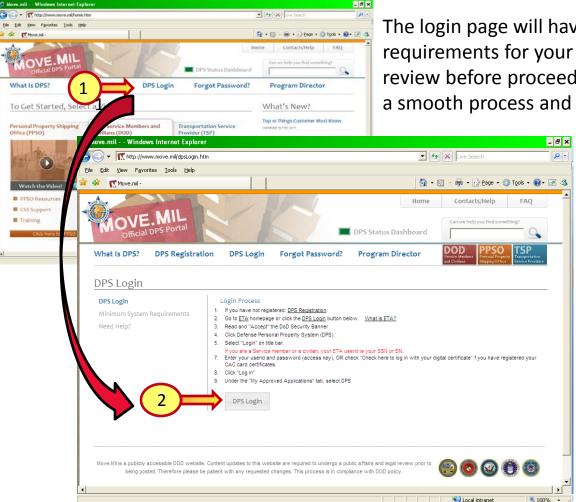
#### The Customer's Guide to DPS

DEFENSE PERSONAL PROPERTY PROGRAM

#### Things to keep in mind when filing your claim...

- Loss or damage to an item should be reported to the TSP, via DPS within 75 days of the date of delivery. Note: You do not have to file a Loss/Damage Report as long as you file your Claim in DPS within 75 days of the delivery of your shipment.
- All loss/damaged discovered on the day of delivery should be listed on *"The Notice of Loss/Damage <u>at</u> <u>Delivery</u> Report"; any discrepancies found after delivery should be annotated on <i>"The Notice of Loss/Damage <u>After Delivery</u> Report"*.
- If you file your claim with the Transportation Service Provider (TSP), via Defense Personal Property System (DPS), within nine months of delivery, the TSP is liable for the repair or Full Replacement Value (FRV) cost of damaged items.
- For items that are damaged but not destroyed, the TSP will, at its option, either repair the items to the extent necessary to restore them to their condition when received by the TSP, or pay the customer for the cost of such repairs.
- <u>DO NOT DELAY</u>...filing past the 9-month deadline eliminates your right to receive Full Replacement Value. If your claim has been timely filed, additional information may be presented at a later time.

The first step for logging into DPS is to return to the website <u>www.move.mil</u>. From the www.move.mil home page, click the tab at the top of the page marked "**DPS Login**" (1).



The login page will have a list of minimum system requirements for your computer that you may want to review before proceeding to DPS. This will ensure you have a smooth process and limited errors.

> It is very important to make sure your pop-up blocker is turned off. DPS is considered a "pop-up" and you will not be able to access DPS with pop-up blockers turned on.

> Click "**DPS Login**" at the bottom of the screen (2) to login to DPS.

The next screen will be your actual login page. Click on "Accept" (1) to continue. If you registered for an account with your CAC, Click on the "Click here to log in with your digital certificate." Otherwise, you will need your ETA User ID and the Password which was provided to you via email from the DPS Administrator. Enter the requested information in the blank boxes provided. Once completed, Click the "Log In" button (2).

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| cords to display.              |  |  |   |
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| al Certificate / Sma           | YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (I<br>PROVIDED FOR USG-AUTHORIZED USE ONLY.   | IS) THAT IS                            | click the second option "Continue to this   |
| E                              | By using this IS (which includes any device attached to this IS), you const<br>conditions:   | sent to the following                  | click the second option continue to this  |
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| user ID. All other app         | counterintelligence (CI) investigations.   |  |   |
| Users: Turn off your browsers. | <ul> <li>At any time, the USG may inspect and seize data stored on this IS.</li> <li>Communications using, or data stored on, this IS are not private, a</li> </ul>  |  | accessing a HTTPS secure website, and it is   |
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The first step to initiate your DPS claim after logging into DPS is to click the "**Claims**" tab at the top of the page. This will take you to your "**Claims Home Page**".

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| JTR Definitions  | •  |  |   |          |  |  |  |  |  |
| JFTR Definitions   | The Defense Personal Property System (DPS)   |  |   |          |  |  |  |  |  |
| DPS Glossary/Acronyms  | the move process. As the DoD Customer, you<br>online counseling, claims settlement, and ship           |  |   |          |  |  |  |  |  |
| Find a Counseling Office   | reference information to some of the features a  | reference information to some of the features available to you in the DPS system.<br>For information on how to use DPS, select the Training Tab on the menu above. |   |          |  |  |  |  |  |
| Quick Reference  | Note: Before beginning, you must review additi   |  |   |          |  |  |  |  |  |
| Moving Tips  | Service via the Information Link below. In the ev<br>use, you will be required to view the information |  | iis site after your first                   |          |  |  |  |  |  |
| Personally Procured Moves  |  | · · ·  |   |          |  |  |  |  |  |
| Weight Estimator Calculator  | Please Click   | Here >>> United S  | states Army Info                            | ormation |  |  |  |  |  |
| Counseling Guide   |  |  |   | E        |  |  |  |  |  |
| Shipment Management Guide  | What you will need to Get Started  |  |   |          |  |  |  |  |  |
| Claims Guide   | If you have hardcopy orders or a Letter-in-Lieu of<br>Counseling Tab at the top of the page. Please    |  |   |          |  |  |  |  |  |
| Loss and Damage Report Guide   | the self-counseling application:   |  |   |          |  |  |  |  |  |
| Customer Satisfaction Survey Guide   | 1. Your Contact information  |  |   |          |  |  |  |  |  |
| Interactive Voice Response (IVR) Guide   | <ol> <li>Pick-up and Delivery information</li> <li>Proof of Dependents (if applicable)</li> </ol>      |  |   |          |  |  |  |  |  |
|  | <ol><li>Power of Attorney (if person completing a</li></ol>  | pplication is not the membe  | er)   |          |  |  |  |  |  |

Your claims welcome screen will provide you with information and timelines for the claim filing process to receive the full replacement value (FRV).

#### **Reminder:**

- Loss or damage to an item should be reported to the TSP via DPS within 75 days of the date of delivery. <u>Note</u>: You do not have to file a Loss/ Damage Report as long as you file your Claim in DPS within 75 days of the delivery of your shipment.
- A Loss/Damage Report will <u>not</u> start an actual claim for you. It only acts as a notice to the TSP of your intent to file a claim within 9 months of delivery and qualify you for FRV.

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| Click here for:  | Claim Services                              |
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| portation Service Provider (TSP) [the Moving Company] of any   | View My Claims                              |
| rsonal property within 75 days of the delivery of your shipment.   | Loss/Damage Reports                         |
| y the Moving Company of any Loss or Damage to your   | Inspection Reports                          |
| y one way to file your Claim.  | Summary                                     |
| ort. Using forms provided by the Moving Company, you can   | Summary                                     |
| or damage at the time of   | Create Claims                               |
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| se, and purchase cost. F SCIEEN  | Claim #:                                    |
| n 30 days to complete th   | Claim<br>Status:                            |
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| r both Loss/Damage Report notification and how to file your Claim are  | MCO   |
|  | Adjudication:                               |
| p improve the Claims process, and we appreciate your feedback.   | Service:                                    |
|  | Last Name:                                  |
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| ettlement process. In order to complete your claims process,<br>or your loss/damage items.                               |   |
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| not required, as long as your claim is filed within 75 days<br>officiation of loss or damage is filed later than 75 days | -   |
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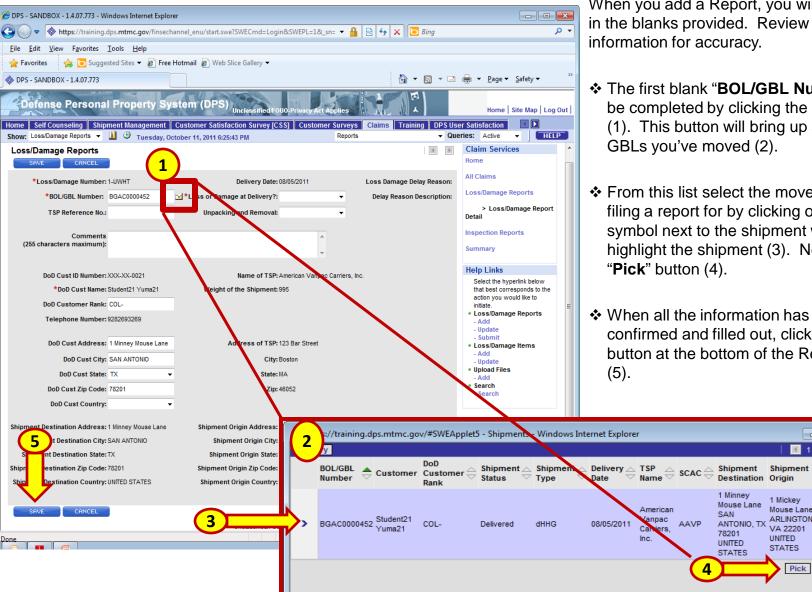
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Click the link "Click Here to Add a Loss/Damage Report" (1). Completing the Loss/Damage Report will confirm your intent to file a claim within 9 months under FRV. <u>Note</u>: If you are filing a claim now and it is within 75 days of delivery of the shipment, you can skip this step and continue to slide 14.

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| Show: Loss/Damage Reports 👻 🛄 🙂 Tuesday, October 11, 2011 6:07:20 PM Report   | s   Queries: Active   HELP  |   |
| Below is a list of all of your loss/damage reports. Please select the hyperlink for the loss/damage/  | Claim Services  |   |
| report that you wish to view/update.  | C DPS - SANDBOX - 1.4.07.773 - Windows Internet Explorer  |   |
| Submitting items from your Loss/Damage reports(s) does not constitute filing of a claim   | 🚱 🕞 💌 🚸 https://training.dps.mtmc.gov/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn= 📲 🗟 😽 🗙  | 🕒 Bing 🔎 👻  |
| but does initiate your claims settlement process. In order to complete your claims process,<br>you must actually file a claim for your loss/damage items.                                       | <u>E</u> ile <u>E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp  |   |
| Loss/Damage submissions are not required, as long as your claim is filed within 75 days   | 👷 Favorites 🛛 🍰 Suggested Sites 🔻 🔊 Free Hotmail 🔊 Web Slice Gallery 👻  |   |
| from the delivery date. If the notification of loss or damage is filed later than 75 days   | 🚸 DPS - SANDBOX - 1.4.07.773  | 🛉 🕶 🔄 🖶 👻 Page 🕶 Safety 🕶 🤍   |
| after the delivery date, you will be required to enter a reason for the delay.  | Defense Personal Property System (DPS)  | E1  |
| You can edit information or add/delete items in your Loss/Damage Report as long as it has not been<br>submitted into the DPS System. Once your report has been submitted, you must create a new | UP assinger OU-privacy Act Applies  | Home Site Map Log Out   |
| Loss/Damage report to include any additional loss/damage items.   | Home Self Counseling Shipment Management Customer Satir action Survey [CSS] Customer Surveys Claims Ti<br>Show: Loss/Damage Reports  U U Tuesday, October 11 6:10:16 PM Reports | aining DPS User Satisfaction<br>- Queries: Active - HELP                            |
| Click Here to Add a Loss/Damage Report  | Loss/Damage Number:   |   |
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|   |   | Home  |
| Loss/Damage Status Creation Loss/Damage Name Rank BOL/GBL Delivery TSP at Delivery?   | Loss/Dimage Number: Delivery Date: Loss Damage Delay Reason:  | All Claims  |
|   | BOL/GBL Number: Loss or Damage at Delivery?: Delay Reason Description: TSP Reference No.: Unpacking and Removal:  | Loss/Damage Reports   |
|   | Comments:   | > Loss/Damage Report Detail   |
|   | Comments:   | Inspection Reports  |
|   | DoD Cust ID Number: Name of TSP:  | Summary   |
|   | DOD Cust ID Number: Name of 1 SP:<br>DoD Cust Name: Weight of the Shipment:   | Help Links  |
|   | DoD Customer Rank:  | Select the hyperlink below that best<br>corresponds to the action you would like to |
|   | Telephone Number:   | initiate.<br>• Loss/Damage Reports  |
|   | DoD Customer Address: Address of TSP:   | - Add<br>- Update   |
|   |   | - Submit<br>• Loss/Damage Items   |
|   |   | - Add<br>- Update   |
|   | Shipment Destination Address: Shipment Origin Address:  | <ul> <li>Upload Files</li> <li>- Add</li> </ul>                                     |
|   |   | <ul> <li>Search</li> <li>Search</li> </ul>  |
| Unclassified/FOUO-Privacy Act Applies   | Add/Update Loss/Damage Items  |   |
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|   | Item ⇔       Item Name ⇔       Inventory Number ⇔       Loss/Damage Description ⇔       Item Creation Date ⇔  |   |
|   | File Attachments ADD SEARCH  No Records N HEL   | p   |
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Done



When you add a Report, you will need to fill in the blanks provided. Review any pre-filled information for accuracy.

- The first blank "BOL/GBL Number" can be completed by clicking the check button (1). This button will bring up a list of GBLs you've moved (2).
- From this list select the move you are filing a report for by clicking on the ">" symbol next to the shipment which will highlight the shipment (3). Next click the "Pick" button (4).
- When all the information has been confirmed and filled out, click the "SAVE" button at the bottom of the Reports page

- - X

Weight

1 Mickey

Mouse Lane

VA 22201

UNITED

STATES

ARLINGTON, 995

Pick Cancel

If it has been more than 75 days after shipment delivery, you must enter a reason for the delay. Click on the "**Loss Damage Delay Reason**" box and select the appropriate reason. Add any additional information in the "**Delay Reason Description**" box. Once entered, click on the **"SAVE"** button (2).

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| Loss/Damage Reports                   | Tuesday, Ma                   | II CIT 27, 2012 12:47:05 PM                    |                       |                              | quomoor          | , tour o                                 |                     |
| SAVE CANCEL                           |                               |  |                       |                              |                  |  |                     |
| Your submission exceeds the 75 da     | ay after shipment delivery    | r requirement; you must enter a reason for the | delay.(SBL-EXL-00     | 151)                         |                  |  |                     |
| *Loss/Damage Number:                  | 1-IYXOG                       | Delivery Date: 01/12/2                         | 009 I                 | oss Damage Delay Reason:     |                  |  |                     |
| *BOL/GBL Number:                      | CNNQ000005                    | *Loss or Damage at Delivery?: Y                | -                     | Delay Reason Description:    | Deployment/Ter   | mporary Duty                             | n or Modical Tractm |
| TSP Reference No.:                    |                               | Unpacking and Removal:                         | -                     |                              | Serious Illness  | or death of a Fami<br>ed, please specify |                     |
| Comments                              |                               |  | <u>~</u>              | I                            | other (il select | ed, please specify                       | a reason below)     |
| (255 characters maximum):             |                               |  | -                     |                              |                  |  |                     |
|                                       |                               |  |                       |                              |                  |  | E                   |
| DoD Cust ID Number:                   |                               | Name of TSP: AALCO                             | Forwarding, Inc.      |                              |                  |  |                     |
| *DoD Cust Name:<br>DoD Customer Rank: |                               | Weight of the Shipment: 18,000                 |                       |                              |                  |  |                     |
| Telephone Number:                     |                               |  |                       |                              |                  |  |                     |
|                                       |                               |  |                       |                              |                  |  |                     |
| DoD Cust Address:                     | 55 Mountain view              | Address of TSP: 10965 (                        | Granada Lane          |                              |                  |  |                     |
| DoD Cust City:                        | SAN DIEGO                     | City: OVERL                                    | AND PARK              |                              |                  |  |                     |
| DoD Cust State:                       | CA 👻                          | State: KS                                      |                       |                              |                  |  |                     |
| DoD Cust Zip Code:                    |                               | Zip: 66211                                     |                       |                              |                  |  |                     |
| DoD Cust Country:                     | -                             |  |                       |                              |                  |  |                     |
| Shipment Destination Address:         | 55 Mountain view              | Shipment Origin Address: 155 Shi               | oreline Dr            |                              |                  |  |                     |
| Shipment Destination City:            | SAN DIEGO                     | Shipment Origin City: JACKS                    | ONVILLE               |                              |                  |  |                     |
| Shipment Destination State:           |                               | Shipment Origin State: FL                      |                       |                              |                  |  |                     |
| Shipment Destination Zip Code:        |                               | Shipment Origin Zip Code: 32201                | CTATES.               |                              |                  |  |                     |
| Shipment Destination Country:         | UNITED STATES                 | Shipment Origin Country: UNITED                | STATES                |                              |                  |  |                     |
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#### You will need your paper inventory nearby to reference the item/inventory number of the lost/ damaged property.



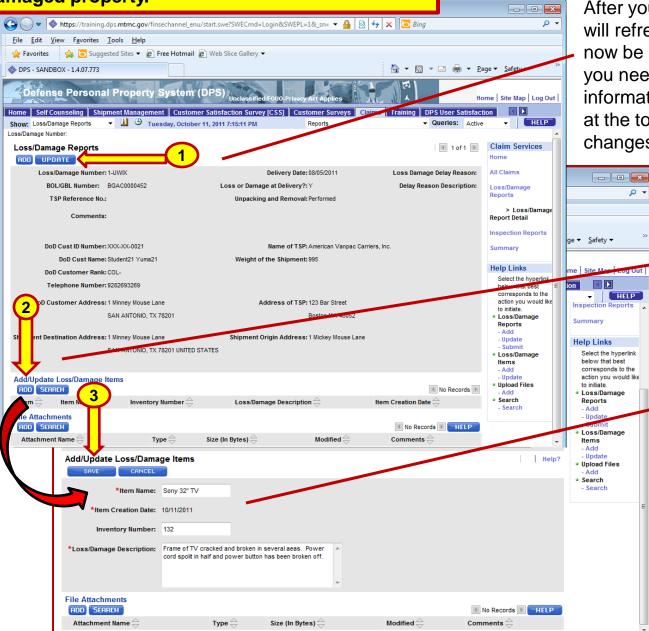
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After you save your report, the page will refresh and your information will now be listed in the top gray area. If you need to change any of this information, click the "Update" button at the top (1), then make any needed changes/corrections.

> You can now add specific information pertaining to items lost or damaged during your move. To do this, click the "ADD" button located under the "Add/Update Loss/Damage Items" title (2).

The Loss/Damage area will expand and provide you with blank spaces for the information. Fill out each box appropriately, then click the "SAVE" button (3).

Repeat above steps until all items have been added. **Remember to always click** "SAVE" after each entry.



Your "Loss/Damage Reports" and "Add/Update Loss/Damage Items" should both be filled in now. You can change the information of either by clicking the provided "Update' buttons (1). If you have additional items that need to be claimed, click the "ADD" button just below "Add/Update Loss/Damage Items " (2).

*File Attachments* (3) should not be completed for a Loss/Damage Report. Any supporting attachments should be attached when you complete the actual claim in DPS.

Favorites DPS - SANDBOX - 1.4.07.773 Defense Personal Property System (DPS) Home Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys DPS User Satisfaction Claims Training Show: Loss/Damage Reports 👻 📋 🙂 Tuesday, October 11, 2011 8:41:46 PM Reports Queries: Active Loss/Damage Number: Cla Loss/Damage Reports I of 1+ Ноп ADD UPDATE SUBMIT All C Los Damage Number: 1-UWIX Delivery Date: 08/05/2011 Loss Damage Delay Reason: GBL Number: BGAC0000452 Loss or Damage at Delivery ?: Y Delay Reason Description: Los Rep Reference No.: Unpacking and Removal: Performed Comments: Repo Insp ust ID Number: XXX-XX-0021 Name of TSP: American Vanpac Carriers, Inc. Sum Cust Name: Student21 Yuma21 Weight of the Shipment: 995 Hel stomer Rank: COL-S phone Number: 9282693269 2 tomer Address: 1 Minney Mouse Lane Address of TSP: 123 Bar Street SAN ANTONIO, TX 78201 Boston MA 46052 ۰Ü Shipment Origin Address: 1 Mickey Mouse Lane nent De nation Address: 1 Minney Mouse Lane SAN ANTONIO, TX 78201 UNITED STATES Add/Update Loss/Damage Items ADD UPDATE SEARCH 🔳 1 - 1 of 1 🕨 Item Creation Date ltem 🚍 Item Name 🚍 Inventory Number Loss/Damage Description Frame of TV cracked > 1 Sony 32 inch TV 132 10/11/2011 and broken in 3 File Attachments ADD SEARCH No Records 🕨 HELP Modified 🚍 Attachment Name Туре 🚍 Size (In Bytes) Comments

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| Defen                         | ise P. Prop                           | perty System (DPS   | )<br>Unclassified/FOUO-Privacy  | Act Applies                            |  | lome   Site Map   Log Out |
| Home Self                     |                                       | nagement Customer Satis   | faction Survey [CSS] Cus        | tomer Surveys Claims                   | Training DPS User Satisfac   |                           |
| Show: Loss/E<br>Loss/Damage N |                                       | Tuesday, October 18, 2011 4:                                    | 14:30 PM                        | Reports                                | ✓ Queries: Ac  | tive - HELP               |
| -                             | age Reports                           |   |                                 |  | 🔳 1 of 1+ 🕨  | Claim Services            |
| ADD UF                        | •                                     |   |                                 |  |  | Home                      |
| Los                           | s/Damage Number: 1-JWIX               | Message from we   | bpage                           | $\frown$                               |  | x ms                      |
| B                             | OL/GBL Number: BGAC000                |   | .spage                          | 2                                      |  | amage                     |
|                               | TSP Reference No.:                    |   |                                 |  |  | s                         |
|                               | Comments:                             |   |                                 |  | (D. D. 12)   | Loss/Damage<br>Detail     |
|                               |                                       | Are y   | ou sure you want t              | to Submit this Los                     | s/Damage Report?   | tion Reports              |
| D                             | D Cust ID Number: XXX-XX-0            |   |                                 |  |  | агу                       |
| C                             | DoD Cust Name: Student21              |   |                                 |  |  |                           |
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| DoD                           | Favorites 💩 DPS - S                   |   |                                 |  |  |                           |
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| Shipment [                    | Defense Pers                          | onal Property Syst  | em (DPS)                        | FOUO-Privacy Act Applies               |  | Home   Site Map   Log Out |
|                               | Home Self Counseling                  | Shipment Management Cu  |                                 | [CSS] Customer Surveys                 | Claims Training DPS Use  | er Satisfaction           |
| Add/Upda                      | Show: Loss/Damage Reports             | s 👻 🗓 🙂 Tuesday, Octol  | er 18, 2011 4:17:04 PM          | Reports                                | ▼ Que  | ries: Active 🔻 HELP       |
| ADD L                         |                                       |   |                                 |  |  | Claim Services            |
| Ite                           | report that you wish to               | f your loss/damage reports<br>o view/update.                    | Please select the <u>hyperi</u> | ink for the loss/damage                |  | Home                      |
| > 1                           |                                       | our Loss/Damage reports(s)                                      | does not constitute filing of   | a claim                                |  | All Claims                |
| File Attac                    |                                       | aims settlement process. In (                                   | •                               |  |  | Loss/Damage               |
| ADD S                         |                                       | claim for your loss/damage i                                    |                                 |  |  | Reports                   |
| Attachm                       | Loss/Damage submission                | ons are not required, as long                                   | as your claim is filed within   | 75 days                                |  | Inspection                |
|                               | · · · · · · · · · · · · · · · · · · · | the notification of loss or dar                                 |                                 | ys                                     |  | Reports                   |
|                               |                                       | ou will be required to enter a                                  |                                 |  |  | Summary                   |
|                               |                                       | or add/delete items in your Lo<br>ystem. Once your report has b |                                 |  |  |                           |
|                               |                                       | clude any additional loss/dam                                   |                                 |  |  |                           |
|                               |                                       |   |                                 |  |  |                           |
|                               | Click Here to Add a Los               | ss/Damage Report  |                                 |  |  |                           |
|                               | Loss/Damage Repo                      | rts Menu 🔻  | CLOSE                           |  | 🖪 1-1of1 💌   | HELP                      |
|                               | Loss/Damage                           | ♣ Status ☆ Creation △ Lo<br>Date ♥ at                           |                                 | BOL/GBL _ Delivery _                   |  | <u>.</u>                  |
|                               | Number                                | $\Rightarrow$ Status $\Rightarrow$ Date $\Rightarrow$ at        | Delivery? (DoD) (DoD            | $\nabla$ Number $\nabla$ Date $\nabla$ | $\Rightarrow$ TSP $\Rightarrow$ SCAC $\Rightarrow$ GBLOC $\Rightarrow$ C | Closed 🚔                  |
|                               |                                       |   | Student21                       |  | American<br>Vanpac   |                           |
|                               | > 1-JJWIX                             | Submitted 10/11/2011 🗸  | Yuma21 COL-                     | BGAC0000452 08/05/2011                 | Carriers, AAVP HAPC  |                           |
|                               |                                       |   |                                 |  | inc.   |                           |
|                               |                                       |   |                                 |  |  |                           |

When all items have been added, click on the "**Submit**" button to file the Notice of Loss/Damage After Delivery. (1)

A dialogue box will appear asking "Are you sure you want to submit this Loss/Damage Report?" Click "OK" to submit or "CANCEL" to add additional items. (2)

To verify your Loss/Damage Report has been successfully submitted, click on the "*Loss/Damage Reports*" on the right side of the screen to go back to that page. (3)

The Loss/Damage Report(s) should be displayed under "**Loss/Damage Reports**". To review the report, click on the Loss/ Damage number. (4)

| 🏉 DPS   | - SANDBOX                            | ( - 1.4. | 07.773 -       | Window            | s Internet Exp                | olorer                                    |                         |                   |   |   |         |             |   |                        |          |        |             |         | x  |
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| 🔶 Fav   | vorites                              | DP:      | s - san        | DBOX - 1.         | 4.07.773                      |   |                         |                   |   |   |         |             |   |                        |          |        |             |         |    |
| D       | efense Pe                            | rson     | al Pro         | perty S           | ystem (DF                     | S) Unclessified                           | FOUO-Privacy Ad         | et Applies        | P P   |   |         |             |   |                        |          | Hor    | ne   Site I | Vap Log | Du |
| Home    | Self Counsel                         | ling 🛛   | Shipment       | t Managem         | ent Custome                   | r Satisfaction S                          |                         |                   | reys Claims Tra                                   | aining                                  | DPS Us  | er Satisfac | _   |                        | _        | _      |             |         |    |
| Show:   | Loss/Damage Rep                      | orts 🔻   | 1 🙂            | Tuesday, Oc       | tober 18, 2011 5:38           | :42 PM                                    |                         |                   |   |   |         |             | Reports   |                        | Queries: | Active | Ŧ           | HEL     | P  |
|         | v is a list of al<br>t that you wisl |          |                |                   | orts. Please sel              | ect the <u>hyperlin</u>                   | <u>k</u> for the loss/o | lamage            |   |   |         |             |   | Claim Services<br>Home |          |        |             |         |    |
| - C.    |                                      |          |                |                   | (s) does not co               | nstitute filing of a                      | claim                   |                   |   |   |         |             |   | All Claims             |          |        |             |         |    |
| but do  | oes initiate your                    | r claims | settlemer      | nt process.       | In order to com               | plete your claims                         |                         |                   |   |   |         |             |   | Loss/Damage Repor      | ts       |        |             |         |    |
|         | nust actually file                   |          |                |                   |                               |   |                         |                   |   |   |         |             |   | Inspection Reports     |          |        |             |         |    |
|         |                                      |          |                |                   |                               | n is filed within 7<br>ed later than 75 d |                         |                   |   |   |         |             |   | Summary                |          |        |             |         |    |
|         | the delivery dat                     |          |                |                   |                               |   | ·                       |                   |   |   |         |             |   |                        |          |        |             |         |    |
|         |                                      |          |                |                   |                               | as long as it has no                      | t been                  |                   |   |   |         |             |   |                        |          |        |             |         |    |
|         | lamage report to I                   |          |                |                   |                               | must create a new                         |                         |                   |   |   |         |             |   |                        |          |        |             |         |    |
| OR-L-1  | lere to Add a L                      |          |                |                   |                               |   |                         |                   |   |   |         |             |   |                        |          |        |             |         |    |
| CIICK P | iere to Add a L                      | .055/Da  | amage Ke       | port              |                               |   |                         |                   |   |   |         |             |   |                        |          |        |             |         |    |
| Loss    | /Damage Re                           | ports    | Menu           |                   | CLOSE                         | SEARCH                                    |                         |                   |   |   | < 1-2of | 2 🖹         | HELP  |                        |          |        |             |         |    |
|         | Loss/Damage<br>Number                | 4        | 🗦 Status 🗧     | Creation<br>Date  | Loss/Damage 2<br>at Delivery? | Name (DoD)                                | Rank (DoD) 😓            | BOL/GBL<br>Number | $\Leftrightarrow$ Delivery Date $\Leftrightarrow$ | T\$P⇔                                   |         | GBLOC       | $\textbf{Closed} \mathop{\ominus}\limits_{\ominus}$ |                        |          |        |             |         |    |
| >       | 1-IJWIX                              |          | Submitted      | 10/11/2011        | •                             | Student21 Yuma21                          | COL-                    | BGAC0000452       | 08/05/2011  | American<br>Vanpac<br>Carriers,<br>Inc. | AAVP    | HAFC 🗹      |   |                        |          |        |             |         |    |
| >       | 1-ILFVF                              |          | in<br>Progress | 10/18/2011        | *                             | Student21 Yuma21                          | COL-                    | BGAC0000452       | 08/05/2011  | American<br>Vanpac<br>Carriers,         |         | HAFC        |   |                        |          |        |             |         |    |
|         |                                      |          | Î              |                   |                               |   |                         |                   |   | inc.                                    |         |             |   |                        |          |        |             |         |    |

#### Remember:

- \* Additional lost or damaged items can only be added when the report's status is "**In Progress**".
- \* To add new items when in "**Submitted**" status, a new Loss/Damage Report must be accomplished.

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| 6  |            | ) 🗢 [     | https://      | /training.dps. <b>r</b> | ntmc.gov/finsech           | annel_enu/start.     | swe?SWECmd=        | Login&SWEPL=1  | L&SWE 🔻    | 🔒 🗟 😽          | 🗙 📴 Bin                | g                     |             | + م                |
| 4  | Favor      | rites     | 🔷 DPS         | - SANDBOX -             | 1.4.07.773                 |                      |                    |                |            |                |                        |                       |             |                    |
| 7  | Defe       | ense f    | Persona       | I Property              | System (DPS)               | Unclassified FOUO P  | rivacy Act Applies |                |            |                |                        |                       | Home        | Site Map   Log Out |
| Н  | ome S      | elf Cour  | seling SI     | hipment Manage          | ment Customer Sa           | tisfaction Survey [  | CSS] Customer      | Surveys Claims | Training D | PS User Satisf | action                 |                       |             |                    |
|    | now: Cla   | alms Home | <b>.</b>      | 🔟 🕒 Tuesday,            | Dctober 18, 2011 5:47:49 P | м                    |                    |                | •          |                |                        | Reports               | 🚽 Queries:  | - HEL              |
| CI | alms Home: |           |               |                         |                            |                      |                    | 1              |            |                |                        |                       |             |                    |
|    | Nelcon     | ne to y   | our Claim     | s Home Page             |                            |                      |                    |                |            | Click here     |                        | ices                  |             |                    |
| 1  | You sh     | hould no  | otify the Tra | nsportation Ser         | vice Provider (TSP) [t     | he Moving Compar     | ny] of any         | <b>II</b>      |            |                | View My Clain          | 15                    |             |                    |
| Ш  | loss       | or dama   | ige to your   | personal proper         | ty within 75 days of t     | the delivery of your | r shipment.        |                |            |                | Loss/Damage            | Reports               |             |                    |
| 2  |            |           |               |                         | Company of any Loss        | or Damage to you     | r                  |                |            |                | Inspection R           | eports                |             | <u> </u>           |
| ы  | perso      | onal pro  | perty, but o  | only one way to         | file your Claim.           |                      |                    |                |            |                | summary                |                       |             | 1)                 |
| Ш  |            |           | -             |                         | ms provided by the N       |                      |                    |                |            |                | Create C               | laims                 |             |                    |
| Ш  |            | -         | -             | -                       | the time of delivery       |                      | -                  |                |            |                | Pic                    | k the Shipment:       |             |                    |
| Ш  |            |           |               |                         | ort in the DPS Claims      |                      |                    |                |            |                | Rubmitte               | 's Relationship:      |             |                    |
| Ш  |            |           |               |                         | long as you file you       |                      |                    |                |            |                | addinition             |                       |             |                    |
| ы  |            |           |               | -                       | a Loss/Damage Rep          |                      | -                  | L              |            |                |                        | Sta                   | rt My Claim |                    |
| Ш  |            | -         |               |                         | r Claim in the DPS C       |                      | -                  |                |            |                | Search C               | laims                 |             |                    |
| Ш  |            |           |               |                         | at items were lost or      | -                    | -                  |                |            |                |                        | Claim #:              |             |                    |
| ۲  | nu         | imber, y  | ear of purch  | hase, and purch         | ase cost. Pictures of      | damaged items car    | n be uploaded into | )              |            |                | _                      |                       | <b>{(4)</b> |                    |
| 8  | 🥖 h        | ttps:     | ://traii      | ning.dps                | .mtmc.go                   | v/#SWEAp             | oplet3 - S         | hipments       | - Wind     | ows Inte       | ernet Exp              | I 🗖                   |             |                    |
|    | Que        | эгу       |               |                         |                            |                      |                    |                |            |                |                        |                       | 1-1011 💽    |                    |
| Г  |            | BOL       | CBI A         |                         | DoD                        | Shinmont o           | Shinmant           |                | тер 🗠      | ~              | Shipment               | Shipment              |             | X                  |
| Т  |            | Num       |               | Customer                | Customer 😂                 | Status 🗸             | Type               | Date           | Name       | SCAC 🕀         | Destination            |                       | VVelght 😂   |                    |
| н  |            |           |               |                         | Rank                       |                      |                    |                |            |                |                        | Ŭ                     |             | $X \mid \Lambda$   |
| Т  |            |           |               |                         |                            |                      |                    |                |            |                | 1 Minney<br>Mouse Lane | 1 Mickey              |             |                    |
| Т  |            |           |               | Chudantha               |                            |                      |                    |                | American   |                | SAN                    | Mouse Lane            | . /         |                    |
|    | >          | BGAG      | 0000452       | Yuma21                  | COL-                       | Delivered            | dHHG               | 08/05/2011     | Carriers.  | AAVP           | ANTONIO,               | ARLINGTON<br>VA 22201 | <u> </u>    |                    |
| н  |            |           |               |                         |                            |                      |                    |                | Inc.       |                | TX 78201<br>UNITED     | UNITED                | 2           |                    |
| н  |            |           |               |                         |                            |                      |                    |                |            |                | STATES                 | STATES                |             |                    |
| Ŀ  |            |           |               |                         |                            |                      |                    |                |            |                |                        | Pick                  | Cancel      |                    |
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| 1  | 1          | 🮒 ht      | tps://t       | raining.d               | ps.mtmc.g                  | ov/#SWEA             | pplet3 - Su        | ubmitter's l   | Rel 🖂      |                | ×                      |                       | /           |                    |
|    |            |           |               |                         |                            |                      |                    | _              |            |                |                        |                       |             | · · · · · ·        |
|    |            | Que       | y Fi          | nd Submitter            | 's Relationship            | Starting with        | י <u></u>          |                | GO         | 1 - 4 of 4     |                        |                       |             |                    |
|    |            |           | Submit        | tter's Relatio          | nship 🔤                    |                      |                    |                |            |                |                        |                       |             |                    |
|    |            | >         | Membe         | r/CMIIan                |                            |                      |                    |                |            |                |                        |                       |             |                    |
|    |            | >         | Spouse        |                         |                            |                      |                    |                |            |                |                        |                       |             |                    |
|    |            | >         | Family        | Member                  |                            |                      |                    |                |            | 3              | r                      |                       |             |                    |
|    |            | >         | Power         | of Attorney             |                            |                      |                    |                |            |                |                        |                       |             |                    |
|    |            |           |               |                         |                            |                      |                    |                | P          | Vick Cano      | el 🔻                   |                       |             |                    |
|    |            |           |               |                         |                            |                      |                    |                |            |                |                        |                       |             |                    |
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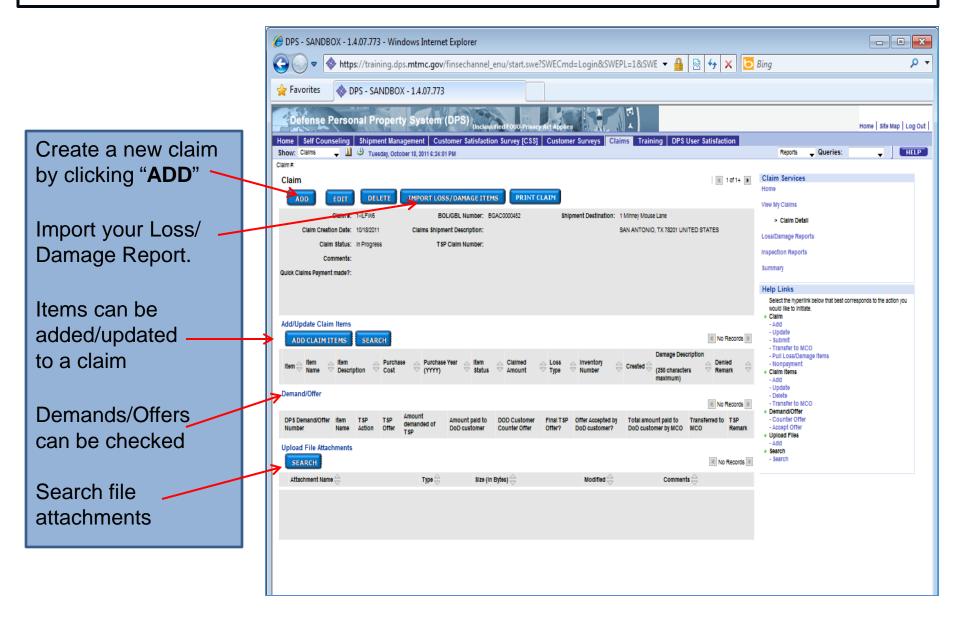
To begin filing a claim, click on the "*Claims*" tab at the top to refresh the page. Next you will need to pick the shipment that will be associated with the claim. Under the "*Create Claims*" section on the right side of the screen, click on the icon next to "**Pick the** *Shipment:*". (1)

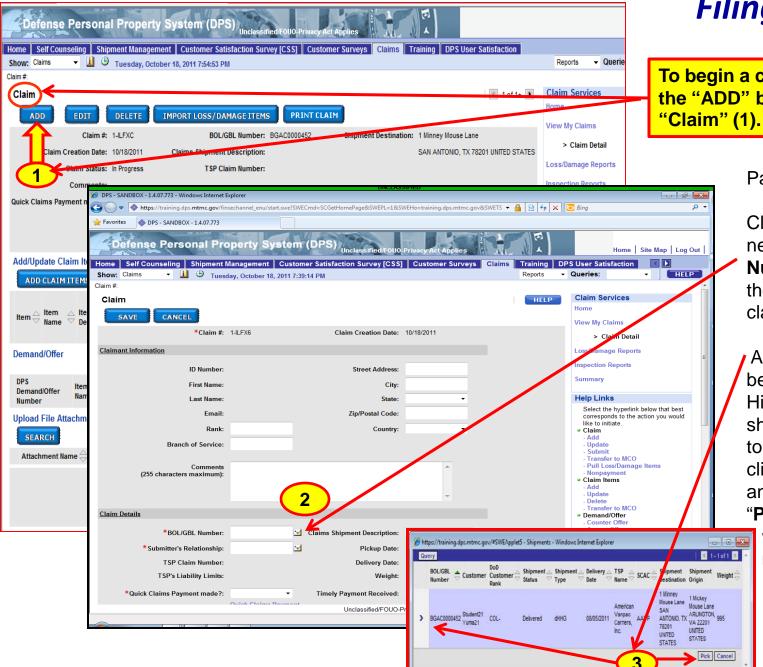
A dialogue box will appear with a list of shipments. Highlight the correct shipment by clicking on the ">" symbol next to the shipment and then click on "**Pick.**" (2)

Click on the icon to choose "**Submitter's Relationship**"; highlight the appropriate answer and then click "**Pick.**" (3)

Click "Start My Claim." (4)

On this screen, new claims can be created, updated, deleted, or printed.





To begin a claim, click on the "ADD" button under "Claim" (1).

#### Page will refresh

Click on the icon next to "**BOL/GBL Number**" to select the shipment for the claim (2).

A dialogue box will be displayed (3). Highlight the shipment you want to file a claim on by clicking the > symbol and then click on "**Pick**". The screen will refresh (see next slide).

| 6 DPS - SANDBOX - 1.4.07.78            | 2 - Windows Interne          | t Explorer                   |                     |                                      |                              |   |
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| 🚖 Favorites 🛛 🚸 DPS - SA               | ANDBOX - 1.4.07.782          | !                            |                     |                                      |                              |   |
| Defense Personal I                     | Property Syste               | m (DPS)                      |                     |                                      |                              |   |
| Home Self Counseling Shipn             | nent Management Cu           | stomer Satisfaction Survey   | [CSS] Customer      | Surveys Claims Tra                   | ining DPS User Satisfaction  |   |
|  | Thursday, October 20, 2011 6 |                              |                     |                                      |                              | Reports 🚽 Q   |
| Claim                                  |                              |                              |                     |                                      | 4 of 4+ HELP                 | Claim Services<br>Home  |
| SAVE CANCEL                            | 1-ILFWR                      | Claim Creation Date:         | 10/18/2011          |                                      |                              | View My Claims > Claim Detail   |
| Claimant Information                   |                              |                              |                     |                                      |                              | Loss/Damage Reports   |
| ID Number:                             | XXX-XX-0021                  | Street Address:              | 1 Minney Mouse Lane |                                      |                              | Inspection Reports  |
| First Name:                            |                              |                              | SAN ANTONIO         |                                      |                              | Summary   |
| Last Name:                             |                              | State:                       | тх 👻                |                                      |                              | Help Links  |
| Email:                                 | yumatmo@usmc.mll             | Zip/Postal Code:             | 78201               |                                      |                              | wellect the hyperlink be<br>would like to initiate.                           |
| Rank:                                  | COL-                         | Country:                     | -                   |                                      |                              | <ul> <li>Claim</li> <li>- Add</li> <li>- Update</li> </ul>                    |
| Branch of Service:                     | Marines                      |                              |                     |                                      |                              | - Submit<br>- Transfer to MCO<br>- Pull Loss/Damage                           |
| Comments                               |                              |                              | *                   |                                      |                              | <ul> <li>Puil Loss/Damage</li> <li>Nonpayment</li> <li>Claim Items</li> </ul> |
| (255 characters maximum):              |                              |                              |                     |                                      |                              | - Add<br>- Update   |
|  |                              |                              | -                   |                                      |                              | - Delete<br>- Transfer to MCO   |
| Claim Details                          |                              |                              |                     |                                      |                              | Demand/Offer     Counter Offer     Accept Offer                               |
| *BOL/GBL Number:                       | BGAC0000452                  | Claims Shipment Description: |                     |                                      |                              | <ul> <li>Upload Files</li> <li>Add</li> </ul>                                 |
| * Submitter's Relationship:            | Member/CMilan                | Pickup Date                  | 08/05/2011          |                                      |                              | <ul> <li>Search</li> <li>Search</li> </ul>                                    |
| TSP Claim Number:                      |                              | Derivery Date:               | 08/05/2011          |                                      |                              |   |
| T SP's Liability Limits:               | 5,000.00                     | vveight:                     | 995                 |                                      |                              |   |
| *Quick Claims Payment made?:           |                              | Timely Payment Received:     | -                   | $\leftarrow$                         |                              |   |
| Dollar amount of Quick Claims payment: | Quick Claims Payment         | -                            |                     |                                      |                              |   |
| Donar amount of guide claims payment.  |                              |                              |                     |                                      |                              |   |
| Item List for Quick Claims:            |                              |                              | ~                   |                                      |                              |   |
|  |                              |                              | 4                   |                                      |                              |   |
|  |                              |                              |                     |                                      |                              |   |
| _                                      |                              |                              | -                   |                                      |                              |   |
|  |                              |                              |                     |                                      |                              |   |
| Shipment Destination:                  | SAN ANTONIO, TX 78201 U      | INITED STATES                |                     |                                      |                              |   |
| $\sim$                                 |                              |                              |                     |                                      |                              |   |
| SAVE CANCEL                            | <b>~</b>                     |                              |                     |                                      |                              |   |
| Additionate Claim Items                |                              |                              |                     |                                      |                              |   |
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|  |                              |                              |                     |                                      |                              |   |

Claimant and Shipment information is automatically filled in. Review for accuracy. Items with a **Red Asterisk** are mandatory fields.

Use the Drop Down to answer "Quick Claims Payment made?" (Quick claims payment would have happened at delivery or immediately after for damage to household goods noted during the delivery). Select "Y" if payment was received and "N "if payment was not received. If "Y", answer if "**Timely Payment** Received", the "Dollar Amount", and "List the Items covered by the Quick Claim".

Scroll down and click the "**SAVE**" button to save entries.

If a Loss/Damage Report was previously submitted, you have the option to pull items from your Loss/Damage Report by selecting **"Import Loss/Damage Items."** 

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| 😭 Favorites 🐟 DPS - SANDBOX - 1.4.07.782  |                                   |
| Defense Personal Property System (DPS)  | Home   Site Map   Log Out         |
| Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Customer Surveys Claims Training DPS User Sa<br>Show: Claims    Claims     Claims |                                   |
| Claim#:   |                                   |
| Claim   | Claim Services                    |
| ADD EDIT DELETE IMPORT LOSS/DAMAGE ITEMS PRINT CLAIM  | Home                              |
| Claim #: 1-LV4W BOLIGEL Number: 0GAC0000452 Shipment Destination: 1 Minney Mouse Lane   | View My Claims                    |
| Obio Oceanica Patra (APROPAL), Obios Shinarat P   | Claim Datail                      |
| Claim Status: In Progress TSP Claim   | X                                 |
| Comments:   |                                   |
| Quick Claims Payment made?: Are you sure you want to import Loss/Damage ite   | ms onto this Claim?               |
|   | K                                 |
|   |                                   |
| ОК  | Cancel                            |
| Add/Update Claim Items  |                                   |
| ADD CLAIM ITEMS SEARCH  | Claim     - Add                   |
| Damage<br>Description   | - Update                          |
| Item<br>Name Description Cost Cost Cost Cost Cost Cost Cost Cost  | - Submit<br>- Transfer to MCO     |
| (IIII) characters   | - Pull Loss/Damage<br>Items       |
| maximum)  | Nonpayment     Claim Items        |
| Demand/Offer  | - Add<br>- Update                 |
| DPS Amount Amount DOD Final Offer Total amount  | - Delete<br>- Transfer to MCO     |
| Demand/Offer Name Action Offer of TSP customer Customer TSP DoD customer by to MCO Remark   | Demand/Offer                      |
| Offer Offer Offer MCO   | - Counter Offer<br>- Accept Offer |
| Upload File Attachments   | Upload Files     Add              |
| SEARCH No Records P   | Search     Search                 |
| Attachment NameTypeSize (In Bytes)ModifiedComments $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$ $\bigcirc$  |                                   |
|   |                                   |
|   |                                   |
| Unclassified/FOUO-Privacy Act Applies   | *                                 |
| Done  | 🖓 🔻 🔍 100% 🔻 🖉                    |

A dialogue box will appear to confirm your choice; click "**OK**" or "**Cancel".** 

If a report was not submitted, items can be added directly to the claim (see next slide).

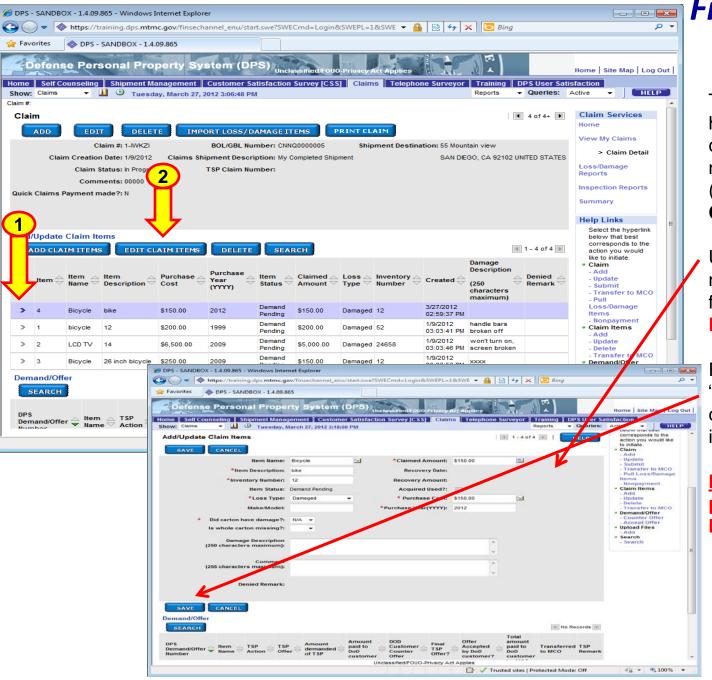
| 6 DPS - SANDBOX - 1.4.07.782 -  | Windows Internet Explorer  |   |
|---|--|---|
| A https://training  | ig.dps. <b>mtmc.gov</b> /finsechannel_enu/start.swe?SWECmd=Start&SWEHo=training 🔻 🔒 🔯 🍫 🗙 📴 Bing   | - م   |
| 🔶 Favorites 🛛 🚸 DPS - SAND  | DBOX - 1.4.07.782  |   |
| TA SAM  |  |   |
|   |  | lome   Site Map   Log Out                                     |
|   | ipment Management Customer Satisfaction Survey [CSS] Customer Surveys Claims Training DPS User Satisfact<br>D Thursday, October 20, 2011 7:00:49 PM Reports - Queries: Act   |   |
| Claim #:  |  |   |
| Claim   | 2 of 2+ Clai   | m Services  |
| ADD EDIT  | DELETE IMPORT LOSS/DAMAGE ITEMS PRINT CLAIM  | v My Claims   |
|   | *: 1-ILFWR BOL/GBL Number: BGAC0000452 Shipment Destination: 1 Minney Mouse Lane   | > Claim Detail  |
| Claim Creation Date   | e: 10/18/2011 Claims Shipment Description: SAN ANTONIO, TX 78201 UNITED STATES<br>s: In Progress TSP Claim Number: Loss  | /Damage Reports   |
| Comments  |  | ection Reports  |
| Quick Cla Payment made2   | 2: N Suma Status Sta  | many , , , , , , , , , , , , , , , , , , ,                    |
|   | Favorites OPS - SANDBOX - 1.4.07.782   |   |
|   |  |   |
| Add/Update Claim Items  | Defense Personal Property System (DPS) Unclassified FOUD Privacy Act Applies   | Home   Site Map   Log Out                                     |
| ADD CLAIM ITEMS   |  | User Satisfaction   |
| a Itom a Itom   | Adar/Update Claim Items  | corresponds to the action you would like                      |
| Item $\stackrel{\bigtriangleup}{\Rightarrow}$ Item $\stackrel{\land}{\Rightarrow}$ Item Description | SAVE   | to initiate.<br>• Claim                                       |
|   | Item Name: 🗹 *Claimed Amount: 🖾  | - Ipdate<br>- Submit  |
| Demand/Offer  | Item Description: Recovery Date:   | - Transfer to MCO<br>- Pull Loss/Damage                       |
| DPS Item T  | *Inventory Number: Recovery Amount:<br>Item Status: Demand Pending Acquired Used?:   | Items<br>- Ionpayment<br>• Caim Items                         |
| Demand/Offer Name A   | Loss Type:   | - Add<br>- Ipdate   |
| Upload File Attachment  | Make/Model: *Purchase Year(YYYY):  | - Delete<br>- Transfer to MCO<br>• Demand/Offer               |
| SEARCH  | Did carton have damage?:   | - Counter Offer<br>- Accept Offer                             |
| Attachment Name $\stackrel{	riangle}{\bigtriangledown}$   | Is whole carton missing?: 🔹  | <ul> <li>Upload Files</li> <li>Add</li> <li>Sparch</li> </ul> |
|   | Damage Description A (250 characters maximum):   | - Search  |
|   | Comment  | E   |
|   | (255 characters maximum):  |   |
|   | Denied Remark:   |   |
|   |  |   |
|   | SAVE   |   |
|   | Decoffer   |   |
|   | R NO Rec   | ords 膨  |
|   | DDD Total<br>Total Ten Ten Amount Amount DOD Final Offer amount  | 750   |
|   | Transferred<br>3 mount<br>3 mount<br>1 man ⊕ TSP<br>Name ⊕ TSP<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted<br>Accopted | Remark  |
|   | Unclassified/FOUO-Privacy Act Apples   | Off ④ ▼ € 100% ▼  |
|   | 🖃 🗸 Trusted sites   Protected Model G  | 2/1 (100 % ·  |

To add Items to the claim, click on "ADD CLAIM ITEMS." (1)

Fill in as much information as possible. Mandatory fields are indicated by a Red Asterisk. (2)

Remember to click "**SAVE**" when you have completed entering the information for each item. (3)

Note: Repeat above process until all items to be claimed have been added.

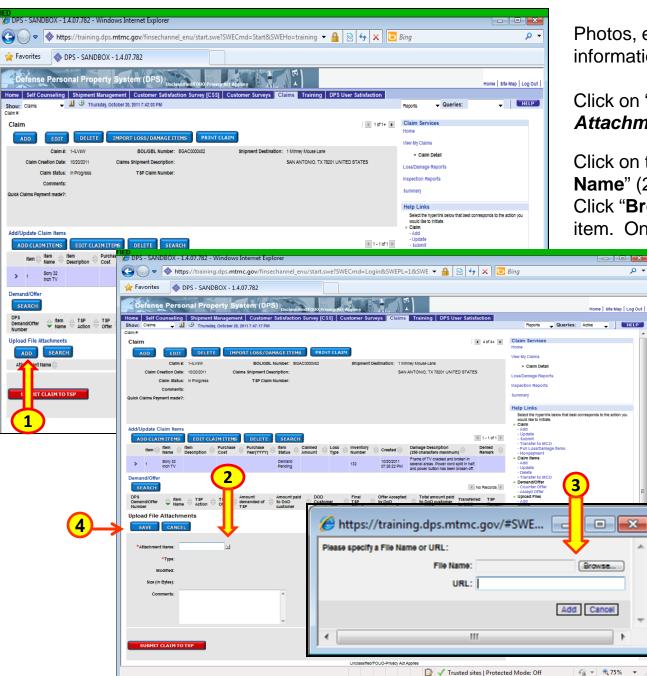


To update/edit an Item, highlight the item by clicking on the ">" symbol next to the Item number (1). Then click on "EDIT CLAIM ITEMS." (2)

Update the information as necessary. Mandatory fields are indicated by a **Red Asterisk**.

Remember to click "SAVE" when you have completed entering the information for each item.

Note: Repeat above process until all items have been updated.



Photos, estimates, and any other information can be attached to a claim.

Click on "ADD" under "Upload File Attachments". (1)

P -

HELP

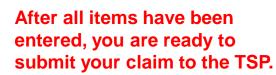
X

Click on the icon next to "Attachment **Name**" (2). A dialogue box will appear (3). Click "Browse" or type in URL to select the item. Once you select the item, the page

> will automatically refresh displaying the information. Enter "Comments" as necessary. Click "SAVE" to continue (4).

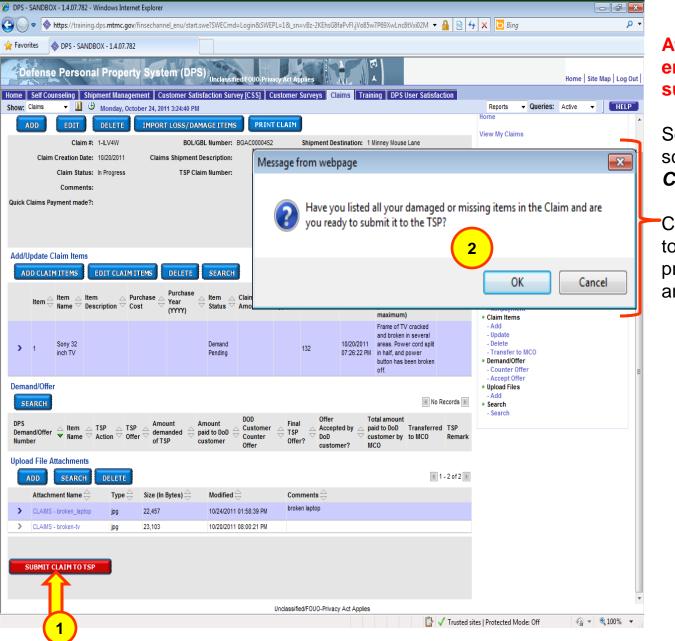
Repeat above steps until all attachments have been added. Remember to click "SAVE" after each entry.

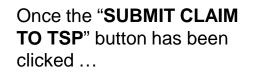
\*Note: The picture(s) you want to use should be saved on your computer for uploading (jpg format only) or available through a web URL (photobucket, snapfish, etc.). If using a URL. make sure the picture location is not locked so that all parties can view the image.



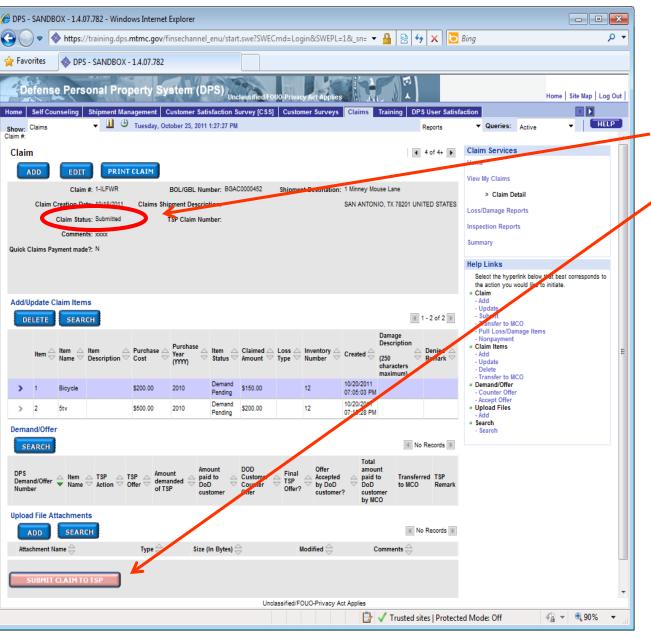
Scroll down to the bottom of the screen and Click "**SUBMIT CLAIM TO TSP**". (1)

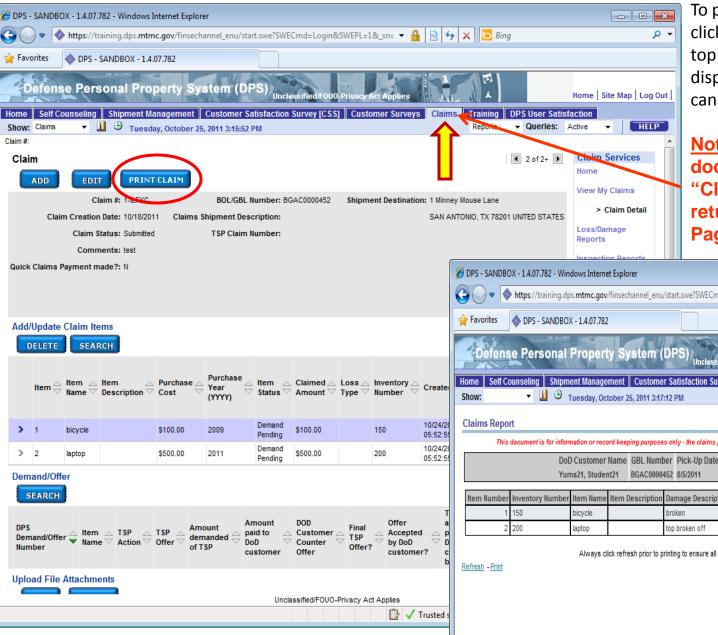
Click "*OK*" in the dialogue box to complete the submission process. Click "**Cancel**" if you are not ready to submit. (2)





- The claim status changes to "Submitted".
- The "SUBMIT CLAIM TO TSP" button is grayed out.
- An email is sent to the TSP advising that a claim has been filed.
- The TSP will update the member via email regarding the status of their claim.
- Members should check DPS regularly for updates to their claim status.

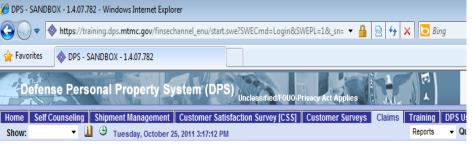




#### Print a Claim

To print a copy of the claim, click on "PRINT CLAIM" at the top of the screen. DPS will display a "Claims Report" that can be printed for your records.

Note: After printing the document, Click on the "Claims" tab at the top to return to the Claims Home Page.



This document is for information or record keeping purposes only - the claims process is managed through the DPS application.

| DoD Customer Name | <b>GBL Number</b> | Pick-Up Date | Delivery Date | Claim # |
|-------------------|-------------------|--------------|---------------|---------|
| Yuma21, Student21 | BGAC0000452       | 8/5/2011     | 8/5/2011      | 1-ILFXC |

| Item Num | per Inventory Numb | er Item Name | Item Description | Damage Description | Purchase Cost | Purchase Year | Amount Claimed |
|----------|--------------------|--------------|------------------|--------------------|---------------|---------------|----------------|
|          | 1 150              | bicycle      |                  | broken             | \$100.00      | 2009          | \$100.00       |
|          | 2 200              | laptop       |                  | top broken off     | \$500.00      | 2011          | \$500.00       |

Always click refresh prior to printing to ensure all items are displayed.

| C DPS - SANDBOX - 1.4.07.782 - Windows Internet Explorer   | <b>Claim Status</b>   |
|--|---|
| Defense Personal Property System (DPS)       Unclassified/FOUO-Privacy Act Applies       Home Site Map Log Out       Claims, then "Not state the state state the state state state the state s | k at a specific claim,<br>n the " <b>Claim</b>  |
| >       1-LEVXI       BORNOW 102 M2 011       Yuma21       Show: Claims - I G Tuesday, October 25, 2011 2:29:08 PM       Report         >       1-LEXX       BGAC0000452 HAFC Progress       In       Claim #:       Claim   | Home Site Map   Log Out  <br>mg DPS User Satisfaction<br>ts Queries: Active HELP<br>I of 1+ Claim Services<br>Home<br>View My Claims<br>> Claim Detail<br>Loss/Damage<br>Reports<br>Inspection Reports<br>Summary<br>Help Links<br>Select the hyperfink<br>below that Detail<br>Loss/Damage<br>Reports<br>Summary<br>Help Links<br>Select the hyperfink<br>below that Detail<br>Loss/Damage<br>Inspection Reports<br>Summary<br>Help Links<br>Select the hyperfink<br>below that Detail<br>Loss/Damage<br>Reports<br>Inspection Reports<br>Summary<br>Help Links<br>Select the hyperfink<br>below that Detail<br>Loss/Damage<br>Inspection Reports<br>Summary<br>Help Links |
| Demand/Offer<br>SEARCH<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS<br>DPS   | iption Oenied → Add<br>→ Denied → Update<br>sters - Submit<br>of TV Loss/Damage<br>in Loss/Damage<br>in Jareas. • Claim Items<br>cord splt - Add<br>and - Update  |

| 🏉 DPS - SAN             | IDBOX - 1.4.   | 07.782 - Windows Int   | ternet Explorer    |                               |                     |          |                       |                  |  |                               |                          |                 |                          | ×                            |                | C   | Ial  | $\mathbf{m}$             | 31                       |
|-------------------------|--|--|--------------------|-------------------------------|---------------------|----------|-----------------------|------------------|--|-------------------------------|--------------------------|-----------------|--------------------------|------------------------------|----------------|---|--|--------------------------|--------------------------|
| <b>€ •</b>              | https://doi.org/10.1000/000000000000000000000000000000 | //training.dps. <b>mtmc</b> .  | .gov/finsechan     | nel_enu/start.swe?SWE         | Cmd=Login&SWE       | PL=184_  | sn= 🔻 🕯               | 1 🛛 🕯            | • × 🖸  | Bing                          |                          |                 | ر                        | <b>₽</b> ▼                   |                |   |  |                          |                          |
| 🖕 Favorites             | DP   | S - SANDBOX - 1.4.07   | 1.782              |                               |                     |          |                       |                  |  |                               |                          |                 |                          |                              |                |   | _  | _                        |                          |
| Defe                    | ense Pe  | rsonal Prop  | erty Syst          | tem (DPS) <sub>Uncla</sub>    | ssified/FOUO-Priv   | acy Act  | Applies               |                  |  |                               | н                        | ome   Site      | Map   Log                | Out                          |                |   | subn<br>view                                   |                          |                          |
| Home Sel<br>Show: Clain |  |  |                    | ustomer Satisfaction          | Survey [CSS]        | ustom    |                       | /s Clain         | ns Trainin   | Ig DPS Us                     | er Satisfac<br>eries: Ac |                 | HELI                     |                              |                |   | atus   |                          |                          |
| Snow: Claim             | 115 <b>•</b>   | 🔟 🔍 Tuesday  | , October 25, 2    | 011 2:28:06 PM                |                     |          | Rel                   | Jons             |  | + Qu                          |                          | m Servic        |                          |                              |                |   |  |                          | •                        |
|                         |  |  |                    | ct the <u>hyperlink</u> for   | the claim numb      | er tha   | t you wi              | sh to vie        | w/update.  |                               | Hom                      |                 | 62                       |                              |                | Unae  | er Re  | view                     | /.                       |
|                         |  | ns you may perform   |                    |                               |                     |          |                       |                  |  |                               | View                     | / My Claim      | s                        |                              |                |   |  |                          |                          |
|                         |  | our claim informatio<br>_oss/Damage Repo                               |                    | nave already entered          |                     |          | CANDR                 | OV 14077         | 92 M/mdaual  | Internet Explor               |                          |                 |                          |                              |                |   |  |                          |                          |
| *                       | Submit y   | our claim  |                    |                               |                     | -        |                       |                  |  | nc.gov/finsech                |                          | art.swe?SWE     | Cmd=Login&               | SWEPL=1                      | 1& sn= 🔻 🔒     | 😡 🕂 🕽   | K Bina   |                          |                          |
|                         |  | claims items or Mo<br>or Accept Offers for                             |                    |                               |                     |          | vorites               |                  | ANDBOX - 1.4   |                               | -                        |                 |                          |                              |                |   | •  |                          |                          |
|                         | Add files<br>Print Clai                                |  | your claimed       | items like: pictures,         | documents or po     |          | A CLANK               | ] •              | TH ALL ALL   |                               | <b>7</b> 1/2             |                 |                          |                              |                | RAC   | E I  |                          |                          |
|                         | Print Cial   | m  |                    |                               |                     |          |                       |                  |  | perty Sy                      |                          |                 |                          | -Privacy /                   | Act Applies    |   |  |                          | Home                     |
| All Claim               | ns Menu  | •  | SEARCH             |                               |                     |          | e SelfCo<br>v: Claims |                  |  | lanagement<br>lay, October 25 |                          |                 | Survey [CSS              | ] Custo                      | omer Surveys   | Claims  |  | PS User Sati<br>Queries: |                          |
| Clair                   | m \Lambda BO   |  |                    | ubmit 🔿 Submitter's           | DOD<br>Customer     | Claim :  |                       |                  |  |                               |                          |                 |                          |                              |                |   |  |                          | Clair                    |
| Num                     | nber 🗟 Nu  | mber $\stackrel{\frown}{\Rightarrow}$ GBLOC $\stackrel{\frown}{\prec}$ | Status 🗸 D         | ubmit A Submitter's ate Name  | ✓ First ✓ Name      | Cla      | ADD                   | EDIT             | PPIN   | TCLAIM                        |                          |                 |                          |                              |                |   | 1.0  | 1 of 1+ 🕨                | Home                     |
|                         |  |  |                    | Chudadada                     |                     |          | ADD                   | ·                | im #: 1-ILV4W  |                               | BOL/GB                   | L Number: E     | GAC0000452               | Shipm                        | ent Destinatio | n: 1 Minney M   | ouse Lane                                      |                          | View                     |
| > 1-IL\                 | V4W BG   | AC0000452 HAFC   | Under<br>Review 10 | 0/24/2011 Student21<br>Yuma21 | Student21           |          | Clai                  | m Creation       | Data: 10/20/201  | 11 Claims                     | Shipment De              | escription:     |                          |                              |                |   | NIO, TX 78201 U                                | NITED STATES             | Loss                     |
|                         |  |  |                    |                               |                     |          |                       | Claim St         | atus: Under Re   | eview                         | T SP Clair               | n Number:       |                          |                              |                |   |  |                          | Repo                     |
| > 1-ILF                 | FXC BG   | AC0000452 HAFC   | ln<br>Progress     |                               | Student21           | Quid     | k Claims I            | Payment m        | ade?: N  |                               |                          |                 |                          |                              |                |   |  |                          | Inspe                    |
|                         |  |  |                    |                               |                     |          |                       |                  |  |                               |                          |                 |                          |                              |                |   |  |                          | Sumi                     |
| > 1-ILF                 | FW6 BG   | AC0000452 HAFC   | ln<br>Progress     |                               | Student21           |          |                       |                  |  |                               |                          |                 |                          |                              |                |   |  |                          | Help                     |
|                         |  |  |                    |                               |                     |          | d/Update              | Claim Ite        |  |                               |                          |                 |                          |                              |                |   | 4  | 1 - 1 of 1 🕨             | bel<br>cor               |
| > 1-ILF                 | FWR BG   | AC0000452 HAFC   | Submitted 1        | 0/25/2011 Student21           | Student21           |          | DELETE                | Посик            | en j   |                               |                          |                 |                          |                              |                |   | Damage   |                          | like<br>• Cla            |
|                         |  |  |                    | Yuma21                        |                     |          | ltem 🚔                | ltem △<br>Name ▽ | Item<br>Description 🗸  | Purchase                      | Purchase<br>Year         |                 | Claimed Amount           |                              | Inventory A    | $\mathbf{Created} \stackrel{\triangle}{\bigtriangledown}$ | Description                                    | Denied A                 | - A<br>- U               |
|                         |  |  |                    |                               |                     |          |                       | name             | beautiption  | COSt                          | (YYYY)                   | Status          | Amount                   | Type                         | number         |   | characters<br>maximum)                         | Remark                   | - S<br>- T<br>- P        |
|                         |  |  |                    |                               |                     |          |                       |                  |  |                               |                          |                 |                          |                              |                |   | Frame of TV<br>cracked and                     |                          | Lo                       |
|                         |  |  |                    |                               |                     | Ι.       | 1                     | Sony 32          |  | \$500.00                      | 2010                     | Demand          | \$200.00                 |                              | 132            | 10/20/2011  | broken in<br>several areas.<br>Power cord spli |                          | - N<br>• Cla<br>- A      |
|                         |  |  |                    |                               |                     | <b> </b> | 1                     | inch TV          |  | \$500.00                      | 2010                     | Pending         | \$200.00                 |                              | 132            | 07:26:22 PM   | in half, and<br>power button                   | -                        | - A<br>- U<br>- D<br>- T |
|                         |  |  |                    | Uncla                         | assified/FOUO-Priva |          |                       |                  |  |                               |                          |                 |                          |                              |                |   | has been broke<br>off.                         | 3                        | De                       |
|                         |  |  |                    |                               |                     | De       | mand/Off              | er               |  |                               |                          |                 |                          |                              |                |   |  |                          | - C<br>- A<br>• Up       |
|                         |  |  |                    |                               |                     |          | SEARCH                | J                |  |                               |                          |                 |                          |                              |                | Total   | I N  | lo Records 膨             | - A<br>• Se              |
|                         |  |  |                    |                               |                     | DP       | s                     | _ △ Item         |  |                               | ount                     | mount<br>aid to | DOD<br>Customer          | Final                        | Offer          | amou  |  | rred TSP                 | - S                      |
|                         |  |  |                    |                               |                     | De       | mand/Offe<br>mber     | Vame             | $\stackrel{\bigtriangleup}{=} \frac{TSP}{Action} \stackrel{\bigtriangleup}{=}$ | Offer<br>→ den<br>of T        | nanded 🕁 🔓               | loD 🗢           | Counter<br>ssified/FOUO- | Offer?     Offer?     Offer? | ▽ by DoD       |   | to MCO   | Remark                   | ĸ                        |
|                         |  |  |                    |                               |                     |          |                       |                  |  |                               |                          | 0.101           |                          |                              |                | Trusted sites   | Protected Mod                                  | le: Off                  | - 6                      |

**Claim Status** 

ρ-

Home | Site Map | Log Out |

> Claim Detail

Select the hyperlink below that best corresponds to the

action you would like to initiate.

Claim Services

Loss/Damage Reports Inspection Reports

Summary Help Links

> Claim - Add

- Update

- Submit - Transfer to MCO - Pull Loss/Damage Items - Nonpayment Claim Items - Add - Update - Delete - Transfer to MCO Demand/Offer - Counter Offer - Accept Offer • Upload Files

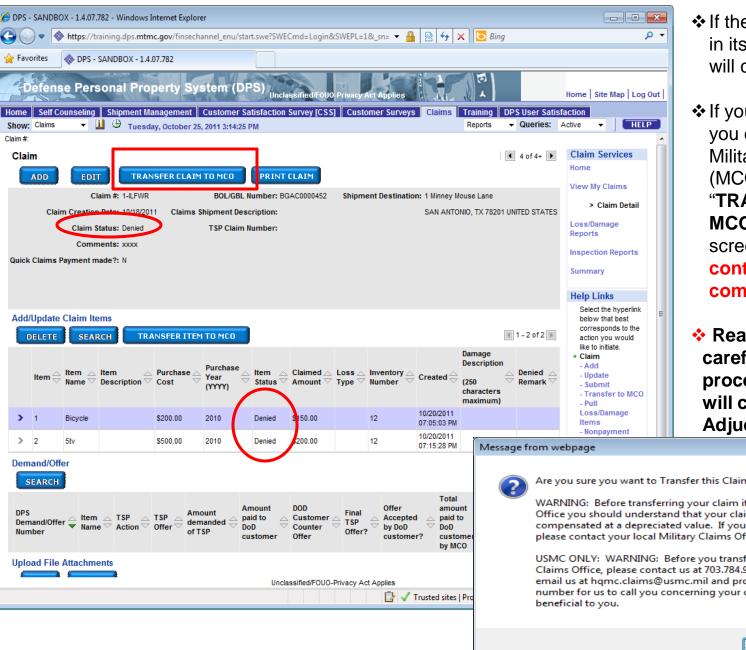
- Add Search - Search

🖓 🔻 🔍 100% 🔻

Home View My Claims

- HELP

nitted, the TSP the claim and changes to view."



✤ If the TSP denies a claim in its entirety, the status will change to "Denied."

✤ If your claim is denied, you can elevate it to the Military Claims Office (MCO) by clicking on **"TRANSFER CLAIM TO** MCO" at the top of the screen. You must contact the MCO to complete the claim.

Read warning carefully. Click "OK" to proceed. Claim status will change to "MCO Adjudication"

23

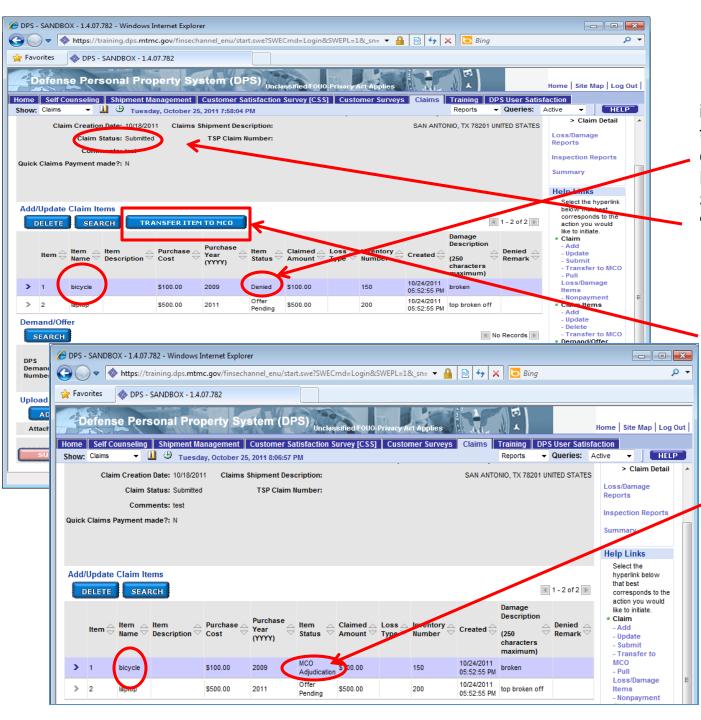
Are you sure you want to Transfer this Claim Item to the MCO?

WARNING: Before transferring your claim item to the Military Claims Office you should understand that your claim item will initially be compensated at a depreciated value. If you have questions about this please contact your local Military Claims Office.

USMC ONLY: WARNING: Before you transfer your claim item to HQMC Claims Office, please contact us at 703,784,9533 or DSN 278,9533 or email us at hgmc.claims@usmc.mil and provide your telephone number for us to call you concerning your claims. This call may be

Cancel

OK

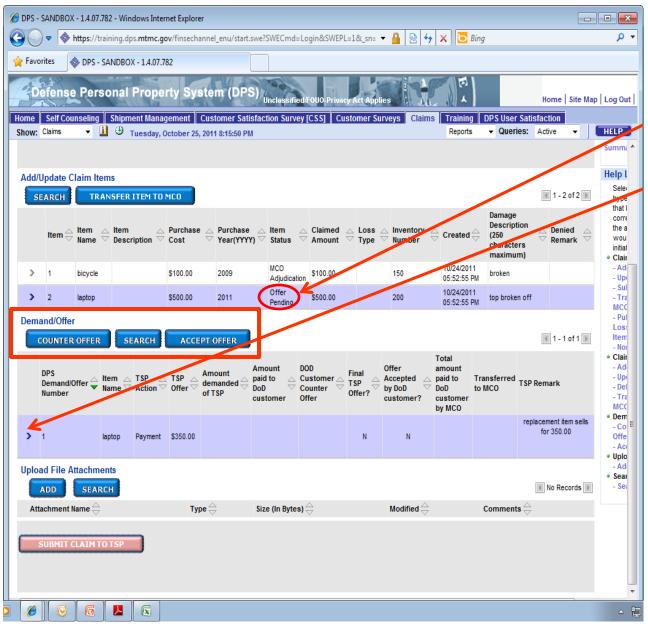


If the TSP denies an individual item on the claim, the status of the item will change to "**Denied**." However, the overall "**Claim Status**" will remain as "**Submitted**".

You can elevate the "**Denied**" item to the Military Claims Office (MCO) by clicking on "**TRANSFER ITEM TO MCO**".

 \* Read warning carefully. Click "OK" to proceed. Item Status will change to "MCO Adjudication".

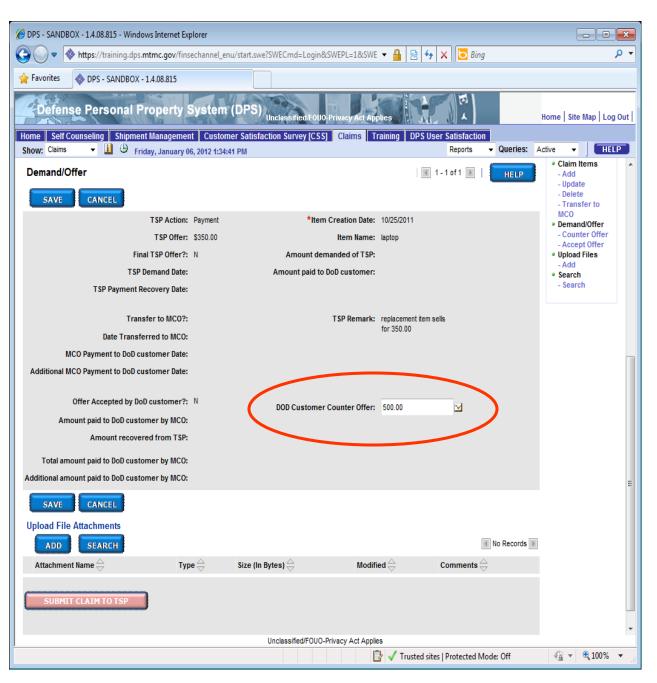
<u>Reminder</u>: You must contact the MCO to complete the claim.



When a TSP submits an offer for your damaged goods, the item will say "**Offer Pending**".

Under "*Demand/Offer*" Click the ">" symbol next to the item to view Demand/Offer pending. You can either "ACCEPT OFFER" or submit a "COUNTER OFFER" by clicking on the appropriate box. <u>Note</u>: If the offer is the TSP's "final offer", you will not see the "COUNTER OFFER" tab (only "ACCEPT OFFER").

If you choose to counter the TSP's offer, the status will change to "**Demand Pending**". See next slide.



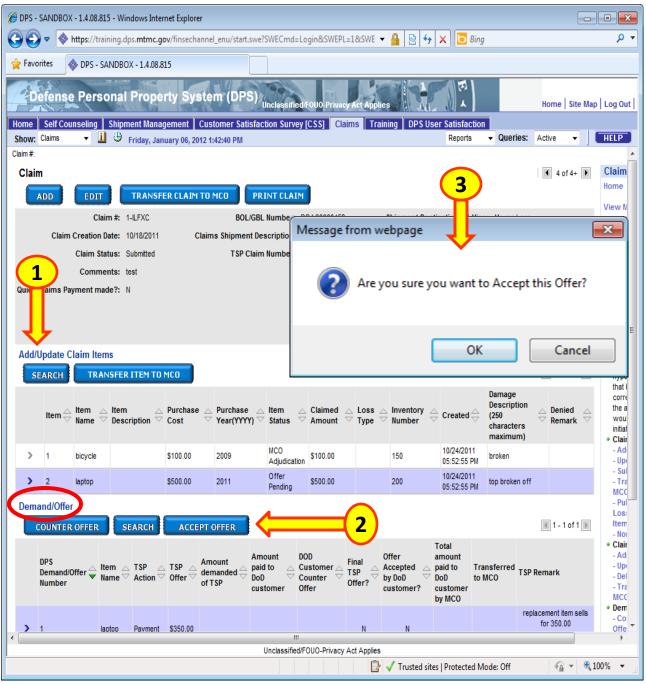
After selecting "Counter Offer", enter your counter offer amount in the box for "DOD Customer Offer" then click "SAVE".

If Foreign currency is involved, click on the icon next to the box and enter your offer using the correct currency.

Offer and counter offer can continue until the TSP makes a "**Final Offer**".

If the TSP makes a "**Final Offer**" or the TSP denies the claim, you can accept or transfer the claim to the MCO.

<u>Reminder</u>: If you elect to transfer the claim to the MCO, you must contact the MCO to complete the claim.



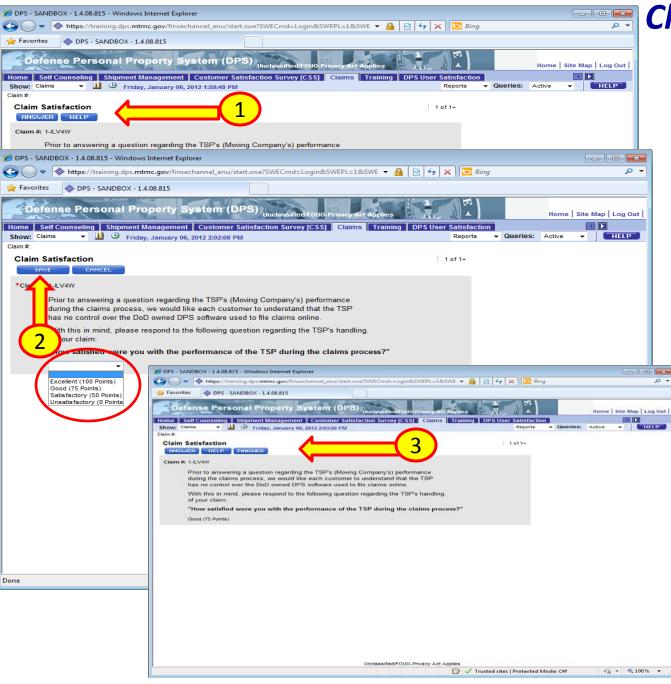
Under "*Add/Update Claim Items*" click the ">" symbol next to the item to view Offer pending. (1)

Offer will be displayed for this item under "**Demand/Offer**". (2)

If you click "Accept", a dialogue box will appear, click "OK" to accept the offer or "Cancel" to go back. (3)

You can choose to accept the offer or transfer to MCO. (4)

<u>Reminder</u>: If you elect to transfer the claim to the MCO, you must contact the MCO to complete the claim.



### Claim Satisfaction Survey

When all of your claim items are in the "**Settled**" status, the "**Claim Satisfaction**" screen appears. Click on "**Answer**". (1)

A drop down menu will appear. Select your personal level of satisfaction, then click "**SAVE**". (2)

On the next page that appears click "**Finished**". (3)

<u>Reminder</u>: If you transfer the claim or item to the MCO, DPS will not display this page.

| DPS - SANDBOX - 1.4.08.815 - Windows Inte                               | net Explorer                          |                               | UNCLASSIFIED   |   |   |                 |                                   |                       | x   |
|---|---------------------------------------|-------------------------------|--|---|---|-----------------|-----------------------------------|-----------------------|-----|
| Https://training.dps.mtmc.g   | v/finsechannel_enu/start.swe?         | SWECmd=Login&SWEPL=1&         | SWETS=132585635398                                     | 7                                       | - <b>-</b>                              | 🛛 🕾 😽 🗙         | 🔁 Bing                            | ,                     | 0 - |
| Favorites 🔷 DPS - SANDBOX - 1.4.08.8                                    | .5                                    |                               |  |   |   |                 |                                   |                       |     |
| Defense Personal Prope  | ty System (DPS)                       | Inclassified/FOUO-Privacy Act | t Applies  | E A                                     |   |                 |                                   | Home   Site Map   Log | Out |
| Iome Self Counseling Shipment Mana                                      |                                       | tion Survey [CSS] Claims      | Training DPS Us  | er Satisfaction                         |   |                 |                                   |                       |     |
| Show: Claims Home 👻 빌 进 Friday, Jan                                     | Jary 06, 2012 2:07:19 PM              |                               |  |   |   | Click here for: | Reports   Queries: Claim Services |                       |     |
| Welcome to your Claims Home Pa  | je.                                   |                               |  |   |   | HELI            | Home                              |                       | _   |
| 1. You should notify the Transportation                                 | n Service Provider (TSP)              | [the Moving Company] of       | any  |   |   |                 | View My Claims                    |                       |     |
| loss or damage to your personal   | roperty within 75 days of             | the delivery of your shipr    | ment.  |   |   | $\neg$          | Loss/Damage Reports               | <u> </u>              | -   |
| 2. There are two ways to notify the M                                   | oving Company of any Lo               | ss or Damage to your          |  |   |   | _   _           | Inspection Reports                |                       |     |
| personal property, but only one w                                       | ay to file your Claim.                |                               |  |   |   |                 | Summary                           |                       |     |
| a. Loss and Damage Report. Usi  |                                       |                               |  |   |   |                 | Create Claims                     |                       |     |
| notify them of your loss or dam<br>DPS - SANDBOX - 1.4.08.815 - Windows |                                       | and/or after the delivery     | 1.   |   |   |                 | - • •                             |                       |     |
| • whttps://training.dps.mtr   |                                       | art.swe?SWECmd=Login&S        | SWEPL=1&SWE 🔻  | 🔒 🗟 😽 🗙                                 | K 🔁 Bing                                |                 | <u>م</u>                          |                       |     |
| Favorites 🛛 🚸 DPS - SANDBOX - 1.4                                       | 08.815                                |                               |  |   |   |                 |                                   |                       | -   |
| Defense Personal Pro  | perty System (D                       | PS) Unclassified/F0U0-I       | Privacy Act Applies                                    |   | E I                                     | He.             | me   Site Map   Log Out           | Claim                 |     |
| Home Self Counseling Shipment M   | anagement Customer S                  | atisfaction Survey [CSS]      |  | g DPS User                              |   |                 |                                   |                       |     |
| Show: Shipments 👻 🛄 🕘 Friday<br>Shipment:                               | January 06, 2012 2:08:44 Pf           | л                             |  | Reports                                 | ▼ Queries: A                            | Il Pick Tickets | HELP                              |                       |     |
| Shipments Summary: This page is   |                                       | ur shipments, and all it      | tems associated t                                      | o your shipme                           | ent.                                    | Claim Ser       | vices                             | -                     |     |
| You may only view your items from<br>* Shipment Details                 | his page.                             |                               |  |   |   | All Claims      |                                   |                       |     |
| * Claim Details<br>* Legge Damage Report Deta                           | s                                     |                               |  |   |   | Loss/Damag      | je Reports                        |                       |     |
| * In ction Report Details<br>* F Attachments                            |                                       |                               |  |   |   | Inspection F    | teports                           |                       |     |
|   |                                       |                               |  |   |   | Summary         |                                   |                       |     |
| Shipments<br>VIEW DETAILS SEARCH  |                                       |                               |  | 🔳 1 - 1 of 1                            | HELP                                    |                 | 1                                 | E                     |     |
| Bill of Lading<br>Number Status ⇔ Type ⇔ Pic<br>Dat                     |                                       |                               |  | Origin                                  |   |                 |                                   |                       |     |
| BGAC0000452 Delivered dHHG 08/  | Ame<br>05/2011 08/05/2011 Van<br>Carr |                               | 1 Minney Mouse La<br>ANTONIO, TX 7820<br>UNITED STATES | 1 ARLING                                | y Mouse Lane<br>TON, VA 22201<br>STATES |                 |                                   |                       |     |
| Claims  |                                       |                               |  |   |   |                 |                                   |                       |     |
| VIEW DETAILS SEARCH   | Claim Submit                          | DOD                           | DOD  |   | Claim                                   |                 |                                   |                       |     |
| Claim A BOL/GBL GBLO  | Claim A Submit Date                   | Name Custome<br>Name Name     | er ⇔ Customer ⇔<br>Last<br>Name                        | TSP 😄 SCAC                              | Creation<br>Date                        |                 |                                   |                       |     |
| > 1-ILV4W BGAC0000452 HAFC  | Settled 10/24/2011                    | Student21<br>Yuma21 Student21 | Yuma21   | American<br>Vanpac<br>Carriers,<br>Inc. | 10/20/2011                              |                 |                                   |                       |     |
| > 1-ILFXC BGAC0000452 HAFC  | MCO<br>Adjudication 10/25/2011        | Student21<br>Yuma21 Student21 | I Yuma21   | American<br>Vanpac<br>Carriers,<br>Inc. | 10/18/2011                              |                 |                                   |                       |     |
| > 1-ILFWR BGAC0000452 HAFC  | MCO<br>Adjudication 10/25/2011        | Student21<br>Yuma21 Student21 | I Yuma21   | American<br>Vanpac<br>Carriers,<br>Inc. | 10/18/2011                              |                 |                                   |                       |     |
| Loss/Damage Reports   |                                       |                               |  | 1 - 2 of 2                              |   | 4               |                                   |                       | Ŧ   |
|   | Lo                                    | Se or<br>Unclassified/FOUO-Pr | rivacy Act Applies                                     | 1 - 2 012                               |   |                 |                                   | -                     |     |
| one   |                                       |                               |  | Trusted sites                           | Protected Mode:                         | Off             |                                   |                       |     |

### Viewing Claim

To manage and navigate through your claims, loss/damage, and inspection reports, use the "*Claims Service*" section on the right side of your screen.

You can select "*Summary*" to view all of your transactions.

Select "*View Details*" to see your claims, attachments, and reports in depth.

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|--|--|
| 😋 🕟 🗢 🐟 https://dpstest.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=: 💌 🔒 🔯                      | <ul> <li>← ×</li> <li>Eing</li> <li>P ▼</li> </ul> |
| 🖕 Favorites 🔷 DPS - Test - 1.4.09.881 - V3   |  |
| Defense Personal Property System (DPS) Unclassified FOUO-Privacy Act Applies   | Home   Site Map   Log Out                          |
| Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Claims Consignment Guide Training DPS User | r Satisfaction                                     |
| Show: Claims Home 🔍 🔟 🙂 Wednesday, April 25, 2012 1:34:30 PM   | Reports 🗸 Queries: 🗸 📕                             |
| Claims Home:   | *  |
| Welcome to your Claims Home Page.  | lick here for: Claim Services                      |
|  | HELP Home  |
| 1. You should notify the Transportation Service Provider (TSP) [the Moving Company] of any                             | View My Claims                                     |
| loss or damage to your personal property within 75 days of the delivery of your ship 1                                 | Loss/Damage Reports                                |
|  | Inspection Reports                                 |
| 2. There are two ways to notify the Moving Company of any Loss or Damage to your                                       | Summary  |
| personal property, but only one way to file your Claim.  | winning  |
| a. Loss and Damage Report. Using forms provided by the Moving Company, you can   | Create Claims                                      |
| notify them of your loss or damage at the time of delivery and/or after the delivery.                                  | Pick the Shipment:                                 |
| You can also file a Loss/Damage Report in the DPS Claims Module. <u>Note:</u> You do not                               | Submitter's Relationship:                          |
| have to file a Loss/Damage Report as long as you file your Claim within 75 days of the                                 |  |
| delivery of your shipment. Submitting a Loss/Damage Report does not constitute filing a claim.                         | Start My Claim                                     |
| b. Filing Your Claim. You must file your Claim in the DPS Claims Module. To prepare to file                            | Search Claims                                      |
| your claim, you will need to know what items were lost or damaged to include the inventory                             | E  |
| number, year of purchase, and purchase cost. Pictures of damaged items can be uploaded into                            | Claim #:   |
| the DPS Claims Module. Once your Claim has been submitted, your Moving Company will contact                            | Claim Status:                                      |
| you with an email within 30 days to complete the Claims process.   | BOL/GBL Number:                                    |
|  | MCO Adjudication: 👻                                |
| 3. Step-by-step instructions for both Loss/Damage Report notification and how to file your Claim are                   | Branch of Service:                                 |
| located at <u>www.move.mil</u> .   | Last Name:   |
| 4. We are currently working to improve the Claims process, and we appreciate your feedback.                            | Go   |
| Submitting items from your Loss/Damage reports(s) does not constitute filing of a claim                                |  |
| but does initiate your claims settlement process. In order to complete your claims process,                            |  |
| you must actually file a claim for your loss/damage items.   |  |
| Loss/Damage submissions are not required, as long as your claim is filed within 75 days                                |  |
| from the delivery date. If the notification of loss or damage is filed later than 75 days                              |  |

Nonpayment of a Claim

> A claim can be placed in non-payment status if it has been in a "Settled" status for a period of 30 days and payment has not been received from the TSP.

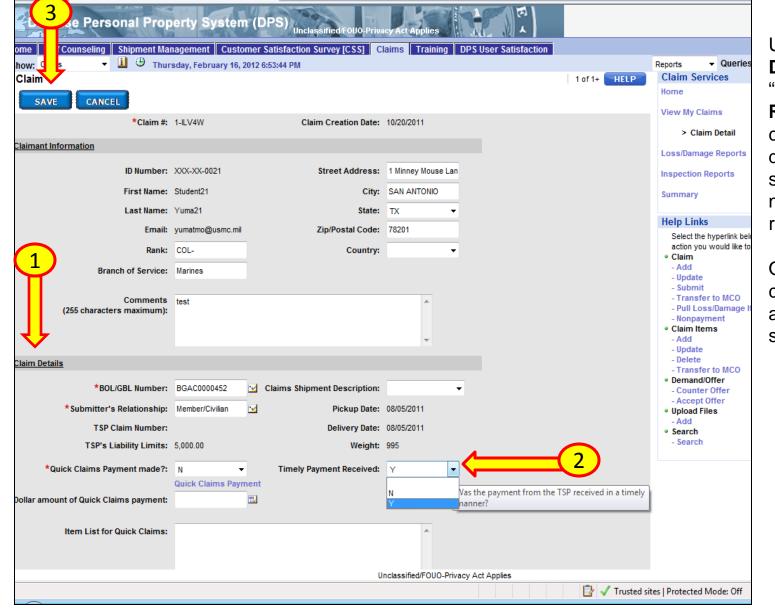
To place a claim in "Nonpayment" status, click "Claims" (1) and then click "View My Claims" (2).

|   |  |  |   |   |                                       | Non   | payn  | nent of  | :                   |
|---|--|--|---|---|---------------------------------------|---|---|--|---------------------|
| Ø DPS - Test - 1.4.09.881 - V3 - Windows Internet Explorer  | ICoud Louis 9:04/FDL 19:                             | - 0 D 4  |   |   |                                       |   | C   | ı Claim  | I.                  |
| Favorites DPS - Test - 1.4.09.881 - V3  | classified.FOUO-Privacy A                            | ct Applies                                       |   | DPS User Satis                            | Home   Site Ma                        | (1).  |   | f <b>Claim Num</b> l<br>aim Status m<br><b>d</b> " status.   |                     |
| Show: Claims     Wednesday, April 25, 2012 3:25:57 PM  Below is a list of all of your claims. Please select the hyperlink for Some of the actions you may perform include:  |  | Reports  |   | ▼ Queries: /                              |                                       | the"  | IONPAYM   | een click on<br>E <b>NT</b> " (2) tab a<br>ext screen.   | t                   |
| <ul> <li>Modify your claim information</li> <li>Retrieve Loss/Damage Reports that you have already entere</li> <li>Submit your claim</li> <li>Add new claims items or Modify existing claim items</li> <li>Counter or Accept Offers for existing Claim Items</li> <li>Add files that are specific to your claimed items like: picture</li> <li>Print Claim</li> </ul> | Iome Self Counseling<br>Show: Claims  Claim ADD EDIT | Shipment Mar men<br>Thursday bruar<br>NONPAYMENT | y 16, 2012 6:50:05 PM                                     | Unclassified<br>sfaction Survey (<br>M    | OUO Privacy Act Ap<br>CSS] Claims T   |   | Reports • Querie  | Home   Site Map   Log O<br>s: Active  HELP<br>Claim Services<br>Home<br>View My Claims   |                     |
| All Claims       Menu       SEARCH         Claim       BOL/GBL       GBLOC       Claim       Submit       Submit         Number       Number       GBLOC       Claim       Date       Name         > 1-1CSPVL       AGFM0000082       AGFMIN       In Progress  | Claim Creation Date                                  | s: Settled<br>s: test                            | BOL/GBL Number<br>hipment Description<br>TSP Claim Number | :   | Shipment Destination                  |   | ane<br>78201 UNITED STATES                                  | Claim Detail Loss/Damage Reports Inspection Reports Summary  Help Links Select the hyperlink below   | ш                   |
| > 1-1C5PVY         AGFM0000082         AGFM In Progress           > 1-1C5PUE         AGFM0000308         AGFM Isolation         8/18/2011         mary turn           > 1-1         XC         AGFM0000082         AGFM Isolation         In Progress   | Add/Update Claim Items                               |  | Purchase<br>Year<br>(YYYY)                                | $a \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | Loss ☆ Inventory ∕<br>Type ♡ Number ♡ | Created<br>(250 chai  | ■ 1 - 1 of 1 ■<br>age<br>cription<br>△ Denied △<br>Remark ↔ | that best corresponds to the<br>action you would like to<br>initiate.<br>• Claim<br>• Add<br>• Update<br>• Submit<br>• Transfer to MCO<br>• Pull Loss/Damage Items<br>• Nonpayment<br>• Claim Items<br>• Add |                     |
|   | Sony 32<br>inch TV                                   | \$500.00   | 2010 Setti  |   | 132<br>UO-Privacy Act Applies         | Fran<br>crac<br>brok<br>10/20/2011 seve<br>07:26:22 Pow<br>PM in ha<br>pow<br>has<br>brok | ne of TV<br>ked and   | - Update<br>- Delete<br>- Transfer to MCO<br><b>Demand/Offer</b><br>- Counter Offer<br>- Accept Offer<br><b>Upload Files</b><br>- Add<br><b>Search</b><br>- Search   | Ŧ                   |
|   |  |  |   |   |                                       | ₿ ✓   | Trusted sites   Protected Mod                               | le: Off 🛛 🖓 🔻 🔍 125%   | <ul> <li></li></ul> |

## Nonpayment of

Under "Claim Details" (1), "Timely Payment Received" (2), click the drop down arrow and select "**N**" for nonpayment received.

Once completed, click "**SAVE**" (3) at the top of the screen.



|  | Nonpayment of  |
|--|--|
| Defense Personal Property System (DPS) Unclassified FOUO-Privacy Act Applies   | a Claim  |
| Self Counseling Shipment Management Customer Satisfaction     Now: Claims     Thursday, February 16, 2012 657:00 PM   Reports Queries: Active Claim 5: Claim 5: Claim 5: Claim 5: Claim 5: Lot 1: Claim 5: Claim 5: 1:1: Claim 5: 1:1: Claim 5: 1:1:: 1:1:: 1:1:::: 1:1:::::::::::::::::::::::::::::::::: | A dialogue box will appear<br>asking "Are you sure you want<br>to place this Claim in<br>Nonpayment Status? An<br>email will be sent notifying<br>the TSP?" Click "OK" to submit<br>or "CANCEL" to return to the<br>claim.<br>Once you click "OK", status will<br>change to "Nonpayment" |
| > 1       Sony 32<br>inch TV       \$500.00       2010       Settled       \$200.00       132       ome       Self Counseling       Shipment Management       Custor or Satisfaction<br>how:       Claims       Image: Claim         Demand/Offer       ADD       EDIT       PRINT CLAIM   |  |
| Upload File Attachments Add/Update Claim Items   |  |
| SEARCH   | Damage   |

#### Information

Call or email the DPS Help Desk for any page navigation or technical issues involving DPS: 1-800 462-2176, DSN 770-7332. Email: <a href="mailto:sddc.safb.dpshd@us.army.mil">sddc.safb.dpshd@us.army.mil</a>

## You can find more useful information at the following links (links can also be accessed on www.move.mil, under DoD Customer, Claims):

| Air Force:    | https://claims.jag.af.mil/  |
|---------------|---|
| Army:         | https://www.jagcnet.army.mil/8525752700444FBA/0/E7D292EE0E874C71852576B00058600F?opendocument |
| Coast Guard:  | http://www.fincen.uscg.mil/hhg.htm  |
| Marine Corps: | https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MF/C_PERSONNEL/Property            |
| Navy:         | http://www.jag.navy.mil/organization/code_15_packets_forms.htm                                |