out again.



| Countering Mens                           | Occupation and a second s |  |  |  | 1   |  |
|---|--|--|--|--|---|--|
| * O Calver Pulle                          | Project Provideou  |  |  |  |   |  |
| C Customer information                    | ranner have not - rest the state -   |  |  |  |   |  |
| C Point of Centant                        |  |  |  |  |   |  |
| O By Orlans     C Enter Deter Information | Reset find information reporting the showert you have sciented to matter. You will be required to adverse  | ige that you have read the informa   | tion before proceeding.  |  |   |  |
| () Ver Counerts                           |  |  |  |  |   |  |
| Order [DOCS TEST]                         | ntes   |  |  |  |   |  |
| • () Orders Details                       | Reusehold Goods (HHG): Items associated with the home and personal effects belonging to the sustainer of   | and dependents on the effective do   | te of the outpriers orders. O                                  | rly items that may be legally transported by converted carrier are allowed.  |   |  |
| C Rain & Rate Copy Drains                 | IIIIC may include:   |  |  |  |   |  |
| C Cuty lipdems                            |  |  |  |  | eas moves or loaded in a truck for CONUS moves.   |  |
| C Antianus Daty                           | · Wespons  |  |  |  |   |  |
| Citters Selection                         | <ul> <li>verices one men Pur: such as noticitates, modes, ye ska, narg proes, snownooks, gor dids</li> <li>A small vessel used to travel on the water, powered either br wind, cars, or motor.</li> </ul>  | and they exposited thereit.  |  |  | uss with the TSP the date and time of your pack and pickup days.  |  |
| C Tour Information                        | <ol> <li>14 feet or less in length and 6 feet 10 inches or less in width and 6 leet 5 inches or less in height; 8</li> </ol>   | icels with or without associated by  | ler can be shipped in your H                                   | Q  |   |  |
| C Assterativestor                         | <ol> <li>Over 14 text in length or over 6 text 10 inches it witht or over 6 text 5 inches in tegets: Scots with<br/>Theorems are not authorized to sho a boat/centional waterural at occurrent ecoence 1 the over<br/>Theorem</li> </ol>   | or without associated trailer can b<br>all length of the boat/personal wab | e processed as a One-Time-O<br>ercraft Furth or without associ | ny (215, 44 showert,<br>dad bailer) a over 18 feet (ascessor - primary readerce).  | w be authorized at origin, intransit, or at destination.  |  |
| C tunnay                                  | Note this is a last one work is some such for the meritarian stars. We are associated for  | tion of several disease series   |  | nice of a second design of the second s   | and take delivery. You may have <u>90 days</u> temporary storage.   |  |
| A Create See Sciences                     | fishing/ troling poles and outriggers must be lowered to meet dimensional requirements or removed.   | cited to preparate conclusion and  | the war training you want                                      | na vyv za dopraval in iznavný priznave pre, valoný, izdravný, kol za prise dzile, vi znižnou, nabal,   | ritation office.<br>The Member may requests (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/   | Defense Agency                                     |
| Curei Siareia                             | <ul> <li>Some parts for PDI: Including estimatives, wheels, battery charges; replacement parts subject to non-<br/>solutions.</li> </ul>   | nal wear such as spark plups, fike   | s, hoses, fat beits; took, tun                                 | e-Up or repair kits, seasonal items such as snow and ce removal ecoloment and heaters; special seats and beck for  | responsible for the additional storage expense. (The maximum storage time limit for Civitians will NTE 180 days)  |  |
| T-Strikenister                            | cide.  |  |  |  |   |  |
| FCB: 13000 Rs.                            | IBHG may not include: Live ammunition, live animals, including birds, fish and reptiles, mobile homes, camp  | er trailers, sirplanes, farming vehi                                       | des, privately-Owned vehicles                                  | (POV) such as a car, van or truck (except motoroyde), building materials or cordwood, goods for sale or commercial use,  | and many lange additional make hadres that any far mound  |  |
| Kemaining PCS:13000 bs.                   | pendhabe items, induding clarits (exast) for local move), goods not for memoer or desendent use or items a   | connect species apartment to the output of                                 | 15.  |  | hose additional costs as well.  |  |
|   | Entitlements. Your editionents are based on the type of orders moved to you, however, your basic written   | ents include the shipment of your  | household goods to your next                                   | Billy station.   |   |  |
|   | Neight Allowance: There are two kinds of weight slowances:   |  |  |  |   |  |
|   | · PCS weight allowance, which is based on your pay grade and whether you have or do not have depend  | lentis).   |  |  |   |  |
|   | <ul> <li>Temporary weight allowance, which is for these of you who are going on temporary duty or KS with t<br/>this wanth? to source/strate into stratum.</li> </ul>  | enporary duty en route. It is strict                                       | ly for beins required by you w                                 | nile you are on temporary duty; it is not intended for dependents. Upor completion of your temporary duty, you may ship  | pinbuous, vinous, malted, fermented, or other intexicating liquor of any kind from one State, Territory, or District of th  | e U.S., or place                                   |
|   | ting we prove the densite carly server.  |  |  |  | , or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country in<br>hich said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested there | to any State, Territory, or<br>in, to be received, |
|   | Weight Restriction at New Duty Station (if any): Some overses areas restrict the amount of weight you  | are authorized to ship. Review the   | personal property consigning                                   | et guide to view if there are any types of shaping restrictions based on your shipments destination. You are authoraed to  | n violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisd   | siction thereof, is prohibited.                    |
|   | store your personal property at government expense or your personal property to a designated location if a w   | egit restriction is in place.  |  |  | I regulations and you must comply with all local, state, and federal laws. Here are some basic guidelines when you ship   | p firearma:  |
|   | Excess Cest: It is your responsibility to reinfource the government for any excess cost incurred by your ship  | ment(a). You will be required to pe  | V EXCERN CARET   |  |   |  |
|   |  |  |  |  | and other arming parts.<br>al number and caliber or dauge.  |  |
|   | <ul> <li>If you excent your authorized weight allowance, either on your ICS or temporary weight allowances.</li> <li>If you choose to do to other than as authorized clarge and it codes now to fit so.</li> </ul>   |  |  |  |   |  |
|   | · 3 you request special services such as special routing, special loading, or any other services not provi   | led under ordinary rates.  |  |  |   |  |
|   | <ul> <li>If you request more than one household goods shipment from the same point of origin to the same point<br/>9 you ship use, thorized emission is a shipment which are discovered after sideus.</li> </ul>   | int of destination.  |  |  | cuntry instructions please refer to the link on the Orders Summary page or use the Consignment Guide tab.   |  |
|   | · 3 you or your agent are not at the scheduled protup or delivery address when movers arrive.  |  |  |  | The Art Labor is determined by BY DAY and Alexandria 44 65 Encodes and which has be used in a second and  | abs for an exception of the                        |
|   |  | <ul> <li>Do not pack a</li> </ul>  | Change in Orde   | baggage, whichever is greater, up to a maximum of \$50,000.  | rege, for liebiky is determined by \$2,000 per shipment of \$4.00 times the net weight for nodsenole goods or grass we  | ignit for an accompanies                           |
|   |  | Outdoor item   |  | The transportation service provider is responsible to obtain cost estimates for the for  | Bowing:   |  |
|   |  | <ul> <li>Outdoor TV a</li> </ul>   | Extra Pickup or  |  |   |  |
|   |  | Whatever you     Service items   | <ul> <li>Miltary me</li> <li>At destinat</li> </ul>            | <ul> <li>Repair of damaged property to original condition.</li> <li>Replace with an item of like kind and quality.</li> </ul>  |   |  |
|   |  | <ul> <li>If you have n</li> </ul>  | application<br>fail to do s                                    | <ul> <li>Payment of replacement cost of the item.</li> </ul>   |   |  |
|   |  | baggage ship   | Civilian en  |  |   |  |
|   |  |  | Designation of application. If not                             | In order to be eligible for Full Replacement Value (FRV), you must file a claim direct<br>the delivery date, or immediately with the Military Claims Office (MCO) after delivery   | ly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed<br>y, you will only be eligible for depreciated value up to two years from delivery  | more than 9 months from                            |
|   |  |  | Documentation  | When Full Replacement Value (FRV) applies to a shipment that includes one or more  | motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport ubility vehicles), the TSP's maximum liability for   | the vehicles shall be the                          |
|   |  |  | certificates, marri  | value stated in the current issue of the National Automobile Dealer's Association's (It<br>the owner or the TSP has obtained an appraisal of the vehicle from a qualified appra  | LA.D.A] Official Used Car Guide (the Guide) for such vehicle(s), adjusted for mileage and other factors considered in the<br>siser, settlement will be based on the appraised value rather than the book value.   | r guide. However, if either                        |
|   |  |  |  | For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects  | of art, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the un-d   | lepreciated replacement cost.                      |
|   |  |  | 1  | and the second sec | in our an anney wanty out becomery market.  |  |
|   |  |  | (  | They read and understand the above entitlement information (required).   |   |  |
|   |  |  |  |  |   |  |
|   |  |  |  | (B) Print  | << Previous Next >>   |  |
|   |  |  |  |  |   |  |

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 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"** 

| 5 of 34  |  |  | P  | ickup and Delivery  |
|--|--|--|--|---|
| Counseling Menu «<br>Coustomer Profile<br>Customer Information<br>Point of Contact | Pickup and Delivery<br>Customer: [Move, Wanna — United S | tates Navy 🕶   |  |   |
| My Orders     O Enter Order Information     View Documents                         | Please enter the dates for your mo                       | ive. The dates you enter here are only a request. Your | r actual pack and pickup dates wi                                  | Il be based on the availability of the Transportation Service Provider to handle your shipment.   |
| Order [DOCS UPLD] «  | *Is this a Local Move?                                   | 🔾 Yes 🔾 No 🚺   | Local Move: A move<br>metropolitan area, N<br>conjunction with sep | of HHG for a short distance between residences within a<br>TS facility. A local/short distance move is authorized in<br>aration, retirement and reassignment. |
| Rank & Hard Copy Orders  | Dates  |  |  |   |
| <ul> <li>Order Information</li> <li>Duty Stations</li> </ul>                       | *Desired Pickup Date                                     | *Desired Delivery Date                                 |  |   |

At the Pickup and Delivery page, you will enter the information for your dates, 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 would like your property picked up and delivered.

• TIP: A desired delivery date is simply the date you will be available at destination to take delivery of your shipment. All dates for pack, pickup and delivery are confirmed with the Transportation Service Provider (TSP or carrier) assigned to your shipment.

| 6 of 34  |  |
|--|--|
|  | Pickup and Delivery:<br>Entering Addresses   |
| Arduous Duty     Orders Selection     Tour Information     Additional Information     Summary     Shipment           | Click on the C to display the list of addresses or add an Address. From your address list selent Addresses You will also be able to indicate if you have additional pickup or delivery locations and if you are Address Lating To add an address to your list click on the C ; enter the address information and select. Save C PEAL HARGOK_UNITED STATES PEARL HARGOK_UNITED STATES |
| Create New Shipment Current Shipments Current Shipments F14HG Flickup & Delivery Easic Additional Items              | *Authorized Pickup Address Address Address Address Address ONAAAARE 63101<br>*Authorized Pickup Address ONAAAARE 63101<br>123-456-7890   |
| <ul> <li>Scheduling</li> <li>Responsibilities</li> <li>Summary</li> <li>Counseling Office</li> <li>Submit</li> </ul> | *Requested Pickup Address 😜 *Requested Divery Address  |
| CS: 13000 lbs.<br>temaining PCS:13000 lbs.   | Power of Attorney           Select from below         Power of Attorney         OK         Cancel         Add Address  |
|  | Letter of Authorization Select from below V Letter of Authorization Select from below V  |

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

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|   | Pickup and Deliv<br>Adding/Editing Addre                                   | er |
|---|--|----|
| Address Listing Add/Ed  | it Address   |    |
| Address Line 1:   | 123 ELM STREET   |    |
| Address Line 2:   |  |    |
| Phone:  | 360-555-1212 FORMAT: xxx-xxxx for Domestic                                 |    |
| Ext:  |  |    |
| CONUS (U.S)   | O OCONUS (Non U.S)   |    |
| Select City   | BREMERTON KITSAD COUNTY WA 98310   |    |
| City:   | BREMERTON, KITSAP COUNTY, WA, 98310  |    |
| County:   | BREMERTON, KITSAP COUNTY, WA, 98312<br>BREMERTON, KITSAP COUNTY, WA, 98314 |    |
| State:<br>Zip:  | BREMERTON, KITSAP COUNTY, WA, 98337  |    |
| If you are unable to select<br>DSN: 770-7332.<br>Save Address |  |    |
| nter of Authorization   |  |    |
|   |  |    |
|   |  |    |

In the popup window, enter your pickup address.

Enter a phone number where you can be reached by the Personal Property Office and the Transportation Service Provider (TSP or carrier).

Make sure that CONUS is selected under location.

Type the name of the pickup City

**!!!IMPORTANT!!! Do NOT** hit the **enter key** after typing in the city name. A list of cities with the name you typed will populate in the drop down menu. Select the correct City/State/County/ZIP. Click the **'Save Address'** button.



Pro-Tips:

• You can add/edit all of your addresses at the same time. Click 'Add Address' for each new entry and 'Save Address' whendone.

• For your delivery address, the street address in line 1 is not a required field. If you do not have an address at destination you can leave this line blank however you MUST provide a phone number and enter/select the city/state of your destination.

| 8 of 34                          |   |                             | Pick   | tup and<br>Selecting            | <b>Delivery:</b><br>an Address |
|----------------------------------|---|-----------------------------|--|---------------------------------|--------------------------------|
| Addresses Address Listing Select | Address<br>MOM'S HOUSE<br>SALEM, OR 97301<br>360-555-1212<br>I23 Main Street<br>BREMERTON, WA 98312<br>360-555-1212 | tup & Delivery              |  |                                 |                                |
|                                  | A<br>A  | uthorized Pickup<br>ddress  | 123 Main Street<br>BREMERTON,WA<br>98312<br>360-555-1212 | *Authorized Delivery<br>Address | 8                              |
| OK Cancel Add Add                | ress A  | lequested Pickup<br>Iddress | 8  | *Requested Delivery<br>Address  | 8                              |

When you have finished adding all of the addresses, use the radio buttons in the **"Select"** column and choose your authorized and requested pickup/delivery addresses.

Click **OK**, The address will populate in the pickup Address field.



| ickup & Delivery              |  |   |                                 |                                  |   |
|-------------------------------|--|---|---------------------------------|----------------------------------|---|
| *Authorized Pickup<br>Address | 123 Main Street<br>BREMERTON,WA<br>98312<br>360-555-1212 | 8 | *Authorized Delivery<br>Address | NORFOLK,VA 23501<br>360-555-1212 |   |
| *Requested Pickup<br>Address  | 123 Main Street<br>BREMERTON,WA<br>98312<br>360-555-1212 | 8 | *Requested Delivery<br>Address  | NORFOLK,VA 23501<br>360-555-1212 | 8 |

Repeat the previous steps to add all of your authorized and requested pickup and delivery addresses

| 10 of 34 | ŀ                       |                   |                         |                          |                |
|----------|-------------------------|-------------------|-------------------------|--------------------------|----------------|
| A        |                         |                   | Picku                   | p and Deliv              | very:          |
|          | 00                      |                   | Power of A              | Attorney & Le<br>Authori | tter of zation |
|          |                         |                   |                         |                          |                |
|          | Power of Attorney       | Select from below | Power of Attorney       | Select from below        |                |
|          | Letter of Authorization | Select from below | Letter of Authorization | Select from below        |                |
|          |                         |                   |                         |                          |                |

If you have provided your spouse or anyone else over the age of 18 with a Power of Attorney (POA) or a Letter of Authorization (LOA), you can use the drop-down menu to select their name in this section.

In order for the names to appear in the drop down menu, you must add the person under the "Contact" section of your customer profile and indicate that they have a POA and/or LOA.

|   | Int<br>A                                | ransit/Emerge                           | ency Contact &<br>kup Addresses |
|---|---|---|---------------------------------|
| In-Transit/Emergency Contact<br>Information In-Transit/Emergency Contact Information Additional locations | 456 Elm<br>Mom's A<br>PORTLA<br>360-555 | Street<br>ddress<br>ND,OR 97086<br>1212 |                                 |
| Pickup 1  | <b>t</b>                                | Delivery 1                              | <del>(1</del> )                 |
| Pickup 2  | <del>4</del> 2                          | Delivery 2                              | <b>A</b>                        |
|   |   |   |                                 |

For your Intransit/Emergency Contact Addresses, click the plus (+) sign, select or add the Intransit address and click **'OK'**.

Repeat the steps for any Additional Locations.





#### Enter your address information

**REMEMBER** – do not hit enter after typing in the City – choose the correct city/state/ZIP from the dropdown menu

#### Click 'Save Address'

Make sure to choose the correct address in the listing and click OK



### InTransit/Emergency Contact and Additional Location Information

| In-Transit/E<br>Information | Emergency Contact   |   |                                      |  |
|-----------------------------|---|---|--------------------------------------|--|
| * In-Transit/Er             | nergency Contact Information  | 456 Elm S<br>Mom's Ad<br>PORTLAN<br>360-555-1 | treet<br>dress<br>D,OR 97086<br>1212 | 1  |
| Additional Id<br>Pickup 1   | BOB'S SELF STG UNIT B-1<br>45 SILVERDALE WAY<br>SILVERDALE,WA 98383<br>360-555-1212 | <b>₽</b> ₽                                    | Delivery 1                           | NORFOLK,VA 23501<br>360-555-1212                                   |
| Pickup 2                    | WORK/OFFICE<br>467 W STREET<br>BREMERTON,WA 98314<br>360-555-1212                   | <del>4</del> 7                                | Delivery 2                           | WORK/OFFICE<br>123 ADMIRAL WAY<br>NORFOLK,VA 23501<br>360-555-1212 |

Once you have added and selected your addresses, they will populate in the correct fields.

| 14 of 34 |                          |  |           |  | and the     |
|----------|--------------------------|--|-----------|--|-------------|
| 0        | 0                        | Relea  | sing and  | d Receiv                               | ving Agents |
| Re       | leasing & receiving agen | ts   |           |  |             |
| R        | eleasing                 | Select from below<br>None Selected<br>Mary Test<br>MR WANNA MOVE | Receiving | Mary Test<br>Mary Test<br>360-555-1212 |             |
|          |                          |  |           |  |             |

Members may authorize a Releasing and/or Receiving agent to act on their behalf at origin and destination. Releasing/Receiving Agents MUST be over the age of 18 and available on the days of pack, pickup and delivery. Releasing/Receiving agents do not need to have a Power of Attorney or a Letter of Authorization.

Using the drop down menu, select your Releasing/Receiving Agent and click next.

÷Q:

**Pro-Tip:** The drop down menu for Releasing/Receiving Agent fields are added when you create your Customer Profile. It is highly recommended that if the member has a spouse, they add them as a contact so that their name appears on the paperwork. Move details will NOT be discussed with anyone other than the member unless they are listed on the move paperwork (DD Form 1299). Your move paperwork is available for printing right before you submit your application.

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| Participant Delivery<br>Destance (From Horn 1971) | nia fina fact a c   |                                     |   |   |                  |
|---|---|-------------------------------------|---|---|------------------|
| Name and No. And No. of                           | or more. The latter of  | C AND                               | and other strength from solid   | r pel er pila hee   | of in last i     |
| Conception of the local                           | -   | -                                   | Research Stationer, Station   |   |                  |
| Contra de Cantoria.                               |   | 11 10 100<br>7 10 10 10<br>10 10 10 | ng, from our attings to an<br>allows balance and from a<br>name elementary and asked to | nei acce primero polica e<br>no para a ministra e di<br>no fallona: | and delivery all |
| - Radia and Pring Salines                         | ALCONOMIC AND ADDRESS OF ADDRESS | 6                                   | Margare server  | 100 (000) (0 - 011)<br>100 (000)                                    | 6                |
| Reported Folge Autom                              | il arter be<br>many and<br>all the  | 6                                   | -   | lan (Mil) (a U)<br>Mil (Mil)  | 42               |
| Passin d Maxim                                    | (inclusion)   | w)                                  | Passe of Streems  | (100 M 100 M  | 9                |
| tabe of full-states                               | (Net for sets   | -                                   | Lotter of Robustanian   | Checkerson  | 9                |
| Characterization                                  |   | 0                                   |   |   |                  |
| Partie 1  |   | 2                                   | -   | 10  |                  |
|   | (6  | Gi I                                | Territory of  |   |                  |

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

÷Ų́:

**Pro-Tip:** Print this information and keep it handy. You may not always have access to DPS throughout your move.

| .6 of 34   |   |   |  | 1  | 0.0   |                                |                             |  | 2.3.4   |
|--|---|---|--|--|---|--------------------------------|-----------------------------|--|---|
| 0  | Ø   |   | B  | asic   | Ship  | ne                             | nt Ir                       | nform  | ation   |
| Counseling Menu «<br>Customer Profile<br>Customer Information<br>Point of Contact<br>My Orders   | Basic HHG<br>Customer: [Bressi, Moirs United States Navy<br>Please provide basic information about your   |   |  |  |   |                                |                             |  |   |
| Center Under Information     Vere Documents      Order [DOCS TEST]     Ank A Hard Copy Orders     Order Information     Dudy Stations     Advous Dudy     Orders Selection | Shipment Weights Detter<br>"Total estimated weight of your house<br>[a, nut the load estimated weight of all less of<br>"Estimated weight of parks." [Pro Gear<br>[a, entr the portion of Total estimated weight th<br>"Estimated weight of Spouse's PAPAE<br>[a, entr the portion of Total estimated weight th<br>"Spouse"s Profession<br>[NOTE: Your spouse in only entitled to ship a mar- | ation Shipping Information (*<br>kold goods<br>at are being shipped)<br>[<br>at is Pro Gear]<br>Pro Gear]<br>at is Pro Gear]<br><u>ximum of 500 Ibs</u> Pro Gea | from Consignment Guide)<br>ar in support of their occupation or comm | numity support activities]                                     |   | 11000<br>100<br>100<br>Teacher |                             | Weight Estimator Form<br>How will PBP&E affect my h<br>How will Spouse PBP&E aff | iousehold goods weight? <mark>[]</mark><br>ect my household goods weight? <mark>[]</mark> |
| Cour Information     Additional Information     Summary     Shipment   | Special Items included in shipment Grandfather clock  | Sh  | rrunk/Large wall unit  | Plas   | 1a TV   |                                | Gas-powered equipment       |  |   |
| <ul> <li>Create New Shipment</li> <li>Current Shipments</li> <li>1-HHG</li> <li>Pickup &amp; Delivery</li> </ul>   | SpalJacuzzi Alcoholic beverages Utility trailer   | Pia<br>Fre  | ano<br>ont load washeridryer   | Shec   |   |                                | High value items            |  |   |
| Basic     Additional Items     Scheduling     Responsibilities   | Note: Only utility trailers of a single-axle wi<br>rails or the body of the trailer must not be b   | th an overall length of no n<br>igher than 28 inches (unle  | more than 12 feet (from rear to traiss detachable) and the ramp/gate | iler hitch); with or without<br>for the utility trailer cannol | ilt beds and no wider than 8 feet (ou<br>be higher than 4 feet (unless detach | itside tire to out<br>able).   | side tire) can be shipped a | is part of your HHG. Side  |   |
| Summary     Counseling Office     Submit  Entitlements  PCS: 13000 lbs. Remaining PCS:13000 lbs.   | Are there any other articles of extra ordinary  | dimensions or unusual typer   | s of items included in your shipment?                                | ? (E.g. JetSki)  | Address in on a <u>cul</u> -de-sad  |                                |                             | 224  |   |
|  |   |   |  |  | < Previous Next >>  |                                |                             |  |   |

On the Basic HHG page, members will indicate the estimated weight of their shipment.

Members can use the Weight Estimator tool that is available at the right of the weight field however a great rule of thumb is to estimate 1,000 lbs per room.

If members are claiming Pro Gear for themselves or their spouse, it must be indicated. Members who claim Spouse Pro Gear must provide a signed inventory of items to the origin personal property office.

Indicate any special items; add any additional information; click Next.



| s form will assist you in estimating  | the weight of your shipment or ship   | ments.               | Please note                   | that this is an <b>e</b> s            | stimate                | only! It is designed to assist you                                  | in 🔷 🦯   |   |  |
|---|---|----------------------|-------------------------------|---------------------------------------|------------------------|---|--|---|--|
| mating the total weight of your shi<br>gram are based on industry standa  | pment(s). However, you are ultimat<br>ards and your actual weights may va   | ely resp<br>ary dep  | onsible for t<br>ending on br | he actual weight<br>and, size, etc. P | t of the h<br>lease us | ousehold goods you ship. The wei<br>e proper judgment when making y | ghts in this<br>our  |   |  |
| mates.  |   |                      |                               |                                       |                        |   |  | • |  |
|   |   |                      |                               |                                       |                        |   |  |   |  |
|   |   |                      |                               |                                       |                        |   |  |   |  |
| lick here to acknowledge that you   | have read the above disclaimer  |                      |                               |                                       |                        |   |  |   |  |
| shere here to decire medge that you   |   |                      |                               |                                       |                        |   |  |   |  |
| Show Estimator  |   |                      |                               |                                       |                        |   |  |   |  |
|   |   |                      |                               |                                       |                        |   |  |   |  |
| 1 <u>1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 </u>   |   |                      |                               |                                       |                        |   |  |   |  |
|   | Application   |                      |                               |                                       |                        |   |  |   |  |
|   | Error a quartity is each field. For terro in failles, oner segut in provide |                      |                               |                                       |                        |   |  |   |  |
|   | Additional Pounds of Appliances (1)   |                      | C (utiesdaw) (140)            |                                       | Colum                  | indefiner (20)  |  |   |  |
|   | Dicherauhir (180)   |                      | ryer (175)                    |                                       | freed                  | er [15. C# or Lees) (225)   |  |   |  |
|   | Freeser (16 CE or Hore) (408)   |                      | maddier (35)                  |                                       | - Decision             | (Plangte (84)   |  |   |  |
|   | And and a first of an and a first   |                      | and the spectrum ( ) and      |                                       |                        | (1993)  | II   |   |  |
|   | damage Charge (W)   | anima Reching (\$15) | and) (and)                    |                                       | Conductor Crant        |   |  |   |  |
|   | tutal estimated area to be Applaners  | Cites .              |                               |                                       | and at                 | standing model of shappent (methodism PEPER)                        | Trans 1  |   |  |
|   |   |                      |                               |                                       |                        |   |  |   |  |
|   | Reference be  |                      |                               |                                       |                        |   |  |   |  |
|   | Ever standig stand har for her in lates and region plants                   |                      |                               |                                       |                        |   |  |   |  |
|   | Additional Pageds in Bollower (1)   |                      | Armanice (218)                | 1011                                  | Red (Ruch St           |   |  |   |  |
|   | mod (Develor/Tud) (4.03   |                      | Red (material and 12          | aa)                                   | mod (wing) (           | (94)  |  |   |  |
| and the second se | Bed (Queen) (450)   |                      | Bed (Bolloway) (1             |                                       | Red (Serger)           | (1991)  |  |   |  |
|   | Read ((rearding) (1941)   |                      | Reckenerges (Sect             | 105)                                  | Bureau (Dre            | 4-3 (303)   | <u>1</u>   |   |  |
| and the second  | Dealer (1997)   |                      | Each Claugh (114              |                                       | Contra (11)            |   | - 1  |   |  |
|   | Brenner (Benelik) (211)   |                      | diseaser (Readed) (           | 1946                                  | Lamp Diane             | 79<br>(Mulle 3: (2)()   |  |   |  |
|   | might Fable (35)  | 10                   | Reg (Large/Ped) (             | 253                                   | Rug (Small)            | M0 (213   |  |   |  |
|   | walet (21)  |                      | Vanity Dressor (14            | 40                                    | Wardroke C             | argel (200)   |  |   |  |
|   | Wardrobe (Seudia (146)  |                      | Mater Bed (490)               |                                       |                        |   |  |   |  |
|   | Total extinuing weight for Bedroom(x)                                       | 2868                 |                               |                                       | Total autom            | and weight of alopseout (southeling PEPE)                           | 20+2   |   |  |
|   |   |                      |                               |                                       |                        |   |  |   |  |
|   | Ports flatter fantter fantter   |                      |                               |                                       | _                      |   |  |   |  |
|   | the sparse should be be the state and any registrations                     |                      |                               | 2555 (1177) (1275) (1                 |                        |   |  |   |  |
|   | Additional Provide Goldwore [1]   |                      |                               | RE[INFORCE[10]                        | 2                      | Sel NO (5)  |  |   |  |
|   | Centra Mover (14)   |                      |                               | Owir (Suldword (20))                  |                        | Child's Peel (H4)   |  |   |  |
|   | Clethes Dry Each (21)   |                      |                               | Kanten Texe/Task [70]                 | -                      | Gider/Selles (180)  |  |   |  |
|   | Rand Hock/Tody (14)   |                      |                               | Latitler (Collection) (10)            |                        | Lawx Edger (15)   |  |   |  |
|   | Loss Rover (head) (20)  |                      |                               | Laun Meanr (Peanr) (2095)             | 2                      | Lans Reser (Selleg) (241)   |  |   |  |
|   | Last Second (20)  |                      |                               | Buttleser Sigm (348)                  |                        | Outdoor think (Pt)  |  |   |  |
|   | Dataser Series (181)  |                      |                               | Protect Brench (250)                  |                        | Presic Table (140)  |  |   |  |
|   | Rector (Swing) (185)  |                      |                               | Roter (Lawn) (200)                    |                        | Send Box (20)   |  |   |  |
|   | Sas Rank (21)   |                      |                               | Settine (140)                         |                        | Secon Silonair (128)  |  |   |  |
|   | Spreader (7)  |                      |                               | TV Aslessa (15)                       |                        | Table (Prov(2)(79)  |  |   |  |
|   | Endowed a C212  |                      |                               | Whendurrow (243                       |                        |   |  |   |  |
|   |   |                      |                               |                                       |                        |   | and the second sec |   |  |

The weight estimator form will help you to establish the weight of your shipment. The weight estimator form will help you to establish the weight of your shipment.

Read the disclaimer then check the acknowledgement box and click "Show Estimator"

The estimator tools allow you to enter the number of items you have in each room and then provides the weight of each item. At the end of the form, click the "Go" button and the total weight of the items indicated in the form are placed in your application.



|  |  |  |                  | 1 al               | Addi             | tional Info<br>Adding                           | rmation<br>a Firearn                 |
|--|--|--|------------------|--------------------|------------------|---|--------------------------------------|
| andrag Ross a<br>Catalows Public<br>Catalows Hutle<br>Catalows Unimation<br>Catalows Unimation<br>Ry Onless<br>C for Onless University<br>We Documents<br>W (DOCS 11551) 4 | Additional Terres<br>Casterer (Terres, Values — Caster<br>Fernarmes<br>Casterer (Terres)<br>Add Fernarm  | ( Sens Narg —<br>Sensi Nurther<br>1234(84  | Hidd Yar<br>2015 | Caller Size<br>327 | MAR<br>KEHINGTON | Perant Loke<br>Acquired from a licensed dealer. | Caulty of Bould-Low<br>UNITED STATES |
| ) Oles Dalli<br>() Rei & Rei Cay Oles<br>() Ode Hismatin<br>() Day Rates<br>() Reise No.   | Addition fername<br>*Serial Rumber:<br>*Bodel Treat:<br>*Bodel Rame:<br>*Caliber Stor or Gauge:<br>*Country of Manufactures:<br>*Forearm Code:<br>Save Firearm C | 1234584<br>REMONGTON<br>2005 V<br>700<br>1220 X<br>UNLITED STATES<br>C - Acquired from a license<br>MICE | V<br>ef dealer.  | •                  | < Protoco        | Find 20   |                                      |
| KANNING YANN<br>Galanae (Yosa Yala - Yo<br>Galana<br>Galana and Kasil a Naam<br>Galantiy Kalika atyawat ku   | end Salan Sang re<br>to Trans Angeneral <sup>17</sup><br>ant and analysis Transm.  | -  |                  | . (1 1999)         | _                | i Tau Ma<br>R                                   |                                      |

If you say 'yes' to adding a firearm, a new window will open and you will need to provide the information requested.

Once you have added the information, click 'Save'. The firearm information populates on the page.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms. Click 'Next' when you have added all of your firearms information.

|   |  |   | Scheduling  |
|---|--|---|---|
| eduling<br>tomer: (Bressi, Moira 🕶 United States Navy 🕶   |  |   |   |
| ed on the total estimated weight of <b>11,000</b> pounds, it will take <b>3</b> days. <b>2</b> days fo  | or packing and ${\bf 1}$ day for picking up your shipment. It is estimated that it                     | will take 9 days for this shipment to be delivered to                                       | your destination.   |
| pment Dates<br>ie: All dates, including the "Desired delivery date", will be negotiated with the Tra<br>1 estimated weight of shipment.   | ansportation Service Provider during the premove survey. The "Estimated                                | Shipment Arrival Date at Destination" is the standar  | d transit time required based on the origin, destination,                 |
| pment Dates<br>e: All dates, including the "Desired delivery date", will be negotiated with the Tra<br>f estimated weight of shipment.<br>spired Pickup Date:   | nsportation Service Provider during the premove survey. The "Estimated<br>Dec 28, 2016                 | Shipment Arrival Date at Destination" is the standar<br>Desired Delivery Date:              | d transit time required based on the origin, destination,<br>Jan 11, 2017 |
| Ipment Dates<br>ie: All dates, including the "Desired delivery date", will be negotiated with the Tra<br>f estimated weight of shipment.<br>sired Pickup Date:<br>itimated shipment arrival date at destination :                                   | ensportation Service Provider during the premove survey. The "Estimated<br>Dec 28, 2016<br>Jan 6, 2017 | Shipment Arrival Date at Destination" is the standar<br>Desired Delivery Date:              | d transit time required based on the origin, destination,<br>Jan 11, 2017 |
| pment Dates<br>te: All dates, including the "Desired delivery date", will be negotiated with the Tra<br>estimated weight of shipment.<br>saired Pickup Date:<br>timated shipment arrival date at destination :<br>you requesting a direct delivery? | nsportation Service Provider during the premove survey. The "Estimated<br>Dec 28, 2016<br>Jan 6, 2017  | Shipment Arrival Date at Destination" is the standar<br>Desired Delivery Date:<br>O Yes  No | d transit time required based on the origin, destination,<br>Jan 11, 2017 |
| pment Dates<br>e: All dates, including the "Desired delivery date", will be negotiated with the Tra<br>leatimated weight of shipment.<br>sired Pickup Date:<br>timated shipment arrival date at destination :<br>you requesting a direct delivery?  | Dec 28, 2016<br>Jan 6, 2017<br>Ves  No   | Shipment Arrival Date at Destination" is the standar<br>Desired Delivery Date:<br>Yes   No  | d transit time required based on the origin, destination,<br>Jan 11, 2017 |

The Scheduling page provides you with an estimate time for packing and pickup based on the weight estimate you provided in your application.

You will also see the transit time for your shipment. Transit time is based on origin and destination locations as well as the estimated weight of the shipment.

In addition, you will be able to request a direct delivery and whether you have a preferred or nonpreferred Transportation Service Provider (TSP or carrier)

| 0 of 34   | All 1   |  |  |
|---|---|--|--|
| 00  |   | Ship   | ment Dates   |
| Based on the total estimated weight of <b>11,000</b> pounds, it will take <b>3</b> days | . 2 days for packing and 1 day for picking up your shipment. It is estimated that it will | take 9 days for this shipment to be delivered to   | your destination.  |
| Shipment Dates  | ish tha Tranzantatian Canina Bruidar durina tha namanin purusu. Tha "Entimated Chin       | smaat Arrival Data at Dartination" in the standard | d transit time required based on the opining destination |
| and estimated weight of shipment.   | un une transportation Service Provider during die premove survey. The Estimated Ship      | iment Arrival Date at Destination is the standard  | a d'ansic unie requirea basea on trie origin, desunadon, |
|   |   |  | 1  |
| Desired Pickup Date:  | Dec 28, 2016  | Desired Delivery Date:                             | Jan 11, 2017   |

On this section of the Scheduling Page, the blue highlighted section provides you an estimate of your packing and pickup days and the number of days your shipment will take to arrive at destination.

Note that all dates are negotiated between you and the TSP assigned to your shipment. The Desired Pickup Date is the date you requested to have your shipment picked up. Depending on the estimated weight of your shipment, additional days for packing may be required and those dates are added prior to shipment pickup date.

Your Desired Delivery Date is the date you entered in your application. This is the date you will be at destination and available to take delivery of your shipment.

The Estimated Shipment Arrival date is the date that your shipment is expected to arrive at destination. This is NOT your actual delivery date but is based on the transit time allowed for your shipment to reach destination.

ALL DATES are negotiated and confirmed with your TSP.

**Pro-Tip:** Print this page! It details all the information you need for moving day. You may not have access to DPS at all times during your move.

| 21 of 34                              | Direct Delivery &<br>Preferred/Non-Preferred TSP |
|---------------------------------------|--|
| Are you requesting a direct delivery? | ⊖ Yes ● No                                       |
| * Do you have a preferred TSP?        | ○ Yes ○ No                                       |
| * Do you have a non-preferred TSP?    | ○ Yes ○ No                                       |
|                                       | << Previous Next >>                              |

**Direct Delivery Request:** If you have an address and would like your property delivered directly to that address, select (Yes). If you do not have a delivery address, select (No).

**Preferred TSP:** Say 'yes' to this question if you have a company you would like to have pack, pickup and deliver your shipment and provide the name of the company. Say 'no' to this question if you do not have a preferred provider.

**Non-Preferred TSP:** Say 'yes' to this question if you have a company that you would *not* want to be responsible for your shipment. Say 'no' to this question if you do not have a non-preferred provider

#### 22 of 34



Read & check Acknowledgement Box

Click "Next"

IMPORTANT: this is part of your online counseling; by checking the box you are acknowledging that you are aware of your rights and responsibilities.



The Shipment Summary pages provides you with a review of all the information you have entered into your application. If you need to make changes to any of the information on this page, you may use the counseling menu on the left side of the screen to edit the information for each section.

Once you have reviewed the information, check the acknowledgement box and click "Next"

|   |  |  | Co   | ounselin  | g Offi  |
|---|--|--|--|---|---|
| Counseling Office   | Navy   |  |  |   |   |
| ce you submit your on-line applicatio<br>cuments, if applicable, to the transpo<br>cumentation as soon as possible.<br>us will be notified by the Transportatio<br>Click here to acknowledge that you | n, it will be received and processed by the Personal Pro<br>rtation office listed below. All counseling related docume<br>on Service Provider once your shipment has been schedu<br>have read the above disclaimer | erty Office. A Transportation counselor will review your information<br>nts must be provided to the transportation office within 6 business<br>led. If you have any questions please contact the transportation of | i to ensure that it is complete and<br>days of submitting your applicati<br>fice listed below. | l accurate. Note: Your move cannot be sched<br>on. For a short notice pickup (requesting pick | uled until you have provided<br>up within 5 business days), s |
| looking/Servicing Installation  |  | Destination Servicing  | Installation   |   |   |
| GBLOC:  | JENQ   | GBLOC:   |  | LKNQ  |   |
| Installation Name:  | FISC PUGET SOUND, WA   | Installation Name:   |  | FISC, SAN DIEGO, CA   |   |
| election Counceling Office Telesen  |  |  |  |   |   |
| electing courseling office finorma  |  |  |  |   |   |
| ou may request any Personal Proj<br>ffice will forward your application   | perty Office for counseling. This office is responsib<br>and supporting documentation to the shipping of   | e for validating all the information you have entered and to<br>ice responsible for booking your shipment  | answer any of your entitleme   | nt questions. Once validation is complete   | , the Personal Property                                       |
| Counseling Office:  |  | Salast from balow  |  |   |   |
|   |  | Science approvement on   |  |   |   |
|   |  |  |  |   |   |
|   |  | North Rod Rod Water Charles Code ( And )   |  |   |   |
|   |  | FISCPS DETACHMENT EVERETT  |  |   |   |
|   |  | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND  |  |   |   |
|   |  | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND  |  |   |   |
| elected Counseling Office Informa   | tion   | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND  |  |   |   |
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| elected Counseling Office Informa<br>staliation Name:<br>tret:<br>Tate:<br>IP(JAPO/FPO:<br>ountry:<br>None:<br>Ste  | tion   | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND<br>FISCPS BREMERTON<br>FISCPS 2255 COLE AVE, BLDG 985<br>BREMERTON<br>WA<br>98314<br>UNITED STATES<br>3604769172   |  |   |   |
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| elected Counseling Office Informa<br>nstallation Name:<br>tiret:<br>JRy:<br>JRy:ROTPO:<br>Jountry:<br>fhone:<br>ISN:<br>ax:<br>Sk:<br>ax:   | tion   | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND<br>FISCPS BREMERTON<br>FISCPS 2255 COLE AVE, BLDG 985<br>BREMERTON<br>WA<br>98314<br>UNITED STATES<br>3604769172<br>3604761834                                     |  |   |   |
| elected Counseling Office Informa<br>stallation Name:<br>Street:<br>30:<br>30:<br>30:<br>30:<br>30:<br>30:<br>30:<br>30:<br>30:<br>30   | tion   | FISCPS DETACHMENT EVERETT<br>NAS WHIDBEY ISLAND<br>FISCPS BREMERTON<br>FISCPS 2255 COLE AVE, BLDG 985<br>BREMERTON<br>WA<br>98314<br>UNITED STATES<br>3604769172<br>3604761834                                     |  |   |   |

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.

Click **"Next"**.



IMPORTANT!!! After you have submitted your application make sure to print DD Forms 1299 & 1797. Your application *will not* be processed until you provide these signed documents and a copy of your orders to the responsible origin counseling office.

You are now able to upload your documents into DPS – the next several slides will show you how to upload and/or view uploaded documents.



# DD Forms 1299 & 1797

|  | DD Foi   | r <mark>m 12</mark> 9   | 99   |   |                                       |  |   | DD  | Foi   | <mark>m 1797</mark>   |  |   |
|--|--|---|--|---|---------------------------------------|--|---|---|---|---|--|---|
| APPLICATION FOR SHI<br>STORAGE OF PERSON   | PMENT AND/OR<br>NAL PROPERTY   | 1. DATE PREPARED<br>2015  | 1120   | 2. SHIPMENT NUMBER<br>3/3 HHG                   |                                       |  |   | PERSONAL P  | ROPERTY   | OUNSELING CHECKLIST   |  | 1   |
| 3. NAME OF PREPARING OFFICE  | ce before completing form.)  | 4. TO Responsible (   | Digin Resonal Prop   | erry Shipping Office!                           |                                       |  |   | AUTHORITY: 37 USC 406: 5 USC 5726: and E.O. 939   | PREVACY ACT                                       | T STATEMENT   |  | -   |
| NAVSOFFICENCEPOLICEPOS   | l property shipping offic  | NAVSUP FLC PC<br>ADDRESS (Dreat, 1)<br>NAVSUP FLCPS PERS<br>2025 COLE AVE BLDO<br>REFINITETON, WA BC) | GET SOUND<br>Suite Alientes, Chi, Se<br>DIAL PROPERTY CO<br>1985 | ene, ZP Codel<br>DE existi)                     |                                       |  |   | PRINCIPAL PURPOSEISI: Primary purpose is to ensure th<br>movement of their personal property within the Defence<br>determining validity of claims for damage and improper p | he member, de<br>Transportation<br>shpments and a | pendent, and government employee<br>Bystem. Information collected in th<br>my third party responsibility.   | tes been briefed properly on the<br>s sustem may also be used in           |   |
| 6. MEMBER OR EMPLOYEE INFORMAT<br>a. NAME Last, Filt, Mode Initial   | NON  | e. 55N  | 4. AGENCY  |   | - [                                   | J V V V V V  |   | ROUTINE USEISI: Information contained in this system i<br>adjudicate claims brought by Defense Transportation Dys   | of records may<br>stem users.                     | be provided to a carrier, for the purp  | use of helping to resolve or   |   |
| Move, Wanna WD   | PO1/E-6  | XXXX-XXX-4681   | Ui Ui  | aned States Navy                                |                                       |  |   | DISCLOSURE: Voluntary; however, failure to provide the  | e requested infi                                  | prnetion may delay settlement of a p  | laim.  | VI - WEAPONS AND AMMUNITION   |
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| <ul> <li>MOBLE HOME SERVICES REQUESTED ()</li> </ul>   | az appleable   |   |  |   |                                       |  |   | PART 1 - HOUSEHOLD GOODS  |   | PART E - UNACCOMPANY  | ED BAGGAGE (Continued)   | conversition failing for POV.   |
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| 123 Main Street<br>BREMERTON, WA 98312   |  | 360-555-1212  | 3501   |   | 4                                     | a tana a al  | 2 | <ul> <li>X (D Professional books, papers, and equipment.</li> <li>X/A (B) Mambar's responsibility to prepare and submit a same</li> </ul>                                   | riana DO Farm                                     | abarros of manifer and con-   | I Paular of Attaining or informal latter                                   | -   |
| a. TELEPHONE NUMBER (Include Area Code   | <i>.</i>   | A AGENT DESIGNAT  | TO RECEIVE PROF  | MATY 360-555-1212                               |                                       | signed   |   | Trol, manage of measure of the  |   | PART III - NONTEN   | PORARY STORAGE   | -   |
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| I certify that I have read and unders  | stand my shipping responsibilit  | ies and storage conditio  | ins printed on the b   | ack side of this form.                          |                                       |  |   | A 119 What documentation given to member and its importa-   | ende to him.                                      | absence of mamber and use   | If Power of Attorney or informal latter                                    |   |
| . SHUNATURE OF MEMBER EMPLOYEE   | A. DATE SIGNED   | . ADDRESS OF CONT   | mac for Sheet, Sub   | e ha, city, State, 21P Cadel                    |                                       |  |   | N/A 120 member's expensibility to complete and turn in quality  | ty sampial Rammi,                                 | Addardy.  | A POST AND REAL PLACEMENT  | -   |
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DD Form 1299 is a one-page form; DD Form 1797 is a two-page form. Please *do not forget to SIGN* your forms.

Once you have printed and signed your forms, scan and save them to your computer.



# **Uploading Documents**

| ounseling Menu 🛛 🔍                    | Shipment Submit  |
|---------------------------------------|--|
| O Customer Profile                    | Customer: [Bressi, Moira United States Navy  |
| Customer Information                  |  |
| O Point of Contact                    |  |
| My Orders                             | Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.                                    |
| O Enter Order Information             |  |
| View Documents                        | Forms Required   |
| ler [DOCS TEST] «                     | You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).  |
| Orders Details                        | Get #  |
| Rank & Hard Copy Orders               | ADORE* READER*   |
| Order Information                     |  |
| O Duty Stations                       | DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print   |
| Arduous Duty                          | DD Form 1797 (Personal Property Counseling Check list) View & Print  |
| Orders Selection                      |  |
| O Tour Inform                         | Upload Documents View Documents  |
| Additional Information                |  |
| Summary                               | These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request. |
| Shipment                              |  |
| O Create New Shipment                 | << Previous Submit   |
| <ul> <li>Current Shipments</li> </ul> |  |
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| O Pickup & Delivery                   |  |
| O Basic                               |  |
| <ul> <li>Additional Items</li> </ul>  |  |
| Scheduling                            |  |
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## **Uploading Documents – cont.**

| Document Management      |  |   |   |  |   |                      |
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| DD Form 1299             |  |   |   |  |   |                      |
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Now that you have uploaded your documents you may submit your application. Click **"Submit"** and say okay to the message from the webpage.

Please note that your application will not be processed until your supporting documents are received. If you are unable to scan and upload your documents directly into DPS, you may still email or fax your documents to the responsible origin counseling office.

To locate the responsible origin office, click the **'previous'** button to return to the Counseling Office portion; this section provides you with the email and fax number for the counseling office you selected.



## Shipment Submit – Part 2, cont.

| Istomer: [Dressi, Moira United States Navy  |  |                                    |
|---|--|------------------------------------|
|   |  |                                    |
| Your application for the following shipment has been submitted.   |  |                                    |
| Shipment Details  |  |                                    |
| Shipment:   |  | 1 HHG                              |
| Order Number:   |  | DOCS TEST                          |
| Date Submitted:   |  | Fri, 2 Dec 2016 21:06:08           |
| Shipment created by:  |  | 534927015                          |
| Date DD 1299 Prenared:  |  | Eri 2 Dec 2016 20:31:47            |
| If you need to make changes to any information other than contact data or cance<br>To CREATE a new shipment for this order, click on the Create New Shipment li   | I your shipment, you must contact the Counselor<br>nk in the left navigation tree.   | you submitted your application to. |
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You will receive a notice confirming you have successfully submitted your application. If you need to make any changes to your information or cancel your shipment, you must wait until your application is processed.

It takes approximately 2-3 weeks from the time all supporting documents are received for an application to be processed. During Peak Season (mid-May through August) this timeline can be increased up to 6 weeks.

To create an additional shipment request (i.e. a Personally Procured Move (PPM), an Unaccompanied Baggage (UB) shipment or a Non-Temporary Storage (NTS) shipment, follow the steps in the middle of the page.

| Email Confirmation  |
|---|
| Form:       counseling@dymail.cod.dos.and       Sent:       Thu 11.92017 12:54         To:       Bress, Mera L(TUNUSP CS, 5411       Sent:       Thu 11.92017 12:54         Gr       Support Submission Received       Volume       Sent:       Thu 11.92017 12:54         Wanna Move,       Volume       Sent:       Thu 11.92017 12:54       Sent:       Sent:< |

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 PACK/PICKUP DATES!

Supporting documents for a basic HHG shipment include a copy of your orders (including any amendments & modifications) and SIGNED copies of DD Forms 1299 & 1797. 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.





- For technical assistance contact the DPS Helpdesk available 24/7:
  - \* Toll-Free: (800) 462-2176
  - \* Commercial: 618-589-9445
- For assistance with your HHG shipment contact your local Personal Property Shipping Office (PPSO)



# Maintained by USTRANSCOM

United States Transportation Command

#### **Technical Help Desk**

For help using Move.mil or Electronic Transportation Acquisition.

**Phone** Toll-Free: <u>(800) 462-2176</u> Commercial: <u>(618) 589-9445</u>

Email

usarmy.scott.sddc.mbx.g6-SRC-DPS-HD@mail.mil

Submit a ticket online https://src.servicenowservices.com/src/