

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.

The screenshot shows a web browser window with the URL dps.move.mil/cust/standard/user/home.xhtml. The page is titled "Application Notices" and contains the following sections:

- 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**

The browser's taskbar at the bottom shows the Windows Start button, a search bar, and several application icons. The system tray on the right indicates the time is 8:27 AM on 9/5/2024.

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USTRANSCOM

UNITED STATES TRANSPORTATION COMMAND



Requesting Delivery Date



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REQUESTING DELIVERY

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DPS HOMEPAGE

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Defense Personal Property System

[Home](#)

[My Profile](#)

[My Documents](#)

[Useful Links](#)

[Quick Reference Guides](#)

Welcome to DPS

[Start a New Move](#)

[Shipment Management](#)

[Customer Satisfaction Survey](#)

[Claim History](#)

Current Move

01 May 2017: BREMERTON to SAN DIEGO

Order Number NAVSUP GLS TEST

Order Type Permanent Change of Station

From your DPS Homepage,
click the "Shipment
Management" button at the
top of the page

Shipment Status 2-HHG: Canceled

GBL No:

Desired Pickup Date

29 Jun 2017

Actual Pickup Date

Origin

123 MAIN STREET
BREMERTON, WA 98310
UNITED STATES

Destination

SAN DIEGO, CA 92101
UNITED STATES

[Edit My Order/Shipment Info](#)

[Print DD1797 Counseling Checklist](#)



REQUESTING DELIVERY

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TIP: Make sure to expand the menu on the left side of the screen so that you can select 'Shipment Requests'

- Main
- Manage Shipments
 - Shipment(s) And Status
 - Shipment Requests
 - Shipments in Storage

Customer Shipments Main Page

Current Status	View/Edit Shipment Info	Excess Cost	Enter Delivery Request	Request Rereigh	Shipment Net Weight	BL Number	Order Number	TSP	Shipment Pickup/Delivery	Shipment Type	Actual Pickup Date	Scheduled Delivery Date
Transportation Service Provider (TSP) selector	View/Edit Shipment Info		Delivery Request	Request Rereigh	0		kk9my2889		GE To US-9	HHG		
Offer Accepted and Presurvey Pending	View/Edit Shipment Info		Delivery Request	Request Rereigh	0	AGRN0002300	DOUG3 3863	AAAA	US 14 To REGION 13 (Florida)	OHG		
Offer Accepted and Presurvey Pending	View/Edit Shipment Info	View Excess Cost Details	Delivery Request	Request Rereigh	0	AGRN0000271	Dry_Run_3529	AAAA	US 14 To REGION 13 (Florida)	OHG		
Offer Accepted and	View/Edit		Delivery Request	Request	0	AGRN0002230	SRR_3830	AGSP	US 14 To REGION 13	OHG		

Click "Delivery Request"

Before requesting delivery, members should update their delivery address and ensure their contact information is up-to-date. Shipments cannot be delivered until/unless they are in an "Arrived" or "Storage-In-Transit (SIT)" status. If the status is still "In-Transit" members may still make the request but the delivery cannot be confirmed.



REQUESTING DELIVERY

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Customer Delivery Request

Location Type	Street	City	State	County	Zip	Country
PRIDLV	10 ST	ABINGTON	MA		02351	US
REQAD1	1421 Sgt York Rd	MIAMI	FL	MIAMI-DADE	33101	US
REQOLV	5 oak	MACDILL AFB	FL	HILLSBOROUGH	33608	US
ATHPCK	5 oak	ALACHUA	FL	ALACHUA	32615	US
ATHDLV	5 oak	CHELMSFORD	MA	MIDDLESEX	01824	US
REQOLV	5 oak	MIAMI	FL	MIAMI-DADE	33101	US
REQOLV	10 St	MIAMI	FL	MIAMI-DADE	33101	US

First Requested Delivery Date (yyyy-mm-dd): 2011-11-28

Second Requested Delivery Date (yyyy-mm-dd): 2011-11-29

Special Instructions: Please park on the street.

Inventory Items Requested (Space Separated List Of Item Numbers): 12421 22149 71624

Submit Request

Back

On the delivery request screen, members will use the calendar icons to select two delivery dates (the primary and an alternate).

Members should also use the Special Instructions section to let the TSP know if there are any conditions they should be aware of (lots of stairs, no turnaround, etc.)

If members are requesting a partial delivery of property, they should list the inventory numbers for the TSP.

NOTE: Delivery Request will not be saved until the member clicks the "Submit Request" button. Clicking the BACK button returns the member to the Shipment Management screen.



MONITOR DELIVERY DATE

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Monitor Shipment Requests								
Request	Request Date	Additional Comment/Instructions	SIT Extension Reason	First Requested Delivery Date	Second Requested Delivery Date	Requested Delivery Items	View/Edit Shipment	BL Number
Delivery	2011-06-02	as!edkajfasdf		2011-06-02	2011-06-03	wkjnasdfi		
Delivery	2011-06-02	Test		2011-06-06	2011-06-07	TEST		
Delivery	2011-06-16	Leave wrapped/boxed.		2011-06-22		1001 1002 1202 1234 4565 4651 8465		

All Shipment Requests can be monitored by using the menu on the left side of the screen. Expand the Main menu; expand the 'Manage Shipments' portion, click on 'Shipment Requests'.



LINKS

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- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **DTR:** <https://www.ustranscom.mil/dtr/dtrp4.cfm>
- **DOD Household Goods Portal:** <http://www.move.mil>
- **NAVSUP Navy Website:** www.navsup.navy.mil/household
- **US Marine Corps Website:** <http://www.marines.mil/>
- **Army Website:**
- **US Air Force Website:** www.ppahq.af.mil
- **US Coast Guard Website:** www.uscg.mil/
- **POV Locator:** <http://www.pcsmypov.com/>
- **Shipping a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- **Weight Estimator:** <https://www.move.mil/resources/weight-estimator>
- **It's Your Move Booklet:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf