This guide contains HOW TO CREATE HHG and NTS RELEASE shipments.

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

TUTORIAL

Create a Shipment



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

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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2.5.	Welcome to DPS	
01 Nov 2197 TEST Order Number 2197 TEST Order Type Permanent Change of Station	Start a New Move Shipment Management Customer Strinfaction Survey	Claim History
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	There are no shipments currently associated with this order.	G' Edit My Order/Shipment Into
	Add a shipment	

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

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



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

Select "HHG" as the type of shipment

Say "No" to the PPM question

Click "Next"

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







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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0	Ø	The second s	Pi	ickup and Delivery
Counseling Menu « Customer Profile Customer Information Proint of Contact	Pickup and Delivery Customer: [Move, Wanna United Sta	tes Navy 🕶		
My Orders O Enter Order Information	Please enter the dates for your mov	e. The dates you enter here are only a request. You	ir actual pack and pickup dates wi	I be based on the availability of the Transportation Service Provider to handle your shipment.
View Documents Order [DOCS UPLD] «	"Is this a Local Move?	🔿 Yes 🔿 No 🚹	Local Move: A move of metropolitan area, N conjunction with sepa	of HHG for a short distance between residences within a IS facility. A local/short distance move is authorized in aration, retirement and reassignment.
Orders Details Rank & Hard Copy Orders	Dates			U U U U U U U U U U U U U U U U U U U
 Order Information Outy Stations 	*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:
0	Entering Addresses
Arduous Duty Orders Selection Tour Information Additional Information	Clock on the to display the list of addresses or add an Address. From your address list sele Addresses Clock will also be able to indicate if you have additional pickup or delivery locations and if you are Address Lang To add an address to your list click on the $\frac{1}{60}$; enter the address information and select Save Seet Address
 Summary Shipment 	Pickup & Delivery O PEARL HARBOR UNITED STATES
Create New Shipment Current Shipments FatHid Pickup & Delivery Additional Items	*Authorized Pickup Address
 Scheduling Responsibilities Summary Counseling Office Submit 	*Requested Pickup Address
Intitlements « *CS: 13000 lbs. Remaining PCS:13000 lbs. •	Power of Attorney Select from below V Power of Attorney
	Letter of Authorization Select from below V Letter of Authorization Select from below V

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

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



Pro-Tip:

 A member is authorized pickup and delivery from an address in the same area as his current and new duty station. Members can request pickup and delivery from/to any area, but there may be an excess cost 7 of 34

Pickup and Delivery: Adding/Editing Addresses Addresse Add/Edit Address Address Listing Address Line 1: 123 ELM STREET Address Line 2: Phone: 360-555-1212 Ext: CONUS (U.S) OCONUS (Non U.S) BREMERTON Select City WA. BREMERTON, KITSAP COUNTY, BREMERTON, KITSAP COUNTY, WA, 98311 Bremerton, Kitsap County, Wa, 98312 City: County: BREMERTON, KITSAP COUNTY, WA, 98314 State: BREMERTON, KITSAP COUNTY, WA, 98337 Zip: If you are unable to select DSN: 770-7332. <

In the popup window, enter your pickup address.

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

Make sure that CONUS is selected under location.

Type the name of the pickup City

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



Pro-Tips:

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

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

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		Pic	kup and Selecting	Delivery: an Address
Addresses Address Listing Select Address O SALEM, OR 97301 360-555-1212 123 Main Street BREMERTON, WA 98312 360-555-1212	1			
	Pickup & Delivery *Authorized Pickup Address	123 Main Street BREMERTON,WA 98312 360-555-1212	*Authorized Delivery Address	
OK Cancel Add Address	*Requested Pickup Address		Requested Delivery Address	8

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

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



Pickup and Delivery Adding addresses

Authorized Pickup Address	123 Main Street BREMERTON,WA 98312 360-555-1212	8	*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	8

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

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			Picku	p and Delive	ery:
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	Power of Attorney	Select from below	Power of Attorney	Select from below	
	Letter of Authorization	Select from below	Letter of Authorization	Select from below	

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

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

	Intransit/Emerg Additional Pi	gency Contact 8 ckup Addresses
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	Delivery 1	(1)

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

Repeat the steps for any Additional Locations.





Enter your address information

REMEMBER it enter after typing in the City – choose the correct city/state/ZIP from the dropdown menu

Click 'Save Address'

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



InTransit/Emergency Contact and Additional Location Information

In-Transit/E	mergency Contact Information	456 Elm : Mom's A PORTLA 360-555	Street ddress ND,OR 97086 -1212	1	
dditional le ⁹ ickup 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	+
	WORK/OFFICE 467 W STREET	()	Dolivoru 2	WORK/OFFICE 123 ADMIRAL WAY	()

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



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 paper work. Move details will NOT be discussed with anyone other than the member unless they are listed on the move paper work (DD Form I 299). Your move paper work is available for printing right before you submit your application.

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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.

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C Enter Order Information										
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Order [DOCS TEST] «	*Total estimated weight of your house [i.e. enter the total estimated weight of all items to	hold goods that are being shipped]				1100	10		Weight Estimator F	orm
Rank & Hard Copy Orders	*Estimated weight of PBP&E [Pro Gea	r] hat is Pers Ganel				100	_	10	How will PBP&E affect	t my household goods weight?
Order Information Duty Stations	*Estimated weight of Spouse's PBP&E [i.e. enter the portion of Total estimated weight the	[Pro Gear] hat is Pro Gear]				100			How will Spouse PBP8	&E affect my household goods weight?
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Additional Information	Special Items included in shipment									
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• 101-HHG	Utility trailer									
Basic Additional Items Scheduling	Note: Only utility trailers of a single-axle w rails or the body of the trailer must not be	ith an overall length o higher than 28 inches	if no more than 12 feet (from rear to tra (unless detachable) and the ramp/gate	iler hitch); with or with for the utility trailer ca	hout tilt beds and no wider than annot be higher than 4 feet (unli	8 feet (outside tire t ess detachable).	to outs	ide tire) can be shipped	as part of your HHG. Side	
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Intitlements « CS: 13000 lbs. Remaining PCS:13000 lbs.	Are there any other articles of extra ordinary	dimensions or unusua	I types of items included in your shipment?	? (E.g. JetSki)					724	
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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.



Weight Estimator Form

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✓ Clicks here to acknowledge that you have read the above disclaimer <u>Show Estimator</u>	This form will assist you in estimating th estimating the total weight of your shipn program are based on industry standard estimates.	e weight of your shipment or nent(s). However, you are ult ds and your actual weights ma	shipmen timately r ay vary d	nts. Ple respon depend	ase note sible for t ling on br	that this the actur and, siz	is an es al weight e, etc. Pl	timate of the h ease use	only! It is designed to as ousehold goods you ship proper judgment when	ssist you in . The weights in this making your	
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The weight estimator form will help you to establish the weight of your shipment. The weight estimator form will help you to establish the weight of your shipment.

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

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



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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
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hipment Dates ote: All dates, including the "Desired delivery date", will be negotiated v nd estimated weight of shipment. Desired Pickup Date:	with the Transportation Service Provider during the premove survey. The "Estimated S Dec 28, 2016 to e 2017	hipment Arrival Date at Destination" is the standa Desired Delivery Date:	rd transit time required based on the origin, destination, Jan 11, 2017
re you requesting a direct delivery?	Jan 6, Avri	🔿 Yes 🖲 No	
Do you have a preferred TSP?	○ Yes		
Do you have a non-preferred TSP?	⊖ Yes ● No		
	<< Previous Nex	t>>	

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

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

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

0 of 34			
00		Ship	ment 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	e 9 days for this shipment to be delivered to	your destination.
Shipment Dates			
Note: All dates, including the "Desired delivery date", will be negotiate	d with the Transportation Service Provider during the premove survey. The "Estimated Shipmer	ent Arrival Date at Destination" is the standard	d transit time required based on the origin, destination,
and countered weight of amphients			
Desired Pickup Date:	Dec 28, 2016	Desired Delivery Date:	Jan 11, 2017

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

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

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

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

ALL DATES are negotiated and confirmed with your TSP.

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

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

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

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

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

22 of 34



Read & check Acknowledgement Box

Click "Next"

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



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

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

Counseling Office Customer: [Bressi, Moira + United States Navy + Proce you submit your on-line application affice instee below. All counseling relat documentation as soon as possible. rou will be notified by the Transportation Service Provider once your shipment has be counseling of the service and the above disclaimer Counseling Installation GBLOC: Installation Name: Fisc PUGET SOUND, WA Selecting Counseling Office Information REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING You may request any Personal Property Office for counseling. This office is in Counseling Office: Counseling Office:	Personal Property Office. A Transportation counselor will revi ated documents must be provided to the transportation offic been scheduled. If you have any questions please contact th A G In	view your information to ensure ice within 6 business days of su the transportation office listed to pestination Servicing Installatio GBLOC: Installation Name:	re that it is complete and accurate. Note: ubmitting your application. For a short no below. Ion LKNQ FISC, SAN DI	Your move cannot be scheduled until otice pickup (requesting pickup within	you have provided 5 business days), ;
Click here to acknowledge that you have read the above disclaimer Booking/Servicing Installation GBLOC: JENQ Installation Name: FISC PUGET SOUND, WA Selecting Counseling Office Information REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING You may request any Personal Property Office for counseling. This office is in 'Counseling Office:	A In	Destination Servicing Installatic GBLOC: Installation Name:	ion LKNQ FISC, SAN DIE		
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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



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

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



DD Forms 1299 & 1797

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DD Form 1299 is a one-page form; DD Form 1797 is a two-page form.

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



Uploading Documents

Counseling Menu «	Shipment Submit
Customer Profile Customer Information Point of Contact	Customer: (Bressi, Moira United States Navy
My Orders	Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.
View Documents	Forms Required
Orders Details Rank & Hard Copy Orders Order Information	You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).
 Duty Stations Arduous Duty 	DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print
Orders Selection Tour Inform Additional Information	Upload Documents View Documents
 Summary Shipment 	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.
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Pickup & Delivery Basic	
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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.

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nt Submit								
		P-1						
view your forms for accuracy. Once reviewed and an	tps://dpstraining.sddc.a	my.mil/?p=/1p60ea	o complete your applicat	y5P62584aLiC23j	6c1yFRiTRtuaqQ - Inte	ernet Explorer		
Required need Acrobat Reader version 8.0 or earlier to v		Manage	ment					
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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



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.

Your application for the following shipment has been submitted	
our application for the following amplifiche has been submittee.	
Shipment Details	
Shipment:	1 HHG
Order Number:	DOC'S TEST
Date Submitted:	Fri, 2 Dec 2016 21:06:
Shipment created by:	534927015
Date DD 1299 Prepared:	Fri, 2 Dec 2016 20:31:
If you need to make changes to any information other than contact data or cance To CREATE a new shipment for this order, click on the Create New Shipment it in ADD a cancerder, click on Exter Order Information is the neurointer for la	your shipment, you must contact the Counselor you submitted your application to.
If you need to make changes to any information other than contact data or cance To CREATE a new shipment for this order, click on the Create New Shipment lin To ADD a new order, click on Enter Order Information in the navigation tree in t	your shipment, you must contact the Counselor you submitted your application to. k in the left navigation tree. e upper-left corner of the screen under My Orders .
If you need to make changes to any information other than contact data or cance To CREATE a new shipment for this order, click on the Create New Shipment lin To ADD a new order, click on Enter Order Information in the navigation tree in I Forms Required	your shipment, you must contact the Counselor you submitted your application to. k in the left navigation tree. e upper-left corner of the screen under My Orders .
If you need to make changes to any information other than contact data or cance To CREATE a new shipment for this order, click on the Create New Shipment li to ADD a new order, click on Enter Order Information in the navigation tree in Forms Required You will need Acrobat Reader version 8 or earlier to view or print these ADDER READER	your shipment, you must contact the Counselor you submitted your application to. k in the left navigation tree. e upper-left corner of the screen under My Orders . forms in Portable Document Format (PDF).
If you need to make changes to any information other than contact data or cance To CREATE a new shipment for this order, click on the Create New Shipment lin To ADD a new order, click on Enter Order Information in the navigation tree in 1 Forms Required You will need Acrobat Reader version 8 or earlier to view or print these Get Get READER DD Form 1299 (Application for Shipment and/or Storage of Personal Prop-	your shipment, you must contact the Counselor you submitted your application to. k in the left navigation tree. e upper-left corner of the screen under My Orders . forms in Portable Document Format (PDF). (y) 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.

	Email Confirmation	
From: courseling@dpsmall.cod.dsa.ml To: Breasl, Mora L CIV NAVSUP GLS, 0411 Cc Subject: Shipment Submission Received Wanna Move, Your application for shipment 1/HHG from BREMERTON, WA 98312 to SAN DIEGO, CA 92101 with a n BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling that TSP of your actual packing and pickup dates. You can continue to monitor the status of your ship If there is a need to make any changes to your application other than contact information which can Phone: 3604767366 Thank You. Defense Personal Property System (DPS) **** DO NOT REPLY directly to this email ***	Set: Thu 11/9/2017 1254	

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

Supporting documents for a basic HHG shipment include a copy of your orders (including any amendments & modifications) and SIGNED copies of DD Forms 1299 & 1797. If anyone other than the member signs these forms make sure to also provide a copy of your Power of Attorney. If you are requesting a pickup from your Home of Record (HOR), also include a copy of your Enlistment Contract or Officer Commissioning letter that shows your HOR. If you are requesting pickup for dependents, please include a copy of your page 2. If you are separating/retiring, you may be asked for a copy of your DD 214. Your counseling office will contact you if any additional documents are required.



- For technical assistance contact the DPS Helpdesk available 24/7:
 - * Toll-Free: (800) 462-2176
 - * Commercial: 618- 577-0969

For assistance with your HHG shipment contact your local Personal Property Shipping Office (PPSO)



Maintained by USTRANSCOM

United States Transportation Command

Technical Help Desk

For help using Move.mil or Electronic Transportation Acquisition.

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

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

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



Creating a Non-Temporary Storage (NTS) Release Shipment

How to coordinate the release of your NTS shipment from storage



Steps to Request Release

- Log into Defense Personal Property System (DPS)
- Update/Create DPS Profile & Enter new orders information
- Create a basic HHG Shipment
- Upload Supporting Documents
- Receive confirmation email from DPS Shipment
- Be available on agreed upon delivery dates



- If you are new to the DPS system, you will need to obtain a User ID and password
- If you have a DPS user ID & Password, log into your DPS account. If it has been longer than 90 days since you used DPS, you will be prompted to review your User Profile.



Defense Personal Property System

We come to DPS Landing Page

Quick Reference Guides

DPS

Outages

In order to prov ide a predicta ble maintenance schedule to DP S users worldwide, the DPS PMO will be taking the DPS application offline starting at 1900 Central Time on Friday nights. The application will return to serv ice once maintenance activities are completed. The speci fic times of scheduled maintenance will be identified in the DPS Advisory messagesreleased by the TCJ 9 prior to any act ivity.

Notices

The DPS Application transitioned to a new URL on 26 F ebru ary 2021. The new URL is https://dps.move.mil/cust Please ensure you update your bookmarks and also ensure the new URL is approved thro ugh your loca I security to ensure you have access to DPS.

We re alize our customers have various browsers, operating system, s and d evices available to the m. In order to have the best experience when interact ing with DPS. Internet Explorer 11 is the pre ferred brow ser using a laptop or desktop device. Custome rs can use Other Bro wsers or Devices, however. certain aspects of the application may encounter issues. The pro gram is wor king to provide maximum browser flexibility.

Application Notices

For system questions or support, please contact the System Resp onse Center (SRC) via 1-800-462-2 176 or us army.scott.sd dc.mbx.g6-src-dps-hd@ma il.m il. For OCONUS users, please contact your local operator for DSN dialing instructions.

DPS Login Options



PH Disclaimer

This system contains information which must be protected IAW AR 340-21, The Army Privacy Pro gram; Departm ent of Defense (DoD) Directive 5400.11, DoD Privacy Program; The Privacy Act of 197 4 as amen ded

applies, and it is For Offici al Use Only (FOU O). It must be protected or privacy act in form ation removed prior to furthe r disclosu re.



DPS HOMEPAGE



Once you have created or updated your profile you will return to your DPS Homepage. With some exceptions, most moves performed over the last 8 years will have been processed in DPS. Your Homepage will show you all your moves performed through the DPS system.

Before requesting a shipment, make sure that your current orders have been added to your DPS account. If your homepage does not show your current orders, you will need to add them before creating a shipment.

For instructions on how to add orders information, please see additional DPS guides at https://www.navsup.navy.mil/ public/navsup/hhg/dps_guides/

Self-Counseling



The next step in the process is to create a basic HHG Shipment. Do NOT request a NTSR! DPS will not be able to process this request corrrectly.

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)



Shipment Information

3hipment Information	
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• Westoria	
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 Between set of the s	
HING marks and instantiation a simulation of the annumation of the	ailboats, light rowboats, kayaks, and dinghies and sculls. Boats in excess of 14 ft or any boat with a
Entitlements: Your entitlements are based on the type of orders issued to you, however, your basis entitlements include the shipment of your household goods to your next duty station.	set or has a trailer . You are responsible for paying all accessorial charges associated with shipping
Weight Allowance: There are two kinds of weight allowances:	emoved.
CES weight allocations, which is based by your bary easies and whether you have or do not have deerder/derrors. How a set of the set o	
Metable Beartering of these Darks Mathematical (Second Second Sec	
Excess Cast: It is your responsibility to reimburse the government for any excess dati incurred by your shipment(a). You will be required to pay excess dati	hes when you shin firearms:
 If you accorded young automated versignt addiseastor, addites a de your CFCI de fermioners versignt addiseastores. If you accorded your others an additionated place and so sources to do your additionations. If you sequest not you accorded your base not additionated place and sources and additionations. If you sequest have use boxeeboild grouts shupment from the same point of origin's the same point of destination. If you sequest have use boxeeboild grouts shupment from the same point of destination. If you sequest have use boxeeboild grouts shupment from the same point of destination. 	
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Unauthorized Homs and Disposal of Useless Items:	
Instruction, or provide an end formation, end formation, formation, formation, formation, or items and belonging for you or your dependents, or remits or product business are not automated for supervise. (a) and a supervise formation of the supervise form	de tab.
 To shop a matericycle, we will need a page of the cities called an interface and a short the make, model and vehicle identification pameer and the as of the matericity and the cities of the matericity of the short of the short	
Professional Books, Papers, and Equipment. These are letter equiral to perform your official duties such as	oods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of
 Determine the second sec	
Teplet Inst to stated 2,000 lite is a datition to your researching automated weight altowable. If the entities weight attevands will be difference will be diffe	
 You must disconnect all applicates You disconnect all	
 Unservice is variable to impact an impact to impact a service a service a desiration, wherever the neurosci dissemble of desiration. Unservice that you is the basis given you, such as the basis given you impact assemble to a sessible to a service a service of the avert to impact to a service of the avert and in the basis. If you have more than you is you could be added as the basis given you impact assemble and desiration. If you have more than one shipments, sparking the the avert to an intervice as your undecomposited to gappe items with your household goods shipments. If you have more than one shipment, sparking te the terms. Do not release your undecomposited to gappe items with your household goods shipments. If you have more than one shipment, sparking te the terms. Do not release your undecomposited to gappe items with your household goods shipments. 	the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims
Temporary Morage: (Short term storage that is pert of totic transportation) Temporary storage may be authorized at origin, intransit, or at destination.	N MANAGANA DE LA
The type of durage an userection with signment, i.e. You must descare a up and a state and take deferror. You may here \$2,366 temporary durage. The type of durage and type is the type of ty	amum liability for the vehicles shall be the value stated in the current issue of the National Automobile ISP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on
the government nation of the shipment with terminate.	
Refer to 3TR Definitions for additional explanation of Storage in Transit (SIT).	m or pay the un-depreciated replacement cost, because these are large, expensive items that are not
part of the typical shipment and have an active, widespread secondary market.	
L I have read and understand the above entitlement information (required).	
Drint Landstone Landstone Landstone	
<pre>viaa</pre>	

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 review as it contains information on your entitlements and responsibilities. When you are done reading through the information, select to acknowledge you have read and understand the information then click "Next"

Pickup and Delivery



Counseling Menu «	Pickup and Delivery
Customer Profile	Customer: [Move, Wanna United States Navy
O Customer Information	
O Point of Contact	
💌 🔘 My Orders	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.
O Enter Order Information	
Order [PCS Test] «	*Is this a Local Move? O Yes O No i Please check this box if you will be taking delivery in the same City/State where your property is currently being stored.
Orders Details	
Rank & Hard Copy Orders	Dates
	Dates

Using the Calendar Icon, select the date you would like your property released from NTS and indicate your desired delivery date.

NOTE: When requesting your shipment be released from storage, the property should be direct-delivered to your new address unless it will be shipped overseas. There is no temporary storage authorization at destination and you should be prepared to accept delivery of your HHG upon its arrival. If your shipment arrives to a domestic destination and you are unable to accept delivery, it may have to be placed into temporary storage. This increases the handling of your shipment resulting in an increased risk of damage and the additional costs could end up at your expense. To avoid damages and possible charges, please indicate the earliest date you can accept delivery in the "Desired Delivery Date" block to prevent the shipment from arriving before you are able to accept delivery. Shipments are generally scheduled based upon your requested pickup date but will be finalized by the office scheduling your shipment for movement and may be adjusted due to carrier capability or to prevent early arrival of the shipment.

Pickup and Delivery: Pickup Addresses

Marga and			
Arduous Duty Orders Selection Tour Information Additional Information	Click on the to display the list of addresses or add an Address. From your address list sele 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 to get a content of the address information and select 'Save	Addresses Address Listing Select Address	a Power of Attorney and/or Letter of Authorization if applicable.
⊖ Summary ▼ 😑 Shipment	Pickup & Delivery	O PEARL HARDOR UNITED STATES	
 Create New Shipment Current Shipments 1-IHG Pickup & Delivery Basic Additional Items 	*Authorized Pickup Address *Authorized Delivery Address	O 456 A ST MOMS HOUSE OMAHA,NE 68101 123-456-7890	
 Scheduling Responsibilities Summary Counseling Office Submit 	*Requested Pickup Address 😵 *Requested Delivery Address		
Intitlements « PCS: 13000 lbs. Remaining PCS:13000 lbs.	Power of Attorney Select from below V Power of Attorney	OK Cancel Add Address	
	Letter of Authorization Select from below V Letter of Authorization S	elect from below	

Next you will provide your authorized and requested pickup locations. For your <u>authorized</u> pickup address, use the information from your orders (i.e. current/previous duty station)

For your <u>requested</u> pickup address, you will need to enter the location where your NTS is being stored, if you do not have the NTS facilities information please contact your local Personal Property Office to obtain that information. If you do not know the address of the NTS warehouse facility, enter "NTS Your Area" in line 1; then enter the city/ state where the shipment was picked up.

To add each address use the rolodex icon next to the item field. In the popup window, click the 'Add Address' button.

Pickup and Delivery: Delivery Address

Addresses			, t	
Address Listing				
Select	Address		-	Addresses
0	YOKOSUKA,JAPAN 360-555-1212	Ŵ		Address Listing Add/Edit Address
•	456 Elm Street Mom's Address PORTLAND,OR 97086 360-555-1212	Ŵ		Address Line 1: 123 Main Street Address Line 2: Address Line 2: Address Line 2: FORMAT: xxx-xxxx for Domestic Ext :
0	NTS YOUR AREA NORFOLK,VA 23501 360-555-1212	Ŵ		CONUS (U.S) OCONUS (Not Considered a State)
۰	123 Main Street BREMERTON,WA 98312 360-555-1212	Î		Select City Bremerton X BREMERTON, KITSAP COUNTY, WA, 98310 BREMERTON, KITSAP COUNTY, WA, 98311 City: BREMERTON, KITSAP COUNTY, WA, 98311
OK Cance	Add Address	$\overline{}$	~	County: DREMERTON, RITSAF COUNTY, WA, 96312 State: BREMERTON, KITSAP COUNTY, WA, 98314 Zip: If you are unable to select a T70-7332. Save Address

Repeat the steps from the previous screen to add your authorized and requested delivery addresses. Make sure to save the address and click OK to select each one.

NOTE: There is no authorization for temporary storage at destination. Members <u>MUST</u> have an actual delivery address in order for their NTS shipment to be released. If you do not have a delivery address you may leave the first line blank however, you application will NOT be processed until you provide an actual street address.



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.

TIP: 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. A copy of the POA or LOA will need to be uploaded as a misc/supporting document.



Intransit/Emergency Contact & Additional Pickup Delivery Addresses

The In-Transit/Emergency Contact Information is a mandatory field and is an address where you can be reached while travelling to your new duty station. This information can be any address or point of contact you choose.

Use the previous instructions for adding and selecting and address by clicking the rolodex icon. Make sure to select the appropriate address so that it populates in the correct field.





InTransit/Emergency Contact and Additional Location Information

Additional loca	tions			
Pickup 1		+ -	Delivery 1	+
Pickup 2		<u>+</u>	Delivery 2	⊕ -

Members may request an additional pickup or delivery location as long as it is within 30 miles or their authorized locations. With NTS shipments, there is usually no additional pickup location authorized however, members may request that the shipment be delivered to a private commercial storage facility.

To add an additional delivery location, follow the previous steps shown.

NOTE: for the purpose of this instruction, we are not adding additional pickup or delivery locations.



Receiving Agents

Releasing & receiving agen	ts			
Releasing	Select from below	Receiving	Select from below None Selected Mary Test	~
			MR WANNA MOVE	

For the purpose of this instruction we are only including Receiving Agent information (Releasing Agents are not needed for a NTS release) Members may authorize a Receiving agent to act on their behalf at destination location. Receiving Agents MUST be over the age of 18 and available from 0800 to 1700 on the days of delivery. When you enter a Receiving agent they do not need to have a Power of Attorney or a Letter of Authorization.

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

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.



Pickup & Delivery Information

	AND AND TRACKS	Hadard States Name					
	sould have started as	annung hegens refer)					
	e enter the dates for	your move. The dates you	enter here are only a request. Y	our actual pack and pickup da	tes will be based on the availability of the Transportation S	rvice Provider to handle When you have enter	ed all of your Pick
	is a Local Move?	1	Yes 🖲 No 🖪	1		Information click (No	v+1
				1			Λ Ι
	ed Pickup Date	11-Jan-2016 [Desired Delivery Date	29-Jan-2016			
us balany the set of main and and and and and and and and and an	on the to display table. You will also be id an address to your	the list of addresses or a able to indicate if you hav list click on the 🚱 ; ente	dd an Address. From your addres ve additional pickup or delivery lo er the address information and se	ss list select your primary pick cations and if you are using a elect 'Save Address'.	up and delivery address and select the name of the person releasing and receiving agent for your shipment.	sting on your behalf with a Power of Attorney and/or Letter	
	op & Delivery						
	horized Pickup Ireas	YCMOSUKA, JARAN 369-555-1212	Address	123 Main Street BREWERTON.WA 98312 360-555-1212			
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	prested Pickup Tress	NTS YOUR AREA NORFOLK VA 23501 360-555-1212	*Requested Delivery Address	123 Main Street BREMERTON,WA 98312 360-555-1212	8		
	er of Attorney	Select from below	Power of Attorney	Select from below	~		
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	asing	Select from below	Receiving	MR WANNA MOVE MR WANNA MOVE 369-473-5555	V		
							-



HHG Basic Information

On the Basic HHG shipment page, members will indicate the estimated weight of their shipment. This weight should be the same weight of the shipment that was placed into NTS. If you're unsure of the actual weight that is in NTS please contact your local Personal Property office for that information.

Point of Contact										
O My Orders	Please provide basic information	about your shipment.								
© Enter Order Information Order [TEST NTS «	Shipment Weights	Destination Shipping Inform	ation (from Consignment Guide)							
RELEASE]	*Total estimated weight of y	our household goods					3000		Weight Estimator For	1
Orders Details Rank & Hard Conv Orders	[i.e. enter the total estimated weight *Estimated weight of PBP&F	of all items that are being shipped] [Pro Gear]							traight Estimator For	
O Order Information	[i.e. enter the portion of Total estimate	ed weight that is Pro Gear]					10	1	How will PBP&E affect my	household goods weight?
O Duty Stations	*Estimated weight of Spouse [i.e. enter the portion of Total estimate	e's PBP&E [Pro Gear] ed weight that is Pro Gear]					0	i	How will Spouse PBP&E a	fect my household goods weight?
Arduous Duty Orders Selection	*Spouse's Profession [NOTE: Your spouse is only entitled to	o ship a <u>maximum of 500 lbs</u>	Pro Gear in support of their occupation or co	mmunity support activit	es]			0		
Cour Information Additional Information Summary	Special Items included in shi	pment								
• O Shipment	Grandfather clock		Shrunk/Large wall unit		Plasma TV			Gas-powered equipme	nt	
O Create New Shipment	Spa/Jacuzzi		Piano		Shed			High value items		
 Ourrent Shipments Interface 	Alcoholic beverages		Front load washer/dryer							
O Pickup & Delivery	Utility trailer									
 Basic Additional Items Scheduling 	Note: Only utility trailers of a sin Side rails or the body of the trail	gle-axle with an overall length er must not be higher than 28	of no more than 12 feet (from rear to inches (unless detachable) and the rar	trailer hitch); with o np/gate for the utility	without tilt b trailer canno	eds and no wider than 8 fe t be higher than 4 feet (ur	et (outside tire to nless detachable).	outside tire) can be ship	oped as part of your HHG.	
Responsibilities	Additional Information									
 Summary Counseling Office Submit 						Release shipment from	NTS Your AOR		^	
Entitlements « PCS/UB; 11000 lbs. Remaining PCS/UB;11000 lbs.	Are there any other articles of ex	xtra ordinary dimensions or unu	sual types of items included in your shi	pment? (E.g. JetSki)					~	
	1							21	5 characters left	

In the Additional Information field, enter a note that the shipment is being released from NTS and add a note that states when you will be available to accept delivery. If you have your NTS information please enter the SON # and LOT# also. If you do not, please contact your local Personal Property Office and they can provide that to you.

Click Next. Example: Release shipment from NTS Your Area; can accept delivery beginning 29-JAN-2016



Additional Items

Additional Items	
Customer: [Move, Wanna United States Navy	
Motorcycles	
* You have indicated you have a motorcycle. Do you want to add it to this shipment?	🔿 Yes 💿 No
Firearms	
* Do you want to add a firearm to this shipment?	⊖ Yes ⊙ No
* I certify that this shipment does not contain firearms.	✓
<< Previous Next >>	

If your NTS shipment includes a motorcycle or firearm, you must enter the associated information.

If your NTS shipment includes a boat 14' or longer; or of any length on a trailer, please contact your local TMO office for additional guidance.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms.



Courseline Manuel							
Counseling Menu «	Additional Items					When you s	ay yes to adding a
Customer Profile	Customer: [Move, Wanna Unite	d States Navy 🛛				motorcycle.	a new window will open
Customer Information Rejet of Contact						and you will	nood to provide the
Mu Orders	Motorcycles					and you will	need to provide the
Enter Order Information	* You have indicated you have a	motorcycle. Do y	you want to add it to th	ie chinmont?		information	requested.
	Fou have indicated you have a	motorcycle. Do j		a ampinent.			
						Once you by	ave added the
Orders Details Orders Details	F Add/Edit					Once you ha	ave audeu me
Order Information						information,	, click 'Save'.
Duty Stations	Is Vehicle Drivable:		● Yes ○ No				
						The meters	velo information
O Orders Selection	Number (VIN):		1234VJR879F			The motorcy	ycle information
Tour Information						populates o	n the page.
Additional Information	Chassis Number:						
Summary	License Plate Number:						
💌 🛑 Shipment							
Create New Shipment	*make:		HARLEY DAVIDSC				
Current Shipments	*Model Year:		2010	~			
▼ 10 2-HHG	*Model:		SOFTAIL				
Basic	*Canina Ciastaumania)		1504				
Additional Items	*Engine Size[numeric]:		1584				
O Scheduling	Licensing State:		Select From Be	low 🗸			
O Responsibilities	*Country of Manufacturer		UNITED STATES	~			
Summary Generating Office	*Weight[numeric]		840	×			
 Submit 	Save Cancel		·				
Entitlements «							
PCS: 11000 lbs.							
Remaining PCS:1596 lbs.							
Motorcycles							
Action #	Make	Model	Model Year	Engine Size	Licensing State	Estimated wt.	Country of Manufacturer
1	HARLEY DAVIDSON	SOFTAIL	2010	1584	N/A	840	UNITED STATES
Add Motorcyc	le						

Adding a Firearm

Alters at 1								1 23	
Counseling Menu «	Additional Items								
 Customer Profile 	Customer: [Move, Wanna United S	States Navy							
Customer Information									
My Orders	Motorcycles								
Enter Order Information	Action #	Make	Model Model	Year Engine Size	Licensing State	Estimated wt.	Country of Manufacturer		
Order [PCS Test] «	📝 🙋 1 HARL	EY DAVIDSON	SOFTAIL 20	10 1584	N/A	840	UNITED STATES		
▼ ○ Orders Details	Add Motorcycle								
Rank & Hard Copy Orders									
Order Information	Firearms								
Arduous Duty	* Do you want to add a firearm to t	his shipment?					⊖ Yes ⊖ No		
Orders Selection									
Tour Information Additional Information				When you a	av ves to	adding a	firearm a new	w window will open a	nd
Summary				when you a	bay yes to	auuniy a	meann, a ne		
Shipment	Add/Edit Firearm			you will nee	ed to prov	ide the in	formation req	uested.	
O Create New Shipment				· ·					
Current Shipments									
O Pickup & Delivery	*Serial Number:	12345R4		Once you h	ave added	d the info	mation, click	'Save'	
O Basic				ence jean				Caro	
Additional Items Scheduling	*Make:	REMINGTON							
 Responsibilities 				The firearm	informati	on nonula	atos on the na	age: click 'Next' when	VOIL
Summary	*Model Year:	2005	▼	ine meann	mormati		ales on the pa	age, click Next When	you
Counseling Office	AND A REAL PROPERTY.	700		have answe	ered both	questions	5.		
Entitlements «	*Model Name:	/00				•			
PCS: 11000 lbs.		0.00							
Remaining PCS:4200 lbs.	*Caliber Size or Gauge:	.222	X						
	*Country of Manufactures		V						
	"Country of Manufacturer:	UNITED STATES	•						
	*Firearm Code:	C - Acquired from a	licensed dealer						
	Thearm code.	C - Acquired from a	licensed dealer.						
	Save Firearm	Cancel							
					-				
Firearms									
Antion # Her	lal Carial Number	Hadal Vasa	Calibar Cine	Maka		Eirooren oo de		Country of Manufactures	
Action # Mod	Serial Number	Model Year	Caliber Size	маке		Firearm code	5	Country of Manufacturer	
	0 12345R4	2005	.222	REMINGTON	Aca	uired from a licen	sed dealer.	UNITED STATES	
	2 LO IDIST	2000		iter inter off	Add			011120 011120	
Add Firearm									



Additional Items

Customer: [Move, Wanna United States Navy Firearms	
Firearms	
* Do you want to add a firearm to this shipment?	⊖ Yes
* I certify that this shipment does not contain firearms.	✓

<< Previous

Next >>

Firearms information MUST be added if NTS shipment includes firearms.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms.

Click Next.



Scheduling

Counseling Menu «	Scheduling				
Customer Profile O Customer Information Point of Contact	Customer: [Nove, Wanna United States Navy				
My Orders O Enter Order Information	Based on the total estimated weight of 3,000 pounds, it will take 1 days	s. ${f 0}$ days for packing and ${f 1}$ day for picking up your shipm	ent. It is estimated that it will take	18 days for this shipment to be delivered to you	r destination.
Order [TEST NTS « RELEASE]	Shipment Dates				
Orders Details Orders Mark & Hard Copy Orders Order Information	Note: All dates, including the "Desired delivery date", will be negotiated u destination, and estimated weight of shipment.	with the Transportation Service Provider during the premo	ve survey. The "Estimated Shipm	ent Arrival Date at Destination" is the standard tr	ansit time required based on the origin,
O Duty Stations	Desired Pickup Date:		Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
O Arduous Duty	Estimated shipment arrival date at destination :		Jan 29, 2016		
Orders Selection Tour Information Additional Information	Are you requesting a direct delivery?			● Yes ○ No	
 Summary Shipment Create New Shipment 	* Do you have a preferred TSP?	C) Yes 🖲 No		
 Ourrent Shipments 1-HHG Pickup & Delivery 	* Do you have a non-preferred TSP?	C) Yes 🖲 No		
 Basic Additional Items Scheduling Responsibilities 			Previous Next >>		
Summary					
Counseling Office					
O Submit					
Entitlements «					
PCS/UB: 11000 lbs. Remaining PCS/UB:8010 lbs. Excess Cost:\$521.43					

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

NOTE: The release of shipments from NTS can take up to six weeks to coordinate. The DPS page only provides shipment dates as an estimate. The responsible Personal Property Office will coordinate the actual release date with the NTS Warehouse facility and the new TSP.



Shipment Dates

Based on the total estimated weight of 3,000 pounds, it will take 1 days. 0 days for packing and 1 day for picking up your shipment. It is estimated that it will take 18 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:	Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
Estimated shipment arrival date at destination :	Jan 29, 2016		

All transportation dates are negotiated between you and the TSP assigned to the shipment but the release must also be coordinated with the storage facility and it is required to be scheduled by the office storing the shipment. You cannot change the negotiated pick up date without contacting the office responsible for storing your shipment. Scheduling your property to be released to the TSP assigned and pulling the shipment out of a warehouse required additional lead time before the assigned TSP can pick up the shipment from the storage facility. Because of these additional requirements and (at times) limited carrier capacity, requests should be submitted as far in advance as possible but ultimately could result in your shipment being scheduled later than your original request dates.

The Desired Delivery Date should be the earliest date you indicated that you can accept delivery of the shipment. This is not however a firm delivery date or the latest date the carrier will have to offer the shipment for delivery without penalty. You can negotiate with the TSP for a preferred date. The RDD (Required Delivery Date or 'no later than' date) will be dictated by weight and distance as established for domestic transportation.

NOTE: there will be no temporary storage authorized at destination on domestic shipments! You MUST ensure you, or your agent, are available to accept direct delivery upon arrival of the shipment at destination.

	Preferred ⁻	ΓSP
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 >>	

You MUST say yes to the direct delivery.

Say yes to the preferred TSP question if you have a moving company you would like to request be responsible for your shipment. If you say yes to this question, you must enter the name of the company in the field below.

Say yes to the non-preferred TSP question is you have a moving company that you would NOT like to move your property. If you say yes to this question, you must enter the name of the company in the field below.

Click Next when done.

NOTE: for the purpose of this demonstration, we have said no to these questions



Responsibilities

unseling Henu =	Castomer Responsibilities		
Customer Profile	Customer Direct Warns Unlet States News		
O Contineer tehenution			
O Point of Contact			
() Ny Crows			
O Enter Onles Information	Hember Responsibilities Before Packers Arme	A member-prepared inventory should be descriptive and in detail and in	al these sensated encodes (seen of \$200 while or more that will not otherwave screams on the convertencement inventory.
der (PCS Test) .	Camer Responsibilities on Roving Day Hoh-value Rema	· For example, an article plan and if not be packed in a carton, but	unit controls to intelligence of the control execution, tensors a 100 move canon unit control to access which ever tens been lated on a control execution.
C Catala Catala	Aeleasing or Receiving Agent	· The member's prepared investory shall be courtersigned by a d	Interested person, and the member should retain the original in case it is needed to file a loss or damage dam.
O Real Method School	Pickup from Private Storage or Mini-Wanshouse	 Hembers must be prepared to provide evidence to support th 	he loss or damage.
O Deletablematics	The Critical Documents at Oncide		
O Det Station	1. Household Goods Descriptive Inventory		THE THREE CRITICAL DOCUMENTS AT ORCHY. (You are antitudition at ECORE COPP of each of three documents)
C Antonio fictor	2. ED Form 517 Conservant Fill of Ladian (CRL)	Hand Carry Special Items - Cont shp small, extremely valuable items of	
O Outland Relations			THE HOUSEHERD GOODS DESCRIPTIVE ENVENTION?
O Data Information		Appraise Expensive and Valuable Items - Amork, collectors, he not	This is store of diameteorial of what is being shaped. Make sure all terms are facted.
C holds and hitseration			The criefford's detected by the interest in conclusion with upon the interface or again. Shuld accurately detected for them you are address address address.
C Summer	BE THERE ON MOVIE DAY	Photograph or Document Valuables - Cose-up photographs or volvos o	Chaire agoli addi uma ee markad MDH2 or http://
O Dament	De l'Inclu del mort dell' de des della della della della della della della della della della dell <td></td> <td>C III moveme determine framework for any two periods the period bits on the law by the laws on the binemine.</td>		C III moveme determine framework for any two periods the period bits on the law by the laws on the binemine.
Contraction of the local division of	Tou or your despited agent must be available between a lim and a per to as scheduled policy and servery appreciates on the days your personal attended before delivery character. Lawying a minor or non-designating personal of the requirement.		c) If you despress with these secretaries contact at the time of both-up, you must briefle the investory introduced with. b) These ender the investory mainteend without the anomatory with interact investory introduced in the document of the document of the investory and the investory interaction and the document of the doc
A Contest Stoleness		RELEASING OR RECEIVING AGENT	• Your againste as the asymptoty is por concernors with the court and condition of each test lipst
a Diami		A member may designate a spouse, a relative, or a friend who is a	
C Briton & Delaure	MEMBER RESPONSIBILITIES BEFORE PACKERS ARRIVE	 The person must be designated as an egent on the move application 	2. DD FORM 619
C Barris	 Electronics - Dismittle TV and redio arcennas. Discorrect and prepare all components such as stereos, surtables, compact disc players, or present and prepare all components such as stereos. 	 If not specified on the move application, the spect mut have a second specified. 	Should be signed but only if you verify the items to be accorate, 11 buts the following:
C Address Tens	 Net Tab/Water Red - Crain all water from hot table and water bade and allow to dry. 	representation.	
O februaries	 Appliances - Disconnect all appliances, wather hoses and dryler exhaust verts. 		Identifying services performed (Do not sup if these tamp even for complete)
6 Resoundations	 Dectrical Items - Remove and unplug all electrical nerms, including window air conditioners. Unpacements / Hems - Discover of source and and remeded derives they add uncensus ry world. 		Applanets devices of stage
() formation	 Consumables - Dispose of foods or other consumables that could split or might spoil in transit. 	[top sl Page]	
O Company Office	 Off the Wall - Remove pictures, stensi and food racks from the walls, take down outpart rods sed velsances. Remove everything from the effective pictures and pic	PICKUP FROM PRIVATE STORAGE OR MINI MARRHOUSE	a. CONFIRMENT SELLOF LATING
C folget	 Parma - separate as stems or processions books, papers, and equipment rom the test or your property, area sized property on the reverts 1. Separate Special Reservation and Lexing of the second set that will not be shoped with the rest of the household poots. 	7 Annual and a Yes must make an annual the middle with the	This document shows you the following critical information:
C Starting	11. Got Pests - No Pickup! - If receivary, have an extermination of the residence and household goods completed at least several days prior to	2. Pickup List - Provide the certien with a description of what is being a	OBL surface, used to track the alignment
itlements =	o Goods will not be picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with its provide the picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with its provide the picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with its provide the picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with its provide the picked up by the carrier if suspected of being bug infested. The member is responsible for costs associated with its provide the picked up by the carrier if suspected of being bug infested.	3. Be There - 4t the scheduled time for pickup, the member or member	Security Delivery 444 (CC) Security
St. 11000 lbs.	17. Hotorcycles - If shoong a notorcyce, ansure that the gas task is errory. Discorned the battery and secure the cables.	 Unstack/Uspack - The member or member's representative is rep 	 When its sampled upon your brond all destination
intring Publishe ba	If putting the metarcycle in storage, remove and dispose of the battery. Proof of swrenship, such as the registration, which describes a storage of the battery. Proof of swrenship, such as the registration, which describes a storage of the battery.	 Repark and Hove - the camerical camering pick and move the pole 	
	14. Unity United a Cooking - there as your any denet ocches des inters, etc. are dean and reacy to be packed by the movers. Also, than	MARK, The date of and the state is supported distance \$25.0 to	Manual and a set water to another area water that have the basis means of account with "Tann's and a Classic Web"."
		where us one of this a hour version is being a being a	
	CADDIED OF SDOW SIZE (THES ON MICHING DAY		Convection, Seasons, Ber Daniel of Churchis, Navyand, Nanashuetti, Holinger, Sea Hampeline, Jaw Ionin, Herney, Sala, Antoe Saled, ant Jermont.
	1. Parking and sensitive user experts for shortest	NUMBER OF DESCRIPTION OF THE	nets of the formeric status are when the customeries, plants, mane, and customer, one, vegora, thest Vegora, microsofa, V your shortest fails a solup in you of the status that is perfairly quarienteed, Christen to descriptly, a affected
	2. Using new and clean packing material for lines, clothing, and becking, and using new or like new packing material for other items.	ntve sources sources world	If your thomsets a pliceter, you are reported for making sum that your outdoor household active don't move the types hold. How you do the any und descen. The outer descent the control appendix of household active double and Department of Journalista tax devirables that devirable a
	 Packing mirrors, pictures, and glass table tops in specially designed cartons. 	 Extra Services - Avoid receipting count routing, special sectors, Excess Basishi - Maminus shu if he name that the hotal membrand 	samples to accept the construct to construct the samples.
	Protecting is instead surfaces. Properly rolling and protecting rate.	3. Extra Shipments - When basic household goods shipments from the	A last strong of Bachesis and Andrews and Bachesis Transmission and Andrews Strong Strong Strong and Strong St
	 Harking each carton to show general contents and preparing an accurate, impble inventory. 	4. Excess Distance - Henders should use care in not allowing their sh	
	7. Servicing your application. 5. Environmental and the analysis of the failure of the moving year.		CUSTORIER SATISFACTION SUBALLY
	 Removing all excess packing material from the residence. 	For example, if orders series shortert of goods from Ser Diego,	man devine y sou manuel, sou en transmission de apponentes to compete a cuatore adoctador source (cub), cera home and cubication source
		2020 2020 CONTRACTOR STORES	
	BOTE: The carrier is permitted to leave unbreakable and light terms in dravers for close proximity moves.	 Unauthorized Berrs - Avoid sticping unauthorized attoes. If unauthorized attoes. 	GARGENET VALUE (CONTRACTOR)
		7. Special flems and Situations - If movers determine peaks are pro	If the adigonest was accepted by the NTS Transportations Service Provider prior to 1 March 2008, it is possible the goods are only covered under depreciated value replacement for all or part of the adigonest. If you adjunct has accepted by the NTS
		For OCOMUS moves, boats that don't fit in a standard overseas conta	Transported Survey Prevale after 2 Yangh 2000, your answert with PL3 because, 120 highly a determined by EL000 per sharest or \$1.00 head head head he regard to reasonal Costs or your assessed for transmised Regard, while our a provide start of the characterization of the prevale attracterization of the characterization of the prevale attracterization of the characterization of the prevale attracterization of th
	[Top of Page]	excess cost to the member. Any bast over 14 or with a trailer for CO	
	HIGH-WALUE ITEMS		 Tapace of therapid property to impact condition Tapace with name of the condition of query:
	High value items are small, ailforable items not normally listed in detail on the carrier-prepared investory.		 Design of a conservation of the data
	Hembers should have their own investory or proof of ownership which may be in the form of purchase recepts, carcelled checks, photogra-	ohs, video or statements of dointerested persons who observes	
			Is vote to a paper for FU Explorement to a line or most with the Temportation Service PEOL with 5 in press from the data or bank to a line or most to a 3 months with the Temportation Service PEOL with 5 months from the data or bank to a line or most to a 3 months from the Vision 2 months from the data or bank to a line or most to a 1 months from the data or bank to a line or most to a 1 months from the data or bank to a line or most to a 1 months from the data or bank to a line or the to a service from the data.

you notice loss and/or damage to your personal property at the time of delivery, you must submit a Loss/Damage Report in DPS and list those items. [3] you file your actual claim within 75 days from the date of your delivery, you are not required to submit a Loss/Damage Report).

Wannings: Solumission of the Load/Damage Report only provides notice of your Loas and Damage and does not constitute filing of your claim. Therefore you must file an actual claim to receive replacement/reimbursement for this load/damage. If you submit your Load/Damage Report later than 75 days after your delivery date, you will be required to enter a neason for the delay.

GENERAL ITEMS

I acknowledge that I have read and understand the entitlement information above.

there is any change in orders or there are other factors that could affect delivery of your atometry, you must contact either the Origin or Destination PFSO Transportation Office. It is your responsibility to contact the Destination PFSO or to update your destination contact information, during a goint of contact, in DFM immediately upon arrange to prove the one your property annees. This immigate the risk of you are to and in message and having your personal property proceed in temporary storage (SIT - Strange-or Transf). If your dots are ploced in contage, you may have the active storage to the prove or designated ager must be present all to price and delivery foldated befores. The storage to the storage and having to a present all register and delivery foldated befores that and ST.

task the the Your More Penseter This pensetering here on prepared to help you understand your entitements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and responsibilities concerning sharmer of household goods, unaccompanied baggage, boots and firearms. It will also help you understand your entitlements and respon

Have a safe and successful move.

[Top of Page]

Read & check Acknowledgement box

Print

es___Next >>

Click "Next"

Shipment Summary

Counseling Menu «	Shinment Summary		
O Customer Profile	Customer: [lilove, Wanna United States Navy		
Customer Information Reint of Contract			
 My Orders 	Below, please find a summary of the information entered for this shipment. If there are any errors, please click on the link on the	The Shipment Summa	ry pages provides you with a
O Enter Order Information	Containing Du Ele	review of all the inform	tion you have antered into
Order [TEST NTS « RELEASE]		review of all the inform	lation you have entered into
Orders Details	Harre: Move, Wanna SSNEHI-	your application. If you	I need to make changes to
O Rank & Hard Copy Orders	Primary Phone: 360-476-8888	any of the information	on this page, you may use
 Order Information Duty Stations Arduous Duty 	Permanent Contact Address: 123 MAIN STREET BREMERTON,WA 98310	the counseling menu of to edit the information	on the left side of the screen for each section.
 Orders Selection Tour Information 	Order Details		
 Additional Information Summary Shipment Create New Shipment 	Order: TEST NTS RELEASE Permanent Change of Station Shipment of HHG Permitted Order Date: 22-Oct-2015 Current Duty Station: YOKOSUKA	Once you have reviewe acknowledgement box	ed the information, check the and click "Next"
 Ourrent Shipments 	Headquarters Issuing Orders:	New Duty Assignment/Location:	
 I-HHG Pickup & Delivery Basic 	Shipment 1 - Household Goods		
Additional Items Scheduling	Pickup Information		
 Contraining Responsibilities Summary Counseling Office Submit 	Your Household Goods have a desired pickup date of 11-Jan-2016 from the pickup address: NTS YOUR AREA NORFOLK,VA 23501 360-555-1212		
Entitlements «	Delivery Information		
PCS/UB: 11000 lbs. Remaining PCS/UB:8010 lbs. Excess Cost:\$521.43	Your Household Goods will be delivered on the desired delivery date of 29-Jan-2016 to the delivery address: 123 Main Street BREMERTON,WA 98312 360-555-1212		
	Your have assigned your receiving agent as MR WANNA MOVE (360-473-5555)		
	r ou navo regusarou anose univery.		

Click here to verify the above information is correct

💽 Print

< Previous

Counseling Office

Counseling Menu «	Counseling Office				
O Customer Profile	Customen Dieve Wesse Helted Cirles	New St.			
O Customer Information	customer: [move, waina onned States	navy			
O Point of Contact					
• O My Orders	Once you submit your on-line application	on, it will be received and processed by the Personal Property Office	A Transportation counselor will review your infor	mation to ensure that it is complete and accurate. Note: Your move cannot be scheduled	d until you have
O Enter Order Information	provide supporting documents, ir applicable, to t	the transportation office listed below. All counseling related docume pon as possible.	ents must be provided to the transportation office w	ithin 6 business days of submitting your application. For a short notice pickup (requestion	ng pickup withi
Order [TEST NTS « RELEASE]	You will be notified by the Transportatio	on Service Provider once your shipment has been scheduled. If you	have any questions please contact the transportat	ion office listed below.	
Orders Details	Click here to acknowledge that you	i have read the above disclaimer			
O Rank & Hard Copy Orders					
Order Information	Booking/Servicing Installation		Destination Servicing	Installation	
O Duty Stations	GBLOC:	BGNC	GBLOC:	JENQ	
Arduous Duty	Installation Name:	NAVSUP FLC NORFOLK-CPPSO	Installation Name:	NAVSUP FLC PUGET SOUND	
O Orders Selection					
O Tour Information	Selecting Counseling Office Inform	nation			
Tour Information Additional Information	Selecting Counseling Office Inform REQUESTED PERSONAL PROPERTY O	nation DFFICE FOR COUNSELING			
 Tour Information Additional Information Summary 	Selecting Counseling Office Inform REQUESTED PERSONAL PROPERTY O You may request any Personal Pro	nation DFFICE FOR COUNSELING operty Office for counseling. This office is responsible for v	alidating all the information you have entere	d and to answer any of your entitlement questions. Once validation is comple	ete, the
Tour Information Additional Information Summary Shipment	Selecting Counseling Office Inform REQUESTED PERSONAL PROPERTY C You may request any Personal Pro Personal Property Office will forward	nation DFFICE FOR COUNSELING operty Office for counseling. This office is responsible for v. ard your application and supporting documentation to the s	alidating all the information you have entere hipping office responsible for booking your :	d and to answer any of your entitlement questions. Once validation is comple shipment	ete, the
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 ○ Tour Information ○ Additional Information ○ Summary ○ Shipment ○ Current Shipments ○ Current Shipments ○ Pickup & Delivery ○ Basic ○ Additional Hems ○ Scheduling ○ Responsibilities ○ Summary Counseling Office ○ Submit 	Selecting Counseling Office Inform REQUESTED PERSONAL PROPERTY O You may request any Personal Pro Personal Property Office will forwar "Counseling Office: Selected Counseling Office Information Installation Name: Street: City: State: ZIPIAPOIFPO: Country: Phone: DSN: Fax: DSN Fax:	hation DFFICE FOR COUNSELING DFFICE FOR COUNSELING ard your application and supporting documentation to the s Select from below PPO NSA MID SOUTH MI PPO NSA MID SOUTH MID SOUTH MID PPO NSA MID SOUTH MID SOUTH MID SOUTH	alidating all the information you have entere hipping office responsible for booking your : LLINGTON TN ER, MD ITH VA WTER Elizabeth City ISUGI JAPAN JAPAN ITVITIES SASEBO	Ad and to answer any of your entitlement questions. Once validation is complete shipment PPSO FLC NORFOLK VA 7920 14TH STREET NORFOLK VA 23505 UNITED STATES 8776198596 7574433736	ete, the

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

Please select the most convenient office for you to work with and turn in your forms to. Usually this will be the location storing your shipment but you may elect another office from the drop-down menu if it is more convenient. Please take note of the contact information for the office you select for future questions about your shipment.

Click "Next"

Excess Cost



Counseling Menu

- Customer Profile
 Customer Information
 - O Point of Contact
- My Orders
 Enter Order Information

Order [TEST NTS RELEASE]

 Orders Details Rank & Hard Copy Orders Order Information O Duty Stations O Arduous Duty Orders Selection O Tour Information O Additional Information O Summary Shipment Create New Shipment Current Shipments 🝷 🊺 1-HHG O Pickup & Delivery O Basic O Additional Items O Scheduling Responsibilities Summary Counseling Office \odot Submit Entitlements PCS/UB: 11000 lbs. Remaining PCS/UB:8010 lbs. Excess Cost:\$521.43

You may notice that when you submit an application for a HHG shipment that releases your property from NTS that an excess cost amount appears in the Counseling Menu.

The Counseling menu is located on the left side of your application. As you complete each step of the application process, the counseling menu provides you with your Entitlements. You will see your authorized weight allowance and the remaining weight after completing and submitting each application. The excess cost amount appears below this information.

There may be an excess cost indicated for a variety of reasons. In most cases, an excess cost may be assigned when a members requests pickup/delivery from or to an unauthorized location. Excess cost may also be assigned when a member has multiple shipments and the combined weight of all shipments exceeds the maximum weight authorized.

All applications are reviewed for accuracy and if an excess cost is indeed owed, the member will receive confirmation from the responsible origin counseling office. If you see an excess cost on your application, make sure to discuss this with your origin counseling office.



Shipment Submit

Counseling Menu «	Shipment Submit
 Customer Profile 	Customer: [Move, Wanna United States Navy
Customer Information	
Point of Contact	
 My Orders 	Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.
Enter Order Information	
Order [PCS Test] «	Forms Required
 Orders Details 	You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).
Rank & Hard Copy Orders	K Get
Order Information	ADOBE" READER"
O Duty Stations	
O Arduous Duty	DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print
O Orders Selection	DD Form 1797 (Personal Property Counseling Check list)
O Tour Information	
O Additional Information	
Summary	These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counsieor has reviewed and Submitted the Shipment request.
IMPOR & 1797 or your requ documen	TANT!!! Do NOT submit your application! You need to print and sign the DD 1299 save them and electronically sign them, then upload them PRIOR to submitting lest Your application <i>will not</i> be processed until you provide these signed ts and a copy of your orders. Follow the upload instructions next.
O Summary	
Counseling Office	
Submit	
Entitlements «	
PCS: 11000 lbs. Remaining PCS:1596 lbs.	



DD Forms 1299 & 1797

DD Form 1299

APPLICATION FOR SHIPMENT AND/OR					1. DATE PREPARED (YYYYMMDD) 2. SHIPMENT NUN				NT NUMBER
STORAGE OF	PERS	ONAL PRO	PERTY	farm 1	2	201511	23	3	/ 3 NTS
3. NAME OF PREPARING OF	FICE		unipating	ium.j	4. TO (Respons	ible Ori	ain Personal Prope	rty Shipping	Office)
					a. NAME				
5 NAME OF DESTINATION	DEDCON				NAVSUP FLC PUGET SOUND				
					NAVSUP FLCPS I 2255 COLE AVE I BREMERTON, W	PERSON BLDG 98 A 98314	AL PROPERTY COL	E 400HG	
6. MEMBER OR EMPLOYEE	INFORM	ATION							
s. NAME (Lest, First, Middle initial) Move, Wanna WD PO1/E-6					e. SSN XXX-XX-4	681	d. AGENCY Uni	ted States 1	łavy
7. REQUEST ACTION BE TA	KEN TO	TRANSPORT	OR STOR	E THE FOL	LOWING:				
a. HOUSEHOLD GOODS/UNACI	COMPAN (2) BOI	IED BAGGAGE	ITEMS/NO.	OF CONTAI	NERS (Enter quantit ERS, AND EQUIPM	ty estime IENT	(3) EXPENSIVE AN		TEMS (Number of
6500	(PB	P&E) (Enter "No	ONE" H net	epplicable)	10		certena)	e meener	internal president of
6. MOBILE HOME INFORMATION	N (Enter o	limensions in fe	et and inch	e2/					
(1) SERIAL NUMBER	(2) LEN	GTH	(3) WIDTH		(4) HEIGHT		(5) TYPE EXPAND) (Describe)	
e. MOBILE HOME SERVICES RE	UESTED	(X as applicab	•/		·	_			
CONTENTS PACKED	MOBILE	HOME BLOCK	ED	MOBILE HO	ME UNBLOCKED	51	ORED AT ORIGIN	STORE	D AT DESTINATION
8. THIS SHIPMENT/STORAG	IE IS RE	QUIRED INCI	L ICCUER	THE FOLLO	WING CHANGE	OF STA	NEW DUTY AS	NUMENT	
X PERMANENT	ТЕМРО	RARY	0. 155000						
d. DATE OF ORDERS (YYYYMM 20151102	00)	ORDERS OC	UMBER ONUS PO	s	f. PARAGRAPH I	NO.	e. IN TRANSIT TE	60-555-121	(Include Area Code) 2
b. IN TRANSIT ADDRESS (Street 456 Elm Street Mom's Add	, Aperto Iress PC	ent Number, C	ity, State, Z OR 97086	SP Code)	1				
9. PICKUP (ORIGIN) INFORM	ATION	,			10. DESTINATION INFORMATION				
a. ADDRESS (Street, Apartmen	t Number	City, County,	State, ZIP (Code)	a. ADDRESS (Street, Apertment Number, City, County, State, ZIP Code)				
off a mobile home park, includ 123 Main Street BREMERTON, WA 9831	e mobile 2	home court ne	-•/		(If a mobile home park, include mobile home court name) NTS				
b. TELEPHONE NUMBER (Include 360-555-1212	Ares Co / moir:	de) a.bressi@nav	rv.mil		 AGENT DESIGNATED TO RECEIVE PROPERTY BODE 				
11. EXTRA PICKUP/DELIVER	Y ADDR	ESS (If applic	able)		12. SCHEDULE	D DATE	FOR (YYYYMMD	D)	
N/A					PACK b. PICKUP c. DELIVEF 20151228 20151230			NERY	
13. REMARKS Narrow un WANNA	ipaved MOVI	E 360-473	sidence -5555 R	- no tun leleasing	naround area. g Agent (Orig	High jin) M	i Value Items ary Test 360-: NMADE UNDER T	POA (Ori	gin) MR
INDICATED BELOW (If m	one, indi	cate "NONE."	7				 NET POUND 	5 4 8	UNDS OF PRPAF
a. FROM					6. TU		(Actual or estimat	ed) (Act	vel or estimated)
15. CERTIFICATION OF SHIP I certify that I have read	MENT R and und	ESPONSIBILI erstand my sl	TIES/STOP	AGE CON	DITIONS s and storage co	nditions	printed on the ba	ck side of th	is form.
a. SIGNATURE OF MEMBER EP	APLOYEE		b. DATE	SIGNED	e. ADDRESS OF	CONTRA	CTOR (Street, Suite	Ne., City, Ste	ite, ZIP Code)
d. NAME OF CONTRACTOR (Drigin DPM or non-temporary storage)									
16. CERTIFICATE IN LIEU OF household goods, mobile	SIGNA'	TURE ON THE	S FORM IS	REQUIRE	D WHEN REGULA	ATIONS	SO AUTHORIZE. d to be shipped at	Property is I government	expense.
a. REASON FOR NONAVAILAB	ILITY OF	SIGNATURE			b. CERTIFIED BY	(Signets	/		
					e. TITLE				
DD FORM 1299, SEP 1	998		PREVI	IOUS EDITI	ON IS OBSOLET	E.			

DD Form 1797

PERSO										
	PRIVACY ACT	STA	TEMENT							
THORITY: 37 USC 406; 5 USC 5726; and E.	0. 9397.									
INCIPAL PURPOSEIS): Primary purpose is to e svement of their personal property within the D termining validity of claims for damage and imp	nsure the member, dep refense Transportation proper shipments and a	ende Syste ny th	nt, and government employee has em. Information collected in this s ird party responsibility.	been br ystem n	iefed nay als	properly on the so be used in				
UTINE USE(S): Information contained in this s judicate claims brought by Defense Transportat	system of records may tion System users.	be pr	ovided to a carrier, for the purpos	e of help	oing to	resolve or				_
SCLOSURE: Voluntary; however, failure to pro	vide the requested info	rmet	ion may delay settlement of a clair	n.			VI - WEAPONS AND AN	MUNITION		-
NAME (Last, First, Middle Initial)		2. 5	SOCIAL SECURITY NUMBER	3. GR/	ADE/R	ANK/RATING	d restrictions of country to v	which essigned.		
iove, Wanna			XXX-XX-4681		р	01/E-6	nt requirements and restricti	ons applicable fi	or impor	t.
ISSUING AUTHORITY		5 (DOED NUMBER AND	6 DA	E (M)	2220000	and procedures; responsibility II., LIABILITY, CLAIMS	ties of carriers, o	etc.	_
mme			PARAGRAPH		20	161000	e firm and Government Eabl	ity for loss or d	mage.	_
UPEROS			PCS Test		20	151028	wernment liability for mobile	home. Liability	for rep.	és -
CHECKLIST (Record special instructions on be	nck)									
PART I - HOUSEHOLD GOOD	IS	AU/A	PART II - UNACCOMPANIED	BAGGA	IGE (C	ontinued)	warment liability for POV.			_
 Entitlements under the order described above authorized destination, etc.) 	(number of shipments,	NIA	(7) Items of extraordinary value.				Dovernment liability.		_	_
(2) Weight allowances: PCS 11000 TD	y 400	NA	(3) VIP - Very Important Papers (the	inporter	ce of d	cumentation.	documentation - accurate in	wentory exception	on on	- 1
(3) Weight restriction at new duty station, if any		N/A	(10) Member's responsibility to compl	ete and t	um in e	quality control form.	ems of extreordinary value -	substantial valu		
(4) Member's responsibility to reimburse the Gov	eroment for any excess	N/A	(11) Member's responsibility to reimb	rse the (Sovern	ment for any excess	at destination in the event o	f loss or damage		
costs occasioned by this/these shipment(s).		_	costs occasioned by this/these s	ipmenti	d.					
(5) Pickup date and required delivery date as dete of the exception (\$10,20151130, \$200	armined by requirements	N/A	(12) Unauthorized items and disposal	of useles	a itema					- 1
6 Madelmathed of alignment including some of	20131221	N/A	(13) Professional books, papers, and ((14) Member's responsibility to contain	t the dep	t. tintis	n ITO immediately				- 1
(7) Unauthorized items and disposal of useless ite	eme.	20	upon arrival to give a point of co	stect for	the ITC	when property				- 1
(S) Professional books, papers, and equipment.		N/A	(15) Procedure to designete egent to	elease p	operty	or accept property in				- 1
A (9) Member's responsibility to prepare and submit	t a complete DD Form		absence of member and use of P authority.	ower of a	Attorne	y or informal letter of				- 1
1701, Inventory of Household Goods.		PART III - NONTEMPORARY STORAGE							- 1	
(10) Servicing/deservicing appliances.		N/A	UA (1) Entitlements under this order, special services, etc.			le.				- 1
(12) Checking inventory at origin and destination,	noting discrepancies on	~	(2) Included as part of HHG weight a expense.	lowance	when	stored at Government				- 1
reverse of PPGBL, DD Form 619, and carrier's signing	a inventory prior to	N/A	(3) Where stored and for how long.							- 1
(13) Checking DD Form 619 prepared by carrier at	origin for complete	N/A	(4) Rickup date.							- 1
accuracy of information recorded thereon.		N/A	(5) Appliance servicing.							
to carrier immediately upon delivery of proper	ty and completion of	N/A	(6) Checking inventory at time of pic	kup.	d lan lan	and any to blan				- 1
(15) Member's responsibility to contact the destin	ation ITO immediately	N/A	(3) Items of extraordinery value, exc	moer ini	ht/cost	portance to him.				- 1
upon arrival to give a point of contact for the arrivat.	ITO when property	N/A	(9) Member's responsibility to reimb	rse the l	Sovern	ment for any excess				
(16) Member's responsibility to contact origin and is any change in orders or these are other fact	destination ITOs if there tors that could affect	_	costs occasioned by this/these si	vipmentli	ð					- 1
delivery of the shipment.		N/A	(10) Unauthorized items and disposal	of useles	a itema	L.				
(17) Extra pickup or delivery charges, when applic (12) Procedure to designate agent to release proce	able. Inty or accept property in	N/A N/A	(11) Professional books, papers and e (12) Member's responsibility to contain	t the de	tinetie	n ITO immediately				- 1
absence of member and use of Power of Atto	eney or informal letter of	· · · ·	upon arrival to give a point of co	stect for	the ITC	when property				- 1
(19) What documentation given to member and its	importance to him.	N/A	(13) Procedure to designate agent to	elease p	operty	or accept property in				- 1
(20) Member's responsibility to complete and turn	in quality control form.		authority.			, a charme and of				
(21) Member's responsibility to ensure PP items an infectation	e free of soil/pest		PART IV - HOUSE TRAILE	RS/MOI	BILE H	OMES				
PART II - UNACCOMPANIED BAG	GAGE	N/A	(2) Services authorized at Government	expense	and ti	costs. hose billed to member.				- 1
(1) Included as part of HHG weight allowance whe	en phipped at Government	N/A	(3) Responsibility of member to get th	iler read	y for m	evenent.				- 1
expense.		N/A	(4) Inventory and contents of trailer.	terns the	rt cann	ot remain in trailer.				
(2) Weight allowances: Member Dep	endents	N/A	(5) Pickup and delivery dates.							
3 (3) What can be shipped as unaccompanied bagga (4) What can be shipped as unaccompanied bagga	94.	N/A	(6) Intransit storage and probability of	•×C+11	iosts.		nated location when the	waiting period	for an	ny .
I wir Pickup and derivery dates. (5) Preparation - Conv of Orders in each container.	just before closics it	NIA	177 Carrier and Government lability.	her and	ita inno	ortance to him	e as I receive subsequent	PCS orders n	eturnin	a me
A 161 How and by whom shipped.		N/A	(9) Responsibility to promptly submit	puelity co	introl in	offermation.				
D FORM 1797, SEP 1998	PREVIOUS EDITI	ON IS	OBSOLETE.				S FOLLOWS:			
			ρ	/ YES	NO			(X)	YES	NO
	(1) HOUSEHOLD	400	TOPAGE	+	X	(7) WEAPONS AND AN	r socod limitation on repairs	enroute)		X
	(3) PRIVATELY	WNE	D VEHICLES	+	1 x	(3) I HAVE BEEN FURN	ISHED A COPY OF THE PER	SONAL		^
	(4) LOSS AND D	AMAG	SE	X		PROPERTY SHIPPIN	IS INFORMATION PAMPHLE	т.	×	
	(5) UNACCOMP	ANIED	BAGGAGE		X					
	b. SIGNATUR	e OF	COUNSELOR	c. SI	GNAT	UKE UF MEMBER/DER	rowedul/AGEN1	a. DAIE (YY	r fMM	00)
and			DPS Counseled	1						
	DD FORM 1	797	(BACK) SEP 1998							_

Shown are examples of the DD1299 (Application for shipment) and the DD1797 (Counseling checklist).



Uploading Documents

Counseling Menu «	Shipment Submit
 Customer Profile 	Customer: [Bressi, Moira United States Navy
O Customer Information	
O Point of Contact	
 My Orders 	Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.
O Enter Order Information	
View Documents	Forms Required
Order [DOCS TEST] «	You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).
 Orders Details 	🚶 Get 🐺
Rank & Hard Copy Orders	
Order Information	
O Duty Stations	DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print
Arduous Duty	DD Form 1797 (Personal Property Counseling Check list) View & Print
Orders Selection	Inload Documents View Documents
O Tour Information	
Additional Information	
Summary	These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request.
Shipment Oracte New Objected	
Create New Shipment	Once you have printed, signed and seepped your forms back into your
	Once you have printed, signed and scanned your forms back into your
Pickup & Delivery	computer, or saved and electronically signed them, they can be
Basic	unleaded directly into DDC
Additional Items	uploaded directly into DPS.
Scheduling	
Responsibilities	
Summary	Click the "Upload Documents" button
Counseling Office	
Submit	
Entitlements «	



Uploading Documents – cont.

Document Management

DPS File Upload	
Document Type	1. Use the
Select One *	Drop down
Select One	Drop-down
DD Form 1299	menu to
Power of Attorney	
Order	select the
DD Form 1797	
Order Amendment	type of
DD Form 2278	
Miscellaneous	document
DD Form 1351-2	

2. Click browse, locate the document in your files, and select open









Viewing Documents

Shipment Submit

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

Please review your forms for accuracy. Once reviewed an	d any changes completed, c	lick submit button t	o complete your applicat	ion.				
8	🗿 https://dpstraining.sddc.a	my.mil/?p=/1p60ea	Ff6yF7C%2BF54TZrTxqTaL	y5P62584aLiC23	j6c1yFRiTRtuaqQ - Int	ernet Explorer		
Forms Required								
You will need Acrobat Reader version 8.0 or earlier to v	Document Management							
DD Form 1299 (Application for Shipment and/or Storage	-							
DD Form 1797 (Personal Property Counseling	Documents							
Upload Documents View Documents								
							View History	Get File
These forms may be printed for review before submission. The	_			100 M 100 M 100 M				
			14	(1 of 1)) 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	Q	
	Submitted	1-HHG	DOCSTEST_17	1	DD Form 1797	02 Dec 2016	٩	
	Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016	Q	

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 see one missing go back and upload it.

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



Shipment Submit – Part 2



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 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 for the counseling office you selected.



Email Confirmation

From:	courseling@dpsmail.csd.disa.ml	5 13:09
To: Cc	Bressi, Moira L CIV NAVSUP GLS, 0411	
Subject:	Shipment Submission Received	
Wann	na Move,	
Your a docun Manaj	application for shipment 3/NTS from BREMERTON, WA 98312 to with a requested pickup date of Dec 30, 2015 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting mentation the Counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting mentation 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 Shipmen tab located on the DPS homepage.	nt
If ther	re 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	e: 3604767366	
Thank Defen	k You. nse Personal Property System (DPS)	
*** D	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 MOVE!

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 Letter of Commissioning that shows your HOR. If you are requesting pickup for dependents, please include a copy of your page 2. If you are separating/retiring, you may be asked for a copy of your DD 214. Your counseling office will contact you if any additional documents are required.



For technical assistance contact the DPS Helpdesk available 24/7:

➤ Toll-Free: (800) 462-2176

> Commercial: 618-577-0969





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