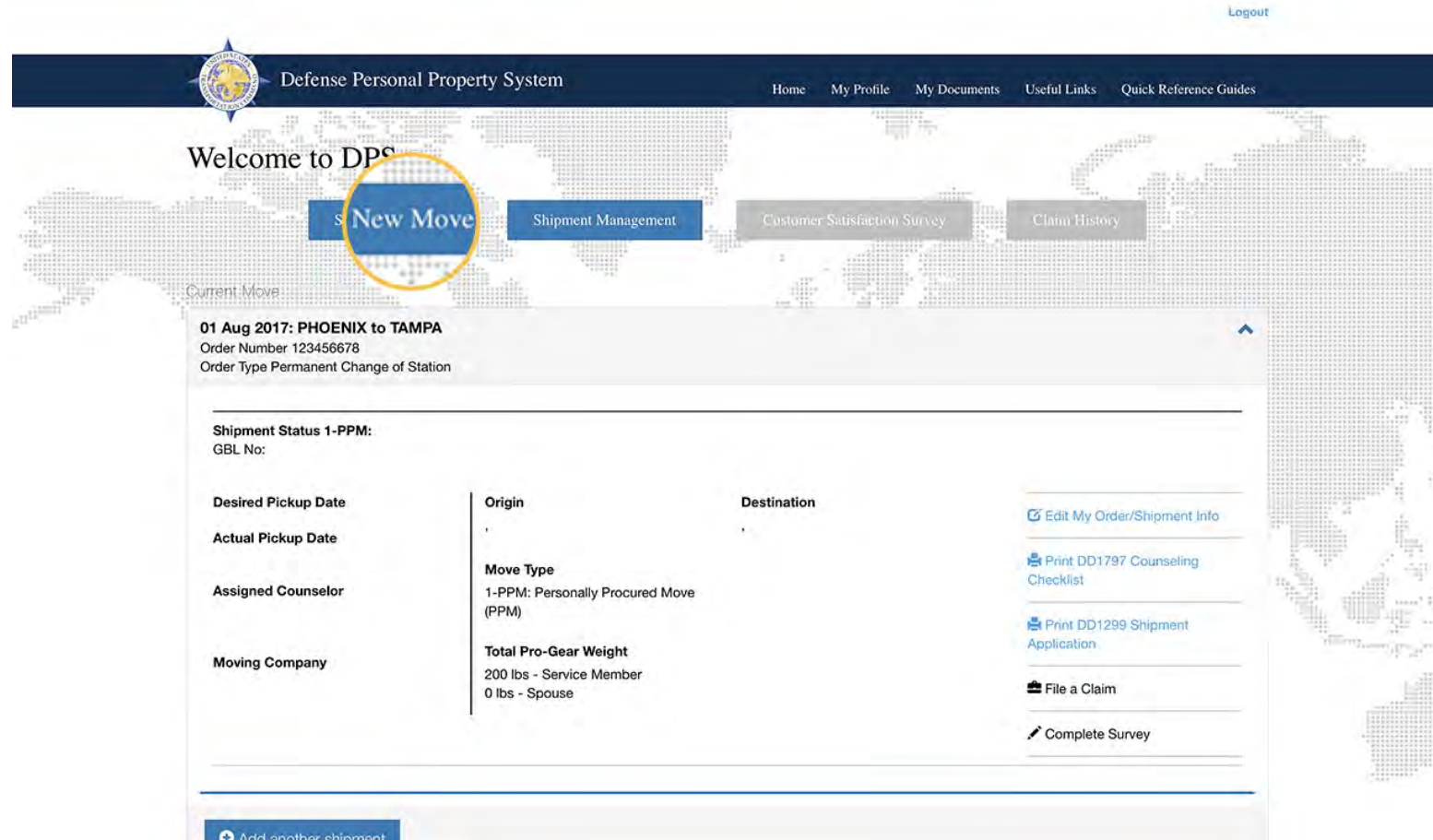


DPS Online registration Move.Mil

www.move.mil/tutorials/create-a-shipment



Creating a new shipment



The screenshot shows the Defense Personal Property System (DPS) interface. At the top, there is a navigation bar with the DPS logo and the text "Defense Personal Property System". To the right of the logo, there are links for "Home", "My Profile", "My Documents", "Useful Links", and "Quick Reference Guides". In the top right corner, there is a "Logout" link. Below the navigation bar, the text "Welcome to DPS" is displayed. A large "New Move" button is highlighted with a yellow circle. Other buttons include "Shipment Management", "Customer Satisfaction Survey", and "Claim History". Below these buttons, the "Current Move" section is visible, showing details for a move on "01 Aug 2017: PHOENIX to TAMPA" with Order Number 123456678 and Order Type Permanent Change of Station. The "Shipment Status 1-PPM:" section includes fields for "Desired Pickup Date", "Actual Pickup Date", "Assigned Counselor", and "Moving Company". The "Origin" and "Destination" fields are empty. The "Move Type" is "1-PPM: Personally Procured Move (PPM)". The "Total Pro-Gear Weight" is listed as "200 lbs - Service Member" and "0 lbs - Spouse". On the right side of the shipment details, there are several action links: "Edit My Order/Shipment Info", "Print DD1797 Counseling Checklist", "Print DD1299 Shipment Application", "File a Claim", and "Complete Survey". At the bottom left, there is a button labeled "Add another shipment".

Logout

Defense Personal Property System

Home My Profile My Documents Useful Links Quick Reference Guides

Welcome to DPS

New Move Shipment Management Customer Satisfaction Survey Claim History

Current Move

01 Aug 2017: PHOENIX to TAMPA
Order Number 123456678
Order Type Permanent Change of Station

Shipment Status 1-PPM:
GBL No:

Desired Pickup Date	Origin	Destination

Actual Pickup Date

Assigned Counselor

Moving Company

Move Type
1-PPM: Personally Procured Move (PPM)

Total Pro-Gear Weight
200 lbs - Service Member
0 lbs - Spouse

[Edit My Order/Shipment Info](#)

[Print DD1797 Counseling Checklist](#)

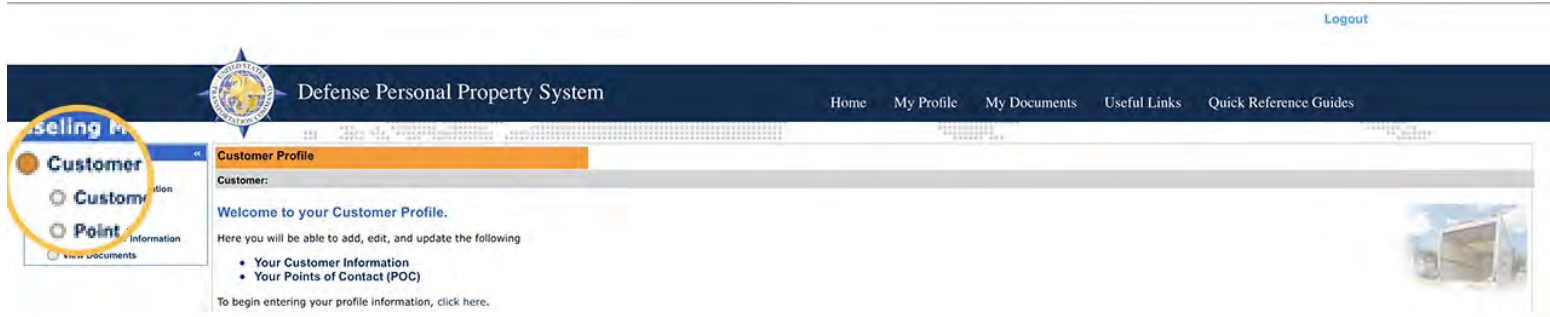
[Print DD1299 Shipment Application](#)

[File a Claim](#)

[Complete Survey](#)

[Add another shipment](#)


Creating or updating your customer profile



Update or create all personal information

Make sure to use a personal email that you have access to 24/7 on this page

[Logout](#)

Defense Personal Property System[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

Counseling Menu

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

Customer Information

Customer:

So that you can be reached during your move, please use the area below to provide accurate contact data, to include email addresses. Your contact information can be updated at any time. Once your shipment(s) have been delivered, you will be emailed a customer satisfaction survey to complete which will support DoD's efforts in providing quality customer service.

Customer Information

*Branch Of Service:	United States Army	
*Personnel Status:	Civilian	
*Primary Number:	443-555-5555	FORMAT: xxx-xxx-xxxx for Domestic
*Secondary Number (Cell Number Preferred):		FORMAT: xxx-xxx-xxxx for Domestic
*Secondary Number (Personal Email Preferred):		Ex: johndoe@usa.gov

Permanent Contact Address 1

*Address Line 1:	4400 Mass Ave
Address Line 2:	Apt 201

Location

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

Select City

Type in the first 4 letters of the city above

City: WASHINGTON
County: DISTRICT OF COLUMBIA
State: DISTRICT OF COLUMBIA
Zip: 20016

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-560-462-2176 or DSN: 770-7332.

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Adding an Alt POC for releasing or receiving agent purposes

Logout

Defense Personal Property System

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Counseling Menu

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

Point of Contact

Customer:

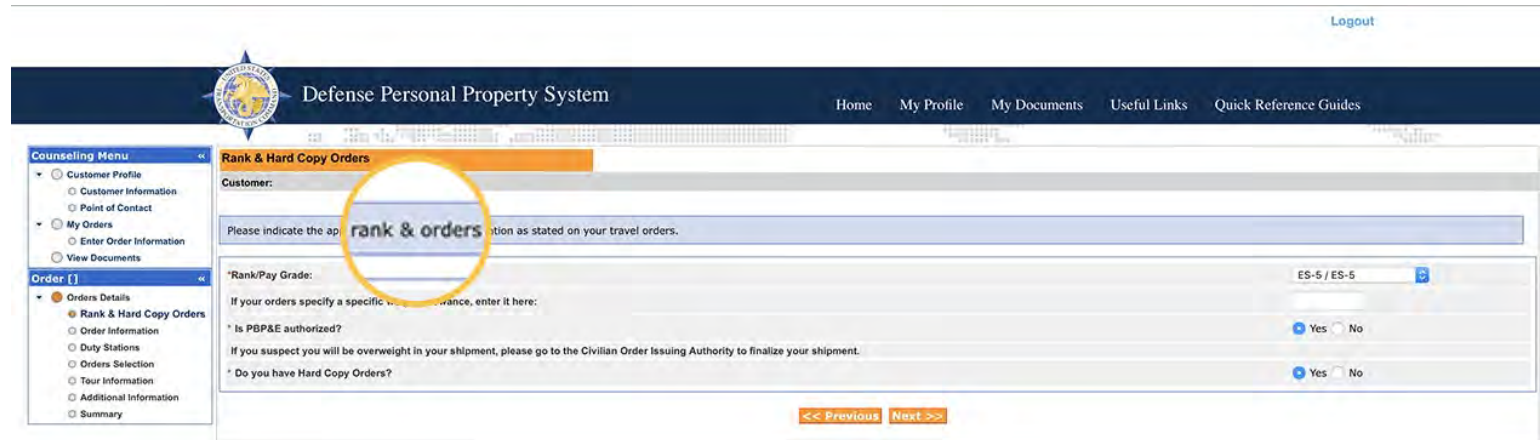
Please identify at least one personal contact who will know how to reach you at origin, while in-transit, or at your new destination and would be willing to accept inquiries from your TSP (Moving Company) if needed. You may also use this area to designate an individual to make decisions on your behalf (Power of Attorney / Letter of Authorization).
Please click on the **Add Contact** button to add additional contacts to your profile.

Name	Phone	Email	Relationship
Joe Smith	443-555-5555		POA, LOA

Add Contact

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Start inputting your current order information



Defense Personal Property System

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Logout

Counseling Menu

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

Order []

- Orders Details
 - Rank & Hard Copy Orders**
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary

Rank & Hard Copy Orders

Customer: [Redacted]

Please indicate the appropriate rank & orders as stated on your travel orders.

*Rank/Pay Grade: ES-5 / ES-5

If your orders specify a specific insurance, enter it here:

* Is PBP&E authorized? Yes No

If you suspect you will be overweight in your shipment, please go to the Civilian Order Issuing Authority to finalize your shipment.


* Do you have Hard Copy Orders? Yes No

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Update your current duty station and new duty station.

if separating or retiring you can use the city and state you are locating to in the new duty station field

[Logout](#)

Defense Personal Property System

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Counseling Menu

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

Order [12345433333]

- Orders Details
- Rank & Hard Copy Orders
- Order Information
- Duty Stations
- Orders Selection
- Tour Information
- Additional Information
- Summary

Duty Stations

Customer:

Please click the 'Enter Location' button to indicate the applicable duty stations stated on your travel orders. If your Duty Station is not listed, type in the first 4 letters of the city to select the location from the drop down list.

Current Duty Station

City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified

Enter Location

New Duty Station

City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified


Enter Location

If this is a Local Move Order and there is no New Duty Station, enter the Current Duty Station as the New Duty Station.

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Upload a copy of your current orders

[Logout](#)

Defense Personal Property System

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Counseling Menu

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

Order [12345433333]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary

Order Selection

Customer: [REDACTED]

Step 1: Select an Order Type from the drop-down menu below. If you do not see yours listed, select "Various" for more options.
Step 2: Select the appropriate Authorized Order from the list. If the options listed do not appear on your orders, please contact your local Counseling office for assistance.

Order Type:

Local Move	
Permanent Change of Station	The assignment, detail or transfer of a member or unit to a different Permanent Duty Station (PDS) under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.
Retirement	
Separation	
Temporary Duty	
Various	

Authorized:

- PCS with TDY Enroute
- Shipment of HHG Permitted

Document Management:

Please upload a copy of your orders. [Upload Orders](#) [View Documents](#)

[<< Previous](#) [Next >>](#)


Complete the upload

if you are having trouble please contact the DPS helpdesk at 1-800-462-2176

The screenshot displays the Defense Personal Property System (DPS) interface. At the top, there is a dark blue header with the system name and navigation links: Home, My Profile, My Documents, Useful Links, and Quick Reference Guides. A "Logout" link is visible in the top right corner. The main content area is titled "Document Management" and features a "DPS File Upload" section. A "Document Type" dropdown menu is set to "Order". Below this, the filename "Orders2017.pdf" is displayed. A yellow circle highlights the "Upload" button. To the left, a "Counseling Menu" sidebar lists various options, including "My Orders" and "View Documents". The "Entitlements" section at the bottom left shows PCS: 18000 lbs., Remaining PCS: 12000 lbs., and Excess Cost: \$155.32. A "Close" button is located at the bottom right of the upload window.

Start inputting your new tour/duty station information to include dependent status

[Logout](#)

 Defense Personal Property System

[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

Counseling Menu

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Order [12345433333]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information**
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG

Entitlements

PCS: 18000 lbs.
Remaining PCS:12000 lbs.
Excess Cost:\$155.32

Tour Information

Customer: _____

Please indicate the applicable orders information as stated on your travel orders.


New Duty Station	Culver City, CA
Report Date	29-Dec-2017
Do You Have Dependents? (Spouse if Applicable)	<input checked="" type="radio"/> Yes <input type="radio"/> No

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Check radio buttons for any applicable items such as motorcycle, RV etc

If you are entitled per your orders to ship a POV you will still check “no”, this is done outside of the Move.Mil system. Please go to www.Pcsmypov.com to learn more about shipment of DOW’s

[Logout](#)

 **Defense Personal Property System**

[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

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 - Tour Information
 - Additional Information**
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG

Additional Information

Customer: [REDACTED]

Based on the information you have provided on previous screens, please indicate if any of the following will apply to your upcoming move.

Orders Additional Information	Yes	No
Are You Shipping a POV ?	<input type="radio"/>	<input checked="" type="radio"/>
Are You Shipping a Motorcycle ?	<input type="radio"/>	<input checked="" type="radio"/>
Are You Shipping a RV ?	<input type="radio"/>	<input checked="" type="radio"/>
Are You Shipping a Boat ?	<input type="radio"/>	<input checked="" type="radio"/>
Do you currently have items in Non-Temporary Storage(NTS)?	<input type="radio"/>	<input checked="" type="radio"/>

Orders Specific Questions

Will you be storing your Household Goods instead of shipping them? Yes No


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Entitlements

PCS: 18000 lbs.
Remaining PCS:12000 lbs.
Excess Cost:\$155.32

Entitlement summary page. Please review before going to next screen.

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Defense Personal Property System[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

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 - Additional Information
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- Shipment
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 - Current Shipments
 - 1-HHG

Entitlement Summary

Customer:

Order Number: 1234543333

*****Based on Permanent Entitlements based on the information entered. This information is subject to change based upon the validation by your counselor.****

Please review the information to a You are a United States Army ES You may Print a summary by clicking the "Print" button at the bottom of the page.

Your JTR TDY PCS Weight Allowance is 18,000 pounds your weight allowance. The weight of all shipments (Household Goods (HHG), Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JTR TDY weight allowance. *Note: If the actual weight of Pro Gear is higher than 2,000 lbs, the difference will be charged to you. The professional books, papers, and equipment for a Uniformed Service Member's non-member spouse may not exceed 500 lbs.

Entitled to ship From Current Duty Station to New Duty Station and based on the orders information entered, the following shipment(s) are authorized:

Household Goods

Shipment to other than authorized locations could lead to possible excess costs.

There may be weight restrictions that are unique to the Destination you have selected that have not been identified by DPS. It is imperative that you review your orders and consult with the PPSO to confirm any weight restrictions that may apply. Below is a link to information regarding import restrictions/prohibitions, POV, firearms, pets and other general info about your destination. It is mandatory that you review these instruction and we recommend you print them for future reference.

NEW DUTY STATION INSTRUCTIONS

If there are any errors in your summary information, use the left hand navigation tool to go back and make updates or changes. If your information was entered correctly, but the summary above is incorrect, please use the Find A Counseling Office tool in the left navigation to locate a Counseling Office for assistance. You may print a summary by clicking the Print button at the bottom of the page.

[Click here to verify the above information is correct](#)

Print [<< Previous](#) [Next >>](#)

Selecting HHG as your mode of shipment

if you are submitting a PPM (DITY) you will need to select yes after selecting HHG, if you are submitting a HHG shipment please select the "no" radio button and click next

Logout

Defense Personal Property System

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Create New Shipment

Customer:

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

from the Menu below.

Create	Type Of Shipment	Brief Description
<input checked="" type="radio"/> 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.

Entitlements
PCS: 18000 lbs.
Remaining PCS:18000 lbs.

Will the shipment selected above be created as a Personally Procured Move(PPM)? Yes No

<< PREVIOUS NEXT >>

HHG shipping information

please read and review before selecting next screen

The screenshot displays the Defense Personal Property System (DPPS) interface. At the top, there is a navigation bar with a "Logout" link on the right and a central header "Defense Personal Property System" with a logo on the left. Below the header, a secondary navigation bar contains links for "Home", "My Profile", "My Documents", "Useful Links", and "Quick Reference Guides".

The main content area is divided into several sections:

- Counseling Menu:** A sidebar menu with options like "Customer Profile", "My Orders", and "View Documents".
- Order [1234543333]:** A sub-menu with options like "Orders Details", "Rank & Hani Copy Orders", "Order Information", "Duty Stations", "Orders Selection", "Tour Information", "Additional Information", "Summary", "Shipment", "Create New Shipment", and "Current Shipments".
- Entitlements:** A section showing "PCS: 18000 lbs." and "Remaining PCS: 18000 lbs."
- Shipment Information:** The main content area, which includes a "Customer:" field, a message box stating "Please find information regarding the shipment you have selected to create. You will be required to acknowledge that you have read the information before proceeding.", and a detailed section for "HHG" (Household Goods).

The **HHG** section contains the following information:

- Household Goods (HHG):** Items associated with the home and personal effects belonging to the customer and dependents on the effective date of the customers orders. Only items that may be legally transported by commercial carrier are allowed.
- HHG may include:**
 - Weapons
 - Vehicles other than POV: Such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, golf carts and their associated trailers.
 - A small vessel used to travel on the water, powered either by wind, oars, or motor.
 1. 14 feet or less in length and 6 feet 10 inches or less in width and 6 feet 5 inches or less in height: Boats with or without associated trailer can be shipped in your HHGs.
 2. Over 14 feet in length or over 6 feet 10 inches in width or over 6 feet 5 inches in height: Boats with or without associated trailer can be processed as a One-Time-Only (OTO) shipment.
 3. Employees are not authorized to ship a boat/personal watercraft if the overall length of the boat/personal watercraft (with or without associated trailer) is over 18 feet (exception - primary residence).
- Note:** Shipping a boat may result in excess costs for the member/employee. You are responsible for paying all accessorail charges associated with shipping your boat and you are responsible for removing pilferable gear, clothing, televisions, skis and similar items. All antennas, masts, fishing/ trolling poles and outriggers must be lowered to meet dimensional requirements or removed.
- Spare parts for POV: Including extra tires, wheels, battery chargers; replacement parts subject to normal wear such as spark plugs, filters, hoses, fan belts; tools, tune-Up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds for children.

HHG may not include: Live ammunition, live animals, including birds, fish and reptiles, mobile homes, camper trailers, airplanes, farming vehicles, privately-owned vehicles (POV) such as a car, van or truck (except motorcycle), building materials or cordwood, goods for sale or commercial use, perishable items, including plants (except for local move), goods not for member or dependent use or items acquired after effective date of orders.

Entitlements: Your entitlements are based on the type of orders issued to you, however, your basic entitlements include the shipment of your household goods to your next duty station.

Weight Allowance: There are two kinds of weight allowances:

- PCS weight allowance, which is based on your pay grade and whether you have or do not have dependent(s).
- Temporary weight allowance, which is for those of you who are going on temporary duty or PCS with temporary duty en route. It is strictly for items required by you while you are on temporary duty; it is not intended for dependents. Upon completion of your temporary duty, you may ship this weight to your ultimate duty station.

Weight Restriction at New Duty Station (if any): Some overseas areas restrict the amount of weight you are authorized to ship. Review the personal property consignment guide to view if there are any types of shipping restrictions based on your shipments destination. You are authorized to store your personal property at government expense or your personal property to a designated location if a weight restriction is in place.

Excess Cost: It is your responsibility to reimburse the government for any excess cost incurred by your shipment(s). You will be required to pay excess cost:

- If you exceed your authorized weight allowance, either on your PCS or temporary weight allowances.
- If you choose to ship to other than an authorized place and it costs more to do so.
- If you request special services such as special routing, special loading, or any other services not provided under ordinary rates.
- If you request more than one household goods shipment from the same point of origin to the same point of destination.
- If you ship unauthorized articles in a shipment which are discovered after pickup.
- If you or your agent are not at the scheduled pickup or delivery address when movers arrive.

Pickup Date and Required Delivery Date: As part of your application you will be requested to submit a timeframe you are available for packing and pickup. Based on these dates, weight of your shipment, and destination location, DPS will provide you the estimated arrival date of your shipment. You will discuss with the TSP the dates of your pack, pickup, and delivery dates.

Mode/Method of Shipment:

- Household goods will be packaged/wrapped/tagged inside your home, then loaded into wooden containers for overseas moves or loaded in a truck for CONUS moves.
- It will be shipped by surface mode, in almost every instance.
- You will be contacted by a transportation service provider (TSP) once your shipment has been booked. You will discuss with the TSP the date and time of your pack and pickup days.

Unauthorized Items and Disposal of Useless Items:

- Hazardous, or corrosive, or flammable materials, ammunition, building materials, or items not belonging to you or your dependents, or items or products for your own private business are not authorized for shipment.
- Propane gas tanks are unauthorized in your shipment.
- For lawn mower, you must not only drain the fuel but the oil as well.
- For motorcycle, drain fuel, disconnect terminal from battery, and tape it. Oil may remain in the tank, but make sure there is no leakage. If you are putting motorcycle into long-term storage (NTS), remove the battery.

Selecting a Pick up date and inputting your pick up/delivery address

if you do not know or have a delivery address you can you “Temp Storage” and your new unit as the address temporarily

Defense Personal Property System

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Logout

Counseling Menu

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

Order: [12345433333]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - 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: 18000 lbs.
Remaining PCS: 12000 lbs.
Excess Cost: \$155.32

Pickup and Delivery

Customer:

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 Yes No 1

Pickup Date 22-Dec-2017 *Desired Delivery Date 26-Dec-2017

Click on the list of addresses or add an Address. From your address list select your primary pickup and delivery address and select the name of the person acting on your behalf with a Power of Attorney and/or authorization if applicable. You will also be able to indicate if you have additional pickup or delivery locations and if you are using a releasing and receiving agent for your shipment.

To add an address to your list click on the ; enter the address information and select 'Save Address'.

Pickup & Delivery

*Authorized Pickup Address	123 Main Street ALEXANDRIA, VA 22311 202-555-5555	*Authorized Delivery Address	3073 US-1 33 AUGUSTA, GA 30906 202-555-5555
*Requested Pickup Address	123 Main Street ALEXANDRIA, VA 22311 202-555-5555	*Requested Delivery Address	3073 US-1 33 AUGUSTA, GA 30906 202-555-5555

Power of Attorney Power of Attorney

443-555-5555

Letter of Authorization Letter of Authorization

443-555-5555

In-Transit/Emergency Contact Information

Placing an estimated weight.

a good rule of thumb to go by is using 1,000lbs per fully furnished room as a base estimate

Logout

Defense Personal Property System

Home My Profile My Documents Useful Links Quick Reference Guides

Basic HHG

Customer:

Please provide information about your shipment.

Shipment Weights Destination Shipping Information (from Consignment Guide)

*Total estimated weight of your household goods (i.e. enter the weight of all items that are being shipped) 8,000 Weight Estimator Form

*Estimated weight of Pro Gear (i.e. enter the portion of Total estimated weight that is Pro Gear) 2,000 How will PBP&E affect my household goods weight?

Special Items included in shipment:

Grandfather clock Shrunk/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)

250

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Counseling Menu

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

Order [12345433333]

- Orders Details
 - Rank & Hard Copy Orders
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 - Enter Rank Information
 - Duty Stations
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 - Scheduling
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 - Counseling Office
 - Submit

Entitlements

PCS: 18000 lbs.
Remaining PCS: 18000 lbs.

Adding weapons to your shipment

if applicable and authorized per your new duty location

The screenshot displays the Defense Personal Property System (DPPS) interface. At the top, there is a navigation bar with the system name and a 'Logout' link. Below this, a 'Counseling Menu' sidebar lists various options like 'Customer Profile', 'My Orders', and 'Shipments'. The main content area shows the 'Additional Items' section for a specific order, with a 'Firearms' sub-section. A modal dialog box titled 'Add/Edit Firearm' is open, containing a form with the following fields:


- *Serial Number:** 5553555
- *Make:** Smith & Wesson
- *Model name:** Model 41
- *Caliber Size or Gauge:** .22
- *Country of Manufacturer:** UNITED STATES
- *Firearm Code:** C - Acquired from a licensed dealer.

At the bottom of the dialog box are 'Save Firearm' and 'Cancel' buttons. A 'Yes/No' confirmation box is visible to the right of the dialog. The background interface shows a 'Do you want to add a firearm to this shipment?' question with a 'Yes' button selected.

Requesting a direct delivery and a specific carrier request

the carrier accommodation is not a guarantee

[Logout](#)

 **Defense Personal Property System**

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Order [12345433333]

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 - Additional Items
 - Scheduling
 - Responsibilities
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 - Counseling Office
 - Submit

Scheduling

Customer:

Based on the total estimated weight of **8,000** pounds, it will take **3** **2 days for packing** 1 day for picking up your shipment. It is estimated that it will take **7** 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 22, 2017	Desired Delivery Date:	Dec 26, 2017
Estimated shipment arrival date at destination :	Dec 29, 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

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Entitlements

PCS: 18000 lbs.
Remaining PCS: 12000 lbs.
Excess Cost: \$155.32

Customer responsibilities before the pack and during the pack out.

please read this carefully as it contains a lot of helpful information

The screenshot displays the Defense Personal Property System (DPPS) interface. At the top, there is a navigation bar with the system name and a 'Logout' link. Below this is a 'Counseling Menu' on the left side, which includes sections for 'Customer Profile', 'My Orders', and 'Orders Details'. The 'Orders Details' section is expanded to show 'Order [12345433333]', with sub-items like 'Rank & Hard Copy Orders', 'Order Information', 'Duty Stations', 'Orders Selection', 'Tour Information', 'Additional Information', 'Summary', 'Shipment', 'Create New Shipment', and 'Current Shipments'. Under 'Current Shipments', there is a section for '1-HHG' with sub-items: 'Pickup & Delivery', 'Basic', 'Additional Items', 'Scheduling', 'Responsibilities', 'Summary', 'Counseling Office', and 'Submit'. The main content area is titled 'Customer Responsibilities' and contains a list of responsibilities for members before packers arrive. A yellow circle highlights the text 'between 8 am and 5 pm delivery charges.' in the 'BE THERE ON MOVE DAY' section. Below this, there are sections for 'MEMBER RESPONSIBILITIES BEFORE PACKER', 'CARRIER RESPONSIBILITIES ON MOVING DAY', and a 'NOTE' at the bottom.

Defense Personal Property System

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Logout

Customer Responsibilities

Customer:

- Member Responsibilities Before Packers Arrive
- Carrier Responsibilities on Moving Day
- High-Value Items
- Releasing or Receiving Agent
- Pickup from Private Storage or Mini-Warehouse
- Avoid Excess Personal Costs
- Three Critical Documents at Origin:
 - Household Goods Descriptive Inventory
 - DD Form 619
 - Government Bill of Lading (GBL)

BE THERE ON MOVE DAY

You or your designated agent must be available between 8 am and 5 pm on the day of scheduled pickup and delivery addresses on the days your personal property is packed, loaded, picked up and delivered. Failure to be present at the pick-up or delivery address may result in you paying attempted pickup or delivery charges. If a minor or non-designated person will not fulfill this requirement.

MEMBER RESPONSIBILITIES BEFORE PACKER

- Electronics** - Dismantle TV and radio antennas. Label and prepare all components such as stereos, turntables, compact disc players, video disc players, printers, computers, televisions, and VCRs.
- Refrigerator** - Empty, defrost, and thoroughly wash the inside of refrigerators and freezers at least 24 hours before pickup. Empty the refrigerator bottom pan.
- Hot Tub/Water Bed** - Drain all water from hot tubs and water beds and allow to dry.
- Appliances** - Disconnect all appliances, washer hoses and dryer exhaust vents.
- Electrical Items** - Remove and unplug all electrical items, including window air conditioners.
- Unnecessary Items** - Dispose of worn out and unneeded items; they add unnecessary weight.
- Consumables** - Dispose of foods or other consumables that could spill or might spoil in transit.
- Off the Wall** - Remove pictures, utensil and food racks from the walls, take down curtain rods and valances. Remove everything from the attic or crawl space; packers are not required to go into these areas.
- PBP&E** - Separate all items of professional books, papers, and equipment from the rest of your property. When listed properly on the inventory, professional books, paper and equipment (PBP&E) are not counted as part of the weight allowance.
- Separate Special Items** - Separate all items of clothing, toys, and necessities that will not be shipped with the rest of the household goods. Place them in a separate area of the house and inform the movers and packers the room is off-limits.
- Got Pests - No Pickup!** - If necessary, have an extermination of the residence and household goods completed at least several days prior to the arrival of the packers.
 - Goods will not be picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with an attempted pickup.
- No Propane Tanks** - Dispose of propane tanks prior to shipment pick up.
- Motorcycles** - If shipping a motorcycle, ensure that the gas tank is empty. Disconnect the battery and secure the cables.
 - If putting the motorcycle in storage, remove and dispose of the battery. Proof of ownership, such as the registration, which describes the make, model, and vehicle identification number is required.
- Dirty Dishes & Clothing** - Ensure all your dirty dishes/clothes/bed linens, etc. are clean and ready to be packed by the movers. Also, trash or unwanted household goods should be disposed of prior to the arrival of the movers.

CARRIER RESPONSIBILITIES ON MOVING DAY

- Packing and preparing your property for shipment.
- Using new and clean packing material for linen, clothing, and bedding, and using new or like new packing material for other items.
- Packing mirrors, pictures, and glass table tops in specially-designed cartons.
- Protecting all finished surfaces.
- Properly rolling and protecting rugs.
- Marking each carton to show general contents and preparing an accurate, legible inventory.
- Servicing your appliances.
- Ensuring that nothing is loaded on the tailgate of the moving van.
- Removing all excess packing material from the residence.

NOTE: The carrier is permitted to leave unbreakable and light items in drawers for close proximity moves.

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Summary of your inputs.

please review for correctness and go back if need be to correct any misinformation or mistakes

Defense Personal Property System

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Logout

Shipment Summary

Customer:

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:	Branch:	United States Army
SSN/EIN:	Rank:	ES-5
Primary Phone:	Primary Email:	
Permanent Contact Address:		

Order Details

Order: 1234543333 Permanent Change of Station Shipment of HHG Permitted
Order Date: 04-Dec-2017

Current Duty Station: WASHINGTON
Headquarters Issuing Orders:

New Duty Station: BROOKLYN
New Duty Assignment/Location: Culver City, CA

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of 22-Dec-2017 from the pickup address:
123 Main Street
ALEXANDRIA, VA 22311
202-555-5555

You have assigned your releasing agent as: Joe Smith (443-555-5555)

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 26-Dec-2017 to the delivery address:
3073 US-1
33
AUGUSTA, GA 30906
202-555-5555

You have assigned your receiving agent as Joe Smith (443-555-5555)

In-Transit/Emergency Contact Information

Your In-Transit address is :
3073 US-1
33
AUGUSTA, GA 30906
202-555-5555

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Household Goods weight	6,000 lbs
---------------------------------------	-----------

PCS: 12000 lbs.
Remaining PCS: 12000 lbs.
Excess Cost: \$155.32

Submitting your application to the proper installation

make sure you are assigning it to Patrick AFB if you are with in our AOR, please call 321-494-4964 if you are unsure

Defense Personal Property System

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Logout

Counseling Menu

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

Order [12345433333]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - 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: 18000 lbs.
Remaining PCS: 12000 lbs.
Excess Cost: \$155.32

Counseling Office

Customer:

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. 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/Service Installation	Destination Servicing Installation
GBLOC: BGAC	GBLOC: CGAT
Installation Name: JOINT PERS PROP SHIPPING OFFICE - MA	Installation Name: FORT GORDON, GA

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR Counseling. The **PPPO COUNSELING OFFICE LRC FT BELVOIR** is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office: PPPO COUNSELING OFFICE LRC FT BELVOIR

Selected Counseling Office Information

Installation Name:	COUNSELING OFFICE LRC FT BELVOIR
Street:	9910 TRACY LOOP/BLDG 766
City:	FORT BELVOIR
State:	VA
ZIP/APO/FPO:	22060
Country:	UNITED STATES
Phone:	7038052138
DSN:	
Fax:	
DSN Fax:	
Email:	USARMY.BELVOIR.USAMC.MBX.OUTBOUNDPCPING@MAIL.MIL

<< Previous Next >>

Submitting your shipment.

please make sure to sign and date both DD form 1299 and DD form 1797 and upload into your record before submitting the application This office will then see your shipment in our shipment queue and work it from there. We will contact you if we need additional information or have questions via email or phone.

The screenshot shows the 'Defense Personal Property System' interface. At the top right, there is a 'Logout' link. The main header contains the system name and navigation links: Home, My Profile, My Documents, Useful Links, and Quick Reference Guides. On the left, a 'Counseling Menu' is visible with options like Customer Profile, My Orders, and Shipment. The 'Shipment' section is expanded to show 'Current Shipments' and '1-HHG'. Below this, an 'Entitlements' section shows PCS limits: 18000 lbs. total, 12000 lbs. remaining, and an excess cost of \$155.32.

The main content area is titled 'Shipment Submit' and includes a 'Customer:' field. A message states: 'Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.' Below this, a 'Forms Required' section notes that Acrobat Reader version 8.0 or earlier is needed. It lists two forms: 'DD Form 1299 (Application for Shipment and/or Storage of Personal Property)' and 'DD Form 1797 (Personal Property Counseling Check list)', each with a 'View & Print' link. There are also 'Upload Documents' and 'View Documents' buttons. At the bottom of the form area, a 'Submit' button is highlighted with a yellow circle. A warning message at the bottom of the form area states: 'These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and signed them.' Navigation arrows are visible at the bottom of the form area.