

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

8:27 AM 9/5/2024

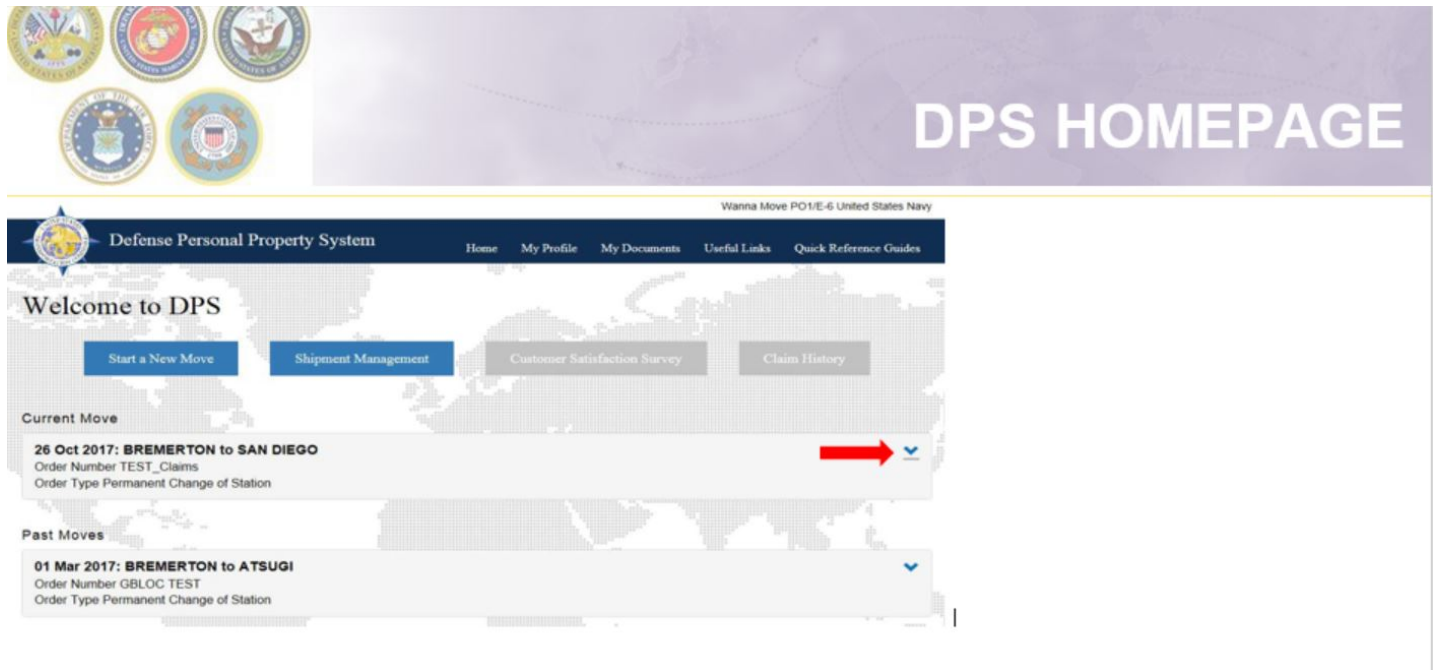
Get an overview of the online moving process with pro tips from experienced customers and counselors.

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

TUTORIAL

Create a Shipment

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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.

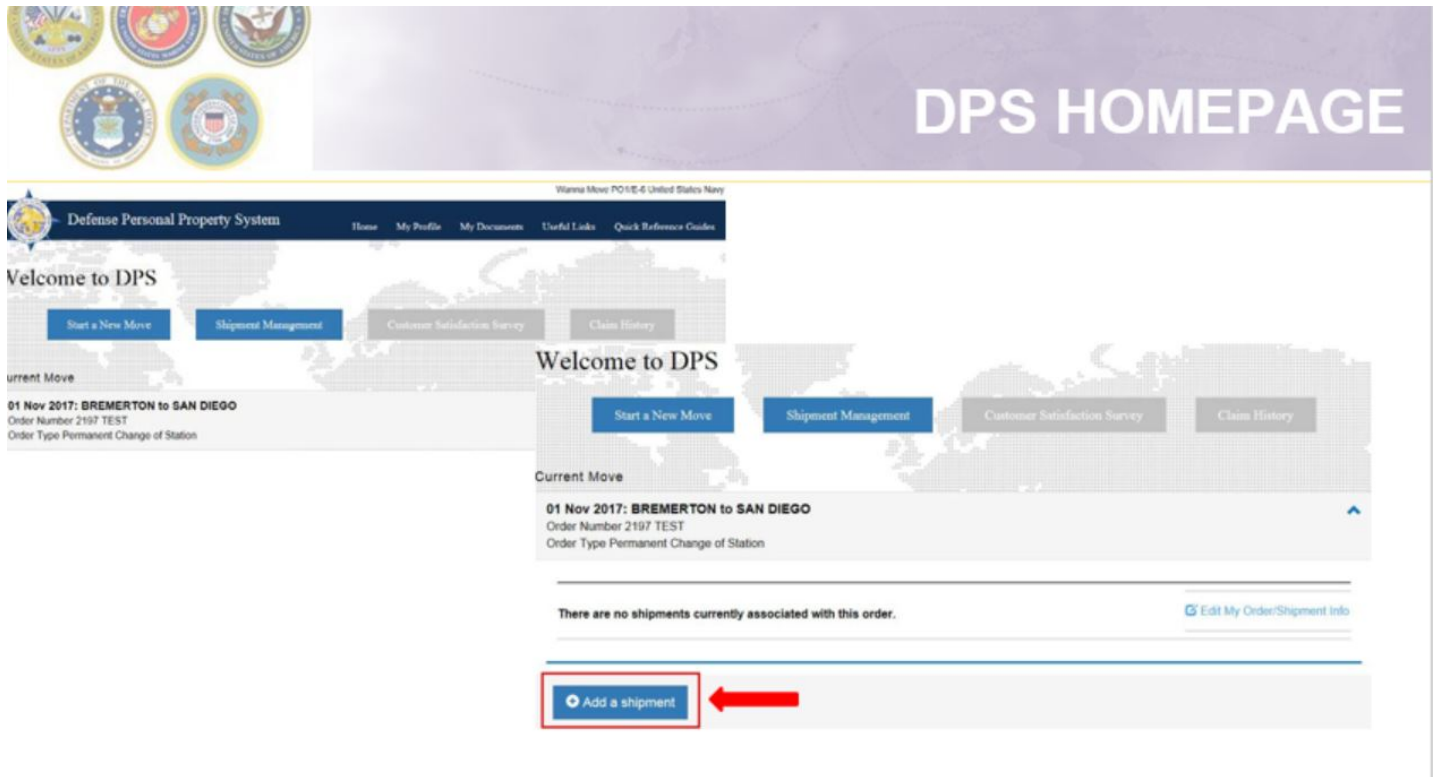


Pro-Tips:

- 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.

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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.

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Self-Counseling

https://dps.sddc.army.mil/counseling/shipment/CreateMyShipment.faces - Internet Explorer

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [2197 TEST]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment**
 - Current Shipments

Entitlements

PCS: 11000 lbs.
Remaining PCS: 11000 lbs.

Create New Shipment

Customer: [Move, Wanna] -- PO1 / E-6 -- United States Navy --

Any update to personal Profile? Click here

Based on the information you have provided, you are entitled to create the shipments listed in the menu below. Please keep in mind that in order to avoid excess costs the total actual weight of all your shipments should not exceed your authorized weight entitlement. If the total actual weight of all shipments under this set of orders exceeds the entitlement, you will be subject to excess cost.

You may only select and process one type of shipment at a time. Once the shipment data has been completed, you will have the opportunity to request additional shipments.

Avoid Excess Costs
Make your move easier and avoid excess costs by following a few simple rules in planning your move:

- When basic household goods shipments are from the same point of origin and going to the same destination, avoid scheduling extra shipments.
- Avoid shipping unauthorized items. If unauthorized items are discovered in your shipment, you will incur extra costs.
- Get rid of unwanted items because they only add weight.
- Make sure you or a designated agent is at the pickup and delivery addresses between 8:00am and 5:00pm on the date that the packers and movers are scheduled to arrive.

You may only select and process one type of shipment at a time. Once the shipment data has been completed, you will have the opportunity to request additional shipments

Please select from the Menu below.

Create	Type Of Shipment	Brief Description
☒ HHG	Household Goods	Items associated with home and all personal effects belonging to member and dependents on the effective date of the member's PCS or TDY order that may be legally accepted and transported by an authorized commercial transporter.

Will the shipment selected above be created as a Personally Procured Move(PPM)?

☐ Yes ☒ No

<< Previous Next >>

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.



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"**

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Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS UPLD]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Stations

Pickup and Delivery

Customer: [Move, Wanna -- United States Navy --]

Please enter the dates for your move. The dates you enter here are only a request. Your actual pack and pickup dates will be based on the availability of the Transportation Service Provider to handle your shipment.

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. A local/short distance move is authorized in conjunction with separation, retirement and reassignment.

Dates

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.*

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Pickup and Delivery: Entering Addresses

Click on the to display the list of addresses or add an Address. From your address list select. You will also be able to indicate if you have additional pickup or delivery locations and if you are. To add an address to your list click on the ; enter the address information and select 'Save'.

Pickup & Delivery

*Authorized Pickup Address *Authorized Delivery Address

*Requested Pickup Address *Requested Delivery Address

Power of Attorney Power of Attorney

Letter of Authorization Letter of Authorization

Addresses

Address Listing

Select	Address	
☐	PEARL HARBOR, UNITED STATES 3603733089	
☐	456 A ST MONS HOUSE OMAHA, NE 68101 123-456-7890	Select an authorized pickup address

OK Cancel **Add Address**

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 and Delivery:
Adding/Editing Addresses**

Addresses

Address Listing | Add/Edit Address

Address Line 1: 123 ELM STREET

Address Line 2:

*Phone: 360-555-1212 FORMAT: XXX-XXX-XXXX for Domestic

Ext :

Location

☒ CONUS (U.S.) ☐ OCONUS (Non U.S.)

Select City: BREMERTON

City: BREMERTON, KITSAP COUNTY, WA, 98310

County: BREMERTON, KITSAP COUNTY, WA, 98311

State: BREMERTON, KITSAP COUNTY, WA, 98312

Zip: BREMERTON, KITSAP COUNTY, WA, 98314

BREMERTON, KITSAP COUNTY, WA, 98337

If you are unable to select a city, contact the DSN: 770-7332.

Save Address

Letter 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' when done.

- 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.

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Addresses

Address Listing

Select	Address	
☐	MOM'S HOUSE SALEM, OR 97301 360-555-1212	
☒	123 Main Street BREMERTON, WA 98312 360-555-1212	

Pickup & Delivery

* Authorized Pickup Address	123 Main Street BREMERTON, WA 98312 360-555-1212	* Authorized Delivery Address	
* Requested Pickup Address		* Requested Delivery Address	

OK Cancel Add Address

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.

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Pickup and Delivery

Adding addresses

Pickup & Delivery

* Authorized Pickup Address

123 Main Street
BREMERTON,WA
98312
360-555-1212



* Authorized Delivery Address

NORFOLK,VA 23501
360-555-1212



* Requested Pickup Address

123 Main Street
BREMERTON,WA
98312
360-555-1212



* Requested Delivery Address

NORFOLK,VA 23501
360-555-1212



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

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Pickup and Delivery:

Power of Attorney & Letter of Authorization

Power of Attorney

Select from below
-- None Selected --
MR WANNA MOVE

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.

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Intransit/Emergency Contact & Additional Pickup Addresses

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

456 Elm Street
Mom's Address
PORTLAND, OR 97086
360-555-1212

1



Additional locations

Pickup 1



Delivery 1



Pickup 2



Delivery 2



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.



Pro-Tip: You may request an additional pickup and/or delivery as long as it is within the same AOR as your authorized locations (usually within 30 miles of pickup/delivery)

Intransit/Emergency Contact & Additional Pickup Delivery Addresses

Addresses

Address Listing Add/Edit Address

Address Line 1: 456 Elm Street

Address Line 2: Mom's Address

*Phone: 360-555-1212 FORMAT: XXX-XXX-XXXX for Domestic

Ext:

Location

☒ CONUS (U.S.) ☐ OCONUS (Not Considered a State)

Select City: portland

City: PORTLAND, ASHLEY COUNTY, AR, 71663

County: PORTLAND, MIDDLESEX COUNTY, CT, 06480

State: PORTLAND, JAY COUNTY, IN, 47371

Zip: PORTLAND, CUMBERLAND COUNTY, ME, 04101

If you are unable to select 770-7332

Save Address

Delivery 2

Addresses

Address Listing

☐	BOB'S SELF STG UNIT B-1 45 SILVERDALE WAY SILVERDALE, WA 98383 360-555-1212	
☐	NORFOLK, VA 23501 360-555-1212	
☐	WORK/OFFICE 123 ADMIRAL WAY NORFOLK, VA 23501 360-555-1212	
☐	WORK/OFFICE 467 W STREET BREMERTON, WA 98314 360-555-1212	
☒	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212	

OK **Cancel** **Add Address**

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

456 Elm Street
Mom's Address
PORTLAND, OR 97086
360-555-1212

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/Emergency Contact Information

* In-Transit/Emergency Contact Information	456 Elm Street Mom's Address PORTLAND,OR 97086 360-555-1212
--	--

Additional locations

Pickup 1	BOB'S SELF STG UNIT B-1 45 SILVERDALE WAY SILVERDALE,WA 98383 360-555-1212	Delivery 1	NORFOLK,VA 23501 360-555-1212
Pickup 2	WORK/OFFICE 467 W STREET BREMERTON,WA 98314 360-555-1212	Delivery 2	WORK/OFFICE 123 ADMIRAL WAY NORFOLK,VA 23501 360-555-1212

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

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Releasing and Receiving Agents

Releasing & receiving agents	
Releasing	Receiving
Select from below -- None Selected -- Mary Test MR WANNA MOVE	Mary Test Mary Test 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.



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.

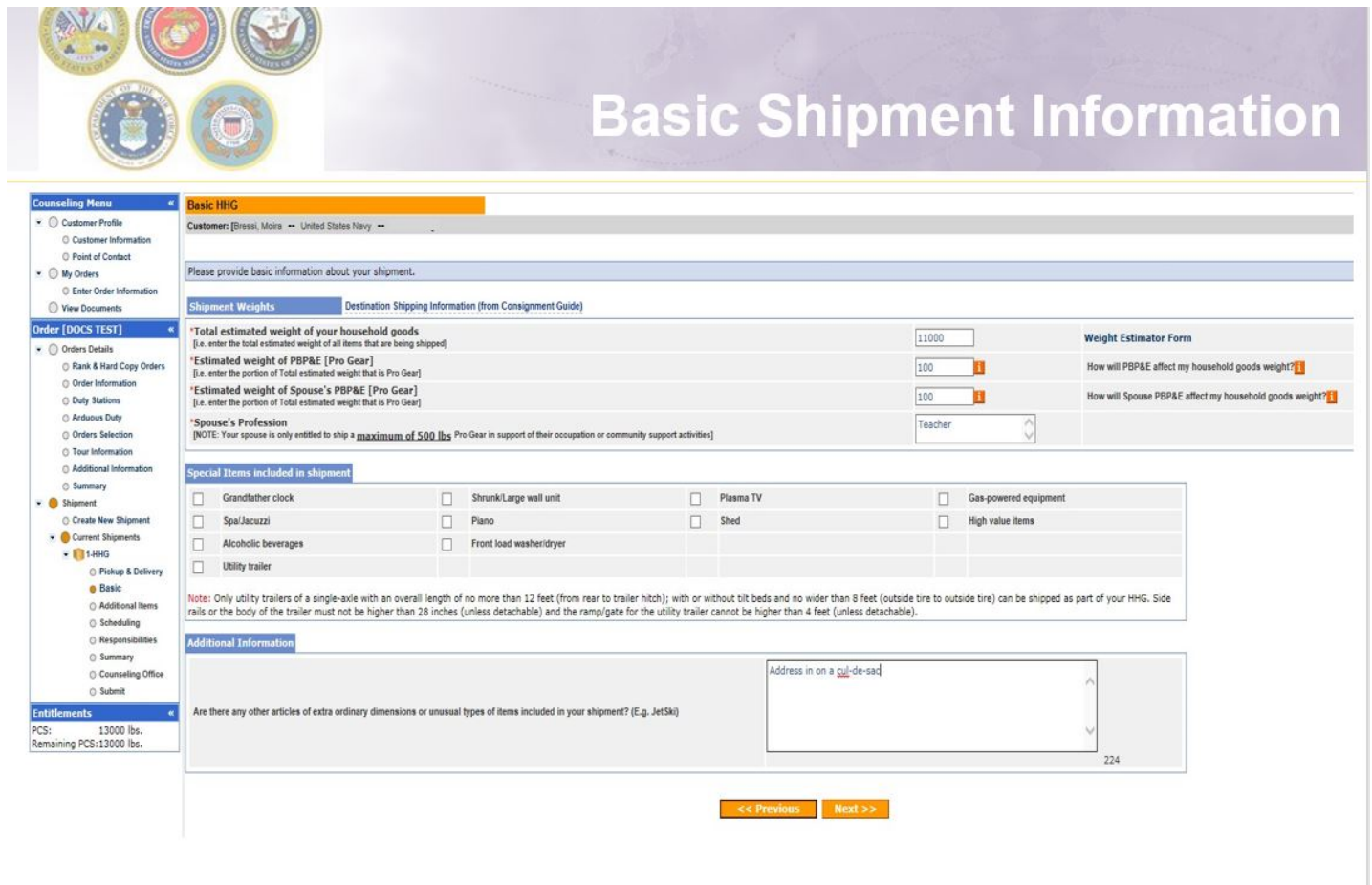
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The screenshot shows the 'Pickup & Delivery Information' form. The title 'Pickup & Delivery Information' is prominently displayed at the top. Below the title, there are several sections for entering information. The 'Pickup and Delivery' section includes fields for 'Pickup Date', 'Delivery Date', 'Pickup Address', and 'Delivery Address'. There are also dropdown menus for 'Pickup Agent' and 'Delivery Agent'. The 'Additional Information' section includes a 'Comments' field. The 'Additional Pickups' section includes fields for 'Pickup 1', 'Pickup 2', 'Pickup 3', and 'Pickup 4'. At the bottom of the form, there are two 'Next' buttons. A red arrow points to the 'Next' button on the right.

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



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



Basic HHG

Customer: [Gressi, Moira] -- United States Navy --

Please provide basic information about your shipment.

Shipment Weights	Destination Shipping Information (from Consignment Guide)
*Total estimated weight of your household goods [i.e. enter the total estimated weight of all items that are being shipped]	11000
*Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	100
*Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	100
*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]	Teacher

Special Items included in shipment

☐ Grandfather clock	☐ Shrunken/Large wall unit	☐ Plasma TV	☐ Gas-powered equipment
☐ Spa/Jacuzzi	☐ Piano	☐ Shed	☐ High value items
☐ Alcoholic beverages	☐ Front load washer/dryer		
☐ Utility trailer			

Note: Only utility trailers of a single-axle with an overall length of no more than 12 feet (from rear to trailer hitch); with or without tilt beds and no wider than 8 feet (outside tire to outside tire) can be shipped as part of your HHG. Side rails or the body of the trailer must not be higher than 28 inches (unless detachable) and the ramp/gate for the utility trailer cannot be higher than 4 feet (unless detachable).

Additional Information

Are there any other articles of extra ordinary dimensions or unusual types of items included in your shipment? (E.g. JetSki)

Address in on a **cul-de-sac**

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.

7,000

Weight Estimator Form



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Additional Information – Adding a Firearm



Connecting Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Order Information
 - View Documents
- Order [DOCS TEST]**
 - Order Details
 - Rank & Hand Copy Orders
 - Order Information
 - Only Station

Additional Items

Customer: [Texas, State] - [United States Navy]

Firearms

Action	#	Model	Serial Number	Model Year	Caliber Size	Make	Firearm Code	Country of Manufacture
	1	700	1234564	2005	.227	REMINGTON	Acquired from a licensed dealer.	UNITED STATES

Add/Edit Firearms

*Serial Number:

*Make:

*Model Year:

*Model Name:

*Caliber Size or Gauge:

*Country of Manufacture:

*Firearm Code:

Additional Items

Customer: [Texas, State] - [United States Navy]

Firearms

Do you need to add a Firearm to this shipment?

Verify that this shipment does not contain firearms.

☐ Yes
 ☒ No

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

Scheduling

Customer: [Bressi, Moira -- United States Navy --]

Based on the total estimated weight of **11,000** pounds, it will take **3** 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

Note: All dates, including the "Desired delivery date", will be negotiated with the Transportation Service Provider during the premove survey. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Desired Pickup Date:	Dec 28, 2016	Desired Delivery Date:	Jan 11, 2017
Estimated shipment arrival date at destination :	Jan 6, 2017		

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 >>](#)

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 non-preferred Transportation Service Provider (TSP or carrier)

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Shipment Dates

Based on the total estimated weight of **11,000** pounds, it will take **3** 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

Note: All dates, including the "Desired delivery date", will be negotiated with the Transportation Service Provider during the premove survey. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Desired Pickup Date:	Dec 28, 2016	Desired Delivery Date:	Jan 11, 2017
Estimated shipment arrival date at destination :	Jan 6, 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.

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Direct Delivery & 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

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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

Click **“Next”**

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Responsibilities

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.

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Shipment Summary

Counseling Menu

- Customer Profile
- Point of Contact
- My Orders
- Enter Order Information
- View Documents

Order [DOCS TEST]

- Orders Details
- Rank & Hard Copy Orders
- Order Information
- Duty Station
- Antitrust Duty
- Orders Selection
- Tour Information
- Additional Information
- Summary
- Shipment
- Create New Shipment
- Current Shipments
- 1-HRG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 13000 lbs.
Remaining PCS: 2200 lbs.

Shipment Summary

Customer: [Bress, Moira] - United States Navy

Below, please find a summary of the information entered 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: Bress, Moira
SSN/EIN: 534027015
Branch: United States Navy
Rank/Pay Grade: OPO / E-7
Primary Email: moira.bress@NAVY.MIL

Permanent Contact Address:
1234 Main Street
BREMERTON, VA 96312

Order Details

Order: DOCS TEST Permanent Change of Station Shipment of HHG Permitted
Order Date: 01-Nov-2016
Current Duty Station: JOHN C. STENNIS (C/N 74)
Headquarters Issuing Orders:

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of 26-Dec-2016 from the pickup address:
123 MyHouse Drive
BREMERTON, VA 96310
360-476-8888

You have assigned your releasing agent as: Navy Training (360-476-8888)

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 11-Jan-2017 to the delivery address:
SAN DIEGO, CA 92101
3604768888

You have assigned your receiving agent as: Navy Training (360-476-8888)

In-Transit/Emergency Contact Information

Your In-Transit address is:
123 C Street
Moira's address (Intransit Address)
ALBANY, NY 12201
360-555-1212

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Household Goods weight	8,454 lbs
Your estimated POF&E (Pro Gear) weight **	20 lbs
Your Spouse's estimated POF&E (Pro Gear) weight **	10 lbs
Estimated weight of 1 motorcycle(s)	640 lbs
Total estimated weight	9,064 lbs

** The weight of POF&E does not count against your weight allowance.

Special Items included in your shipment

Gas-powered equipment
Front load washer/dryer

Additional Information

You have provided the following information for items with extraordinary dimension included in your shipment:

PICKUP ADDRESS IS ON A COL-DE-SAC

Your estimated shipment arrival at destination is on 16-Dec-2016.

You have NOT requested direct delivery.

☒ Click here to verify the above information is correct.

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”**

Counseling Office

Customer: Bressi, Moira -- United States Navy --

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 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. For a short notice pickup (requesting pickup within 5 business days), you will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

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

Booking/Servicing Installation		Destination Servicing Installation	
GBLOC:	JENQ	GBLOC:	LKNQ
Installation Name:	FISC PUGET SOUND, WA	Installation Name:	FISC, SAN DIEGO, CA

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:

Select from below

- FISPCS BREMERTON
- FISPCS DETACHMENT EVERETT
- NAS WHIDBEY ISLAND

Selected Counseling Office Information

Installation Name:	FISPCS BREMERTON
Street:	FISPCS 2255 COLE AVE, BLDG 985
City:	BREMERTON
State:	WA
ZIP/APO/FPO:	98314
Country:	UNITED STATES
Phone:	3604769172
DSN:	
Fax:	3604761834
DSN Fax:	
Email:	PersProp.FISPCS.FCT@navy.mil

<< Previous Next >>

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”**.



Shipment Submit – Part 1

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents

Order [DOCS TEST]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Shipment Submit

Customer: [Bressi, Moira -- 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 or print these forms in Portable Document Format (PDF).

 [Get ADOBE® READER®](#)

DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)

DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

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

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.

[<< Previous](#) [Submit](#)

Entitlements

PCS: 13000 lbs.
Remaining PCS:2200 lbs.

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 Form 1797



DON'T
FORGET!!
Forms
must be
signed

[illegible]

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

Uploading Documents

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [DOCS TEST]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 13000 lbs.
Remaining PCS:2200 lbs.

Shipment Submit

Customer: [Bressi, Moira -- 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 or print these forms in Portable Document Format (PDF).

Get ADOBE® READER®

DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)
DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

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

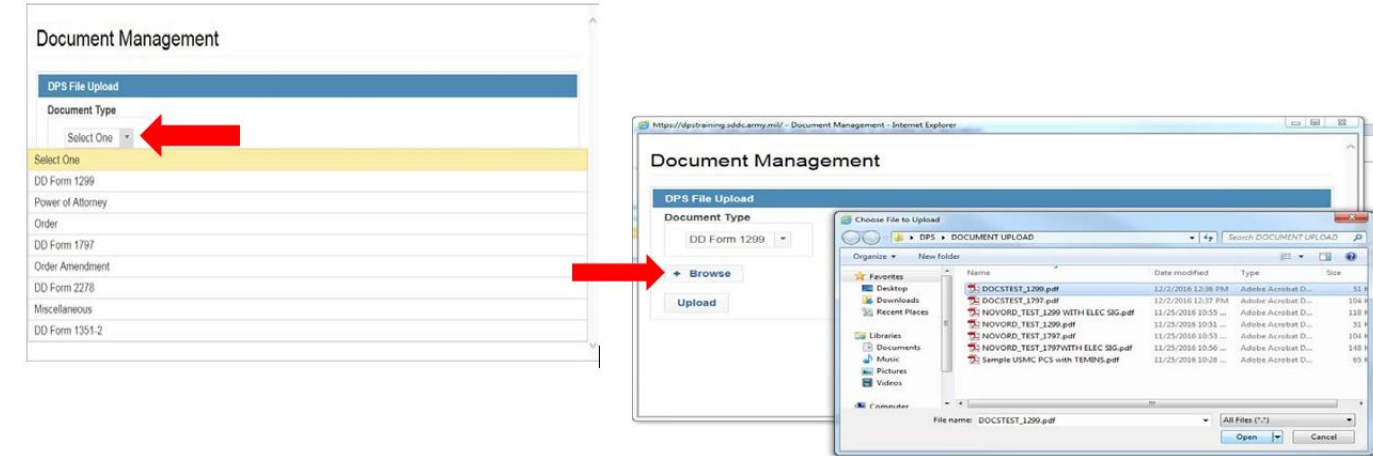
These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request.

[<< Previous](#) [Submit](#)

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

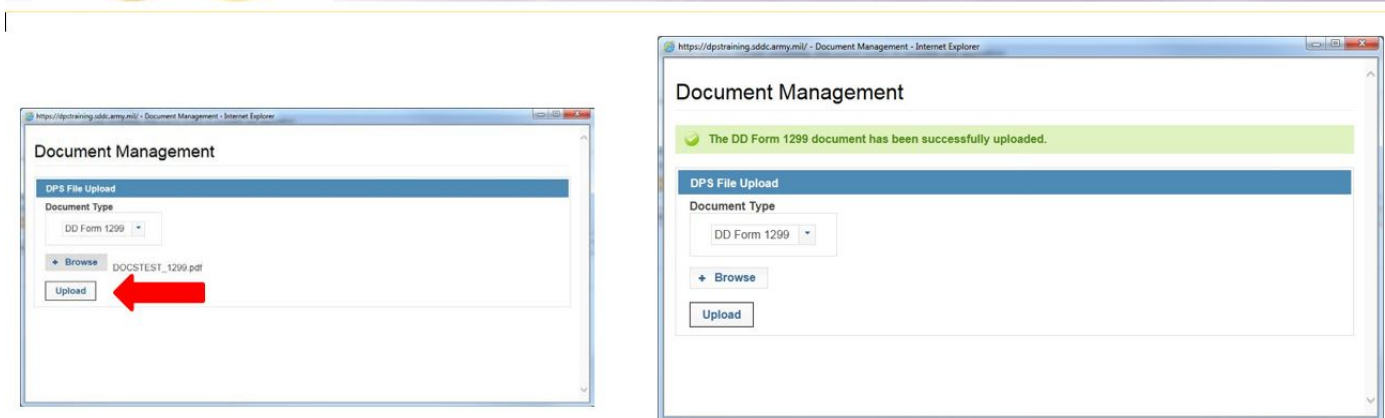
Uploading Documents – cont.



1. Use the Drop-down menu to select the type of document
2. Click "**browse**", locate the document in your files, and select open

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Uploading Documents – cont.



3. Click **upload**
4. You will receive a message stating your document has been successfully uploaded.

Make sure you uploaded **BOTH** signed documents

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Viewing Documents

Shipment Submit

Customer: [Bressi, Moira -- 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 (Personal Property Counseling)

Upload Documents: View Documents

These forms may be printed for review before submission. The

https://dpstraining.sddc.army.mil/?p=/1p60eaTf6yF7C%2BF54TZrTxqTaLy5P62584aLiC23j6c1yFRiTRtuaqQ - Internet Explorer

Document Management

Documents

View HistoryGet File

(1 of 1) 1

File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_12	1	DD Form 1299	02 Dec 2016		
Submitted	1-HHG	DOCSTEST_17	1	DD Form 1797	02 Dec 2016		
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016		

(1 of 1) 1

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

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Shipment Submit – Part 2

The screenshot shows the 'Shipment Submit' application interface. On the left is a 'Counseling Menu' with options like 'Customer Profile', 'My Orders', and 'Order [DOCS TEST]'. The 'Order [DOCS TEST]' section is expanded, showing 'Orders Details' and 'Current Shipments'. The 'Current Shipments' section is further expanded, showing '1-HHG' with sub-options like 'Pickup & Delivery', 'Basic', 'Additional Items', 'Scheduling', 'Responsibilities', 'Summary', 'Counseling Office', and 'Submit'. The 'Submit' option is selected. The main content area shows 'Forms Required' with links to 'DD Form 1299' and 'DD Form 1797'. Below this are 'Upload Documents' and 'View Documents' buttons. A 'Message from webpage' dialog box is open, asking 'Are you sure you want to submit?' with 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. At the bottom of the main content area, there are '<< Previous' and 'Submit' buttons, with the 'Submit' button circled in red.

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.

Shipment Submit

Customer: [Bressi, 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 Prepared:	Fri, 2 Dec 2016 20:31:47

If you need to make changes to any information other than contact data or cancel your shipment, you must contact the Counselor you submitted your application to.

To **CREATE** a new shipment for this order, click on the **Create New Shipment** link in the left navigation tree.

To **ADD** a new order, click on **Enter Order Information** in the navigation tree in the upper-left corner of the screen under **My Orders**.

Forms Required

You will need Acrobat Reader version 8 or earlier to view or print these forms in Portable Document Format (PDF).



DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)

DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

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.



From: counseling@dpmail.csd.dsa.mil
To: Bressi, Moira L CIV NAVSUP GLS, 0411
Cc:
Subject: Shipment Submission Received

Sent: Thu 11/9/2017 12:54

Wanna Move,

Your application for shipment 1/HHG from BREMERTON, WA 98312 to SAN DIEGO, CA 92101 with a requested pickup date of Jan 25, 2018 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your shipment has been awarded to a Transportation Service Provider (TSP), you will be notified by that TSP of your actual packing and pickup dates. You can continue to monitor the status of your shipment via the Shipment Management tab located on the DPS homepage.

If there is a need to make any changes to your application other than contact information which can be accomplished in the Shipment Management section please contact the transportation office at BREMERTON, WA UNITED STATES.

Phone: 3604767366

Thank You.
Defense Personal Property System (DPS)

*** DO NOT REPLY directly to this email ***

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.



Contacts

- 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: (800) 462-2176

Commercial: (618) 589-9445

Email

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

Submit a ticket online

<https://src.servicenowservices.com/src/>