

Creating a Shipment

Please Read before you continue

Defense Personal P

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

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

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Order [AD-068938]

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 - Duty Stations
 - Orders Selection
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- Shipment
 - Create New Shipment**
 - Current Shipments

Entitlements

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

Useful Links

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

Create New Shipment

Customer: [Perez, J] -- United States Air Force --

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

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

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

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

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

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

Please select one shipment type. **You must select one** shipment type. [Just contact your local transportation office for assistance with these shipment types.](#)

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

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

Yes No

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Defense Personal Property System (DPS)
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Order [AD-034537]

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Entitlements

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

Useful Links

- Limitations
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- FAQs
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- Glossary / Acronyms

Shipment Information

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

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

Unaccompanied Baggage (UB) : International shipments only.

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

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

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

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

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

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

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

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

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

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

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

Propane gas tanks are unauthorized in your shipment.

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

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

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

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

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

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

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

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

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

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

Ensuring Personal Property Is Clean:

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

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

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

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

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

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

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

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

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

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

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Done Trusted sites | Protected Mode: Off 100%

Check the box next to the statement

Click Next>>

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Entitlements

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

Useful Links

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

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

Dates

*Desired Pickup Date *Desired Delivery Date

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

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

Pickup & Delivery

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

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

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Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C
Customer: -- United States Air Fc

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

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

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

In-Transit Address

In-Transit

Additional locations

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

Addresses

Address Listing

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

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

***After selecting the rolodex
Click Add Address**

OK Cancel **Add Address**

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Done Trusted sites | Protected Mode: Off 100%

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Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C
Customer: -- United States Air Fc

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

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

Letter of Au

In-Transit

In-Transit

Additional

Pickup 1

Pickup 2

Delivery 2

Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

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

Ext:

Location

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

Select City

Type in the first 4 letters of the city above

City:
County:
State:
Zip:

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

Save Address Cancel

Enter the information for your Pickup Address
and Phone number.
Remember: Type in the first 4 letters of the city
(it will self-populate).
Example on next slide.

Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

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Addresses

Address Listing Add/Edit Address

Address Line 1: 123 Shaw St

Address Line 2:

*Phone: 555-555-5987 FORMAT: xxx-xxx-xxxx for Domestic

Ext:

Location

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

Select City: Colu

City: COLUMBIA, RICHLAND COUNTY, SC, 29203

County: COLUMBIA, RICHLAND COUNTY, SC, 29204

State: COLUMBIA, RICHLAND COUNTY, SC, 29205

Zip: COLUMBIA, RICHLAND COUNTY, SC, 29206

COLUMBIA, RICHLAND COUNTY, SC, 29207

COLUMBIA, RICHLAND COUNTY, SC, 29208

COLUMBIA, RICHLAND COUNTY, SC, 29209

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COLUMBIA, RICHLAND COUNTY, SC, 29217

COLUMBIA, RICHLAND COUNTY, SC, 29218

COLUMBIA, RICHLAND COUNTY, SC, 29219

Save Address

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

our primary pickup and delivery address and select the name of the person also be able to indicate if you have additional pickup or delivery locations and if address'.

Enter the name of your City



Click Save Address

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

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

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

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- Entitlements
- PCS: 11000 lbs.
Remaining PCS: 4550 lbs.
- UB: 1275 lbs.
Remaining UB: 825 lbs.
- Useful Links
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Addresses

Address Listing

Select	Address	
<input type="radio"/>	BLDG 712, ROOM 209A OSAN, KOREA, REPUBLIC OF 010-4981-7304	
<input checked="" type="radio"/>	123 Main Street SHAW A F B, SC 29152 555-55-5789	

pick and pickup dates will be based on the availability of the Transportation Service Provider to handle your shipment.

Oct-2013

our primary pickup and delivery address and select the name of the person acting on your behalf with a Power of Attorney and/or Letter of Authorization if you are using a releasing and receiving agent for your shipment.

dress'.

**Select your Pickup Address
Click OK.**

OK Cancel Add Address

*Requested Pickup Address

*Requested Delivery Address

Power of Attorney Select from below

Power of Attorney Select from below

Letter of Authorization Select from below

Letter of Authorization Select from below

Unclassified/FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off 100%

Done 11:42 AM 8/28/2013

INFOCON: 3 UNCLASSIFIED FPCON: Alpha
DPS - Prod - 1.5.6 - K - Internet Explorer provided by USAF
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- PCS: 11000 lbs.
Remaining PCS: 4550 lbs.
- UB: 1275 lbs.
Remaining UB: 825 lbs.
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Pickup and Delivery

Customer: [Williams, Wanda -- United States Air Force [REDACTED]]

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

* Is this a Local Move? Yes No

Dates

*Desired Pickup Date: 17-Sep-2013 *Desired Delivery Date: 21-Oct-2013

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

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

Pickup & Delivery

*Authorized Pickup Address	123 Main Street SHAW A F B, SC 29152 555-55-5789	*Authorized Delivery Address	
*Requested Pickup Address		*Requested Delivery Address	
Power of Attorney	Select from below	Power of Attorney	Select from below
Letter of Authorization	Select from below	Letter of Authorization	Select from below

← **Authorized Delivery Address: Select the rolodex again**

Unclassified/FOUO-Privacy Act Applies

https://dps.sddc.army.mil/counseling/shipment/CreateMyShipmentAck.faces# Trusted sites | Protected Mode: Off 100% 11:56 AM 8/28/2013

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

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Show: Counseling Monday, February 15, 2010 7:29:40 AM Reports Queries HELP

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- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [AD-034537]

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

Entitlements

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

Useful Links

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

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C
Customer: -- United States Air Fc

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

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

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

In-Transit Address

In-Transit

Additional locations

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

Addresses

Address Listing

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

Click Add Address

OK Cancel **Add Address**

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Done Trusted sites | Protected Mode: Off 100%

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https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx8tjeCw8msXkNrWIQMD304XyMyTZOEc_&SWETS=

Defense Personal Property System (DPS)
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Home | Site Map | Log Out

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

Show: Counseling Monday, February 15, 2010 7:28:12 AM Reports Queries: HELP

Counselor Menu
Shipment Queue
People Finder
Order Finder

Counseling Menu
Customer Profile
Customer Information
Point of Contact
Customer's Orders
Enter Order Information

Order [AD-034537]
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Rank & Hard Copy Orders
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Duty Stations
Orders Selection
Tour Information
Additional Information
Counselor Questions
Summary
Shipment
Create New Shipment
Current Shipments
1-UB
Pickup & Delivery
Basic
Additional Items
Scheduling
Responsibilities
Counselor Page
Summary
Counseling Office
Submit

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

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

Pickup and Delivery
PPSO Outbound Supervisor: [Perkinson, Sharee -- C
Customer: United States Air Fc
Click on the to display the list of addresses or
To add an address to your list click on the ; er
Dates
*Desired Pickup Date 24-Feb-2010
Pickup & Delivery
*Requested Pickup Address
Power of Attorney Select from below
Letter of Authorization Select from below
In-Transit Address
In-Transit
Additional locations
Pickup 1 Delivery 1
Pickup 2 Delivery 2

Addresses
Address Listing Add/Edit Address
Address Line 1: 57 MAINTENANCE SQ
Address Line 2:
*Phone: 123-456-7890 (FORMAT: xxx-xxx-xxxx for Domestic)
Ext:
Location
 CONUS (U.S.) OCONUS (Non U.S.)
Select City: NELLIS AFB, CLARK COUNTY, NV, 89191
Type in the first 4 letters of the city above
City: NELLIS AFB
County: CLARK
State: NEVADA
Zip: 89191
If you are unable to select a County or City, please contact the SDDC Help Desk at 1-800-462-2176 or DSN: 770-7332.
Save Address Cancel

**Enter Delivery Address
Click Save Address**

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

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

Defense Personal Property System (DPS)
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Show: Counseling Monday, February 15, 2010 7:31:44 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [AD-034537]

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

Entitlements

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

Useful Links

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

Pickup and Delivery

PPSO Outbound Supervisor: [Perkinson, Sharee -- C
Customer: [-- United States Air Fc

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

Dates

*Desired Pickup Date 24-Feb-2010

Pickup & Delivery

*Requested Pickup Address

Power of Attorney Select from below

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

In-Transit Address

In-Transit

Additional locations

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

Addresses

Address Listing

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

Select your Delivery Address
Click OK

OK Cancel Add Address

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Done Trusted sites | Protected Mode: Off 100%

- Order [AD-068938]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

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

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

* Is this a Local Move? Yes No

Dates

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

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

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

Pickup & Delivery

The following locations require you to select a GBLOC:

- Yokota- QFFL
- Kadena-QIFL
- Misawa-QEFL
- Osan-QNFL
- Guam-PBNQ
- Azores-YAFC
- Fort Meade-BGAC

*Authorized Delivery Address

*Requested Delivery Address

If you are PCSing Overseas



Power of Attorney Power of Attorney

INFOCON: 3 UNCLASSIFIED FPCON: Alpha
 DPS - Prod - 1.6.0 - M - Internet Explorer provided by USAF
 https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=B.NuQYIV2EAW90Wn-22Tny2UheVG3-1aPinnaf1vm.MTFcqzBla67J6e8bfbz8eq&SWETS=

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 Satisfaction

Show: Counseling Tuesday, September 03, 2013 2:47:26 PM Reports Saved Queries: HELP

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

Entitlements PCS: 11000 lbs. Remaining PCS:11000 lbs.
 Useful Links Limitations Online Brochures

Dates
 *Desired Pickup Date 22-Oct-2013 *Desired Delivery Date 06-Nov-2013

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

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

Pickup & Delivery

*Authorized Pickup Address	123 Main Street SHAW A F B,SC 29152 555-55-5789	*Authorized Delivery Address	57 MAINTENANCE SQ NELLIS AFB,NV 89191 555-555-5789
*Requested Pickup Address		*Requested Delivery Address	
Power of Attorney	Select from below	Power of Attorney	Select from below

Repeat Steps:

- Click Rolodex
- Select Your "Pickup Address"
- Click OK
- Click Rolodex
- Select Your "Delivery Address"
- Click OK

Unclassified/FOUO/Privacy Act Applies

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INFOCON: 3 UNCLASSIFIED FPCON: Alpha
DPS - Prod - 1.6.0 - M - Internet Explorer provided by USAF
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=B.NuQYIV2EAW90Wn-22Tny2UheYG3-1aPinnaf1vm.MTFcqzBla67J6e8bfbZ8eq&SWETS=

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 Satisfaction

Show: Counseling Tuesday, September 03, 2013 3:10:38 PM Reports Saved Queries: HELP

Basic	*Authorized Pickup Address	123 Main Street SHAW A F B, SC 29152 555-55-5789	*Authorized Delivery Address	57 MAINTENANCE SQ NELLIS AFB, NV 89191 555-555-5789
Additional Items	*Requested Pickup Address	123 Main Street SHAW A F B, SC 29152 555-55-5789	*Requested Delivery Address	57 MAINTENANCE SQ NELLIS AFB, NV 89191 555-555-5789
Scheduling	Power of Attorney	Select from below	Power of Attorney	
Responsibilities	Letter of Authorization	Select from below	Letter of Authorization	
Summary	In-Transit Address			
Counseling Office	* In-Transit	<input type="text"/>	← Enter In-Transit Address	
Submit				

Entitlements
PCS: 11000 lbs.
Remaining PCS: 11000 lbs.

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

Unclassified/FOUO-Privacy Act Applies

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In-transit Address is:

- Emergency contact
- Leave address enroute to new duty station
- Family or friends in the state
- *This has to be a physical address; it cannot be a P.O. Box.

DPS - 1.3.07.427 - 2 - Microsoft Internet Explorer provided by USAF
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD3O4xyMyTZOEc_&SWETS=

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

Home | Site Map | Log Out

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

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

- Orders Selection
- Tour Information
- Additional Information
- Counselor Questions
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 - 1-UB
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
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 - Summary
 - Counseling Office
 - Submit

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

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

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

*Requested Pickup Address
Select from below
QXAK
QNFL

QNFL-AF Personnel assigned to Osan

Power of Attorney
Select from below

Letter of Authorization
Select from below

In-Transit Address
In-Transit

Additional locations
Pickup 1
Delivery 1
Pickup 2
Delivery 2

Releasing & receiving agents
Releasing
Select from below
Receiving
Select from below

Addresses
Address Listing

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

Select your In-Transit Address
Click OK

OK Cancel Add Address

<< Previous Next >>

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Done Trusted sites | Protected Mode: Off 100%

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

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Show: Counseling Monday, February 15, 2010 7:36:10 AM Reports Queries HELP

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 Summary
 Counseling Office
 Submit

Entitlements

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

Useful Links

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

Address 123-456-7890 Address 123-456-7890

OYAK
 QNFL

QNFL-AF Personnel assigned to Osan AB.

Power of Attorney Power of Attorney

Letter of Authorization Letter of Authorization

In-Transit Address

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

Additional locations

Pickup 1 Delivery 1

Pickup 2 Delivery 2

Releasing & receiving agents

Releasing Receiving

-- None Selected --
 DANNA BARKLEY
 JERRY WARD

<< Previous Next >>

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

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Defense Personal Property System (DPS)
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Home 2DMSL DPS Analytics Forms Rates Counseling Shipment Mgmt DPS User Satisfaction Consignment Guide Training TOPS

Show: Counseling Monday, February 15, 2010 7:39:27 AM Reports Queries HELP

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 Pickup & Delivery
 Basic
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 Scheduling
 Responsibilities
 Counselor Page
 Summary
 Forms
 Counseling Office
 Submit

Entitlements

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

Useful Links

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

Address 123-456-7890 Address 123-456-7890

Select from below
 OXAK
 QNFL

QNFL-AF Personnel assigned to Osan AB.

Power of Attorney JERRY WARD Power of Attorney Select from below

JERRY WARD
 123-456-7890

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

In-Transit Address

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

Additional locations

Pickup 1 Delivery 1

Pickup 2 Delivery 2

Releasing & receiving agents

Releasing Select from below Receiving Select from below

JERRY WARD
 123-456-7890

<< Previous Next >>

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Done Trusted sites | Protected Mode: Off 100%

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



Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies Home | Site Map | Log Out |

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

Show: Counseling Reports | Queries: | HELP

Friday, July 08, 2011 3:05:10 AM

Basic HHG

Customer: [Perez Jr., Conrad M -- United States Air Force -- 031002004]

Please provide basic information **Go to the Next Slide if you have Unaccompanied Baggage**

Shipment Weights | Destination Shipping Information

Weight Estimator Form

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

*Estimated weight of PBP&E [Pro Gear] [i.e. enter portion of Total estimated weight that is Pro Gear] **1.**

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

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

Special Items included in shipment

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

2.

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

Additional Information

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

3.

4. << Previous | Next >>

You will see this screen for all Household Good shipments

1. Input an estimated weight for your HHGs and Pro Gear
2. Select any special items you have.
3. List dimensions of large screen TVs.
4. Click Next>>

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Defense Personal Property System (DPS)
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Show: Counseling Monday, February 15, 2010 7:42:57 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [AD-034537]

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

Entitlements

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

Useful Links

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

Basic Unaccompanied Baggage

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

Customer: United States Air Force

Please provide basic information about the customer's shipment.

Shipment Weights **Destination Shipping Information**

* Total estimated weight of your unaccompanied baggage [i.e. enter the total estimated weight of all items that are being shipped] **Weight Estimator Form**

* Estimated weight of PBP&E [Pro Gear] 10 [i] How will PBP&E affect my household goods weight? [i]

Special Items included in shipment

High value items

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

<< Previous Next >>

Unaccompanied Baggage Basic screen

You will see this screen for all Unaccompanied Baggage shipments

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

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DPS - Prod - 1.3.07.435 - 3 - Microsoft Internet Explorer provided by USAF
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=mvniHATvn.yrD9j8sruFseds72Uczzaa3N9gJOAc57HL&SWETS=

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

Home | Site Map | Log Out

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

Show: Counseling Monday, March 01, 2010 5:19:45 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [343-5041]

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

Entitlements

PCS: 12500 lbs.
Remaining PCS: 12000 lbs.
UB: 600 lbs.
Remaining UB: 600 lbs.

Useful Links

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

Motorcycles-Firearms-POVs

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

Additional Items Included in Shipment

Add Motorcycle

Add Firearm

<< Previous Next >>

This screen will allow you to enter Motorcycles, and/or Firearms. If you select Motorcycle on the Additional Information screen there would be a button here to Add your motorcycle (motorcycles only go in **HHG** shpts). Add Firearm will always be available.

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

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https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=mvniHATvn.yrD9j8srufsed572Uczzaa3N9gJOAc57HL_&SWETS=

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

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Show: Counseling Monday, March 01, 2010 5:21:47 AM Reports Queries: HELP

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [343-5041]

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 - Counselor Page
 - Summary
 - Forms
 - Counseling Office
 - Submit

Entitlements

PCS: 12500 lbs.
Remaining PCS: 12000 lbs.
UB: 600 lbs.
Remaining UB: 600 lbs.

Useful Links

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

Motorcycles-Firearms-POVs

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

Additional Items Included in Shipment

Add Motorcycle

Add Firearm

Add/Edit

Is Vehicle Drivable: Yes No

*Vehicle Identification Number (VIN):

Chassis Number:

License Plate Number:

*Make:

*Model Year: --Select From Below--

*Model:

*Engine Size[numeric]:

Licensing State: --Select From Below--

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

*Weight[numeric]:

Save Cancel

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Done Trusted sites | Protected Mode: Off 100%

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

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https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=mvniHATvn,yrD9j8sruFseds72Uczzaa3N9gJOAc57HL_&SWETS=

Defense Personal Property System (DPS)
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Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [343-5041]

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

Entitlements

PCS: 12500 lbs.
Remaining PCS: 12000 lbs.
UB: 600 lbs.
Remaining UB: 600 lbs.

Useful Links

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

Motorcycles-Firearms-POVs

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

Additional Items Included in Shipment

Add Motorcycle

Add Firearm

Add/Edit Firearm

- *Serial Number:
- *Make:
- *Model Year: --Select From Below--
- *Model Name:
- *Caliber Size or Gauge:
- *Country of Manufacturer: --Select From Below--
- *Firearm Code: Select from Below

Save Firearm Cancel

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

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

Defense Personal Property System (DPS)
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Show: Counseling Monday, February 15, 2010 7:47:39 AM Reports Queries: HELP

Counselor Menu
Shipment Queue
People Finder
Order Finder

Counseling Menu
Customer Profile
Customer Information
Point of Contact
Customer's Orders
Enter Order Information

Order [AD-034537]
Orders Details
Rank & Hard Copy Orders
Order Information
Duty Stations
Orders Selection
Tour Information
Additional Information
Counselor Questions
Summary
Shipment
Create New Shipment
Current Shipments
1-UB
Pickup & Delivery
Basic
Additional Items
Scheduling
Responsibilities
Counselor Page
Summary
Forms
Counseling Office
Submit

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

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

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

Based on the total estimated weight of **250** pounds, it will take **1** days to pack this shipment and **0** additional day(s) for pickup. It is estimated that it will take **50** days for this shipment to be delivered to the customers destination.

Shipment Dates
Note: All dates, including the "Desired delivery date", will be negotiated with the Transportation Service Provider during the premove survey. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Desired Pickup Date:	Feb 24, 2010	Desired Delivery Date:	Apr 30, 2010
Estimated shipment arrival date at destination :	Apr 15, 2010		

Are you requesting a direct delivery? Yes No

Transportation Service Provider (TSP) Preference

* Do you have a preferred TSP? Yes No
[] Select from Below

* Do you have a non-preferred TSP? Yes No
[] Select from Below

<< Previous Next >>

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

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

Defense Personal Property System (DPS)
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Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [AD-034537]

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

Entitlements

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

Useful Links

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

Customer Responsibilities

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

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

Read all of your Responsibilities as the member before your pick up date on this page.

Scroll through to the bottom of this screen.

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

BE THERE ON MOVE DAY

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

MEMBER RESPONSIBILITIES BEFORE PACKERS ARRIVE

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

CARRIER RESPONSIBILITIES ON MOVING DAY

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

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

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Defense Personal Property System (DPS)
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GYPSY MOTH

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

The following States are entirely within the quarantine area:
Connecticut, Delaware, the District of Columbia, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

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

If your shipment is affected, you are responsible for making sure that your outdoor household articles don't move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of household goods, and Department of Agriculture has developed a pamphlet to assist you. [Click here](#) to access the pamphlet.
If you decide to perform a self-inspection, as described in the pamphlet, you must print and fill-out the Self-Inspection checklist included on the final page of the pamphlet.

CUSTOMER SATISFACTION SURVEY

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

SHIPMENT VALUE/CLAIMS

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

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

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

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

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

GENERAL ITEMS

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

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

Have a safe and successful move.

[Top of Page]

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

Print

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1

1. Check the box next to the statement



2

2. Click Next>>

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Defense Personal Property System (DPS)
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Counselor Menu

- Shipment Queue
- People Finder
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Counseling Menu

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

Order [AD-034537]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
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- Shipment
 - Create New Shipment
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 - Basic
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 - Responsibilities
 - Counselor Page
 - Summary
 - Forms
 - Counseling Office
 - Submit

Shipment Summary

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

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

Customer Profile

Name:	Mbr's name	Branch:	United States Air Force
SSN/EIN:	Mbr's SSN	Rank/Pay Grade:	A1C / E-3
Primary Phone:	Mbr's phone #	Primary Email:	Mbr's email address

Permanent Contact Address:
 Mbr's street address
 GARDNERVILLE, NV 89460

Order Details

Order: AD-123456 Permanent Change of Station Shipment of HHG Permitted
 Order Date: 18-Jan-2010

Current duty station: OSAN
 Headquarters Issuing Orders: AFPC RANDOLPH AFB TX
 New duty station: NELLIS AFB
 Gaining Unit: 57 MXS NELLIS NV

This is a 48 month(s) unaccompanied tour.

Shipment 1 - Unaccompanied Baggage

Pickup Information

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

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

Delivery Information

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

In-Transit Address

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

Estimated Weight

Here is the breakdown of your total estimated weight

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

Scroll through the information to make sure everything is correct

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Defense Personal Property System (DPS)
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- Basic
- Additional Items
- Scheduling
- Responsibilities
- Counselor Page
- Summary
- Forms
- Counseling Office
- Submit

Entitlements

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

Useful Links

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

Pickup Information

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

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

Delivery Information

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

In-Transit Address

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

Estimated Weight

Here is the breakdown of your total estimated weight

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

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

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

Special items included in your shipment

Additional Information

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

SMP

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

You have NOT requested direct delivery.

Click here to verify that the customer information above is correct

Print

<< Previous Next >>

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1. If everything is correct check the box next to the statement. If not, backtrack and make changes if necessary.

2. Click Next>>

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

Counseling Office

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

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

Click here to acknowledge that you have read the above disclaimer

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

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

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

* Counseling Office:

Selected Counseling Office Information

Installation Name:

Street:

City:

State:

ZIP/APO/FPO:

Country:

Phone:

DSN:

Fax:

DSN Fax:

Email:

- 1. Read the top 'Counseling Office' information, then Check the box next to the statement.**
- 2. Select appropriate counseling office for all shipments.**

Go to next slide for Stateside pick up example

- Entitlements**

PCS: 8000 lbs.
Remaining PCS: 7910 lbs.
UB: 500 lbs.
Remaining UB: 500 lbs.
Excess Cost: \$14.35
- Useful Links**
 - Limitations
 - Online Brochures
 - FAQs
 - Find a counseling office near you
 - Weight Estimator

DPS - Prod - 1.3.07.435 - 3 - Microsoft Internet Explorer provided by USAF
 https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=mvniHATvn.yrD9j8rsuFseds72Uczzaa3N9gJOAc57HI_&SWETS=

Defense Personal Property System (DPS)
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Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [AD-046999]

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

Entitlements

PCS: 9000 lbs.
 Remaining PCS: 8600 lbs.
 UB: 750 lbs.
 Remaining UB: 750 lbs.

Useful Links

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

Counseling Office

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

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

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

Form DD1299 Question

* Is customer available to sign the 1299? Yes No

Pickup Installation

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

Delivery Installation

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

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

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

*Counseling Office:

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

Selected Counseling Office Information

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

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

FOCON 3 UNCLASSIFIED FPCON: Alpha
- Prod - 1.6.0 - K - Windows Internet Explorer
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=yfmhjIDHa8My9tuHvPNmqrNr2aVb.vkdBlTj3dTWru.HgncCadHy4ZRWzuCaEE&SWETS=
5 - Prod - 1.6.0 - K
Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies Home Site Map Log Out
DPS Analytics Forms Counseling DPS User Satisfaction Consignment Guide Training TOPS
Counseling Thursday, September 05, 2013 3:52:37 PM Reports Saved Queries HELP
Counselor: [McDonald, Josiah -- SC12355]
Customer: [REDACTED]
Please review the forms for accuracy. Once reviewed and any changes completed, click submit button to complete the Customer's application.
Forms Required
You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).
Get ADOBE READER
DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print
DD Form 1797 (Personal Property Counseling Check list) View & Print
These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request.
<< Previous Submit
!!!CLICK SUBMIT. You need to bring all copies of 1299s and 1797s for each shipment to TMO Bldg 1118 or give paperwork to a TMO Counselor for your pick-ups to be finalized!!!
***If you do not give us your copies your HHGs will NOT be picked up.