

TRAFFIC MANAGEMENT HOUSE
HOLD GOODS IN & OUT
PROCESSING PROCEDURES.



Contents

TMO contact info	Slide 3
Inbound DPS links	Slide 4
Creating a DPS login	Slide 5
DPS Personal info	Slide 12
Entering Order info	Slide 17
Creating a shipment	Slide 31
Creating a PPM (personal procured Moves)	Slide 66
Creating a Non-Temporary Storage Release	Slide 86



TRAFFIC MANAGEMENT OFFICE CONTACT INFO

TMO House Hold Goods
784-6019 or 784-4412
Call for assistance with any questions scheduling a HHG pick-up.



TMO Passenger Travel
784-6207 or 784-6211
Call for assistance with questions for Air Plane tickets.

TMO Inbound 784-4948 or 784-1848 Call for assistance with any questions scheduling a HHG delivery.

TMO QA (Quality Assurance) 784-4997 Call for any assistance during your TMO pick-up. If you have any problems with our Korean carriers please call TMO QA. They will send a TMO rep to your dorm/house to ensure the carriers perform their job correctly. You do have the right to tell a carrier to stop packing your House Hold Goods if you feel they are being reckless. Please do not argue with the carriers. Thank You.

TMO Inbound Procedures for all Inbound Personnel

Step 1

Update your info with your new BLDG, Room, Phone numbers and Personal E-mail.

Personal Info Update Link:

http://www.move.mil/documents/DOD/6-Personal_Info_Update.zip

Step 2

Check when your HHGs are In-Transit and when they arrive in S. Korea.

Shipment Status Check Link:

http://www.move.mil/documents/DOD/5-Shipment_Status_Check.zip

Step 3

Once your HHGs have arrived in S. Korea Schedule a delivery date

Requesting Delivery Link:

http://www.move.mil/documents/DOD/8-Requesting_Delivery.zip

Step 4

If there was anything damaged in your shipment file a claim on DPS to get reimburse.

Filing a Claim Link:

<http://www.move.mil/documents/DOD/10 - Filing a Claim v2.zip>

Creating a DPS login

Start by going to
www.move.mil

You can access this website
at work and on personal
computers.

[What Is DPS?](#)[DPS Registration](#)[Forgot Password?](#)[Program Director](#)

To Get Started, Select a Video

Personal Property Shipping Office (PPSO)

[Watch the Video!](#)

- PPSO Resources
- CSS Support
- Training

[Click Here for PPSO >](#)

DOD Service Members and Civilians (DOD)

[Watch the Video!](#)

- Before You Begin
- Start Your DPS Move
- After Delivery

[Click Here for DOD >](#)

Transportation Service Provider (TSP)

[Watch the Video!](#)

- TSP Resources
- CSS and BVS
- TSP News

[Click Here for TSP >](#)

What's New?

[Introducing... the new Move.mil!!!](#)[DPS Smart Book v21](#)
Updated 14 September 2010[DPS Metrics](#)
Updated 3 September 2010[What is DPS?](#)
Updated 1 October 2010[DPS How-To Guides](#)
Updated 16 August 2010[Customer Satisfaction Surveys \(CSS\) are important!!!](#)[Previous](#) [1](#) [2](#) [Next](#)

DPS Registration

DPS Registration

[Minimum System Requirements](#)[Need Help?](#)[DOD Service Member and Civilian Registration](#)

NOTE: If you are a DOD Service member or civilian, your ETA userid is your SSN or EIN.

[PPSO and TSP Registration](#)[How to Register for DPS through ETA? \(For PPSO and TSP\)](#)[What is ETA?](#)

1. Go to [ETA](#) homepage or click one of the links above.
2. Select "Register for Access" link.
3. Determine if this is a "First-time" Registration or "Request Additional Systems" registration. Click on the appropriate link.
4. Go to Personal Property section and select DPS.
5. Select proper DPS role and complete the registration form displayed. As part of the registration process, you will be required to create 5 security questions. These questions will be required to retrieve your password.

Before you log-in make sure you turn off all Pop-up Blockers and delete all of your Cookies.

Move.Mil is a publicly accessible DOD website. Content updates to this website are required to undergo a public affairs and legal review prior to being posted. Therefore please be patient with any requested changes. This process is in compliance with DOD policy.



Defense Personal Property System (DPS) - DOD Customer Registration

If you have a DPS account already, you may log on to [DPS](#).

[Forgot password?](#)

Due to the high volume of new account requests, please allow up to 72 hours for this account to be activated due to DPS System Maintenance.

Social Security Number <i>(Coast Guard, use EIN)</i>	<input type="text"/>
Re-Enter Social Security Number <i>(Coast Guard, use EIN)</i>	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text" value="Personal e-mail only"/>
Branch of Service	<input type="text" value="-Select Service-"/>
Security Questions	<p>Please select 5 different questions and provide responses.</p> <p>-- Select a question -- Answer: <input type="text"/></p> <p>-- Select a question -- Answer: <input type="text"/></p> <p>-- Select a question -- Answer: <input type="text"/></p> <p>-- Select a question -- Answer: <input type="text"/></p> <p>-- Select a question -- Answer: <input type="text"/></p>


Fill out all blocks then click submit.

Application Notices
No records to display.

ETA Notes

ETA Login

Digital Certificate / Smart Card Users

 Click here to log in with your digital certificate

ETA User-ID and Password Users

DOD Customer/Service Members involved in a DPS personal property move: your **SSN/EIN** is your ETA user ID. All other approved customers: use the ETA user ID provided when you registered.

DPS Users: Turn off your Pop-Up blocker if using IE 7 or 8. Currently, DPS does not support Firefox or MAC browsers.


Enter ETA User-ID / Password Credentials

ETA User ID:

Password:

Log In

Change Password

 **Need a new password?**
Forgot your password?
Click here to reset it.

Once you receive an E-mail from DPS Proceed to the log-in screen there should be a link in the e-mail to Log-in.



Login Status

Logout

ETA User ID: pere0397

Last Login: 26 Jan 2011 @ 0009 CST

My Approved Applications

Defense Personal Property System (DPS)

Welcome to ETA version 4.2.

The Electronic Transportation Acquisition (ETA) system is the Military Surface Deployment and Distribution Command (SDDC) Single Sign-On (SSO) portal to the transportation community through the use of the Worldwide Web. ETA provides a centralized portal for changes to adhere to security regulations (i.e., PKI implementation) and a centralized reporting capability for compliance adherence.

Click here application you have been approved for, please select from the 'My Approved Applications' on the left side of the screen. you can also register for a new application by selecting 'Request Additional Applications.'

Outages

No records to display.

Notices

- CAS CAS 2.0 New Functionality**
The CAS team is pleased to announce the release of CAS 2.0 scheduled for 4:00 pm CDT on 22 January. This new version will offer many new features and functions that are based upon feedback from carriers and facility users. To read about the latest features and enhancements, please click on the following link and read the enclosed training guides. [CAS 2.0 Release Training Guides](#)
- ETA Having trouble accessing**
Some users may experience difficulties accessing the ETA portal from Internet Explorer. If you receive a, "Page Cannot be Displayed Error", when attempting to access the portal, please go to <http://telework.dema.mil/installroot.cfm> and

Request Additional Applications

**Need a new password?
Forgot your password?
Click here to reset it.**

SDDC...Global Surface Transportation Experts...

Committed * Dependable * Relentless

For Official DoD Use Only



Login Status

Logout

ETA User ID: pere0397

Last Login: 10 Feb 2011 @ 1940 CST





My Approved Applications

Defense Personal Property System (DPS)

Request Additional Applications



**Need a new password?
Forgot your password?
Click here to reset it.**

Enter Information	Verification		 
	Enter the code you see above to access DPS:	<input type="text"/>	



1. Type the code above then Click Finish. This will open a new window to the DPS Home page.

SDDC...Global Surface Transportation Experts...
*Committed * Dependable * Relentless*

For Official DoD Use Only

To begin your DPS shipment click the Self Counseling tab as shown on the next slide.



1

1. First you need to fill out Customer Information

Customer Information

Customer: Perez Jr., Conrad M -- United States Air Force --

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

Customer Information

*Branch Of Service: United States Air Force

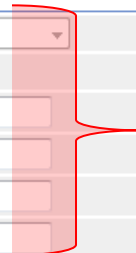
*Personnel Status: Military

*Primary Phone Number:

Secondary Phone Number:

*Primary Email:

Secondary Email:



Input **all** information.

The red * next to each field means that this information is **REQUIRED**.

(Insure that you select the **CORRECT** Branch of Service and Personnel Status.)

Permanent Contact Address

*Address Line 1:

Address Line 2:

Location

CONUS (U.S.) OCONUS (Non U.S.)

Select City:

Type in the first 4 letters of the city above

City: SAN ANTONIO

County: BEXAR

State: TEXAS

Zip: 78223

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Ensure that the Permanent Contact Address is one where you can be contacted in a moments notice.

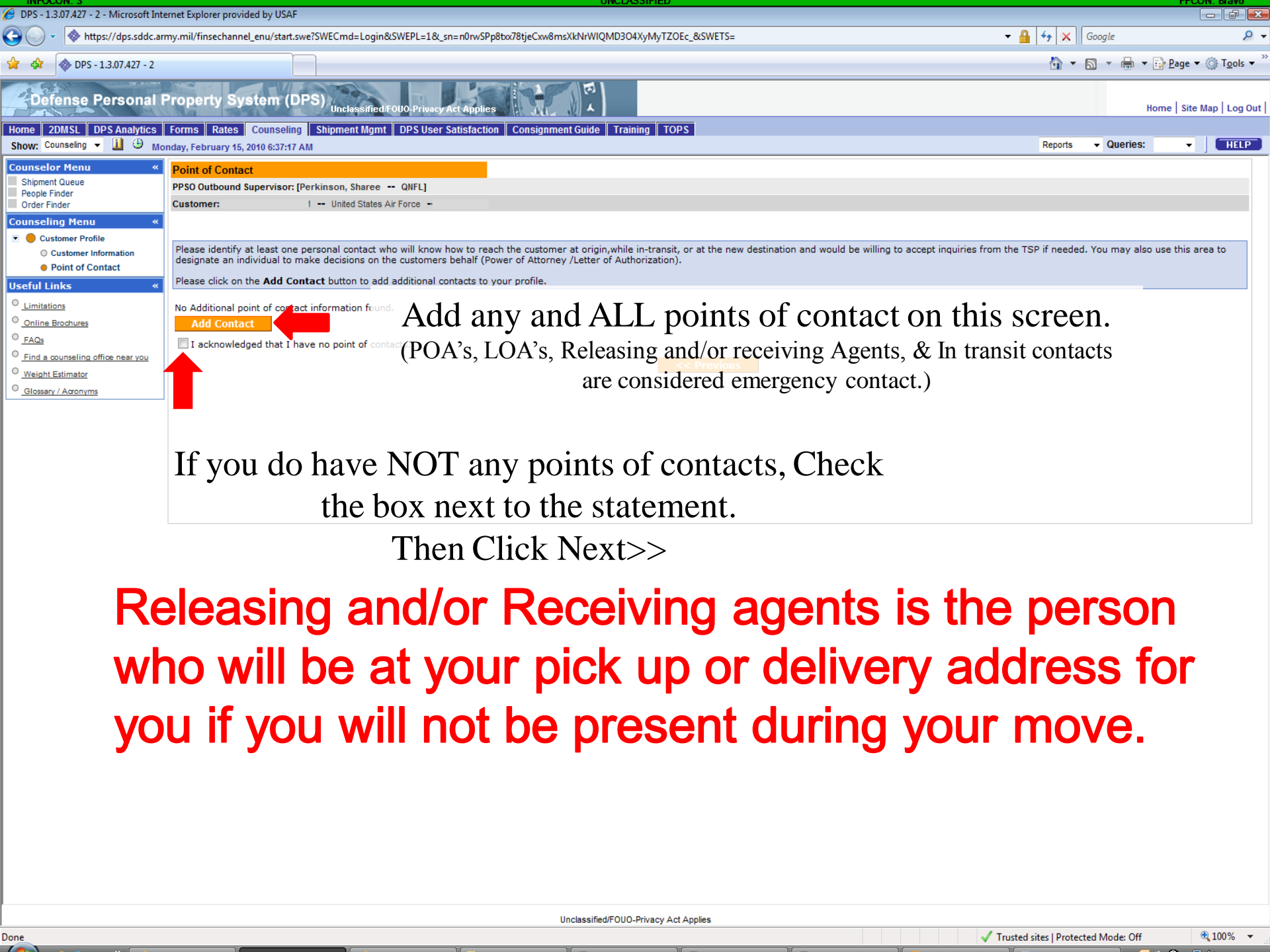
(i.e. Parents, Other family members, Friends etc.)

This cannot be a P.O. Box Address.

<< Previous Next >>



When done
2. Click Next>>



- Counselor Menu**
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact**
- Useful Links**
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Point of Contact

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: | -- United States Air Force --

Please identify at least one personal contact who will know how to reach the customer at origin, while in-transit, or at the new destination and would be willing to accept inquiries from the TSP if needed. You may also use this area to designate an individual to make decisions on the customers behalf (Power of Attorney /Letter of Authorization).

Please click on the **Add Contact** button to add additional contacts to your profile.

No Additional point of contact information found.

Add Contact

I acknowledged that I have no point of contact

Add any and ALL points of contact on this screen.
(POA's, LOA's, Releasing and/or receiving Agents, & In transit contacts are considered emergency contact.)

If you do have NOT any points of contacts, Check the box next to the statement.

Then Click Next>>

Releasing and/or Receiving agents is the person who will be at your pick up or delivery address for you if you will not be present during your move.

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD304XyMyTZOEc_&SWETS=

Defense Personal Property System (DPS)
Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home | 2DMSL | DPS Analytics | Forms | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Training | TOPS

Show: Counseling Monday, February 15, 2010 6:39:39 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
- Customer Information
- Point of Contact**

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Point of Contact

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]
Customer: -- United States Air Force --

Please identify at least one personal contact who will know how to designate an individual to make decisions on the customer's behalf.

Please click on the **Add Contact** button to add additional contacts.

No Additional point of contact information found.

Add Contact

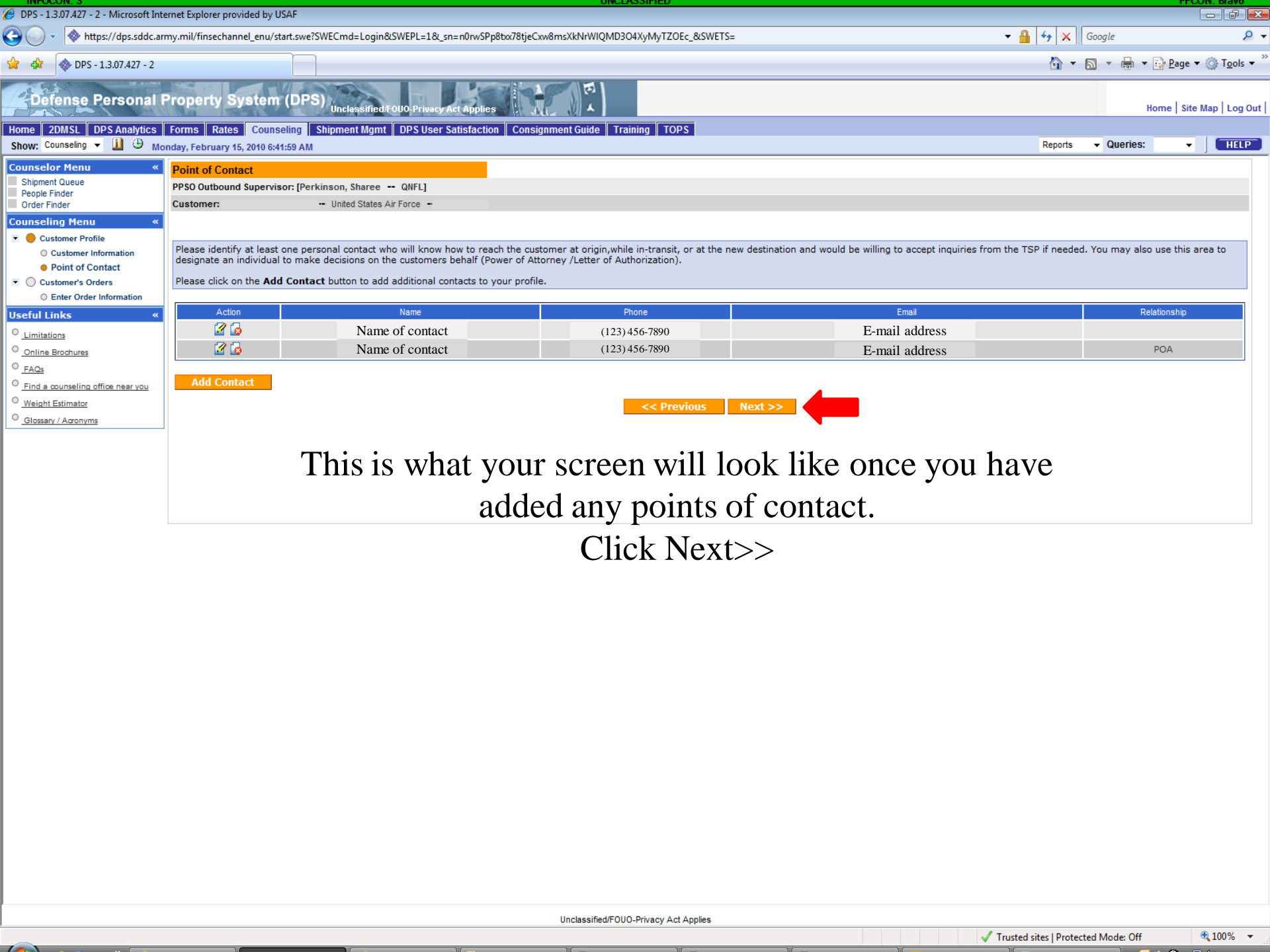
I acknowledged that I have no point of contacts.

Add/Update Contact

* First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
* Last Name:	<input type="text"/>	
* Primary Phone:	<input type="text"/>	FORMAT: xxx-xxx-xxxx for Domestic
Primary Phone Ext:	<input type="text"/>	
Secondary Phone:	<input type="text"/>	
Secondary Phone Ext:	<input type="text"/>	
* Primary Email:	<input type="text"/>	FORMAT: johndoe@usa.gov
Secondary Email:	<input type="text"/>	
* Power of Attorney?:	<input type="radio"/> Yes <input type="radio"/> No	
* Letter of Authorization?:	<input type="radio"/> Yes <input type="radio"/> No	
Bluebark / MIA Authority?:	<input type="radio"/> Yes <input type="radio"/> No	

Save **Cancel**

This sub screen will appear when you click Add Contact
Input all information with the red *.
(insure that you mark if the contact is POA or LOA)



Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out |

Home | 2DMSL | DPS Analytics | Forms | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Training | TOPS

Show: Counseling Monday, February 15, 2010 6:41:59 AM

Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact**
 - Customer's Orders
- Enter Order Information

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms





Point of Contact

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: -- United States Air Force --

Please identify at least one personal contact who will know how to reach the customer at origin, while in-transit, or at the new destination and would be willing to accept inquiries from the TSP if needed. You may also use this area to designate an individual to make decisions on the customer's behalf (Power of Attorney /Letter of Authorization).

Please click on the **Add Contact** button to add additional contacts to your profile.

Action	Name	Phone	Email	Relationship
 	Name of contact	(123) 456-7890	E-mail address	
 	Name of contact	(123) 456-7890	E-mail address	POA

Add Contact

<< Previous Next >>



This is what your screen will look like once you have added any points of contact.

Click Next>>

Entering Order Information

!!! You CANNOT proceed if you do not have any PCS Orders !!!

DPS - Prod - 1.4.04.609 - 9

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys DPS User Satisfaction Claims Consignment Guide Training DPS User Satisfaction

Show: Counseling Thursday, February 24, 2011 4:06:06 AM Reports Queries: HELP

Counseling Menu

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

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

My Orders

Customer: [Perez Jr., Conrad M -- United States Air Force --

Welcome to Counseling

A. **Now your entitlements and responsibilities**

DPS counseling enables you to prepare your own shipment applications rather than visiting a counseling office to do so. Review the Limitations, Online Brochures, and FAQs links in the left pane for "need -to- know" information concerning your personal property move. You may print these pages for later reference.

To add a shipment to an existing order, click on the Create a shipment button for that order.

Order No: AD-068938 | Order Type: Permanent Change of Station | Order Date: Apr 9, 2010 Create Shipment

No shipments found

A. You may have to click (Enter Order Information) to enter your NEW set of ORDERS if there is an OLD set of ORDERS already listed. If not your screen will look like the next slide.

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links

- [Limitations](#)
- [Online Brochures](#)
- [FAQs](#)
- [Find a counseling office near you](#)
- [Weight Estimator](#)
- [Glossary / Acronyms](#)

Rank & Hard Copy Orders

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

* Rank/Pay Grade:



* Do you have Hard Copy Orders?


 Yes No

<< Previous

Next >>



The next screens are where you will enter all the order information.

1. Select Rank/Pay Grade:
2. Do you have hard copy orders?
(this will ALWAYS be yes)
3. Click Next>>

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links


- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Order Information

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

*Order Number:

*Order Date: 

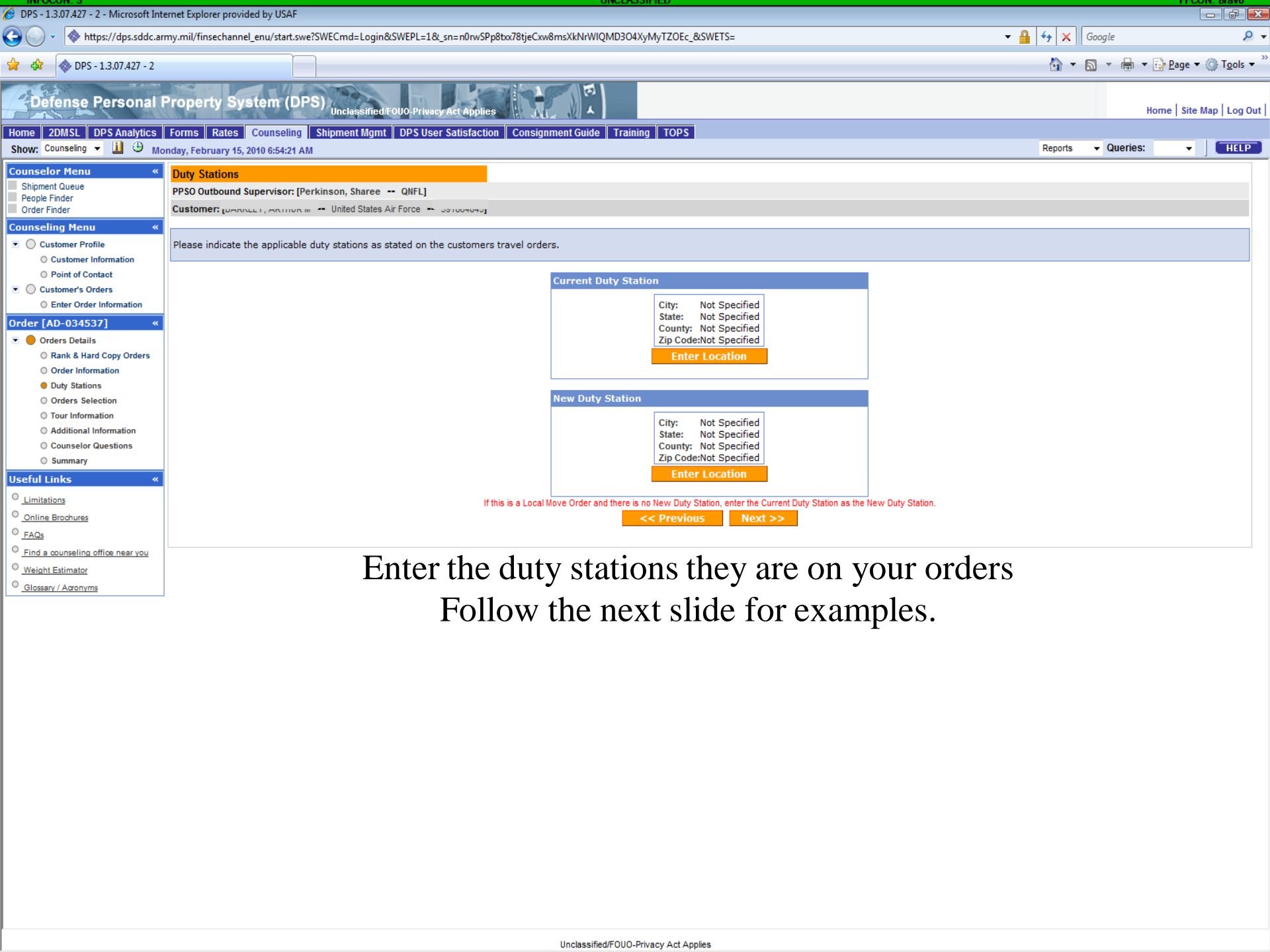
Headquarters Issuing Orders:

<< Previous Next >>



Click on the calendar to select the Order Date

1. Order number is located in block 27 of your orders.
2. Order date is located in block 28 of your orders.
3. Enter AFPC RANDOLPH AFB
4. Click Next>>



Enter the duty stations they are on your orders
Follow the next slide for examples.

Defense Personal Property System (DPS)

Unclassified/FOUO/Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 6:55:12 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee --

Customer: United States Air Fo

Please indicate the applicable duty station

Select Duty Station

Location

CONUS (U.S) OCONUS (Non U.S)

Select City

Type in the first 4 letters of the city above

City:

County:

State:

Zip:

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Ok Cancel

Zip Code:Not Specified

Enter Location

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

<< Previous Next >>

First, select if the address is CONUS or OCONUS
(HI & AK are both considered OCONUS)

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 6:55:40 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee -- O
Customer: I -- United States Air Fo

Please indicate the applicable duty stations as state

Select Duty Station

Location

CONUS (U.S.) OCONUS (Non U.S.)

Select City

osan

OSAN, KOREA, REPUBLIC OF

City:
Country:
Country Principal
Division:

If you are unable to select a city, call 1-800-770-7332.

Ok Cancel

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

<< Previous Next >>

Type (at least) the first 4 letters of the location.
The city, state and/or country should populate,
select the correct location. Bases are
considered cities.

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD3O4XyMyTZOEc_&SWETS=

DPS - 1.3.07.427 - 2

Defense Personal Property System (DPS)

Unclassified/FOUO/Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 6:56:06 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee --

Customer: United States Air Fo

Please indicate the applicable duty stations as state

Select Duty Station

Location

CONUS (U.S) OCONUS (Non U.S)

Select City: OSAN, KOREA, REPUBLIC OF

Type in the first 4 letters of the city above

City: OSAN
Country: KOREA, REPUBLIC OF
Country Principal: KYONGGI-DO
Division: KYONGGI-DO

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Ok Cancel

Zip Code: Not Specified

Enter Location

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

<< Previous Next >>

Click Ok.

Unclassified/FOUO/Privacy Act Applies

Trusted sites | Protected Mode: Off 100%

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCwx8msXkNrWIQMD304XyMyTZOEc_&SWETS=

DPS - 1.3.07.427 - 2

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home | 2DMSL | DPS Analytics | Forms | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Training | TOPS

Show: Counseling | Monday, February 15, 2010 6:56:40 AM | Reports | Queries: | HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: | -- United States Air Force --

Please indicate the applicable duty stations as stated on the customers travel orders.

Current Duty Station

City: OSAN
Country: KOREA, REPUBLIC OF

Enter Location

New Duty Station

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

Enter Location

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

<< Previous Next >>

Complete the same steps again for the
New Duty Station (Gaining Base).
Click Next>>

Defense Personal Property System (DPS)
Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 6:58:44 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Order Selection

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]
Customer: | -- United States Air Force --

First, from the drop-down menu, please select the Order Type that you have been issued on the customers upcoming move. The orders types are standard types that apply to all services. If you do not find the customers type of order under PCS or TDY, select the Various type of orders.

Order Type:

<input type="radio"/> Dependent Travel	The assignment, detail or transfer of a member or unit to a different Permanent Duty Station (PDS) under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.
<input checked="" type="radio"/> Permanent Change of Station	
<input type="radio"/> Retirement	
<input type="radio"/> Separation	
<input type="radio"/> Temporary Duty	

Authorized:

<input type="radio"/> Course of Instruction 20 weeks or More
<input checked="" type="radio"/> Shipment of HHG Permitted

<< Previous Next >>

**Select the CORRECT type of Orders!
When PCSing Select Permanent Change of Station. As shown to the left.**

The following will be the steps you take for PCS orders.

1. Select Permanent Change of Station
2. Select Shipment of HHG Permitted
3. Click Next>>

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS:7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost:\$14.35

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Tour Information

Customer: [Perez Jr., Conrad M -- United States Air Force --]

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

Gaining Unit: **1**

* Tour Type: **2**

* Tour Length: **3** FORMAT: Please provide the number of months

* Report Date: **4**

* Are Dependents Authorized? Yes No **5**

* Number of dependents 12 years and older:

* Number of dependents under 12 years old:

<< Previous Next >> **6**

Enter following information:

1. Gaining Unit: (Your next Squadron)
2. Tour Type: (Listed on orders Block 10, Accompanied or Unaccompanied)
3. Tour Length: (Listed on orders Block 11, If PCSing from OCONUS to CONUS input 48 unless otherwise specified on your orders)
4. Report Date: (Listed on orders Block 5)
5. Are Dependents Authorized? (If tour is unaccompanied but you have dependents, you will select Yes and enter the number of dependents. If you do NOT have dependents then select No)
6. Click Next>>

- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information**
 - Summary
- Entitlements**

PCS: 8000 lbs.
Remaining PCS:8000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.
- Useful Links**
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Additional Information

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

Orders Additional Information

* Are You Shipping a POV?	<input type="radio"/> Yes <input type="radio"/> No
* Are You Shipping a Motorcycle?	<input type="radio"/> Yes <input type="radio"/> No
* Are You Shipping a Boat?	<input type="radio"/> Yes <input type="radio"/> No
* Do your orders authorize the shipment of consumables?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Do you currently have items in Non-Temporary Storage(NTS)?	<input type="radio"/> Yes <input type="radio"/> No

Orders Specific Questions

Are You Authorized to Ship to a Designated Location within CONUS?	<input type="radio"/> Yes <input type="radio"/> No
Are You Authorized to Ship to a Designated Location within OCONUS?	<input type="radio"/> Yes <input type="radio"/> No
Are You Authorized to Ship to a Designated Location within Non-Foreign OCONUS?	<input type="radio"/> Yes <input type="radio"/> No
Do you have Follow-On Assignment?	<input type="radio"/> Yes <input type="radio"/> No

Go to next slide for Instructions on Orders Specific Questions

<< Previous Next >>

POV will always be no.
Motorcycle will be yes if you are shipping one.
If you plan to ship a boat get with local TMO first.
Non-Temporary Storage will always be no.

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS: 8000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

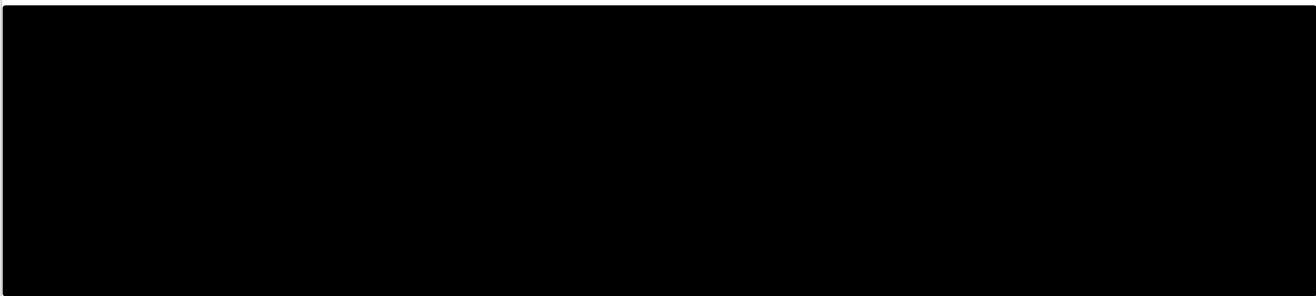
Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Additional Information

Customer: [Perez Jr., Conrad M -- United States Air Force --

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



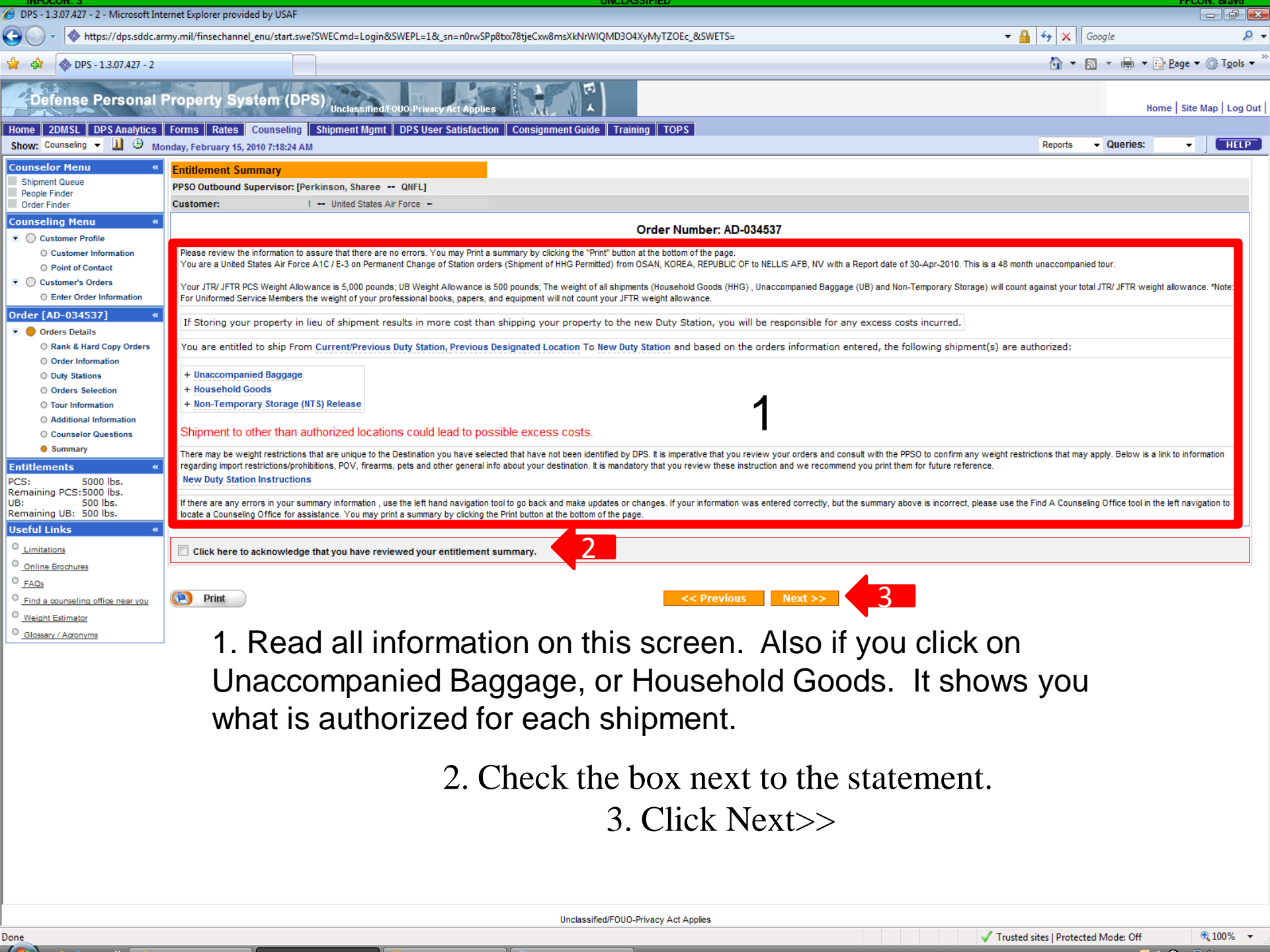
Orders Specific Questions

- * Are You Authorized to Ship to a Designated Location within CONUS? Yes No **i**
- * Are You Authorized to Ship to a Designated Location within OCONUS? Yes No **i**
- * Are You Authorized to Ship to a Designated Location within Non-Foreign OCONUS? Yes No **i**
- * Do you have Follow-On Assignment? Yes No **i**

<< Previous Next >>



Based on the info that is on your orders answer the questions accordingly.
Click Next>>



Defense Personal Property System (DPS)

Unclassified//FOUO-Privacy Act Applies

Home | Site Map | Log Out |

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:18:24 AM

Reports Queries: HELP

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder

Entitlement Summary

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: | -- United States Air Force --

Order Number: AD-034537

Please review the information to assure that there are no errors. You may Print a summary by clicking the "Print" button at the bottom of the page.
 You are a United States Air Force A1C / E-3 on Permanent Change of Station orders (Shipment of HHG Permitted) from OSANI, KOREA, REPUBLIC OF to NELLIS AFB, NV with a Report date of 30-Apr-2010. This is a 48 month unaccompanied tour.
 Your JTR/ JFTR PCS Weight Allowance is 5,000 pounds; UB Weight Allowance is 500 pounds; The weight of all shipments (Household Goods (HHG) , Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JTR/ JFTR weight allowance. *Note For Uniformed Service Members the weight of your professional books, papers, and equipment will not count your JFTR weight allowance.

If Storing your property in lieu of shipment results in more cost than shipping your property to the new Duty Station, you will be responsible for any excess costs incurred.

You are entitled to ship From Current/Previous Duty Station, Previous Designated Location To New Duty Station and based on the orders information entered, the following shipment(s) are authorized:

- + Unaccompanied Baggage
- + Household Goods
- + Non-Temporary Storage (NTS) Release

1

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

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

[New Duty Station Instructions](#)

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

Click here to acknowledge that you have reviewed your entitlement summary.

2

Print

<< Previous Next >>

3

1. Read all information on this screen. Also if you click on Unaccompanied Baggage, or Household Goods. It shows you what is authorized for each shipment.

2. Check the box next to the statement.

3. Click Next>>

Creating a Shipment

Please Read before you continue

DPS - Prod - 1.4.04.609

Defense Personal P

Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys DPS User Satisfaction Claims Consignment Guide Training DPS User Satis

Show: Counseling Thursday, February 24, 2011 10:00 AM Reports Queries: HELP

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS:8000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

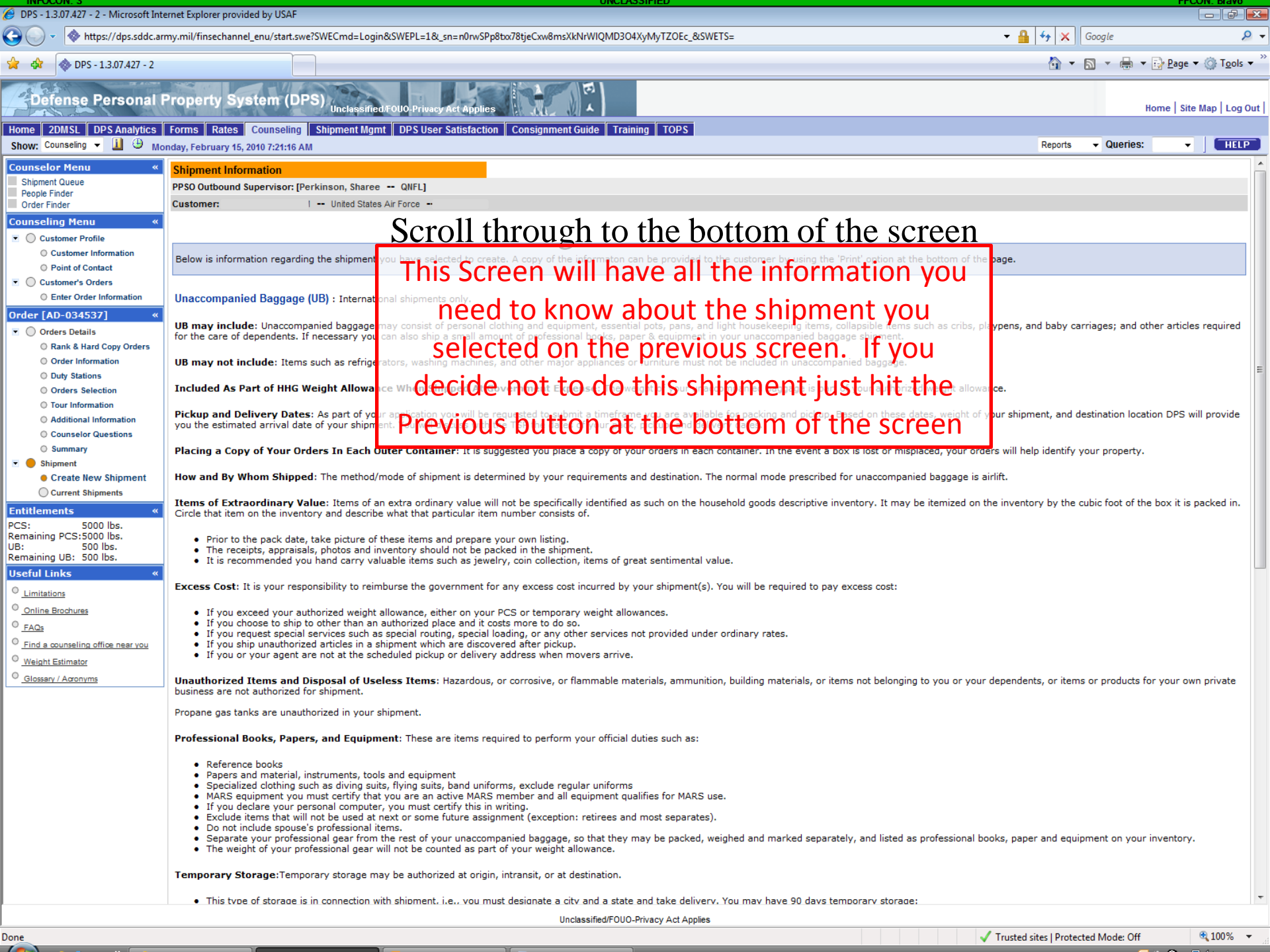
1. Select the type of shipment to create (all shipments leaving S. Korea to Europe or the U.K. are all considered HHGs and will be going by air 30-45 days, can not be shipped as UB!)
2. Select No if you are having the Gov't pick up your property. Select Yes if you are driving your Property to your next base yourself (Go to slide 66 if you are doing a Personally Procured Move aka Partial shipment or DITY.)
3. Click Next>>

<input type="radio"/> HHG	Household Goods	1	with home and all personal effects belonging to member and dependents on the effective date of the member's that may be legally accepted and transported by an authorized commercial transporter.
<input type="radio"/> UB	Unaccompanied Baggage		member's prescribed weight allowance of household goods that is not carried free on a ticket used for personal rated from the bulk of the Household Goods and usually is transported by expedited mode because it's needed soon after arrival at destination interim pending arrival of the major portion of the household goods.
<input type="radio"/> NTS	Non-Temporary Storage		storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to storage location(s), storage, and other directly related necessary services. Sometimes referred to as Extended Permanent Storage.

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

Yes No

<< Previous Next >>



- Counselor Menu**
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
- Order [AD-034537]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments

Shipments Information

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]
Customer: -- United States Air Force --

Scroll through to the bottom of the screen
This screen will have all the information you need to know about the shipment you selected on the previous screen. If you decide not to do this shipment just hit the Previous button at the bottom of the screen

Below is information regarding the shipment you have selected to create. A copy of the information can be provided to the customer by using the 'Print' option at the bottom of the page.

Unaccompanied Baggage (UB) : International shipments only.

UB may include: Unaccompanied baggage may consist of personal clothing and equipment, essential pots, parts, and light housekeeping items, collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. If necessary you can also ship a small amount of professional books, paper & equipment in your unaccompanied baggage shipment.

UB may not include: Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

Included As Part of HHG Weight Allowance: Items that are included in your HHG weight allowance are those items that are included in your HHG weight allowance.

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

Placing a Copy of Your Orders In Each Outer Container: It is suggested you place a copy of your orders in each container. In the event a box is lost or misplaced, your orders will help identify your property.

How and By Whom Shipped: The method/mode of shipment is determined by your requirements and destination. The normal mode prescribed for unaccompanied baggage is airlift.

Items of Extraordinary Value: Items of an extra ordinary value will not be specifically identified as such on the household goods descriptive inventory. It may be itemized on the inventory by the cubic foot of the box it is packed in. Circle that item on the inventory and describe what that particular item number consists of.

- Prior to the pack date, take picture of these items and prepare your own listing.
- The receipts, appraisals, photos and inventory should not be packed in the shipment.
- It is recommended you hand carry valuable items such as jewelry, coin collection, items of great sentimental value.

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

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

Unauthorized Items and Disposal of Useless Items: Hazardous, or corrosive, or flammable materials, ammunition, building materials, or items not belonging to you or your dependents, or items or products for your own private business are not authorized for shipment.

Propane gas tanks are unauthorized in your shipment.

Professional Books, Papers, and Equipment: These are items required to perform your official duties such as:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as diving suits, flying suits, band uniforms, exclude regular uniforms
- MARS equipment you must certify that you are an active MARS member and all equipment qualifies for MARS use.
- If you declare your personal computer, you must certify this in writing.
- Exclude items that will not be used at next or some future assignment (exception: retirees and most separates).
- Do not include spouse's professional items.
- Separate your professional gear from the rest of your unaccompanied baggage, so that they may be packed, weighed and marked separately, and listed as professional books, paper and equipment on your inventory.
- The weight of your professional gear will not be counted as part of your weight allowance.

Temporary Storage: Temporary storage may be authorized at origin, intransit, or at destination.

- This type of storage is in connection with shipment. i.e.. you must designate a city and a state and take delivery. You may have 90 days temporary storage:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as diving suits, flying suits, band uniforms, exclude regular uniforms
- MARS equipment you must certify that you are an active MARS member and all equipment qualifies for MARS use.
- If you declare your personal computer, you must certify this in writing.
- Exclude items that will not be used at next or some future assignment (exception: retirees and most separates).
- Do not include spouse's professional items.
- Separate your professional gear from the rest of your unaccompanied baggage, so that they may be packed, weighed and marked separately, and listed as professional books, paper and equipment on your inventory.
- The weight of your professional gear will not be counted as part of your weight allowance.

Temporary Storage: Temporary storage may be authorized at origin, intransit, or at destination.

- This type of storage is in connection with shipment, i.e., you must designate a city and a state and take delivery. You may have 90 days temporary storage:
- If you need to have additional storage time, request an extension from the destination transportation office.
- Civilians are entitled to 90 days temporary storage only.
- Once authorized temporary storage period expires, you must bear the cost for further storage and make payment directly to the storage company.

Designation of Agent to Release or Accept Property in Absence of Member: You may designate your spouse, a relative, or a friend to release or accept your shipment, but their name must appear as an agent in your application. If not, then the person you have selected must have a power of attorney or written authorization from you, which must be notarized or counter-Signed by a commissioned officer.

Documentation: The documents you receive after submitting your application and from the transportation service provider are important to you. We suggest that you take these and other important personal documents, like birth certificates, marriage licenses, school and medical records, with you.

Ensuring Personal Property Is Clean:

- Ensure your personal goods are pest and bug-free. If your goods are infested, you may incur additional costs before they can be moved.
- If your move needs to be rescheduled because of pests, you will be liable for those additional costs as well.
- Also, please read information on [gypsy moths](#)

Weapons and Ammunition: The shipment of firearms is subject to various laws and regulations and you must comply with all local, state, and federal laws. Here are some basic guidelines when you ship firearms:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Completely describe the firearm on the inventory to include make, model, serial number and caliber or gauge.
- Remember, you may not ship ammunition.

If you are moving overseas, you must abide by the host country's laws as well. Refer to the [Personal Property Consignment guide](#) in your application to view any restrictions.

Liability, Claims, and Protection: Your shipment has full replacement value coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for household goods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of \$50,000. The transportation service provider is responsible to obtain cost estimates for the following:

- Repair of damaged property to original condition
- Replace with an item of like kind and quality
- Payment of replacement cost of the item

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery.

When Full Replacement Value (FRV) applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the National Automobile Dealer's Association's [\[N.A.D.A.\] Official Used Car Guide](#) (the Guide) for such vehicle(s), adjusted for mileage and other factors considered in the guide. However, if either the owner or the TSP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on the appraised value rather than the book value.

For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the un-depreciated replacement cost, because these are large, expensive items that are not part of the typical shipment and have an active, widespread secondary market.

[Click here to verify that the customer has been advised and/or provided with a printed copy of the information above.](#)

Check the box next to the statement

<< Previous Next >> Click Next >>

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 8000 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Pickup and Delivery

Depending on how much weight you estimate to be pick up. DPS will put 3,000 lbs. for each day MAX (e.g. if you estimate 5,000 lbs you will have a one day pack and a pick up date. 11 May pack, 12 May pick up.)

Dates

*Desired Pickup Date *Desired Delivery Date



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

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

Pickup & Delivery

*Authorized Pickup Address <input type="text"/>		*Authorized Delivery Address <input type="text"/>	
*Requested Pickup Address <input type="text"/>		*Requested Delivery Address <input type="text"/>	
Power of Attorney <input type="text" value="Select from below"/>		Power of Attorney <input type="text" value="Select from below"/>	
Letter of Authorization <input type="text" value="Select from below"/>		Letter of Authorization <input type="text" value="Select from below"/>	



1. Enter the Desired Pickup Date (by clicking the calendar, you cannot have a pick up on a weekend or Federal Holiday)
2. Enter the Desired Delivery Date (at least two months out from pick up date this does not affect your real delivery date)
3. Enter the Requested Pickup Address (by clicking the rolodex)

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Entitlements

PCS: 5000 lbs.
Remaining PCS: 5000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: -- United States Air F

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Authorization Select from below Letter of Authorization Select from below

In-Transit Address

In-Transit

Additional locations

Pickup 1 <input type="text"/>	Delivery 1 <input type="text"/>
Pickup 2 <input type="text"/>	Delivery 2 <input type="text"/>

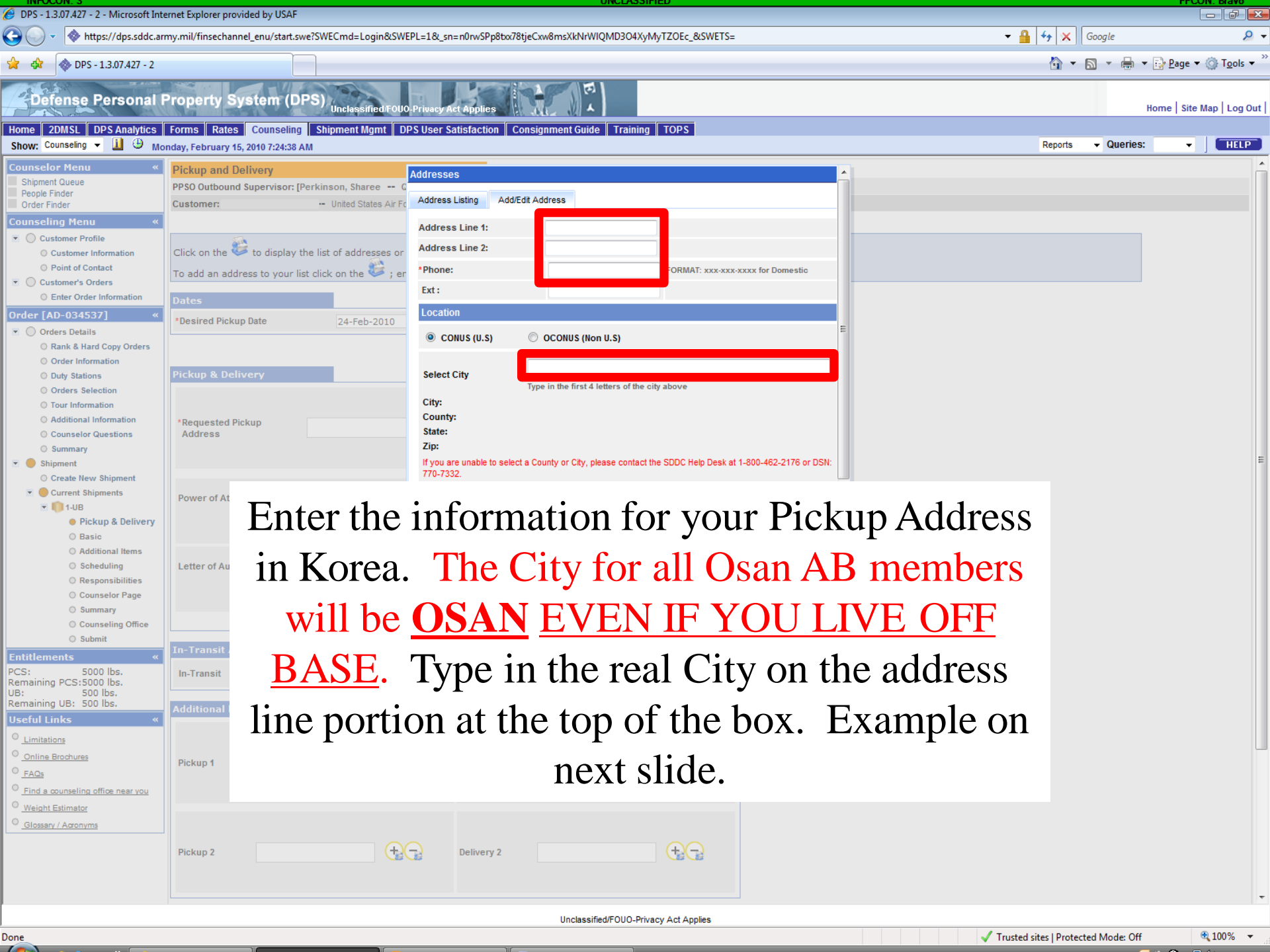
Addresses

Address Listing

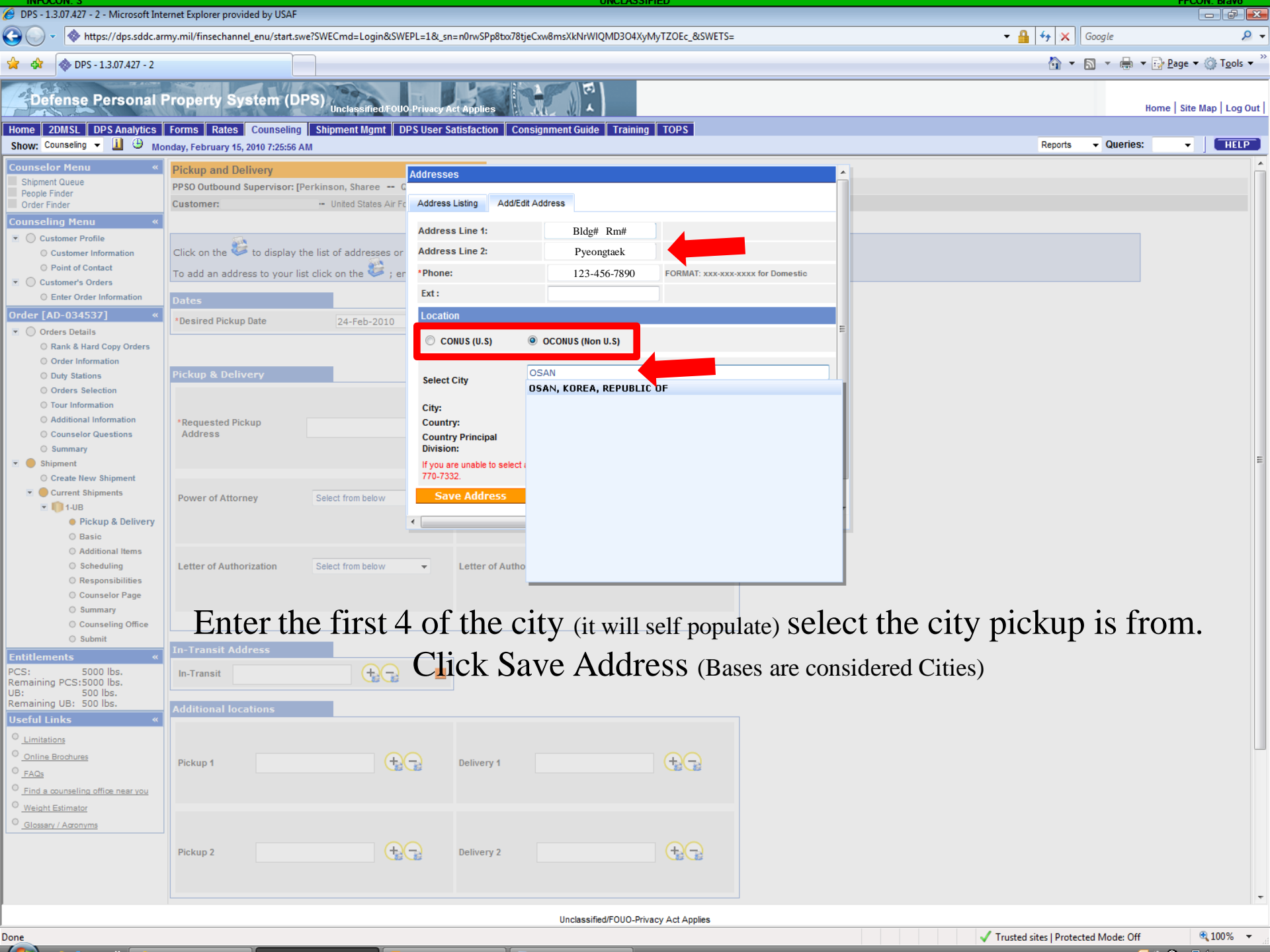
There are no addresses found. Click on the Add Address button below to add a new address.

Select	Address
--------	---------

Click Add Address

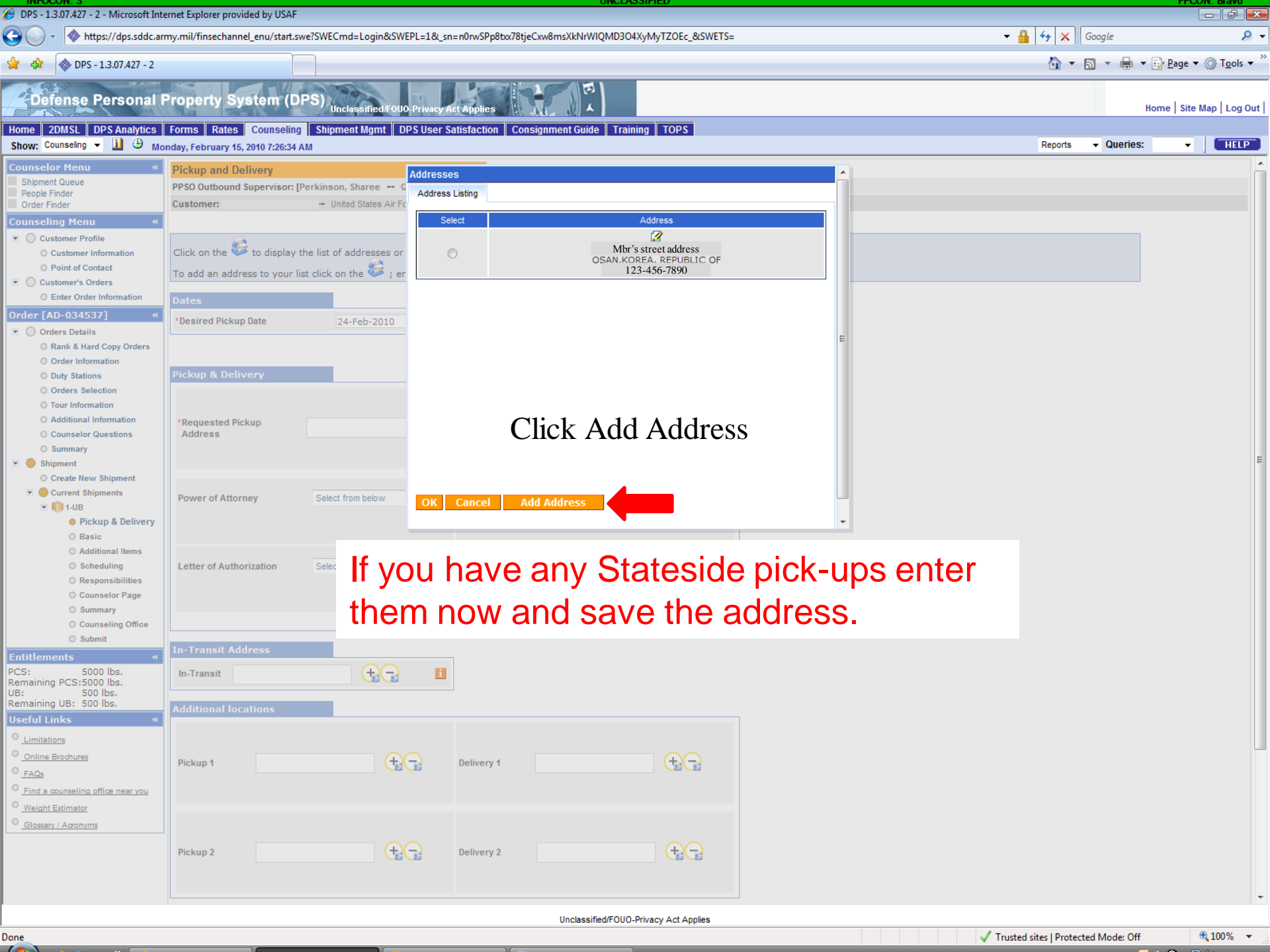


Enter the information for your Pickup Address in Korea. **The City for all Osan AB members will be OSAN EVEN IF YOU LIVE OFF BASE.** Type in the real City on the address line portion at the top of the box. Example on next slide.



Enter the first 4 of the city (it will self populate) select the city pickup is from.

Click Save Address (Bases are considered Cities)



Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:26:34 AM

Reports Queries: HELP

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
 - Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
 - Order [AD-034537]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 5000 lbs.
 - Remaining PCS: 5000 lbs.
 - UB: 500 lbs.
 - Remaining UB: 500 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: -- United States Air Fc

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Authorization Select

Addresses

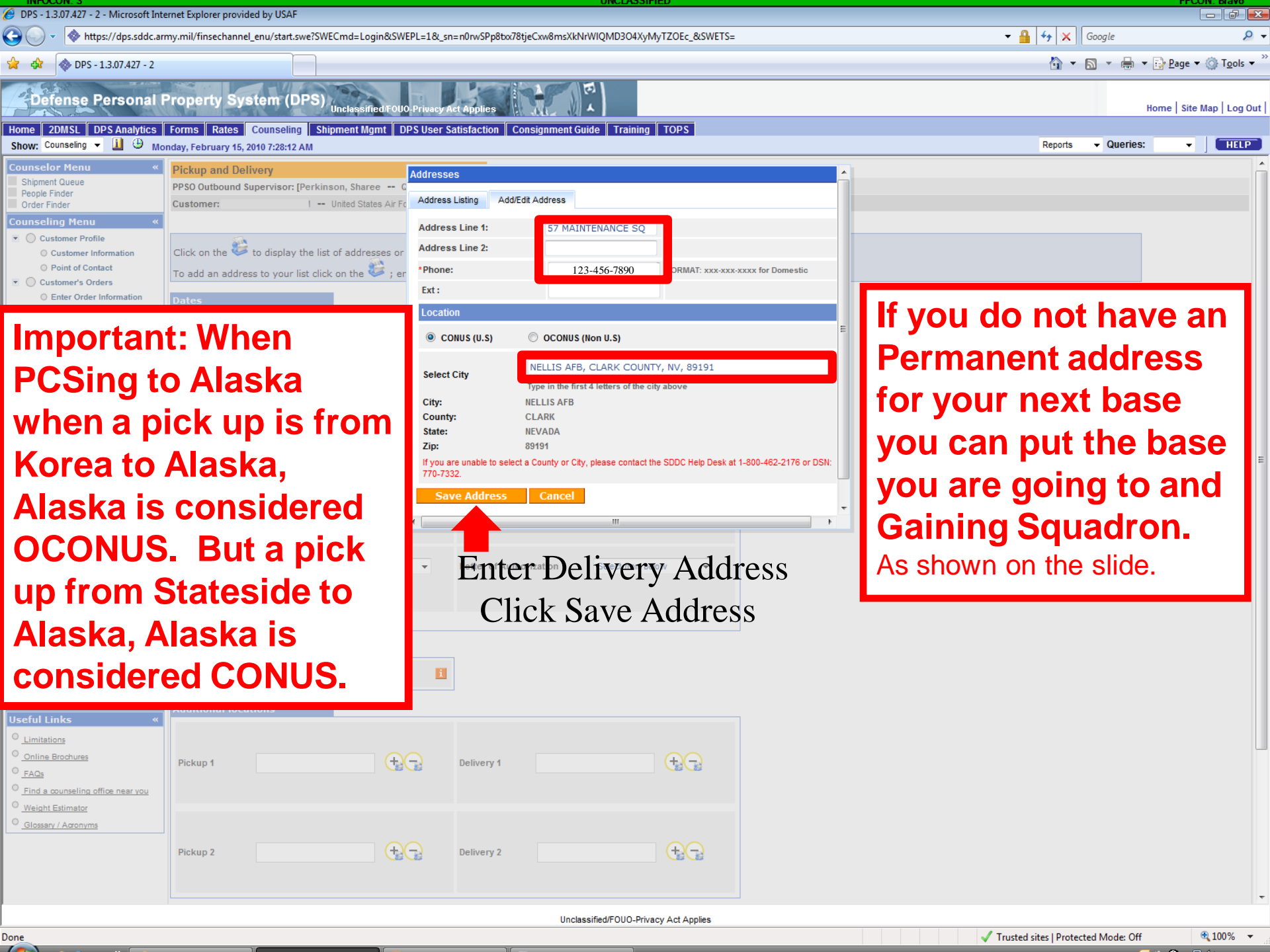
Address Listing

Select	Address
<input type="radio"/>	Mbr's street address OSAN.KOREA. REPUBLIC OF 123-456-7890

OK Cancel **Add Address**

Click Add Address

If you have any Stateside pick-ups enter them now and save the address.



Important: When PCSing to Alaska when a pick up is from Korea to Alaska, Alaska is considered OCONUS. But a pick up from Stateside to Alaska, Alaska is considered CONUS.

If you do not have an Permanent address for your next base you can put the base you are going to and Gaining Squadron. As shown on the slide.

Enter Delivery Address
Click Save Address

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
 - Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
 - Order [AD-034537]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery**
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 5000 lbs.
 - Remaining PCS: 5000 lbs.
 - UB: 500 lbs.
 - Remaining UB: 500 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: -- United States Air Fc

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Authorization Select from below Letter of Authorization Select from below

Addresses

Address Listing

Select	Address
<input type="radio"/>	Mbr's street address OSAN.KOREA. REPUBLIC OF 123-456-7890
<input type="radio"/>	57 MAINTENANCE SQ NELLIS AFB, NV 89191 123-456-7890

Click Add Address

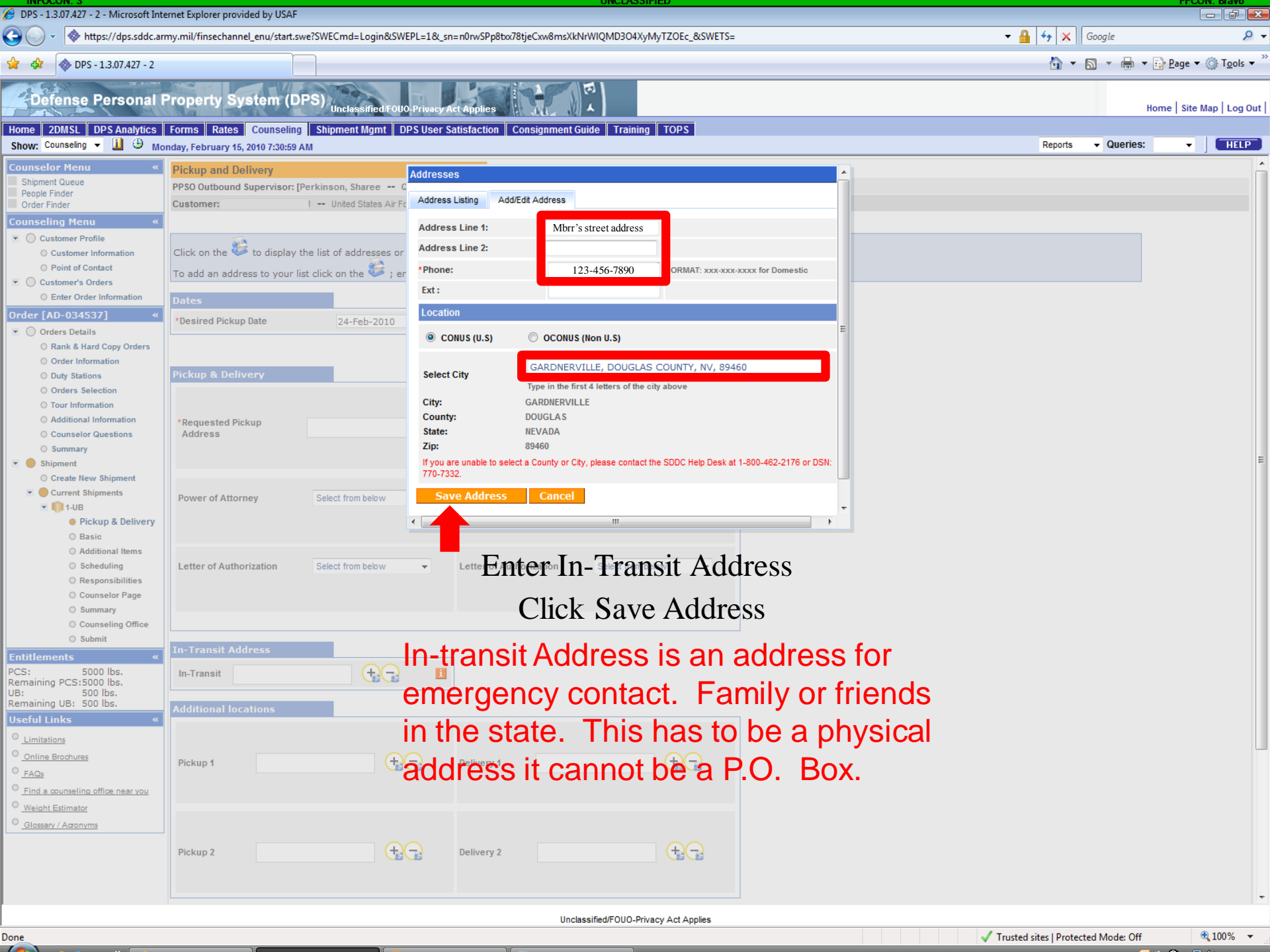
OK Cancel **Add Address**

In-Transit Address

In-Transit

Additional locations

Pickup 1 <input type="text"/>	Delivery 1 <input type="text"/>
Pickup 2 <input type="text"/>	Delivery 2 <input type="text"/>



Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:30:59 AM

Reports Queries: HELP

- Counselor Menu**
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
- Order [AD-034537]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: [United States Air F

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Authorization Select from below

Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

*Phone: FORMAT: xxx-xxx-xxxx for Domestic

Ext:

Location

CONUS (U.S) OCONUS (Non U.S)

Select City:

Type in the first 4 letters of the city above

City: GARDNERVILLE
County: DOUGLAS
State: NEVADA
Zip: 89460

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Save Address Cancel

Enter In-Transit Address
Click Save Address

In-transit Address is an address for emergency contact. Family or friends in the state. This has to be a physical address it cannot be a P.O. Box.

In-Transit Address

In-Transit

Additional locations

Pickup 1

Pickup 2

Delivery 1

Delivery 2

Unclassified/FOUO-Privacy Act Applies

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
 - Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
 - Order [AD-034537]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 5000 lbs.
 - Remaining PCS: 5000 lbs.
 - UB: 500 lbs.
 - Remaining UB: 500 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: [United States Air F

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Authorization Select from below Letter of Authorization Select from below

In-Transit Address

In-Transit

Additional locations

Pickup 1

Delivery 1

Pickup 2

Delivery 2

Addresses

Address Listing

Select	Address
<input checked="" type="radio"/>	Mbr's street address OSAN.KOREA. REPUBLIC OF 123-456-7890
<input type="radio"/>	57 MAINTENANCE SQ NELLIS AFB,NV 89191 123-456-7890
<input type="radio"/>	Mbr's street address GARDNERVILLE,NV 89460 123-456-7890

Select your Pickup Address
Click OK

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 8000 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

* Is this a Local Move? Yes No

Dates

*Desired Pickup Date: 28-Feb-2011 *Desired Delivery Date: 29-Jul-2011

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

Pickup & Delivery

*Authorized Pickup Address	BLDG 1472 RM 103A OSAN,KOREA, REPUBLIC OF	*Authorized Delivery Address	
* GBLOC	Select from below QXAK QNFL		
*Requested Pickup Address	BLDG 1472 RM 103A OSAN,KOREA, REPUBLIC OF	*Requested Delivery Address	
* GBLOC	Select from below QXAK QNFL		

1

2

1. You must select the pick up address for Authorized pickup and Requested pickup address. For all shipments leaving S. Korea select **QNFL** for the GBLOC.

2. Click the rolodex to select your Delivery Address

Defense Personal Property System (DPS)

Unclassified/FOUO/Privacy Act Applies

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
 - Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
 - Order [AD-034537]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 5000 lbs.
 - Remaining PCS: 5000 lbs.
 - UB: 500 lbs.
 - Remaining UB: 500 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C

Customer: [-- United States Air F

Click on the to display the list of addresses or
To add an address to your list click on the ; er

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address BLDG 1465 RM 608D
OSAN,KOREA, REPUBLIC
7840937

*GBLOC
QXAK
QNFL

QNFL-AF Personn
assigned to Osan

Power of Attorney Power of Attorney

Letter of Authorization Letter of Authorization

In-Transit Address

In-Transit

Additional locations

Pickup 1

Delivery 1

Addresses

Address Listing

Select	Address
<input type="radio"/>	Mbr's street address OSAN,KOREA, REPUBLIC OF 123-456-7890
<input checked="" type="radio"/>	57 MAINTENANCE SQ NELLIS AFB,NV 89191 123-456-7890
<input type="radio"/>	Mbr's street address GARDNERVILLE,NV 89460 123-456-7890

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

Select your delivery address
Click OK

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 8000 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

* Is this a Local Move? Yes No

Dates

*Desired Pickup Date: 28-Feb-2011 *Desired Delivery Date: 29-Jul-2011

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

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

Pickup & Delivery

The following locations require you to select a GBLOC:

- Yokota- QFFL
- Kadena-QIFL
- Misawa-QEFL
- Italy-UCFS
- Guam-PBNQ
- Azores-YAFC
- Cali-KKFA
- Fort Meade-BGAC

*Authorized Delivery Address

1

*Requested Delivery Address

Power of Attorney Attorney



1. You must select the Delivery address for Authorized delivery and Requested delivery.

2. If you had any POAs they will appear in drop down list.

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD3O4XyMyTZOEc_&SWETS=

DPS - 1.3.07.427 - 2

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:34:02 AM Reports Queries: HELP

- Orders Selection
- Tour Information
- Additional Information
- Counselor Questions
- Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery**
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit

Entitlements




PCS: 5000 lbs.
Remaining PCS: 5000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links









- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

*Requested Pickup Address	Mbr's street address OSAN KOREA, REPUBLIC OF 123-456-7890	*Requested Delivery Address	57 MAINTENANCE SQ NELLIS AFB, NV 89191 123-456-7890
*GBLOC	Select from below QXAK QNFL	QNFL-AF Personnel assigned to Osan AB.	
Power of Attorney	Select from below	Power of Attorney	Select from below
Letter of Authorization	Select from below	Letter of Authorization	Select from below

In-Transit Address

In-Transit   

Additional locations

Pickup 1	<input type="text"/>	 	Delivery 1	<input type="text"/>	 
Pickup 2	<input type="text"/>	 	Delivery 2	<input type="text"/>	 

Releasing & receiving agents

Releasing	Select from below	Receiving	Select from below
-----------	-------------------	-----------	-------------------

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

Unclassified/FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off 100%



Click the  next to add In-Transit Address

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD3O4XyMyTZOEc_&SWETS=

DPS - 1.3.07.427 - 2

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home | 2DMSL | DPS Analytics | Forms | Rates | Counseling | Shipment Mgmt | DPS User Satisfaction | Consignment Guide | Training | TOPS

Show: Counseling Monday, February 15, 2010 7:34:42 AM Reports Queries: HELP

- Orders Selection
- Tour Information
- Additional Information
- Counselor Questions
- Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 5000 lbs.
Remaining PCS: 5000 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Mbr's street address

Requested Pickup Address OSAN.KOREA, REPUBLIC OF 123-456-7890

GBLOC Select from below QNFL-AF Person assigned to Osan

Power of Attorney Select from below

Letter of Authorization Select from below

In-Transit Address

In-Transit

Additional locations

Pickup 1 Delivery 1

Pickup 2 Delivery 2

Releasing & receiving agents

Releasing Select from below Receiving Select from below

<< Previous Next >>

Unclassified/FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off 100%

Addresses

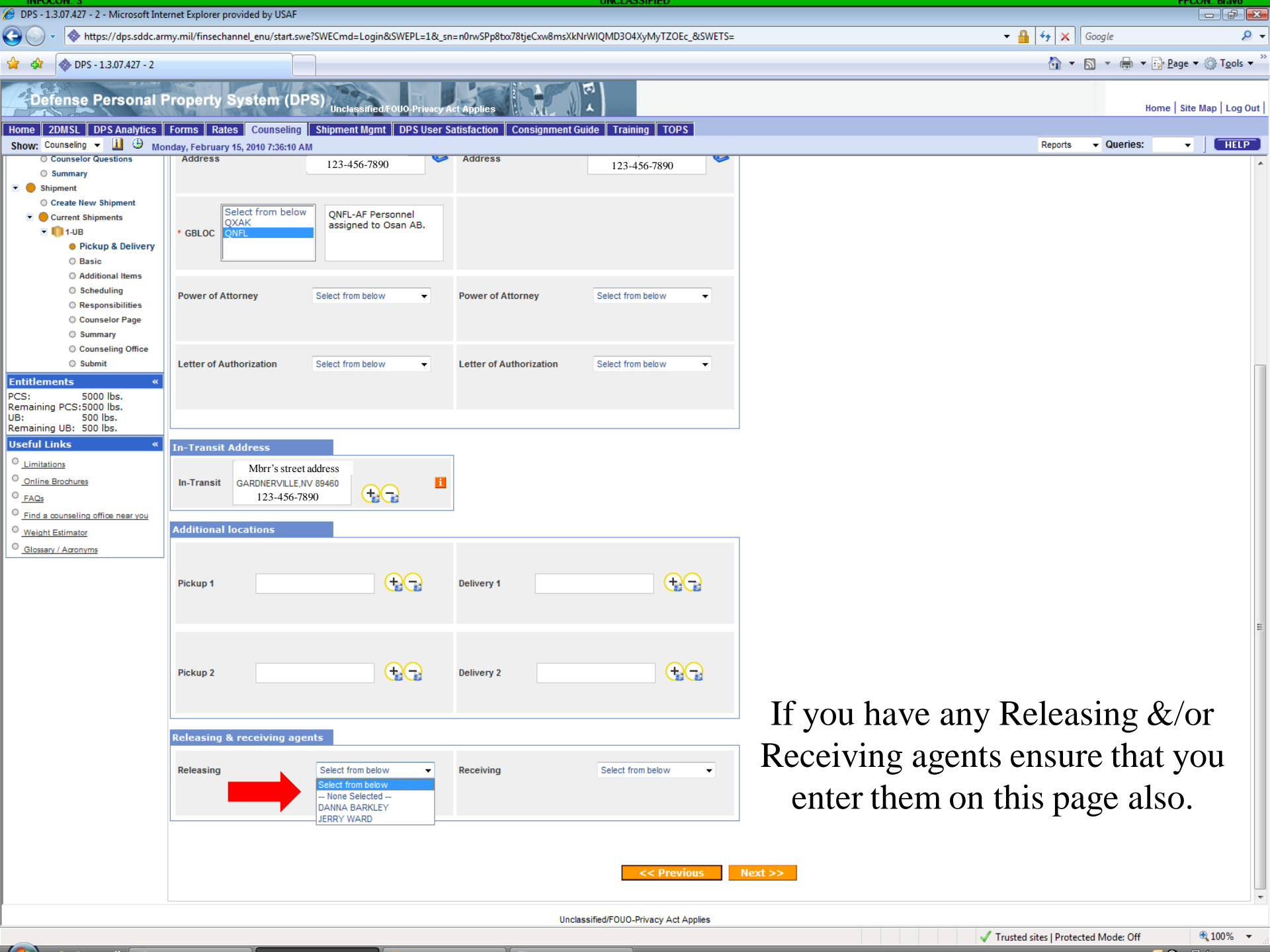
Address Listing

Select	Address
<input type="radio"/>	Mbr's street address OSAN.KOREA, REPUBLIC OF 123-456-7890
<input type="radio"/>	57 MAINTENANCE SQ NELLIS AFB,NV 89191 123-456-7890
<input checked="" type="radio"/>	Mbr's street address GARDNERVILLE,NV 89460 123-456-7890

OK Cancel Add Address

Select your In-Transit Address
Click OK





Monday, February 15, 2010 7:36:10 AM

Address	123-456-7890	Address	123-456-7890
GBLOC	Select from below QXAK QNFL	QNFL-AF Personnel assigned to Osan AB.	
Power of Attorney	Select from below	Power of Attorney	Select from below
Letter of Authorization	Select from below	Letter of Authorization	Select from below

In-Transit Address

Mbr's street address
 In-Transit GARDNERVILLE, NV 89460
 123-456-7890

Additional locations

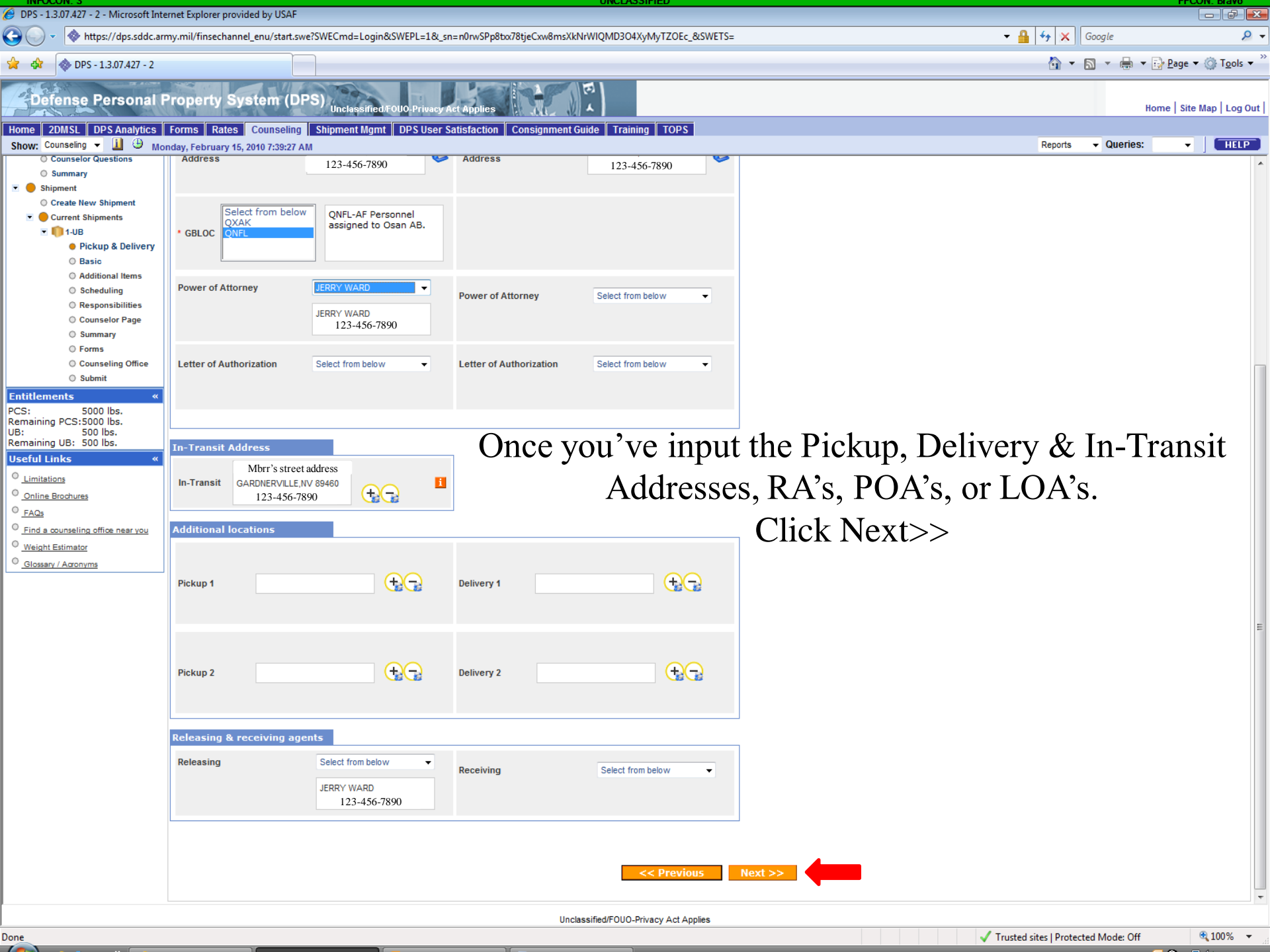
Pickup 1	<input type="text"/>	Delivery 1	<input type="text"/>
Pickup 2	<input type="text"/>	Delivery 2	<input type="text"/>

Releasing & receiving agents

Releasing	Select from below Select from below -- None Selected -- DANNA BARKLEY JERRY WARD	Receiving	Select from below
-----------	--	-----------	-------------------

If you have any Releasing &/or Receiving agents ensure that you enter them on this page also.

<< Previous Next >>



Once you've input the Pickup, Delivery & In-Transit Addresses, RA's, POA's, or LOA's. Click Next>>

<< Previous Next >>



- Counseling Menu**
- Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information

Basic HHG

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Please provide basic information about your shipment.

House Hold Good Basic screen

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

Shipment Weights Destination Shipping Information

***Total estimated weight of your household goods**
[i.e. enter the total estimated weight of all items that are being shipped]

***Estimated weight of PBP&E [Pro Gear]**
[i.e. enter portion of Total estimated weight that is Pro Gear]

***Estimated weight of spouse's PBP&E [Pro Gear]**
[i.e. enter portion of Total estimated weight that is Pro Gear]

***Spouse's Profession**
[NOTE: Your spouse is only entitled to ship a maximum of 500 lbs Pro Gear in support of their occupation or community support activities]

10 i

0 i **1.**

NONE

Weight Estimator Form

How will PBP&E affect my household goods weight? i

How will spouse's PBP&E affect my household goods weight? i

- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Forms
 - Counseling Office
 - Submit

Special Items included in shipment

<input type="checkbox"/> Grandfather clock	<input type="checkbox"/> Shrunk/Large wall unit	<input type="checkbox"/> Plasma TV	<input type="checkbox"/> Gas-powered equipment
<input type="checkbox"/> Spa/Jacuzzi	<input type="checkbox"/> Piano	<input type="checkbox"/> Shed	<input type="checkbox"/> High value items
<input type="checkbox"/> Alcoholic beverages	<input type="checkbox"/> Front load washer/dryer		
<input type="checkbox"/> Utility trailer			



1. Input an estimated weight for your HHGs, Pro Gear. Spouse Pro Gear will be 0 and Spouse profession will be none.

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

Additional Information

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

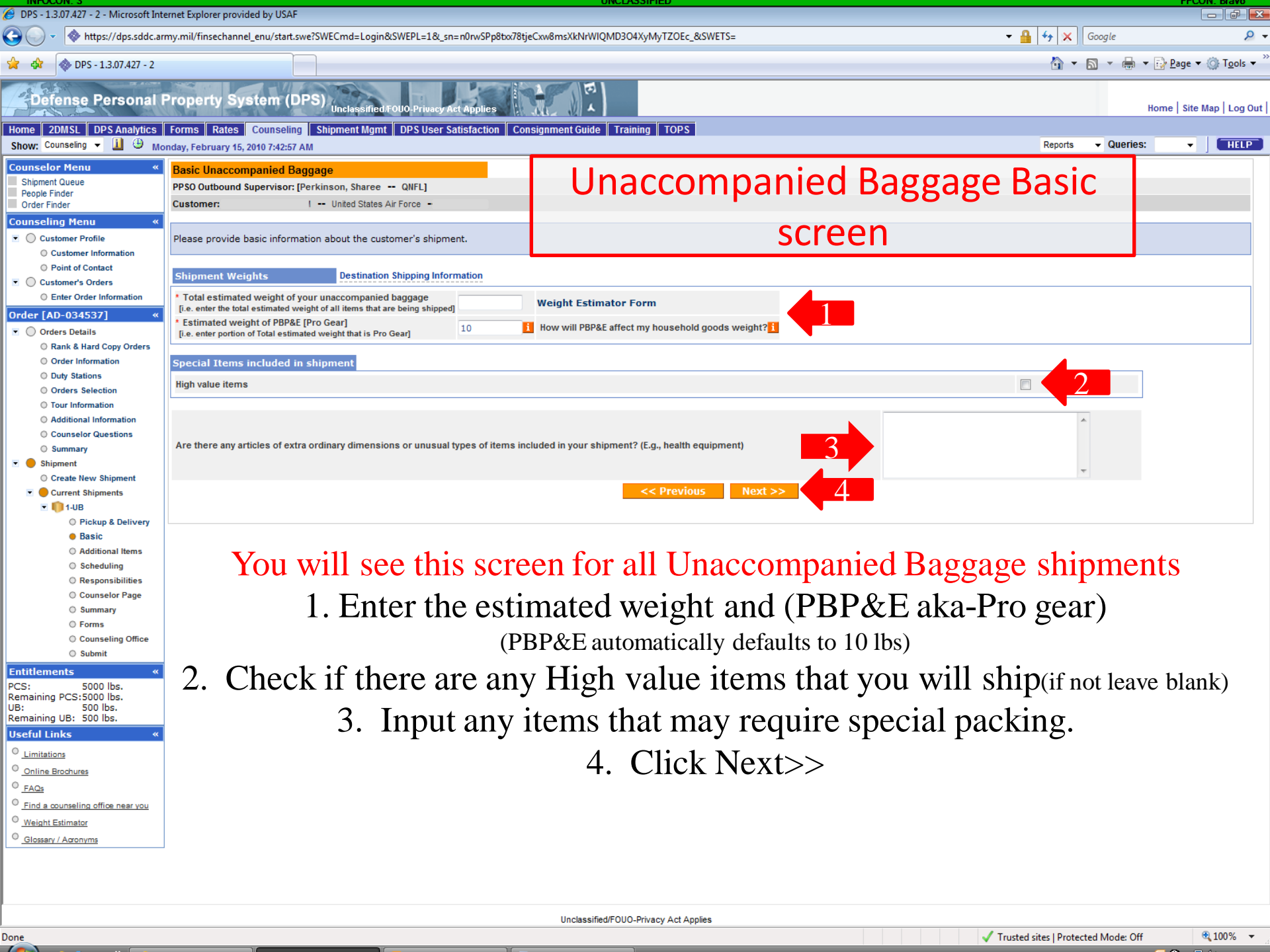


<< Previous Next >>



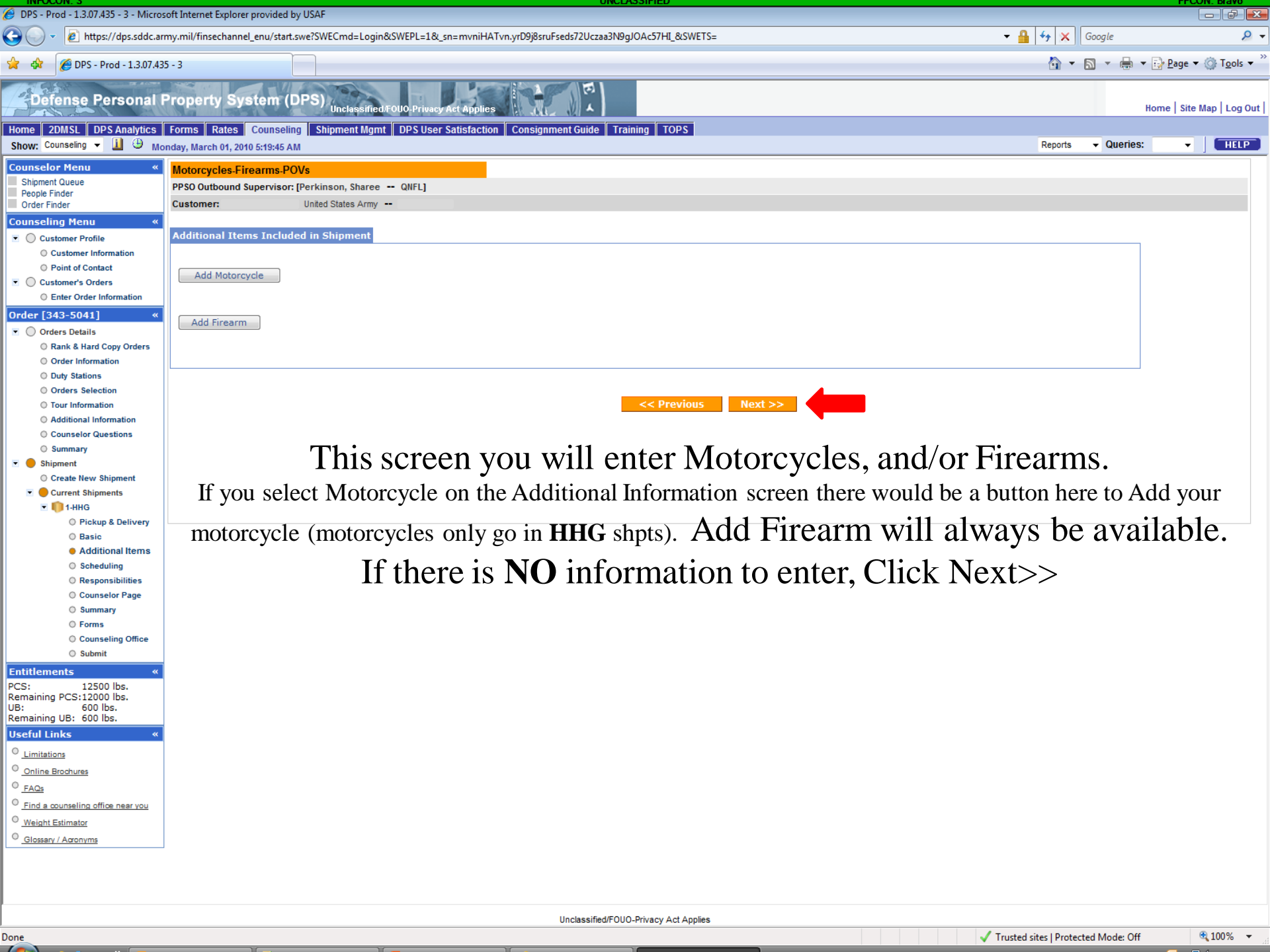
You will see this screen for all House Hold Good shipments

2. Select any special items you have.
3. List dimensions of large screen TVs.
4. Click Next>>



Unaccompanied Baggage Basic screen

- You will see this screen for all Unaccompanied Baggage shipments
1. Enter the estimated weight and (PBP&E aka-Pro gear)
(PBP&E automatically defaults to 10 lbs)
 2. Check if there are any High value items that you will ship (if not leave blank)
 3. Input any items that may require special packing.
 4. Click Next>>



Motorcycles-Firearms-POVs

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: United States Army --

Additional Items Included in Shipment

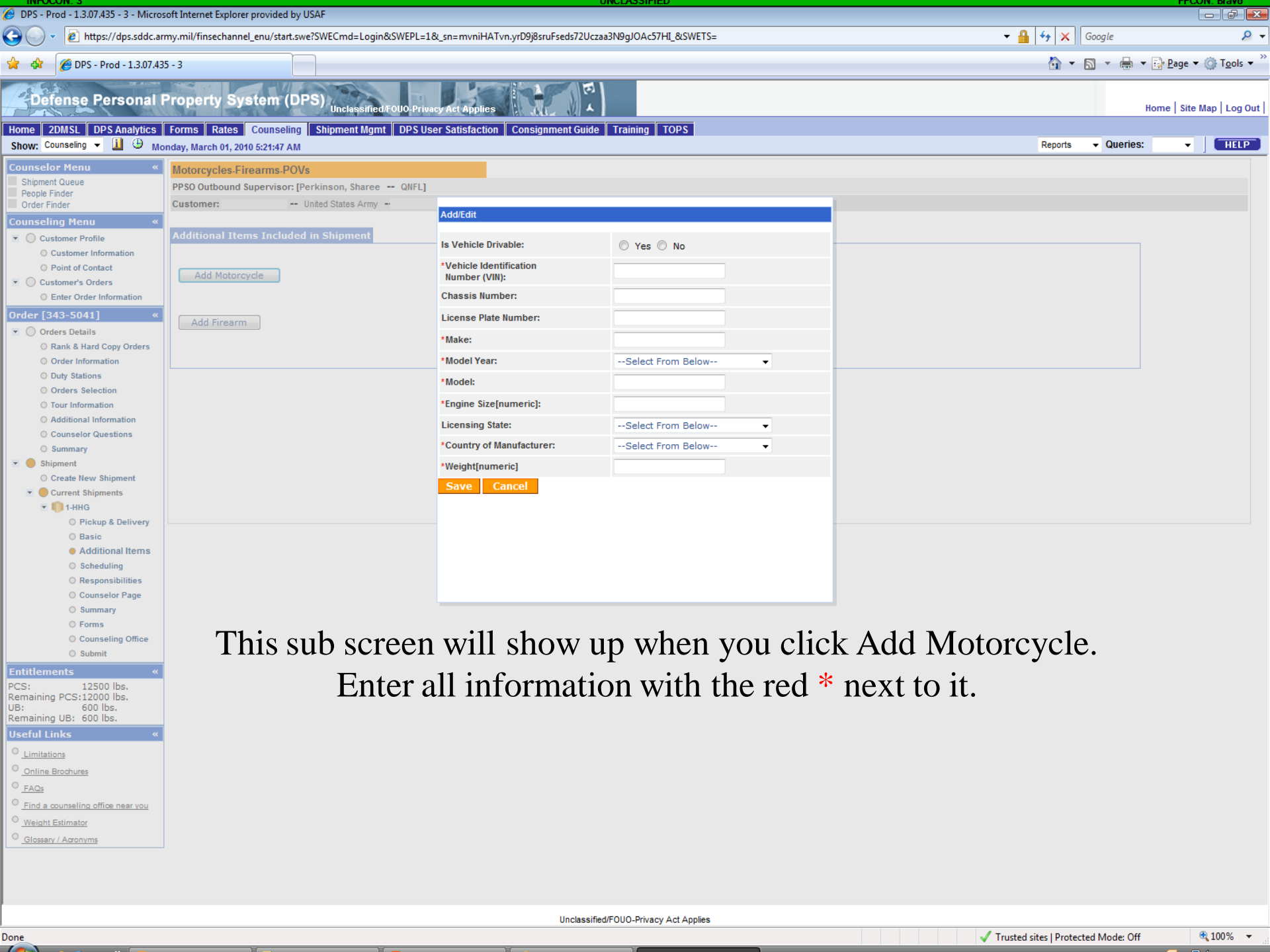
<< Previous Next >>



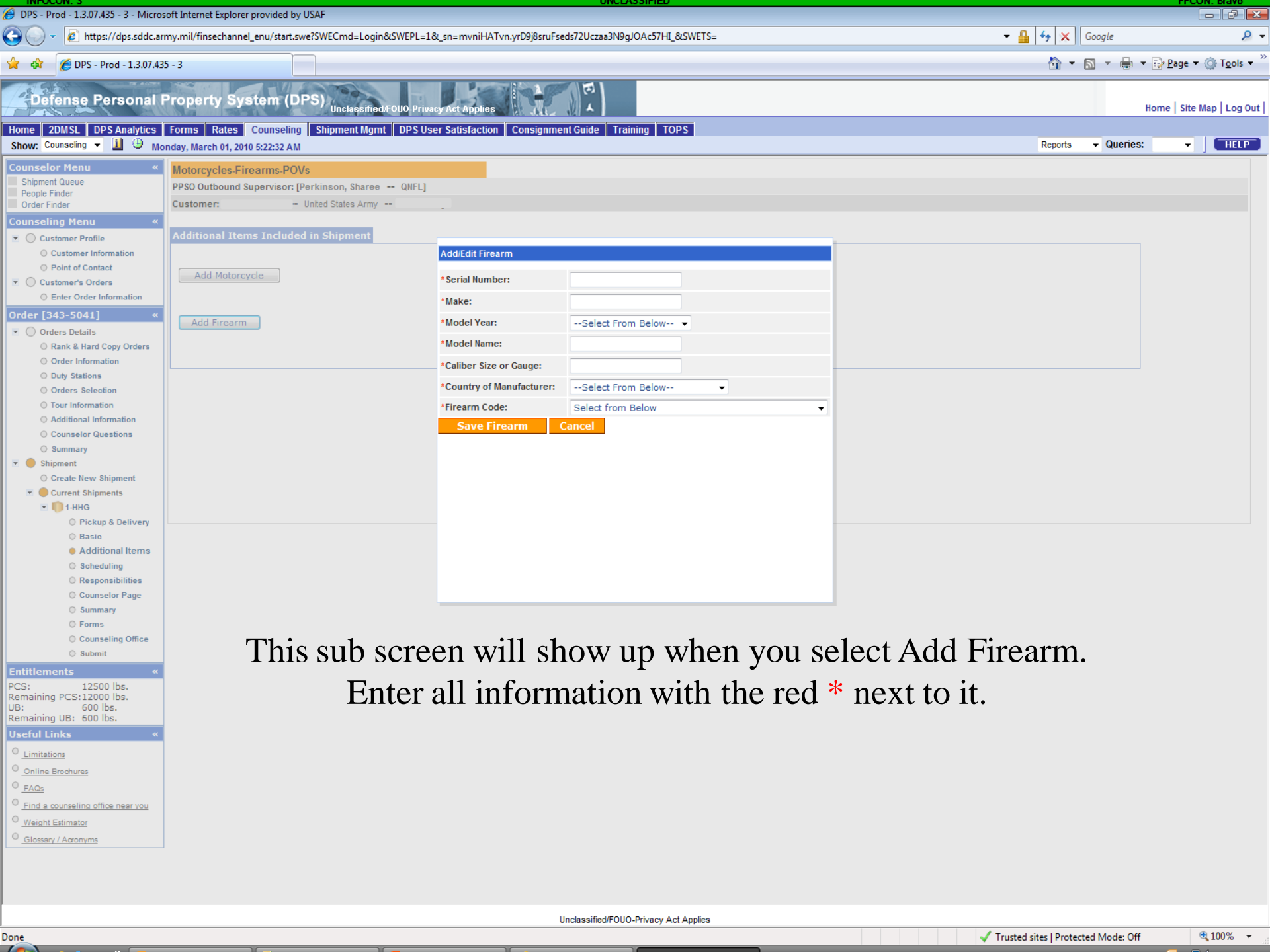
This screen you will enter Motorcycles, and/or Firearms.

If you select Motorcycle on the Additional Information screen there would be a button here to Add your motorcycle (motorcycles only go in **HHG** shpts). Add Firearm will always be available.

If there is **NO** information to enter, Click Next>>



This sub screen will show up when you click Add Motorcycle.
Enter all information with the red * next to it.



Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, March 01, 2010 5:22:32 AM

Reports Queries: HELP

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
- Order [343-5041]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Forms
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 12500 lbs.
 - Remaining PCS: 12000 lbs.
 - UB: 600 lbs.
 - Remaining UB: 600 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Motorcycles-Firearms-POVs

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: -- United States Army --

Additional Items Included in Shipment

Add Motorcycle

Add Firearm

Add/Edit Firearm

*Serial Number:

*Make:

*Model Year: --Select From Below--

*Model Name:

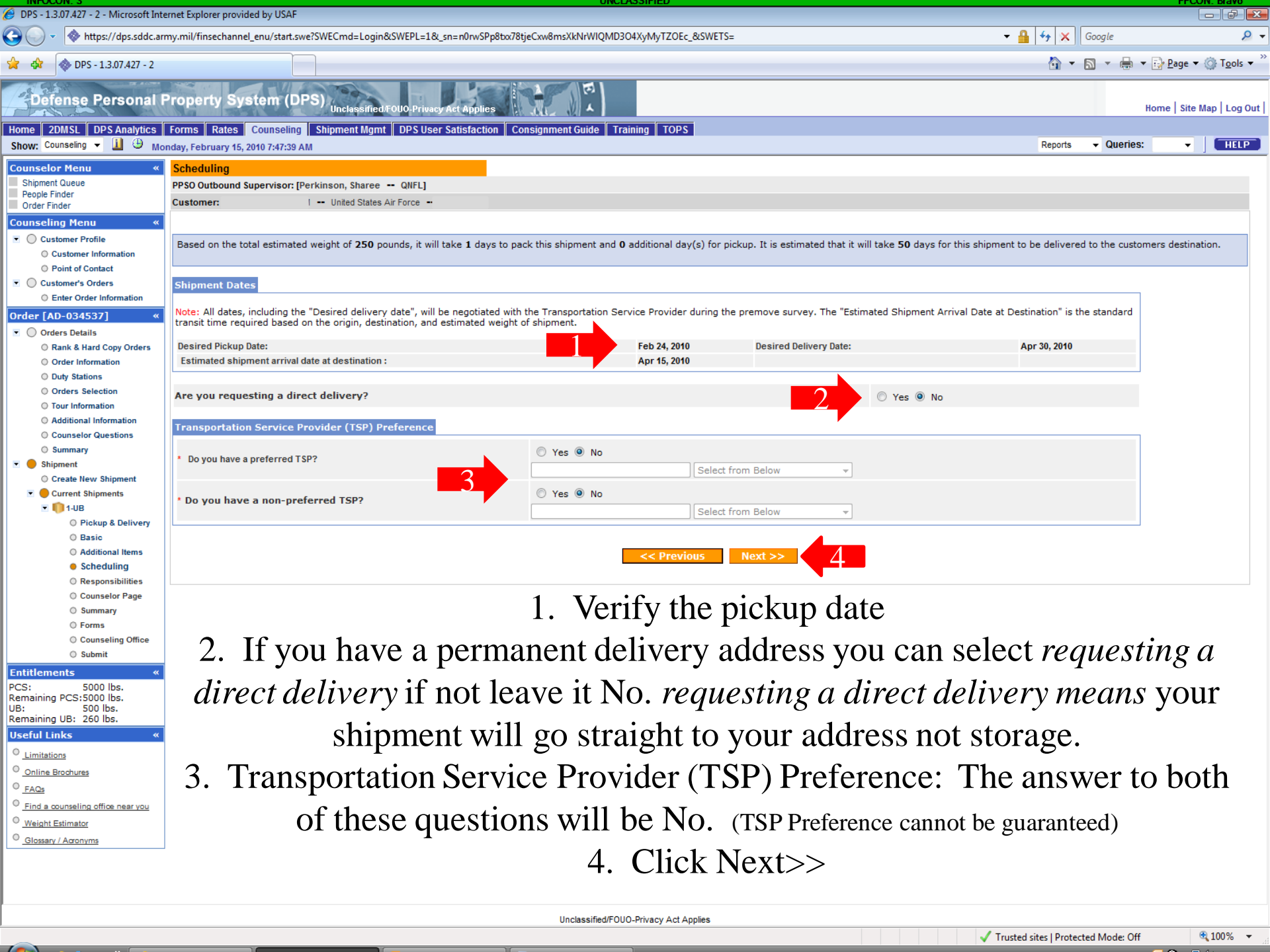
*Caliber Size or Gauge:

*Country of Manufacturer: --Select From Below--

*Firearm Code: Select from Below

Save Firearm **Cancel**

This sub screen will show up when you select Add Firearm.
 Enter all information with the red * next to it.



1. Verify the pickup date
2. If you have a permanent delivery address you can select *requesting a direct delivery* if not leave it No. *requesting a direct delivery* means your shipment will go straight to your address not storage.
3. Transportation Service Provider (TSP) Preference: The answer to both of these questions will be No. (TSP Preference cannot be guaranteed)
4. Click Next>>

- Counselor Menu
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
- Order [AD-034537]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities**
 - Counselor Page
 - Summary
 - Forms
 - Counseling Office
 - Submit
- Entitlements
 - PCS: 5000 lbs.
 - Remaining PCS: 5000 lbs.
 - UB: 500 lbs.
 - Remaining UB: 260 lbs.
- Useful Links
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Customer Responsibilities
PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]
Customer: | -- United States Air Force --

Please review the following information with the customer and provide them with a printed copy by using the "Print" option at the bottom of the page.

Read all of your Responsibilities as the member before your pick up date on this page.
Scroll through to the bottom of this screen.

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

BE THERE ON MOVE DAY

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

MEMBER RESPONSIBILITIES BEFORE PACKERS ARRIVE

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

CARRIER RESPONSIBILITIES ON MOVING DAY

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

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

GYPSY MOTH

If you live in a gypsy moth quarantine area you must read the Department of Agriculture's pamphlet titled "Don't Move a Gypsy Moth".

The following States are entirely within the quarantine area:

Connecticut, Delaware, the District of Columbia, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Parts of the following States are within the quarantine area: Indiana, Illinois, Maine, North Carolina, Ohio, Virginia, West Virginia, Wisconsin. If your shipment has a pickup in one of the states that is partially quarantined, [Click here](#) to determine whether the county/city is affected.

If your shipment is affected, you are responsible for making sure that your outdoor household articles don't move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of household goods, and Department of Agriculture has developed a pamphlet to assist you. [Click here](#) to access the pamphlet.

If you decide to perform a self-inspection, as described in the pamphlet, you must print and fill-out the Self-Inspection checklist included on the final page of the pamphlet.

CUSTOMER SATISFACTION SURVEY

After delivery of your shipment, you will have the opportunity to complete a Customer Satisfaction Survey (CSS). This survey is very important since it impacts the quality ranking of Transportation Service Providers (TSPs). TSPs with better scores will be offered more shipments; therefore you have the opportunity to influence the selection of TSPs for your future shipments as well as the shipments of your fellow DoD personnel. Upon delivery of your shipment, you can access your survey by logging on to DPS and clicking on the CSS tab

SHIPMENT VALUE/CLAIMS

If the shipment was accepted by the NTS-Transportation 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 shipment. If your shipment was accepted by the NTS-Transportation Service Provider after 1 March 2008, your shipment has Full Replacement Value (FRV) coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for Household Goods or gross weight for Unaccompanied Baggage, whichever is greater, up to a maximum of \$50,000. The Transportation Service Provider is responsible for obtaining cost estimates for the following:

- Repair of damaged property to original condition
- Replace with an item of like kind and quality
- Destination
- Payment of replacement cost of the item

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery.

If 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. [If you file your actual claim within 75 days from the date of your delivery, you are not required to submit a Loss/Damage Report].

Warning: Submission of the Loss/Damage Report only provides notice of your Loss and Damage and does not constitute filing of your claim. Therefore you must file an actual claim to receive replacement/reimbursement for this loss/damage.

If you submit your Loss/Damage Report later than 75 days after your delivery date, you will be required to enter a reason for the delay.

GENERAL ITEMS

If there is any change in orders or there are other factors that could affect delivery of your shipment, you must contact either the Origin or Destination PPSO Transportation Office. It is your responsibility to contact the Destination PPSO or to update your destination contact information, including a point of contact, in DPS immediately upon arrival to your new destination for when your property arrives. This minimizes the risk of you missing a critical phone call or message and having your personal property placed in temporary storage (SIT - Storage-in-Transit). If your goods are placed in storage, you may have to wait several days to even weeks until delivery can be arranged. Remember, you or your designated agent must be present at the pick up and delivery locations between 8 a.m. and 5 p.m. on your scheduled dates.

Read the [It's Your Move Pamphlet](#) This pamphlet has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats and firearms. It will also help you understand your entitlements and responsibilities in filing a claim for any loss or damage that may occur

Have a safe and successful move.

[\[Top of Page\]](#)

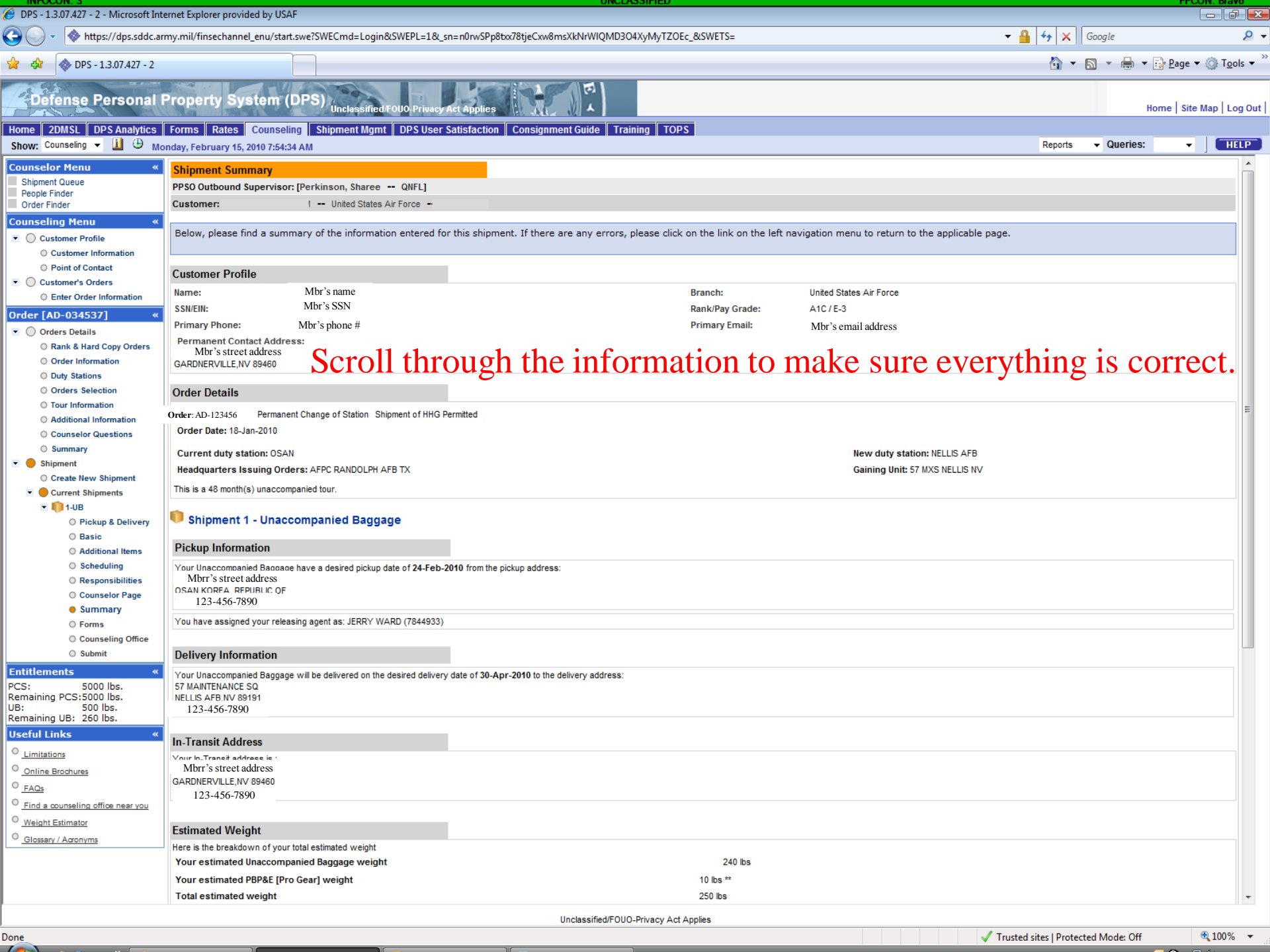
[Click here to confirm that the customer has been advised and/or provided with a printed copy of the customer responsibilities information listed above.](#)

Print

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

1. Check the box next to the statement

2. Click Next>>



Defense Personal Property System (DPS)

Unclassified/FOUO/Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:54:34 AM

Reports Queries HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Entitlements

PCS: 5000 lbs.
 Remaining PCS: 5000 lbs.
 UB: 500 lbs.
 Remaining UB: 260 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Shipment Summary

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: United States Air Force

Below, please find a summary of the information entered for this shipment. If there are any errors, please click on the link on the left navigation menu to return to the applicable page.

Customer Profile

Name:	Mbr's name	Branch:	United States Air Force
SSN/EIN:	Mbr's SSN	Rank/Pay Grade:	A1C / E-3
Primary Phone:	Mbr's phone #	Primary Email:	Mbr's email address
Permanent Contact Address:	Mbr's street address		
	GARDNERVILLE, NV 89460		

Scroll through the information to make sure everything is correct.

Order Details

Order: AD-123456 Permanent Change of Station Shipment of HHG Permitted

Order Date: 18-Jan-2010

Current duty station: OSAN

New duty station: NELLIS AFB

Headquarters Issuing Orders: AFPC RANDOLPH AFB TX

Gaining Unit: 57 MXS NELLIS NV

This is a 48 month(s) unaccompanied tour.

Shipment 1 - Unaccompanied Baggage

Pickup Information

Your Unaccompanied Baggage have a desired pickup date of 24-Feb-2010 from the pickup address:

Mbr's street address
 OSAN KORFA REPUBLIC OF
 123-456-7890

You have assigned your releasing agent as: JERRY WARD (7844933)

Delivery Information

Your Unaccompanied Baggage will be delivered on the desired delivery date of 30-Apr-2010 to the delivery address:

57 MAINTENANCE SQ
 NELLIS AFB NV 89191
 123-456-7890

In-Transit Address

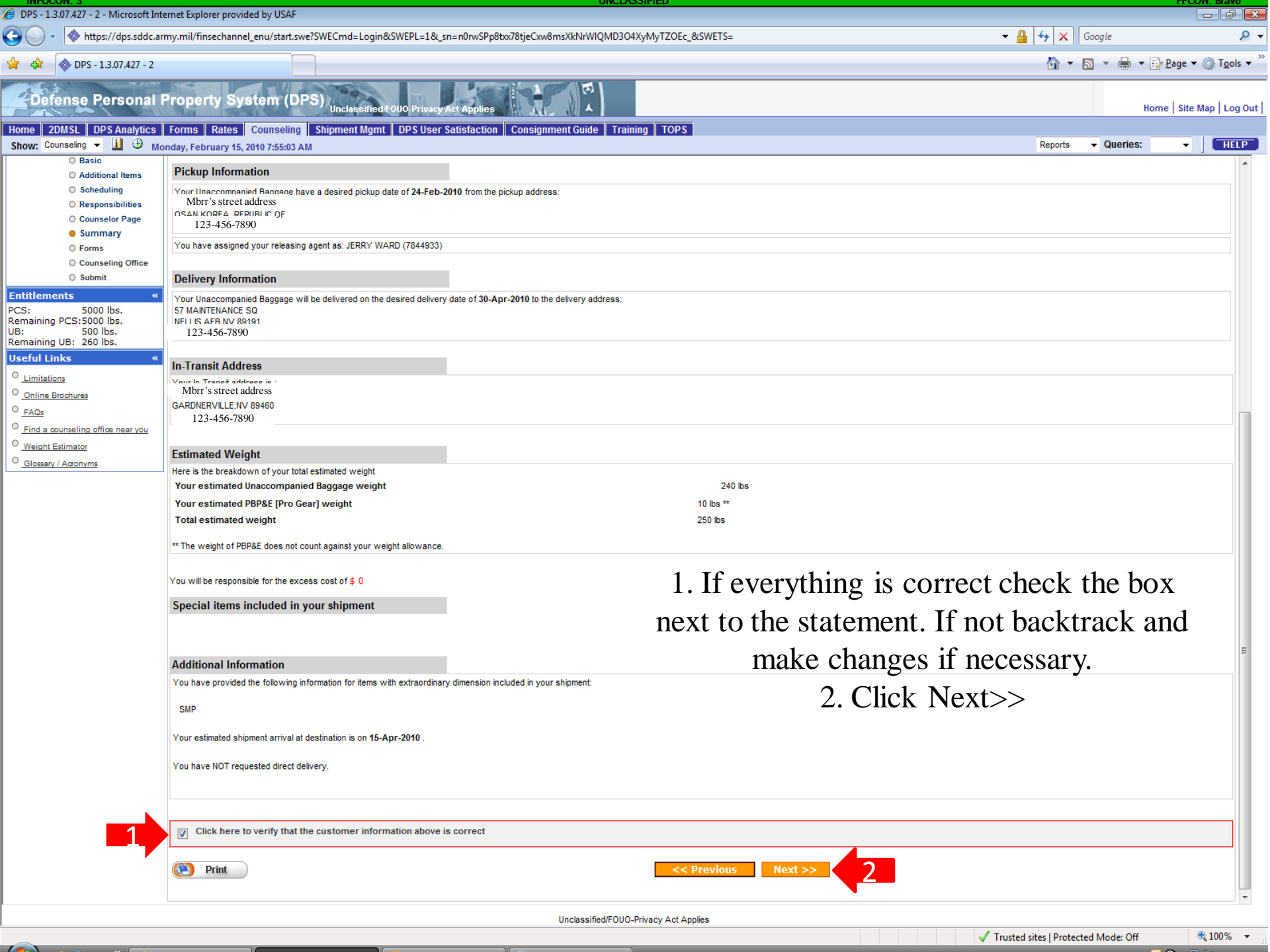
Your In-Transit address is:

Mbr's street address
 GARDNERVILLE, NV 89460
 123-456-7890

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Unaccompanied Baggage weight	240 lbs
Your estimated PBP&E [Pro Gear] weight	10 lbs **
Total estimated weight	250 lbs



Pickup Information

Your Unaccompanied Baggage have a desired pickup date of **24-Feb-2010** from the pickup address:
Mbr's street address
OSAN KOREA REPUBLIC OF
123-456-7890

You have assigned your releasing agent as: JERRY WARD (7844933)

Delivery Information

Your Unaccompanied Baggage will be delivered on the desired delivery date of **30-Apr-2010** to the delivery address:
57 MAINTENANCE SQ
NFI IIS AFR NV 89191
123-456-7890

In-Transit Address

Your In-Transit Address is -
Mbr's street address
GARDNERVILLE, NV 89460
123-456-7890

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Unaccompanied Baggage weight	240 lbs
Your estimated PBP&E [Pro Gear] weight	10 lbs **
Total estimated weight	250 lbs

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

You will be responsible for the excess cost of \$ 0

Special items included in your shipment

Additional Information

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

SMP

Your estimated shipment arrival at destination is on **15-Apr-2010**.

You have NOT requested direct delivery.



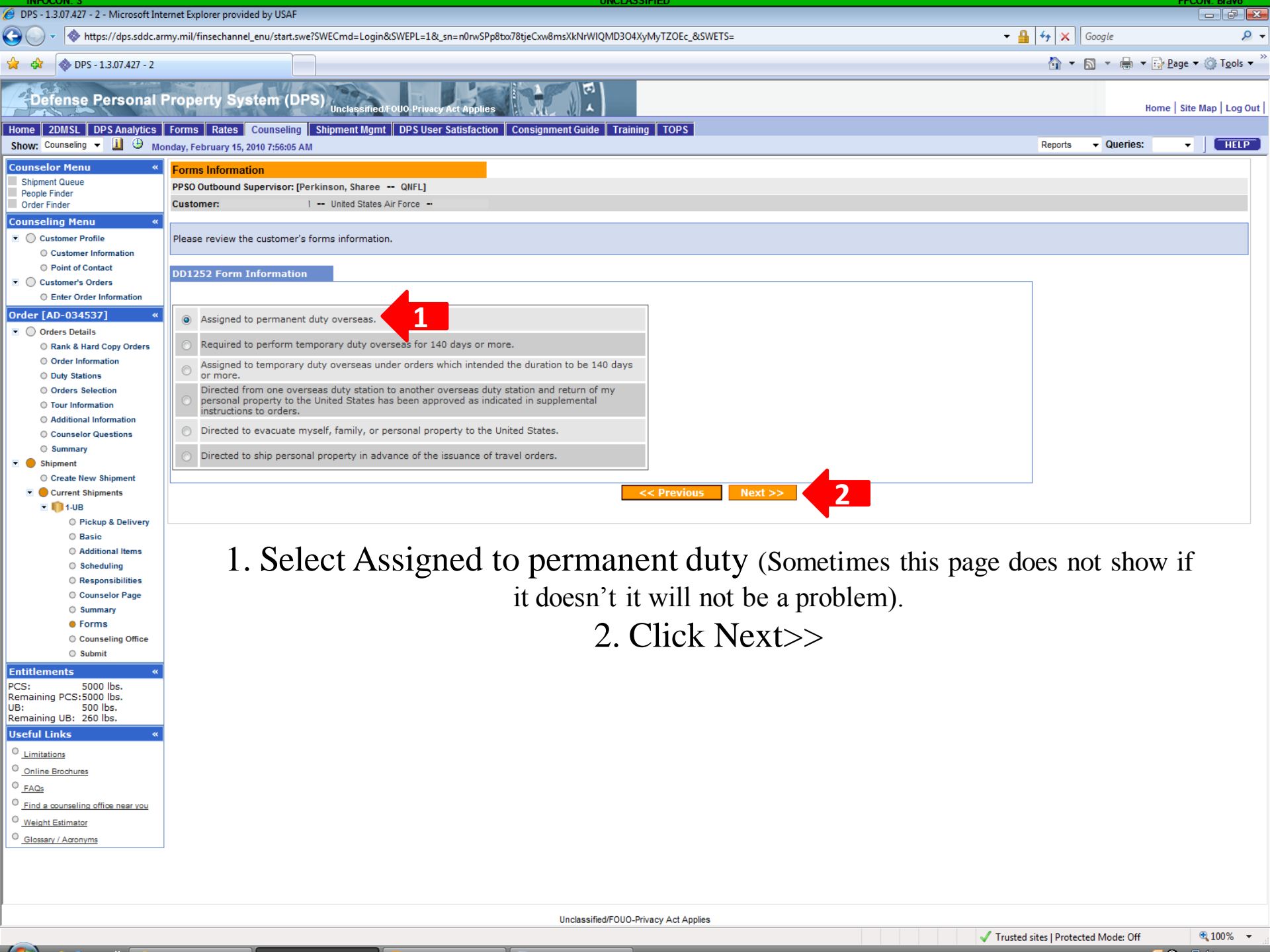
Click here to verify that the customer information above is correct

Print

<< Previous

Next >>





Forms Information

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: | -- United States Air Force --

Please review the customer's forms information.

DD1252 Form Information

- Assigned to permanent duty overseas.
- Required to perform temporary duty overseas for 140 days or more.
- Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.
- Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.
- Directed to evacuate myself, family, or personal property to the United States.
- Directed to ship personal property in advance of the issuance of travel orders.

<< Previous Next >>

1. Select Assigned to permanent duty (Sometimes this page does not show if it doesn't it will not be a problem).
2. Click Next>>

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer

Pickup Installation		Delivery Installation	
GBLOC:	QNFL	GBLOC:	HAFC
Installation Name:	OSAN AB, KOREA	Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

* Counseling Office:

Select from below

Selected Counseling Office Information

Installation Name:

Street:

City:

State:

ZIP/APO/FPO:

Country:

Phone:

DSN:

Fax:

DSN Fax:

Email:

51 LRS/COUNSELORS

BUCKLEY AFB

FE WARREN AFB

CREECH AFB

SCHRIEVER AFB

FORT CARSON

WANGENBERG AFB

EDWARDS AFB

SCALE AFB

TRAVIS AFB

WHIT

USCG HUMBOLDT BAY

PETITION AFB

TOOELE ARMY DEPOT

DUGWAY PROVING GROUND

MALMSTROM AFB

OFFUTT AFB

MCCONNELL AFB

CANNON AFB

DAVIS-MONTHAN AFB

NELLIS AFB

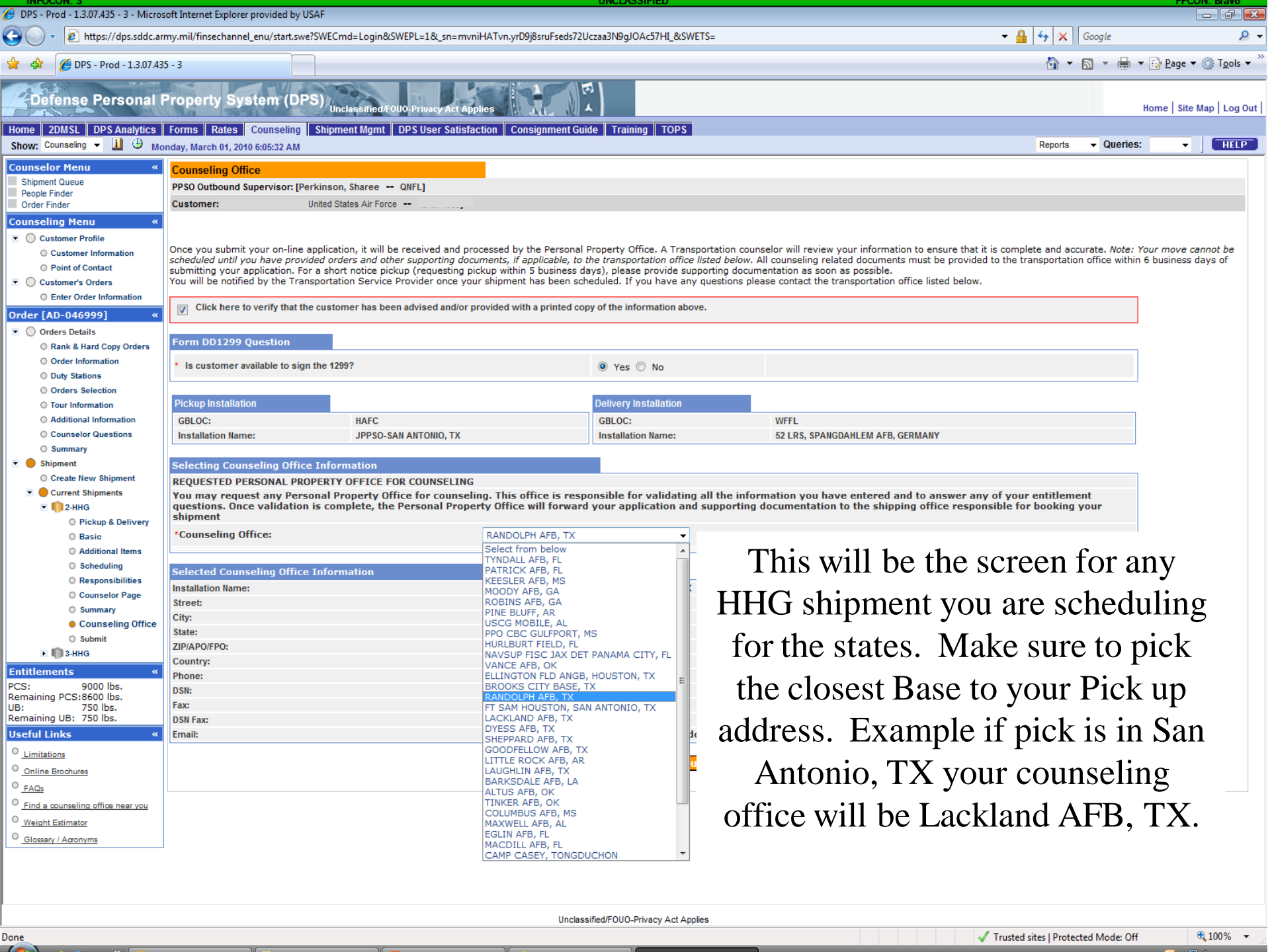
GRAND FORKS AFB

ELLSWORTH AFB

Next >>

- 1. Read the top 'Counseling Office' information, then Check the box next to the statement.**
- 2. Select 51 LRS/COUNSELORS for all shipments leaving South Korea.**

Go to next slide for Stateside pick up example



Counseling Office

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: United States Air Force --

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to verify that the customer has been advised and/or provided with a printed copy of the information above.

Form DD1299 Question

* Is customer available to sign the 1299? Yes No

Pickup Installation

GBLOC: HAFC
Installation Name: JPPSO-SAN ANTONIO, TX

Delivery Installation

GBLOC: WFFL
Installation Name: 52 LRS, SPANGDAHLEM AFB, GERMANY

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office: RANDOLPH AFB, TX

Select from below
 TYNDALL AFB, FL
 PATRICK AFB, FL
 KEESLER AFB, MS
 MOODY AFB, GA
 ROBINS AFB, GA
 PINE BLUFF, AR
 USCG MOBILE, AL
 PPO CBC GULFPORT, MS
 HURLBURT FIELD, FL
 NAVSUP FISC JAX DET PANAMA CITY, FL
 VANCE AFB, OK
 ELLINGTON FLD ANGB, HOUSTON, TX
 BROOKS CITY BASE, TX
RANDOLPH AFB, TX
 FT SAM HOUSTON, SAN ANTONIO, TX
 LACKLAND AFB, TX
 DYESS AFB, TX
 SHEPPARD AFB, TX
 GOODFELLOW AFB, TX
 LITTLE ROCK AFB, AR
 LAUGHLIN AFB, TX
 BARKSDALE AFB, LA
 ALTUS AFB, OK
 TINKER AFB, OK
 COLUMBUS AFB, MS
 MAXWELL AFB, AL
 EGLIN AFB, FL
 MACDILL AFB, FL
 CAMP CASEY, TONGDUCHON

This will be the screen for any HHG shipment you are scheduling for the states. Make sure to pick the closest Base to your Pick up address. Example if pick is in San Antonio, TX your counseling office will be Lackland AFB, TX.

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Forms
 - Counseling Office**
 - Submit

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer

Pickup Installation		Delivery Installation	
GBLOC:	QNFL	GBLOC:	HAFC
Installation Name:	OSAN AB, KOREA	Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

* Counseling Office:

Selected Counseling Office Information

Installation Name:	51 LRS/COUNSELORS
Street:	ATTN: COUSELING SECTION
City:	OSAN
State:	
ZIP/APO/FPO:	96278
Country:	KOREA, REPUBLIC OF
Phone:	316616019
DSN:	
Fax:	316619484
DSN Fax:	
Email:	51LRS/OUTBOUNDHHG@OSAN.AF.MIL

<< Previous Next >> 

When done selecting a Counseling Office
1. Click Next>>

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Entitlements

PCS: 5000 lbs.
Remaining PCS:5000 lbs.
UB: 500 lbs.
Remaining UB: 260 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Shipment Submit

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]

Customer: [-- United States Air Force --]

Please review the forms for accuracy. Once reviewed and any changes completed, click submit button to complete the Customer's application.

Forms Required

You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).



DD Form 1299 (Application for Shipment and/or Storage of Personal Property)	View & Print
DD Form 1797 (Personal Property Counseling Check list)	View & Print
DD Form 1252 (US Customs Declaration for Personal Property Shipments)	View & Print

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

<< Previous

Submit

1. Select View & Print on both the DD Form 1299 and the DD Form 1797. Then print each form.

The DD Form 1252 will be created by TMO so you will not have to print it out.
2. !!!CLICK SUBMIT. You need to bring all copies of 1299s and 1797s for each shipment to TMO Bldg 635 for your pick-ups to be finalized!!!

If you do not bring us your copies your HHGs will NOT be picked up.

Repeat all the steps again for any other shipment you are going to create. This includes shipments being picked up from the states.

Preparing your Personally Procured Move(PPM)/ Do It Yourself (DITY) moves

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS: 7910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links

- [Limitations](#)
- [Online Brochures](#)
- [FAQs](#)
- [Find a counseling office near you](#)
- [Weight Estimator](#)
- [Glossary / Acronyms](#)

Shipment Information

Customer: [Perez Jr., Conrad M -- United States Air Force --

Please find information regarding the shipment you have selected to create. You will be required to acknowledge that you have read the information before proceeding.

HHG

Household Goods (HHG): Items associated with the home and personal effects belonging to the customer and dependents on the effective date of the customers orders. Only items that may be legally transported by commercial carrier are allowed.

HHG may include:

- Weapons
- Vehicles other than POV: Such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, golf carts and their associated trailers.
- Boat: For uniformed service members, boats (up to 14 feet in length and without a trailer) may be shipped as HHG. This definition of boats includes, but is not limited to, cabin cruisers, runabouts, kayaks, and dinghies. Boats that are 14 feet or longer, or that are not a trailer, which in most cases, may result in excess costs for the member. You must create a separate boat shipment if your boat is greater than 14 feet in length. You are responsible for paying all accessory charges associated with shipping your boat and you are responsible for removing pilferable gear, clothing, television sets, skis and similar items. All antennas, masts, fishing/trailing poles and triggers must be loosened or removed.
- Spare parts for POV, including extra tires, wheels, battery chargers, replacement parts subject to normal wear such as spark plugs, filters, hoses, fan belts; tools, tune-up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds for children.

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

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

Weight Allowance: There are two kinds of weight allowances:

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

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

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

- If you exceed your authorized weight allowance, either on your PCS or temporary weight allowances.
- If you choose to ship to other than an authorized place and it costs more to do so.
- If you request special services such as special routing, special loading, or any other services not provided under ordinary rates.
- If you request more than one household goods shipment from the same point of origin to the same point of destination.

Alcoholic Beverages:

JTR (C5165-1) JFTR (U5330-1)
Alcoholic beverages transportation as HHG must conform to 27 USC 122 which states:

Sec 122 - Shipments into States for possession or sale in violation of State law
The shipment or transportation, in any manner or by any means whatsoever, of any spirituous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, into any other State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, which said spirituous, vinous, malted, fermented, or other intoxicating liquor is intended, by any person interested therein, to be received, possessed, sold, or in any manner used, either in the original package or otherwise, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

Weapons and Ammunition: The shipment of firearms is subject to various laws and regulations and you must comply with all local, state, and federal laws. Here are some basic guidelines when you ship firearms:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Completely describe the firearm on the inventory to include make, model, serial number and caliber or gauge.
- Remember, you may not ship ammunition.

If you are moving overseas, you must abide by the host country's laws as well. Refer to the [Personal Property Consignment](#) guide in your application to view any restrictions.

Liability, Claims, and Protection: Your shipment has full replacement value coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for household goods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of \$50,000.

The transportation service provider is responsible to obtain cost estimates for the following:

- Repair of damaged property to original condition.
- Replace with an item of like kind and quality.
- Payment of replacement cost of the item.

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery

When Full Replacement Value (FRV) applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the National Automobile Dealers Association's (NADA) Official Used Car Guide (the Guide) for such vehicle(s), adjusted for mileage and other factors considered in the guide. However, if the vehicle is damaged or destroyed, settlement will be based on the appraised value rather than the book value.

For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, you may replace the item with a comparable used item 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.

1. When done reading all instructions click the box next to the statement.

2. Click Next>>



I have read and understand the above entitlement information (required).



<< Previous Next >>



Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35


Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms


Pickup and Delivery


Customer: [Perez Jr., Conrad M -- United States Air Force -


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

* Is this a Local Move? Yes No  **1**





Dates

* Planned Move Start Date  **2**




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

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

Pickup & Delivery

* Authorized Pickup Address <input type="text"/>		* Authorized Delivery Address <input type="text"/>	
* Requested Pickup Address <input type="text"/>		* Requested Delivery Address <input type="text"/>	

In-Transit Address

In-Transit   

1. Click No for local move.
2. Enter an Estimated start date (the day you plan to start driving to your next PCS location.)
3. Enter the Pickup Address you are going to start driving. (This has to be the address your HHGs are at before you start to move them.)

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys DPS User Satisfaction Claims Consignment Guide

Show: Counseling Wednesday, March 02, 2011 4:38:11 AM

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

Pickup and Delivery


Customer: [Perez Jr., Con

Please enter the dates
Transportation Service

* Is this a Local Move

Dates

* Planned Move Start Da

Click on the  to display
and delivery address at
Authorization if applica
are using a releasing a







To add an address to y

Pickup & Delivery

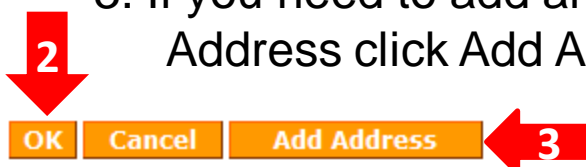
*Authorized Pickup
Address

Addresses

Address Listing

Select	Address	
<input type="radio"/>	 LRS MOODY A F B,GA 31699	
<input type="radio"/>	 BLDG 1472 RM 103A OSAN,KOREA. REPUBLIC OF	
<input type="radio"/>	 SAN ANTONIO,TX 78223	

1. Select your pick up address
2. Then Click OK
3. If you need to add an Pick up Address click Add Address



Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

Pickup and Delivery

Customer: [Perez Jr., Con]

Please enter the dates for this Shipment to be transported by the Transportation Service

Is this a Local Move?

Dates

* Planned Move Start Date

Click on the to display and delivery address authorization if applicable are using a releasing authority

To add an address to your shipment

Pickup & Delivery

* Authorized Pickup Address

Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

* Phone: FORMAT: xxx-xxx-xxxx for Domestic

Ext:

Location

CONUS (U.S) OCONUS (Non U.S)

Select City:

Type in the first 4 letters of the city above

City:

County:

State:

Zip:

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Save Address **Cancel**

Cancel add/edit address

If needed enter a Pick up Address then click Save Address.



- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery**
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Pickup and Delivery
 Customer: [Perez Jr., Conrad M -- United States Air Force --

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

* Is this a Local Move? Yes No

Dates
 * Planned Move Start Date

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

Pickup & Delivery

*Authorized Pickup Address	SAN ANTONIO, TX 78223	*Authorized Delivery Address	
*Requested Pickup Address	SAN ANTONIO, TX 78223	*Requested Delivery Address	



Distance between the origin and destination is **988** miles.

In-Transit Address
 In-Transit

You must select the pick up address for Authorized pickup and Requested pickup address.
 1. Click rolodex to select your Delivery Address.

Defense Personal Property System (DPS)

- Counseling Menu**
- Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Pickup and Delivery

Customer: [Perez Jr., Con]

Please enter the dates for Transportation Service

*** Is this a Local Move**

Dates

*** Planned Move Start Date**

Click on the to display and delivery address at Authorization if applicable are using a releasing at

To add an address to y

Pickup & Delivery

*** Authorized Pickup Address**

Addresses

Address Listing

Select	Address	
<input type="radio"/>	LRS MOODY A F B,GA 31699	
<input type="radio"/>	BLDG 1472 RM 103A OSAN,KOREA. REPUBLIC OF	
<input type="radio"/>	SAN ANTONIO.TX 78223	

1. Select your Delivery address

2. Then Click OK

3. If you need to add an Delivery address click Add Address

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

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys DPS User Satisfaction Claims Consignment Guide

Show: Counseling Wednesday, March 02, 2011 4:38:24 AM

If you do not have an Permanent address for your next base you can put the base you are going to and Gaining Squadron. As shown on the slide.

Addresses

Address Listing Add/Edit Address

Address Line 1: 574 Maintenance Sq

Address Line 2:

*Phone: FORMAT: xxx-xxx-xxxx for Domestic

Ext :

Location

CONUS (U.S) OCONUS (Non U.S)

Select City: MOODY AFB, GA 31699
Type in the first 4 letters of the city above

City:
County:
State:
Zip:

If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.

Save Address Cancel

Cancel add/edit address

If needed enter a Delivery Address then click Save Address.



Course

Order

Additional Information

Summary

Shipment

- Create New Shipment
- Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

Click on the to display and delivery address at Authorization if applicable are using a releasing at

To add an address to y

Pickup & Delivery

*Authorized Pickup Address

- Order Information
- Duty Stations
- Orders Selection
- Tour Information
- Additional Information
- Summary

Shipment

- Create New Shipment
- Current Shipments
 - 1-HHG
 - 2-PPM

Pickup & Delivery

- Pickup & Delivery
- Basic
- Costing
- Instructions
- Summary
- Counseling Office
- Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Dates

* Planned Move Start Date

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

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

Pickup & Delivery

* Authorized Pickup Address	<input type="text" value="SAN ANTONIO, TX 78223"/>	* Authorized Delivery Address	<input type="text" value="LRS MOODY A F B, GA 31699"/>
* Requested Pickup Address	<input type="text" value="SAN ANTONIO, TX 78223"/>	* Requested Delivery Address	<input type="text" value="LRS MOODY A F B, GA 31699"/>

1

Distance between the origin and destination is 988 miles.

In-Transit Address

In-Transit

2

Check Mailing Address

Check Mailing

1. You must select the Delivery address for Authorized delivery and Requested delivery.
2. Not mandatory. Add an In-Transit Address and/or Mailing Address.
3. Click Next>>

<< Previous 3

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
- Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic**
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 7910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
Excess Cost: \$14.35

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

PPM Basic

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Additional PPM Information

*Is packing required?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Are you requesting an Advanced Operating Allowance?	<input type="radio"/> Yes <input type="radio"/> No
*% of Advanced Operating Allowance authorized	<input type="text"/>
*Estimated weight	<input type="text"/> Weight Estimator Form
*State of Legal Residence (Needed for Tax purposes):	Select from Below
Is this a TDY/TAD and returning to origin duty station?	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Are you using a commercial company to move this shipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No

<< Previous Next >>

1. Check No unless you do not have an GTC card.
2. Type in 0% or 60% if you are taking the Advance Operating Allowance.
3. Estimated Weight you are moving.
4. Select the State you file your taxes with.
5. If you are hiring a company to move your HHGs select yes.
6. Click Next>>

- Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

PPM Costing

Customer: [Perez Jr., Conrad M -- United States Air Force --

To confirm the Government Constructive Cost, press Next.

Cost Computation

Shipment Information	
Move Date:	31-Mar-2011
Estimated Weight:	1,000
Miles:	988
Government Constructive Cost (GCC):	\$944.35
Estimated Gross Incentive(EGI):	\$897.13
Advance Operating Allowance(AOA):	\$0.00

Note: This is an estimate only based on the estimated weight and remaining JTR/JFTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.

Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.

Accessorial not authorized for Incentive Based moves.

<< Previous Next >>

Read the statement in red above.
1. Click Next>>

Entitlements

PCS: 8000 lbs.
Remaining PCS:6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

- Useful Links
- Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Counseling Menu
Customer Profile
My Orders
Order [AD-068938]
Orders Details
Shipment
Entitlements
Useful Links

Instructions
Customer: [Perez Jr., Conrad M -- United States Air Force --]
Vehicles must be weighed empty and full
Weight Ticket Identification

Read all of the instructions on this page and proceed to the Bottom of the screen. All information on this page is really important for your PPM move.

Completing Your Move: You have 45 days from the day you started your move...
Original DD Form 2278
PPM Checklist/Certification of Expenses Worksheet
Rental contract
Original DD Form 1351-2
Certified empty and loaded weight tickets
Copy of Orders with endorsement
Voucher for advance operating allowance
WHERE TO TURN IN FINAL PAPERWORK TO CLOSE OUT YOUR PPM SHIPMENT:
Local PPM

USN personnel send paperwork for local PPM to:

Business Support Department
 FISCN HHG Audit Team Division - Code 302
 1968 Gilbert St
 Norfolk, VA 23511-3392

Non-Local PPM

USMC personnel send paperwork for non-local PPM to:

COMPT TRAN VOUCHER CERT DIVISION
 Code 470
 814 Radford Blvd, Suite 20318
 Albany, GA 31704-0318

USCG personnel send paperwork for non-local PPM to:

Commanding Officer
 OPA-1 USCG Finance Center
 1430A Kristina Way
 Chesapeake, VA 23326-1000

USA personnel send paperwork for non-local PPM to:

Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

USAF personnel send paperwork for non-local PPM to:

FOR PERSONNEL ON ACTIVE DUTY:
 Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.
 FOR PERSONNEL Retiring or Separating:
 Return all supporting documentation to the Traffic Management Office (TMO) at your 'Last' Duty for processing.

USN personnel send paperwork for non-local PPM to:

Business Support Department
 FISCN HHG Audit Team Division - Code 302
 1968 Gilbert St
 Norfolk, VA 23511-3392

1. Click Next>>

Note: DoD Customers should make copies of all documentation for their own records prior to submitting them for processing.



Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Shipment Summary

Customer: [Perez Jr., Conrad M]

Below, please find a summary of the information entered for this shipment. If you see any errors, please click on the link on the left navigation menu to return to the applicable page.

Ensure all information is correct on this screen.

Customer Profile

Name: Perez Jr., Conrad M Branch: United States Air Force
 SSN/EIN: Rank/Pay Grade: SRA / E-4
 Primary Phone: Primary Email:
 Permanent Contact Address:

Order Details

Order: AD-068938 Permanent Change of Station Shipment of HHG Permitted
 Order Date: 09-Apr-2010
 Current duty station: TRAVIS AFB New duty station: OSAN
 Headquarters Issuing Orders: AFPC RANDOLPH Gaining Unit: 51 LRS

Shipment 2 - Personally Procured Move (PPM) - (Incentive Based)

Pickup Information

You are starting your PPM move on 31-Mar-2011 from address:

Delivery Information

You are moving your PPM shipment to address
LRS
MOODY A F B,GA 31699

The distance between your origin and destination location is 988 miles

Estimated Weight

Here is the breakdown of your total estimated weight
Your estimated Personally Procured Move (PPM) weight 1,000 lbs

Entitlements

PCS: 8000 lbs.
Remaining PCS:6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- [Limitations](#)
- [Online Brochures](#)
- [FAQs](#)
- [Find a counseling office near you](#)
- [Weight Estimator](#)
- [Glossary / Acronyms](#)

- Useful Links
- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

MOODY A F B,GA 31699

The distance between your origin and destination location is 988 miles

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Personally Procured Move (PPM) weight 1,000 lbs

You will be responsible for the excess cost of \$ 0

PPM Shipment Information

Cost Details:

Estimated Government Constructive Cost (GCC) is \$944.35

Advanced Operating Allowance (AOA) is \$0.00

Your Estimated Gross Incentive (EGI) for the shipment is \$897.13

1. Click the box next to the statement
2. Click Next>>

You are a legal resident of TX state.

Note: This is an estimate only based on the estimated weight and remaining JTR/JFTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.

Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.

Click here to verify the above information is correct

Print

<< Previous

Next >>



Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --]

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

Click here to acknowledge that you have read the above disclaimer

Pickup Installation		Delivery Installation	
GBLOC:	HAFC	GBLOC:	HAFC
Installation Name:	JPPSO SAN ANTONIO TX	Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office:

Selected Counseling Office Information

Installation Name:	
Street:	
City:	
State:	
ZIP/APO/FPO:	
Country:	
Phone:	
DSN:	
Fax:	
DSN Fax:	
Email:	

1. Click the box next to the statement.
2. Select your Counseling Office from drop down list. See next slide for Details.

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

Click here to acknowledge that you have read the above disclaimer

Pickup Installation

GBLOC:	HAFC
Installation Name:	JPPSO SAN ANTONIO TX

Delivery Installation

GBLOC:	HAFC
Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

* Counseling Office:

Selected Counseling Office Information	Select from below
Installation Name:	Select from below
Street:	TYNDALL AFB, FL
City:	PATRICK AFB, FL
State:	KEESLER AFB, MS
ZIP/APO/FPO:	MOODY AFB, GA
Country:	ROBINS AFB, GA
Phone:	NAS JRB FORT WORTH, TX
DSN:	PINE BLUFF, AR
Fax:	USCG MOBILE, AL
DSN Fax:	PPPO CBC GULFPORT, MS
Email:	HURLBURT FIELD, FL
	NAVSUP FISC JAX DET PANAMA CITY, FL
	VANCE AFB, OK
	NAS CORPUS CHRISTI, TX
	ELLINGTON FLD ANGB, HOUSTON, TX
	BROOKS CITY BASE, TX
	RANDOLPH AFB, TX
	FT SAM HOUSTON, SAN ANTONIO, TX
	LACKLAND AFB, TX
	DYESS AFB, TX
	SHEPPARD AFB, TX
	GOODFELLOW AFB, TX
	LITTLE ROCK AFB, AR
	LAUGHLIN AFB, TX
	BARKSDALE AFB, LA
	ALTUS AFB, OK
	TINKER AFB, OK
	COLUMBUS AFB, MS
	MAXWELL AFB, AL
	EGLIN AFB, FL

Select the Base closest to the address you selected for your pick up address.

text >>

- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit
- Entitlements**

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.
- Useful Links**
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

Click here to acknowledge that you have read the above disclaimer

Pickup Installation		Delivery Installation	
GBLOC:	HAFC	GBLOC:	HAFC
Installation Name:	JPPSO SAN ANTONIO TX	Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING
 You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

* Counseling Office:

Selected Counseling Office Information

Installation Name:	LACKLAND AFB, TX
Street:	802D LRS/LGRDF
City:	LACKLAND AFB
State:	TX
ZIP/APO/FPO:	78236
Country:	UNITED STATES
Phone:	2106712823
DSN:	
Fax:	2106715658
DSN Fax:	
Email:	LRS.LGRDF@Lackland.af.mil

<< Previous Next >> **1** 1. Click Next>>

- Counseling Menu**
- Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [AD-068938]**
- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Shipment Submit

Customer: [Perez Jr., Conrad M -- United States Air Force -

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do it Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

<< Previous Submit 

Click Submit.
Then go to TMO to receive you PPM paperwork.

Entitlements

PCS: 8000 lbs.
Remaining PCS: 6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

- Useful Links**
- [Limitations](#)
 - [Online Brochures](#)
 - [FAQs](#)
 - [Find a counseling office near you](#)
 - [Weight Estimator](#)
 - [Glossary / Acronyms](#)

Preparing your Non-Temporary Storage Release
(NTSR) also know as Gov't storage.

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS:6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Create New Shipment

Customer: [Perez Jr., Conrad M -- United States Air Force --

Any update to personal Profile? [Click here](#)

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

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

Avoid Excess Costs

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

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

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

Please select from the Menu below.

Boats and Mobile homes are one time only (OTO) shipments. You must contact your local transportation office for assistance with these shipment types.

Create	Type Of Shipment	Brief Description
<input type="radio"/> HHG	Household Goods	Items associated with home and all personal effects belonging to member and dependents on the effective date of the member's PCS or TDY order that may be legally accepted and transported by an authorized commercial transporter.
<input type="radio"/> UB	Unaccompanied Baggage	That part of the member's prescribed weight allowance of household goods that is not carried free on a ticket used for personal travel; it is separated from the bulk of the Household Goods and usually is transported by expedited mode because it's needed immediately or soon after arrival at destination interim pending arrival of the major portion of the household goods.
<input type="radio"/> NTS	Non-Temporary Storage	Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. Sometimes referred to as Extended Storage or Permanent Storage.
<input checked="" type="radio"/> NTSR	Non-Temporary Storage Release	The release from the storage facility of long-term storage on official military orders.

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

Yes No

<< Previous Next >>

1. Click NTSR
2. Always select No for PPM when doing an NTSR
3. Click Next>>

Counseling Menu

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

Order [AD-068938]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Shipment Information

Customer: [Perez Jr., Conrad M -- United States Air Force --

Please find information regarding the shipment you have selected to create. You will be required to acknowledge that you have read the information before proceeding.

NTS Release

Non-Temporary Storage (NTS) Release: A customer, whose household goods (HHGs) were placed in non-Temporary storage is authorized to withdraw any or all HHG from storage in lieu of continued NTS. However, the HHG withdrawn must be for use by the member or dependents in establishing or augmenting a local place of residence. Withdrawal, a short distance move, unpacking, and uncrating are at government expense. No further transportation or storage of the withdrawn HHG is authorized before further permanent change of station (PCS) orders are issued.

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

Weight Allowance:

There are 2 kinds of weight allowances:

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

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

Excess Cost

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

Pickup Date and Required Delivery Date: As part of your application you will be requested to submit a date you would like your NTS shipment released from storage. This is just a request by you. Actual release date will be based on availability. If you are requesting an additional pickup in the local area you will be requested to submit a timeframe you are available for packing and pickup. Based on these dates, weight of your shipment, and destination location DPS will provide you the estimated arrival date of your shipment. You will discuss with the TSP the dates of your pack, pickup, and delivery dates.

Mode Method of Shipment:

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

Unauthorized Items and Disposal of Useless Items:

- Hazardous, or corrosive, or flammable materials, ammunition, building materials, or items not belonging to you or your dependents, or items or products for your own private business are not authorized for shipment.
- Propane gas tanks are unauthorized in your shipment.
- For lawn mower, you must not only drain the fuel but the oil as well.
- For motorcycle, drain fuel, disconnect terminal from battery, and tape it. Oil may remain in the tank, but make sure there is no leakage. If you are putting motorcycle into long term storage (NTS), remove the battery.
- To ship a motorcycle, we will need a copy of the title or release letter from the lender. Provide us also with the make, model and vehicle identification number and the cc of the motorcycle.

Professional Books, Papers, And Equipment: These are items required to perform your official duties such as:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as divona suits, flvina suits, band uniforms. (exclude regular uniforms).

Read all of the instructions on this page and proceed to the Bottom of the screen.

- Boxes showing exterior damage should be unpacked and examined for interior damage. Boxes containing high-Value/highly pilferable items should always be opened in the presence of the TSP and the contents inventoried before the TSP is released. Make sure the TSP records missing/damaged items on all copies of the inventory and notice of loss/damage at delivery.

Contacting the Destination Transportation Office: Contact the destination transportation office immediately upon arrival to give a point of contact for when your property arrives.

Change in Orders or Factors That Could Affect Delivery: If your orders are changed, notify the transportation office at your point of origin and destination.

Extra Pickup or Delivery Charges (when applicable):

- Military members are entitled to extra pickup and delivery. If you have goods in government or commercial storage at your own expense or if you have professional books at your office, you may have this extra pickup.
- At destination, you are also authorized a partial delivery of certain items from your household goods shipment. If you intend to request a partial delivery, you must identify this during your interview, so that your application form can be so noted. Prior to the scheduled pickup date, it is your responsibility to separate these items from the rest of the household goods and identify these items as partial delivery items to the packers. If you fail to do so, you will be held responsible for the handling cost for the removal of these partial delivery items.
- Civilian employees of the government are not authorized extra pickup or extra delivery, unless permitted by their orders.

Designation of Agent to Release or Accept Property in Absence of Member: You may designate your spouse, a relative, or a friend to release or accept your shipment, but their name must appear as an agent in your application. If not, then the person you've selected must have a power of attorney or written authorization from you which must be notarized or counter-Signed by a commissioned officer.

Documentation: The documents you receive after submitting your application and from the transportation service provider are important to you. We suggest that you take these and other important personal documents, like birth certificates, marriage licenses, school and medical records, with you.

Ensuring Personal Property Is Clean:

- Ensure your personal goods are pest and bug-free. If your goods are infested, you may incur additional costs before they can be moved.
- If your move needs to be rescheduled because of pests, you will be liable for those additional costs as well.
- Also, please read information on [gypsy moths](#)

Weapons and Ammunition: The shipment of firearms is subject to various laws and regulations, and you must comply with all local, state, and federal laws. If you are moving overseas, you must abide by the host country's law as well. Refer to the personal property consignment guide in your application to view any restrictions. Here are some basic guidelines when you ship firearms:

- Make the firearm inoperable by removing the bolt, firing pin, trigger assembly and other arming parts.
- Completely describe the firearm on the inventory and ensure your description.
- Includes the make, model, serial number and caliber or gauge.
- Remember, you may not ship ammunition.

Liability, Claims, and Protection: Your shipment has full replacement value coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for household goods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of \$50,000. The transportation service provider is responsible to obtain cost estimates for the following:

- Repair of damaged property to original condition.
- Replace with an item of like kind and quality.
- Payment of replacement cost of the item.

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciation.

When Full Replacement Value (FRV) applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the National Automobile Dealer's Association's [\[N.A.D.A.\] Official Used Car Guide](#) (to be used for the vehicle's fair market value) less depreciation for mileage and other factors considered in the guide. However, if either the owner or the TSP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on the appraised value of the vehicle.

For boats, personal watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the un-depreciated replacement cost, because these are large, expensive items that are not part of the typical shipment and have an active, widespread secondary market.

1. When done reading all instructions click the box next to the statement.

2. Click Next >>



I have read and understand the above entitlement information (required).



<< Previous Next >>



Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Pickup and Delivery



Customer: [Perez Jr., Conrad M -- United States Air Force --]

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


* Is this a Local Move? Yes No 




Dates



* Desired Delivery Date: 30-Aug-2011  * NTS Shipment Release Date: 30-Jul-2011 




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

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

Addresses

* Authorized Pickup Address:  * Authorized Delivery Address: 






* Requested Delivery Address: 

Power of Attorney:

Letter of Authorization:

In-Transit Address

In-Transit:   

1. Always select no for Local Move.
2. Put your Desired Delivery Date one month after your NTS Shipment Release Date.
3. Click the rolodex.

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
- Order [AD-068938]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Pickup and Delivery

Customer: [Perez Jr., Conrad M -- United States Air Force]

Please enter the dates for your move. The dates you enter will be used to determine the dates of your shipment.

* Is this a Local Move?

Dates

*Desired Delivery Date 30-Aug-2011

Click on the to display the list of addresses or to add a new address and select the name of the person you want to be the authorized agent for your shipment. If you are using a releasing and receiving agent for your shipment, you must select that agent.

To add an address to your list click on the ; enter the address information and click on the button.

Addresses

*Authorized Pickup Address

*Requested Delivery Address

Power of Attorney Select from below

Letter of Authorization Select from below

Addresses

Select	Address	
<input type="radio"/>	23 LRS MOODY A F B,GA 31699	
<input type="radio"/>	BLDG 1472 RM 103A OSAN,KOREA, REPUBLIC OF	
<input type="radio"/>	Street SAN ANTONIO,TX 78223	
<input type="radio"/>	NTS your station TRAVIS AFB,CA 94535 123-456-7890	

Select your NTS location then Click OK

The address for your NTSR will always be NTS your station. The city will be the base you were at when your HHGs were put into storage. Phone any available while you are In-transit. Example above. It will always be Like this.

- Counseling Menu**
- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
- Order [AD-068938]**
- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - ▶ 1-HHG
 - ▶ 2-PPM
 - ▶ 3-UB
 - ▶ 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Pickup and Delivery


Customer: [Perez Jr., Conrad M -- United States Air Force -


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

* Is this a Local Move? Yes No i




Dates

*Desired Delivery Date: 30-Aug-2011 i * NTS Shipment Release Date: 30-Jul-2011 i

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

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



Addresses

<p>*Authorized Pickup Address</p> <div style="border: 1px solid gray; padding: 5px;">NTS your station TRAVIS AFB, CA 94535 123-456-7890</div> <p></p>	<p>*Authorized Delivery Address</p> <div style="border: 1px solid gray; padding: 5px; height: 20px;"></div> <p></p>
<p>*Requested Delivery Address</p> <div style="border: 1px solid gray; padding: 5px; height: 20px;"></div> <p></p>	
<p>Power of Attorney</p> <p>Select from below v</p>	
<p>Letter of Authorization</p> <p>Select from below v</p>	



Select the rolodex to enter your Delivery address.

In-Transit Address

In-Transit   i

Counseling Menu

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

Order [AD-068938]

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

Shipment

- Create New Shipment
- Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS:6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Pickup and Delivery

Customer: [Perez Jr., Conrad M -- United States Air Force]

Please enter the dates for your move. The dates you enter will determine the pickup and delivery dates for your shipment.

* Is this a Local Move?

Dates

*Desired Delivery Date 30-Aug-2011

Click on the to display the list of addresses or to add a new address. Select the name of the person you want to be the pickup and delivery address and select the name of the person you want to be the receiving agent if applicable. You will also be able to select a releasing and receiving agent for your shipment if you are using a releasing and receiving agent for your shipment.

To add an address to your list click on the ; or click on the to add a new address.

Addresses

*Authorized Pickup Address
NTS your station
TRAVIS AFB,CA 94535
123-456-7890

*Requested Delivery Address

Power of Attorney

Letter of Authorization

Addresses

Address Listing

Select	Address	
<input checked="" type="radio"/>	23 LRS MOODY A F B,GA 31699	
<input type="radio"/>	BLDG 1472 RM 103A OSAN,KOREA, REPUBLIC OF	
<input type="radio"/>	Street SAN ANTONIO,TX 78223	
<input type="radio"/>	NTS your station TRAVIS AFB,CA 94535 123-456-7890	

Select your Delivery address then Click OK

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery**
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 6910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Pickup and Delivery

Customer: [Perez Jr., Conrad M -- United States Air Force --

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

* Is this a Local Move? Yes No

Dates

* Desired Delivery Date: 30-Aug-2011
 * NTS Shipment Release Date: 30-Jul-2011

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

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

Addresses

* Authorized Pickup Address	NTS your station TRAVIS AFB, CA 94535 123-456-7890	* Authorized Delivery Address	23 LRS MOODY A F B, GA 31699
* Requested Delivery Address	23 LRS MOODY A F B, GA 31699		

Power of Attorney:

Letter of Authorization:

In-Transit Address

In-Transit:

- The following locations require you to select a GBLOC:
- Yokota- QFFL
 - Kadena-QIFL
 - Misawa-QEFL
 - Italy-UCFS
 - Guam-PBNQ
 - Azores-YAFC
 - Cali-KKFA
 - Fort Meade-BGAC



1. Select your delivery address for both Authorized and Requested Delivery Address
2. If you have any Releasing &/or Receiving agents ensure that you enter them on this page also.
3. Click the next to add In-Transit Address

- Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - ▶ 1-HHG
 - ▶ 2-PPM
 - ▶ 3-UB
 - ▶ 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit
- Entitlements**
 - PCS: 8000 lbs.
 - Remaining PCS: 6910 lbs.
 - UB: 500 lbs.
 - Remaining UB: 500 lbs.
- Useful Links**
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Dates

*Desired Delivery Date: 30-Aug-2011

Click on the to display the list of addresses or and delivery address and select the name of the pe Authorization if applicable. You will also be able to i are using a releasing and receiving agent for your :

To add an address to your list click on the ; er

Addresses

*Authorized Pickup Address

NTS your station
TRAVIS AFB, CA 94535
123-456-7890

*Requested Delivery Address

23 LRS
MOODY A F B, GA 31699

Power of Attorney: Select from below

Letter of Authorization: Select from below

In-Transit Address

In-Transit:

NTS Shipment Address

*Packed for:

Addresses

Address Listing

Select	Address	
<input type="radio"/>	23 LRS MOODY A F B, GA 31699	
<input type="radio"/>	BLDG 1472 RM 103A OSAN, KOREA, REPUBLIC OF	
<input checked="" type="radio"/>	Street SAN ANTONIO, TX 78223	
<input type="radio"/>	NTS your station TRAVIS AFB, CA 94535 123-456-7890	

Select your In-transit address then Click OK

Current Shipments

- 1-HHG
- 2-PPM
- 3-UB
- 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS:6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

are using a releasing and receiving agent for your shipment.
To add an address to your list click on the ; enter the address information and select 'Save Address'.

Addresses

*Authorized Pickup Address	NTS your station TRAVIS AFB, CA 94535 123-456-7890	*Authorized Delivery Address	23 LRS MOODY A F B, GA 31699
*Requested Delivery Address	23 LRS MOODY A F B, GA 31699		
Power of Attorney	Select from below		
Letter of Authorization	Select from below		

In-Transit Address

Street
In-Transit SAN ANTONIO, TX 78223

NTS Shipment Address

*Packed for
NTS your station
TRAVIS AFB, CA 94535
123-456-7890

*GBLOC
Select from below
KKFA
LFAH

KKFA HANDLES ALL SHIPMENTS FOR THIS COUNTY NOT DESTINED FOR STORAGE AT

1. Your packed for will be the same as your Authorized Pickup Address. If a GBLOC selection pops up select the top GBLOC.
2. Click Next>>

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic**
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS: 6910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

NTS Outbound Basic

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Please provide basic information about your shipment.

NTS Release

Please indicate what type of NTS Release you would like for this shipment.

Full Release: All items should be removed from storage and delivered. **1**

Partial Release: Some items should be removed from storage and delivered; while other items should remain in storage.

Shipment Weights

*Estimated weight of your NTS Shipment? **2** [Weight Estimator Form](#)

[<< Previous](#) [Next >>](#) **3**

1. If you are PCSing to the states you will always select Full Release. For anyone PCSing overseas see next slide.
2. Estimate weight in NTS
3. Click Next>>

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic**
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

NTS Outbound Basic

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Please provide basic information about your shipment.


NTS Release

*Please indicate what type of NTS Release you would like for this shipment.


Full Release: All items should be removed from storage and delivered.


Partial Release: Some items should be removed from storage and delivered; while other items should remain in storage.

*Please enter the inventory number of the items you would like released. (Maximum 75 characters)

See attachments. 

Shipment Weights

*Estimated weight of your NTS Shipment?  **Weight Estimator Form**



If you are PCSing overseas you have the option to do a Full Release or a Partial Release. A partial is when you only take the items you want out of storage and leave everything else in storage paid by the gov't.

1. If you are doing a Partial type See attachments. Then we will need the inventory list from when your items were picked up to go into storage. **NO INVENTORY NO PARTIAL RELEASE.**
2. Estimate weight in NTS
3. Click Next>>

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling**
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS: 5910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Scheduling

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Based on the total estimated weight of **1,000** pounds, it will take **0** days to pack this shipment and **1** additional day(s) for pickup.

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 Delivery Date: **Aug 30, 2011**

Are you requesting a direct delivery? **1** Yes No

Transportation Service Provider (TSP) Preference

* Do you have a preferred TSP? **2** Yes No

* Do you have a non-preferred TSP? Yes No

<< Previous Next >> **3**

1. If you have a permanent delivery address you can select *requesting a direct delivery* if not leave it No. *requesting a direct delivery means* your shipment will go straight to your address not storage.
2. Transportation Service Provider (TSP) Preference: The answer to both of these questions will be No. (TSP Preference cannot be guaranteed)
4. Click Next>>

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NISR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 5910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Customer Responsibilities

Customer: [Perez Jr., Conrad M -- United States Air Force --]

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

BE THERE ON MOVE DAY

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

Read all of the instructions on this page and proceed to the Bottom of the screen.

MEMBER RESPONSIBILITIES BEFORE PICKUP

- Electronics** - Disconnect all electronics and power supplies from electrical outlets and VCRs.
- Refrigerator** - Empty, defrost, and thoroughly wash the inside of refrigerators and freezers at least 24 hours before pickup. Empty the refrigerator bottom pan.
- Hot Tub/Water Bed** - Drain all water from hot tubs and water beds and allow to dry.
- Appliances** - Disconnect all appliances, washer hoses and dryer exhausts.
- Electrical Items** - Disconnect all electrical items and unplug them from the wall outlets.
- Unnecessary Items** - Dispose of items that are not necessary for your new home. They add unnecessary weight.
- Consumables** - Dispose of foods or other consumables that could spill or might spoil in transit.
- Off the ground** - Make sure all items are properly secured to the van for the duration of the move.
- PBP&E** - Separate all items of professional books, papers, and equipment from the rest of your property. When listed properly on the inventory, professional books, paper and equipment (PBP&E) are not counted as part of the weight allowance.
- Separate Special Items** - Separate all items of clothing, toys, and necessities that will not be shipped with the rest of the household goods. Place them in a separate area of the house and inform the movers and packers the room is off-limits.
- Got Pests** - No Pickup! - If necessary, have an extermination of the residence and household goods completed at least several days prior to the arrival of the packers.
 - Goods will not be picked up** by the carrier if suspected of being bug infested. The member is responsible for costs associated with an attempted pickup.
- No Propane Tanks** - Dispose of propane tanks prior to shipment pick up.
- Motorcycles** - If shipping a motorcycle, ensure that the gas tank is empty. Disconnect the battery and secure the cables.
 - If putting the motorcycle in storage**, remove and dispose of the battery. Proof of ownership, such as the registration, which describes the make, model, and vehicle identification number is required.
- Dirty Dishes & Clothing** - Ensure all your dirty dishes/clothes/bed linens, etc. are clean and ready to be packed by the movers. Also, trash or unwanted household goods should be disposed of prior to the arrival of the movers.

CARRIER RESPONSIBILITIES ON MOVING DAY

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

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

If you live in a gypsy moth quarantine area you must read the Department of Agriculture's pamphlet titled "Don't Move a Gypsy Moth".

The following States are entirely within the quarantine area:

Connecticut, Delaware, the District of Columbia, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Parts of the following States are within the quarantine area: Indiana, Illinois, Maine, North Carolina, Ohio, Virginia, West Virginia, Wisconsin. If your shipment has a pickup in one of the states that is partially quarantined, [Click here](#) to determine whether the county/city is affected.

If your shipment is affected, you are responsible for making sure that your outdoor household articles don't move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of household goods, and Department of Agriculture has developed a pamphlet to assist you. [Click here](#) to access the pamphlet.

If you decide to perform a self-inspection, as described in the pamphlet, you must print and fill-out the Self-Inspection checklist included on the final page of the pamphlet.

CUSTOMER SATISFACTION SURVEY

After delivery of your shipment, you will have the opportunity to complete a Customer Satisfaction Survey (CSS). This survey is very important since it impacts the quality ranking of Transportation Service Providers (TSPs). TSPs with better scores will be offered more shipments; therefore you have the opportunity to influence the selection of TSPs for your future shipments as well as the shipments of your fellow DoD personnel. Upon delivery of your shipment, you can access your survey by logging on to DPS and clicking on the CSS tab

SHIPMENT VALUE/CLAIMS

If the shipment was accepted by the NTS-Transportation 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 shipment.

If your shipment was accepted by the NTS-Transportation Service Provider after 1 March 2008, your shipment has Full Replacement Value (FRV) coverage. TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for Household Goods or gross weight for Unaccompanied Baggage, whichever is greater, up to a maximum of \$50,000. The Transportation Service Provider is responsible for obtaining cost estimates for the following:

- Repair of damaged property to original condition
- Replace with an item of like kind and quality
- Destination
- Payment of replacement cost of the item

In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery.

If 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. [If you file your actual claim within 75 days from the date of your delivery, you are not required to submit a Loss/Damage Report].

Warning: Submission of the Loss/Damage Report only provides notice of your Loss and Damage and does not constitute filing of your claim. Therefore you must file an actual claim to receive replacement/reimbursement for this loss/damage.

If you submit your Loss/Damage Report later than 75 days after your delivery date, you will be required to enter a reason for the delay.

GENERAL ITEMS

If there is any change in orders or there are other factors that could affect delivery of your shipment, you must contact the Originating Activity (OA) or the Destination #PSO or to update your destination contact information, including a point of contact, in DPS immediately upon arrival to your new destination for when your property arrives. This minimizes the risk of you missing a critical phone call or message and having your personal property placed in temporary storage (SIT - Storage-in-Transit). If your goods are being stored, you may have to wait several days to even weeks until delivery can be arranged. Remember, you or your designated agent must be present at the pick up and delivery locations between 8 a.m. and 5 p.m. on the day of delivery.

Read the [It's Your Move Pamphlet](#). This pamphlet has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats and firearms. It will also help you understand your entitlements and responsibilities in filing a claim for any loss or damage that may occur.

Have a safe and successful move.

[Top of Page]



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



1. When done reading all instructions click the box next to the statement.

2. Click Next>>

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
- Order [AD-068938]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Shipment Summary

Customer: [Perez Jr., Conrad M -- United States Air Force --

Below, please find a summary of the information entered for this shipment. If there are any errors, please click on the link on the left navigation menu to return to the applicable page.

Customer Profile

Name: Perez Jr., Conrad M Branch: United States Air Force
 SSN/EIN: Rank/Pay Grade: SRA / E-4
 Primary Phone: Primary Email:
 Permanent Contact Address:
 Street SAN ANTONIO, TX 78223

Scroll through the information to make sure everything is correct.

Order Details

Order: AD-068938 Permanent Change of Station Shipment of HHG Permitted
 Order Date: 09-Apr-2010
 Current duty station: TRAVIS AFB New duty station: OSAN
 Headquarters Issuing Orders: AFPC RANDOLPH Gaining Unit: 51 LRS

Shipment 4 - Non-Temporary Storage (NTS) Release

Delivery Information

Your Non-Temporary Storage (NTS) Release will be delivered on the desired delivery date of **30-Aug-2011** to the delivery address:
 23 LRS
 MOODY AFB, GA 31699

In-Transit Address

Your In-Transit address is :

NTS Shipment Address

Your NTS shipment was packed for :
 NTS your station
 TRAVIS AFB, CA 94535
 123-456-7890

Estimated Weight

Here is the breakdown of your total estimated weight
 Your estimated Non-Temporary Storage (NTS) Release weight 1,000 lbs

You will be responsible for the excess cost of \$ 0

- ▶ 2-PPM
- ▶ 3-UB
- ▶ 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements <<

PCS: 8000 lbs.
Remaining PCS: 5910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

- Useful Links** <<
- Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator
 - Glossary / Acronyms

Headquarters Issuing Orders: AFPC RANDOLPH Gaining Unit: 51 LRS

Shipment 4 - Non-Temporary Storage (NTS) Release

Delivery Information

Your Non-Temporary Storage (NTS) Release will be delivered on the desired delivery date of **30-Aug-2011** to the delivery address:
23 LRS
MOODY A F B, GA 31699
-

In-Transit Address

Your In-Transit address is :

NTS Shipment Address

Your NTS shipment was packed for :
NTS your station
TRAVIS AFB, CA 94535
123-456-7890

Estimated Weight

Here is the breakdown of your total estimated weight
Your estimated Non-Temporary Storage (NTS) Release weight 1,000 lbs

You will be responsible for the excess cost of \$ 0

NTSR Shipment Release Information

You have specified that this is Full release.

Additional Information

You have NOT requested direct delivery.

1. When done reading all the information
click the box next to the statement.
2. Click Next>>



Click here to verify the above information is correct

Print

<< Previous Next >>



Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
 Remaining PCS: 5910 lbs.
 UB: 500 lbs.
 Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Counseling Office

Customer: [Perez Jr., Conrad M -- United States Air Force --

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer **1**

Delivery Installation

GBLOC:	HAFB
Installation Name:	JPPSO SAN ANTONIO TX

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office: **2** Select from below

Selected Counseling Office Information

Installation Name:
 Street:
 City:
 State:
 ZIP/APO/FPO:
 Country:
 Phone:
 DSN:
 Fax:
 DSN Fax:
 Email:

- Select from below
- BUCKLEY AFB
- FE WARREN AFB
- CREECH AFB
- JPPSO-COS
- SCHRIEVER AS
- FORT CARSON
- MOUNTAIN HOME AFB
- VANDENBERG AFB
- EDWARDS AFB
- FAIRCHILD AFB
- BEALE AFB
- TRAVIS AFB
- WHITEMAN AFB
- MWTC BRIDGEPORT
- USCG HUMBOLDT BAY
- PETERSON AFB
- US AIR FORCE ACADEMY
- HILL AFB
- TOOELE ARMY DEPOT
- DUGWAY PROVING GROUND
- MALMSTROM AFB
- OFFUTT AFB
- MCCONNELL AFB
- CANNON AFB
- DAVIS-MONTHAN AFB
- NELLIS AFB
- GRAND FORKS AFB
- ELLSWORTH AFB
- HOLLOMAN AFB

1. Click the box next to the statement.
 2. Select the Base you were at when your NTS was picked up.
 3. Click Next>>

Next >> **3**

Counseling Menu

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

Order [AD-068938]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - 2-PPM
 - 3-UB
 - 4-NTSR
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS:5910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms


Shipment Submit

Customer: [Perez Jr., Conrad M -- United States Air Force -

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required

You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).



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

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

<< Previous Submit

1. Select View & Print on the DD Form 1299. Then print it out.

2. !!!CLICK SUBMIT. You need to bring copies of the 1299 and 1797 to TMO for your NTSR to be finalized!!!

!!!If you do not bring us copies your HHGs will not be released to your next base.!!!