

Entering Order Information

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

DPS - Prod - 1.4.04.609 - 9

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

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Counseling Menu

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- My Orders**
 - Enter Order Information

Useful Links

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

My Orders

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

Welcome to Counseling

A. Now your entitlements and responsibilities

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

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

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

No shipments found



A. You may have to click (Enter Order Information) to enter your NEW set of ORDERS.

IF there is an OLD set of ORDERS already listed, DO NOT select them. Please Review the next slide.

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Order [AD-068938]

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

Entitlements

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

Useful Links

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

Rank & Hard Copy Orders

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

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

* Rank/Pay Grade: **1**

* Do you have Hard Copy Orders? Yes No **2**

<< Previous Next >> **3**

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

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

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Counseling Menu

- Customer Profile
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- My Orders
 - Enter Order Information

Order [AD-068938]

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

Entitlements

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

Useful Links

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

Order Information

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

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

*Order Number:

*Order Date: 

Headquarters Issuing Orders:

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Click on the calendar to select the Order Date

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

- Counselor Menu**
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Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee -- QNFL]
Customer: [DARRELL, ARTHUR III -- United States Air Force -- 031004040]

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

Current Duty Station
City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified

New Duty Station
City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified

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

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

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

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Counselor Menu

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Counseling Menu

- Customer Profile
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- Customer's Orders
 - Enter Order Information

Order [AD-034537]

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

Useful Links

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

Duty Stations

PPSO Outbound Supervisor: [Perkinson, Sharee -- 0
Customer: | -- United States Air Fo

Please indicate the applicable duty station

Select Duty Station

Location

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

Select City

Type in the first 4 letters of the city above

City:
County:
State:
Zip:

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

Ok Cancel

Zip Code:Not Specified

Enter Location

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

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Done Trusted sites | Protected Mode: Off 100%

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

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

DPS - Prod - 1.5.6 - J - Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=2z61jjVaAAQkcsJv60IMcPn5vyzzGOypKLSXEq0tFISaQU9NU85xlRnWxqq9pRve&SWI

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Show: Counseling Monday, August 26, 2013 3:20:18 PM Reports Saved Queries: HELP

Select Duty Station

Location

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

Select City

SHAW

SHAWNEE, CORNELL COUNTY, OH, 43081

SHAWNEE HILLS, DELAWARE COUNTY, OH, 43065

SHAWNEE, PERRY COUNTY, OH, 43782

SHAWNEE, POTTAWATOMIE COUNTY, OK, 74801

SHAWNEE, POTTAWATOMIE COUNTY, OK, 74802

SHAWNEE, POTTAWATOMIE COUNTY, OK, 74804

SHAWVILLE, CLEARFIELD COUNTY, PA, 16873

SHAWANESE, LUZERNE COUNTY, PA, 18654

SHAWNEE ON DELAWARE, MONROE COUNTY, PA, 18356

SHAW A F B, SUMTER COUNTY, SC, 29152

SHAWNEE, CLAIBORNE COUNTY, TN, 37867

SHAWSVILLE, MONTGOMERY COUNTY, VA, 24162

SHAW ISLAND, SAN JUAN COUNTY, WA, 98286

SHAWANO, SHAWANO COUNTY, WI, 54166

SHAWNEE, CONVERSE COUNTY, WY, 82229

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

Enter Location

Order and there is no New Duty Station, enter the Current Duty Station as the New Duty Station.

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11:20 AM 8/26/2013

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

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

Show: Counseling Monday, August 26, 2013 3:25:40 PM Reports Saved Queries:

Select Duty Station

Location

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

Select City SHAW A F B, SUMTER COUNTY, SC, 29152

Type in the first 4 letters of the city above

City: SHAW A F B
County: SUMTER
State: SOUTH CAROLINA
Zip: 29152

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

Ok Cancel

New Duty Station

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

Enter Location

Order and there is no New Duty Station, enter the Current Duty Station as the New Duty Station.

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Click Ok.

INFOCON: 3 UNCLASSIFIED FPCON: Alpha
PS - Prod - 1.5.6 - J - Internet Explorer provided by USAF
https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=2z61jjVaAAQkcsJv60IMcPn5vyzzGOypKLSXEq0tFISAqU9NU85xlRnWxqq9pRve&SWI

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Duty Stations

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

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

Current Duty Station	
City:	SHAW A F B
State:	SC
County:	SUMTER
Zip Code:	29152
<input type="button" value="Enter Location"/>	

New Duty Station	
City:	Not Specified
State:	Not Specified
County:	Not Specified
Zip Code:	Not Specified
<input type="button" value="Enter Location"/>	

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

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

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

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- People Finder
- Order Finder

Counseling Menu

- Customer Profile
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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

Useful Links

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

Order Selection

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

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

Order Type:

- Dependent Travel
- Permanent Change of Station
- Retirement
- Separation
- Temporary Duty
- Various

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

Authorized:

- Course of Instruction 20 weeks or More
- Shipment of HHG Permitted

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

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

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

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Done Trusted sites | Protected Mode: Off 100%

INFOCON: 3 UNCLASSIFIED FPCON: Alpha
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https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=2z61jvAAQkcsjv60IMcPn5vyzzGOypKLSXEq0tFISAqU9NU85xlRnWxqq9pRve&SWI
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 - Enter Order Information

Order [AG-TEST]

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

PCS: 11000 lbs.
Remaining PCS:11000 lbs.

Useful Links

Tour Information

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

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

New Duty Assignment: Lackland AFB, TX

* Report Date: 12-Nov-2013

* Do You Have Dependents? Yes No

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- Enter the following information:
1. New Base
 2. Report Date: (Listed on orders Block 5)
 3. Dependents? (Yes or No)
 4. Click Next>>

DPS - Prod - 1.5.6 - J - Internet Explorer provided by USAF

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECommand=Login&SWEPL=1&_sn=2z61jjVaAAQkcsJv60IMcPn5vyzzGOypKLSXEqtFfISAqU9NU85xRnWxqq9pRve&SWI

DPS - Prod - 1.5.6 - J

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Order [AG-TEST]

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 - Orders Selection
 - Tour Information** ⚠
 - Additional Information

Entitlements

PCS: 11000 lbs.
Remaining PCS: 11000 lbs.
UB: 500 lbs.

Useful Links

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

Tour Information

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

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

New Duty Assignment: Ramstein AB Germany ← 1

* Tour Type: Accompanied ← 2

* Tour Length: 48 ← 3
FORMAT: Please provide the number of months

* Report Date: 12-Nov-2013 ← 4

* Are Dependents Authorized? Yes No ← 5

* Number of dependents 12 years and older: 3

* Number of dependents under 12 years old: 2

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Enter following information:

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

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 - Enter Order Information

Order [AD-068938]

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

Entitlements

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

Useful Links

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

Additional Information

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

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

Orders Additional Information

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

Orders Specific Questions

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

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Go to next slide for Instructions on Orders Specific Questions

POV will always be no (*unless authorized per Joint Federal Travel Regulation*).

Motorcycle will be yes if you are shipping one.

If you plan to ship a boat get with local TMO first.

Non-Temporary Storage will always be no.

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

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Order [AD-068938]

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 - Summary

Entitlements

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

Useful Links

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Additional Information

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

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

Orders Specific Questions

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

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

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https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn=n0rwSPp8bx78tjeCw8msXkNrWIQMD304XyMyTZOEc_&SWETS=

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Counseling Menu

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Order [AD-034537]

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

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

Entitlement Summary

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

Order Number: AD-034537

Please review the information to assure that there are no errors. You may Print a summary by clicking the "Print" button at the bottom of the page.
You are a United States Air Force A1C / E-3 on Permanent Change of Station orders (Shipment of HHG Permitted) from OSANI, KOREA, REPUBLIC OF to NELLIS AFB, NV with a Report date of 30-Apr-2010. This is a 48 month unaccompanied tour.

Your JTR/ JFTR PCS Weight Allowance is 5,000 pounds; UB Weight Allowance is 500 pounds; The weight of all shipments (Household Goods (HHG) , Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JTR/ JFTR weight allowance. *Note For Uniformed Service Members the weight of your professional books, papers, and equipment will not count your JFTR weight allowance.

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

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

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

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

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

[New Duty Station Instructions](#)

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

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

Print

<< Previous Next >>

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

2. Check the box next to the statement.

3. Click Next>>