



Creating a Non-Temporary Storage (NTS) Release Shipment

How to coordinate the release of your NTS shipment from storage



Steps to Request Release

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



Log into DPS

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



DPS



Defense Personal Property System

[Quick Reference Guides](#)

We come to DPS Landing Page

Outages

In order to provide a predictable maintenance schedule to DP S users worldwide, the DPS PMO will be taking the DPS application offline starting at 1900 Central Time on Friday nights. The application will return to service once maintenance activities are completed. The specific times of scheduled maintenance will be identified in the DPS Advisory messages released by the TCJ 9 prior to any activity.

Notices

The DPS Application transitioned to a new URL on 26 February 2021. The new URL is <https://dps.move.mil/cust> Please ensure you update your bookmarks and also ensure the new URL is approved through your local security to ensure you have access to DPS.

We realize our customers have various browsers, operating systems and devices available to them. In order to have the best experience when interacting with DPS, Internet Explorer 11 is the preferred browser using a laptop or desktop device. Customers can use Other Browsers or Devices, however, certain aspects of the application may encounter issues. The program is working to provide maximum browser flexibility.

Application Notices

For system questions or support, please contact the System Response Center (SRC) via 1-800-462-2176 or us.army.scott.sd.dc.mbx.g6-src-dps-hd@mail.mil. For OCONUS users, please contact your local operator for DSN dialing instructions.

DPS Login Options

Customer

(I need to ship Personal Property)

[Register as a Customer](#)

[Log in with Certificate](#)

[Log in with User Id](#)

[Forgot Password?](#)

Supporting Role

(DOD Personnel in the DP3 Enterprise and TSPs)

[Register in a Supporting Role](#)

[Log in with Certificate](#)

[Log in with YubiKey](#)

[Log in to ETOPS with Certificate](#)

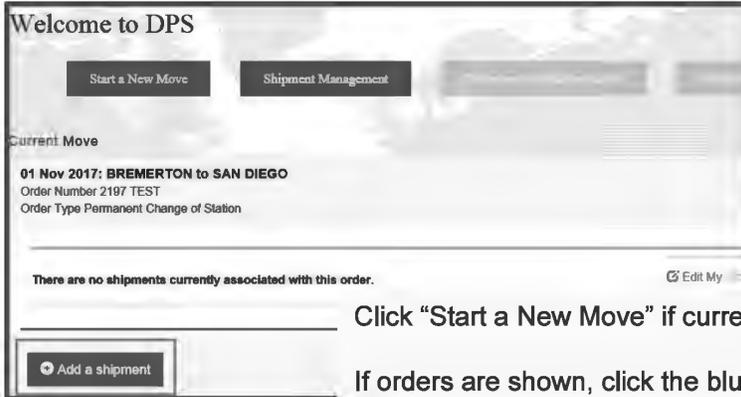
PH Disclaimer

This system contains information which must be protected IAW AR 340-21, The Army Privacy Program; Department of Defense (DoD) Directive 5400.11, DoD Privacy Program; The Privacy Act of 1974 as amended

applies, and it is For Official Use Only (FOUO). It must be protected or privacy act information removed prior to further disclosure.



DPS HOMEPAGE



Click “Start a New Move” if current orders are not shown on homepage.

If orders are shown, click the blue down arrow on the right side, then click “Add a Shipment”

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

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

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

Self-Counseling

Customer: [redacted] -- PO1 / E-6 -- United States Navy --

Any update to personal Profile? Click here

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

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

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

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

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

Please select from the Menu below.

Create	Type Of Shipment	Brief Description
<input checked="" type="radio"/> HHG	Household Goods	Items associated with home and all personal effects belonging to member and dependents on the effective date of the member's PCS or TDY order that may be legally accepted and transported by an authorized commercial transporter.

Will the shipment selected above be created as a Personally Procured Move (PPM)? Yes No

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

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

Select "HHG" as the type of shipment
Say 'no' to the PPM question
Click "Next"

(note: the shipment types offered will depend on the type of information you have provided in the orders section)



Pickup and Delivery

- Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [PCS Test]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations

Pickup and Delivery

Customer: [Move, Wanna -- United States Navy --

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

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

Please check this box if you will be taking delivery in the same City/State where your property is currently being stored.

Dates

*Desired Pickup Date

*Desired Delivery Date

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

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



Pickup and Delivery: Pickup Addresses

Arduous Duty
 Orders Selection
 Tour Information
 Additional Information
 Summary
 Shipment
 Create New Shipment
 Current Shipments
 1-HRG
 Pickup & Delivery
 Basic
 Additional Items
 Scheduling
 Responsibilities
 Summary
 Counselling Office
 Submit

entitlements
 PCS: 13000 lbs.
 remaining PCS:13000 lbs.

Click on the to display the list of addresses or add an Address. From your address list select the address you want to use. You will also be able to indicate if you have additional pickup or delivery locations and if you are authorized to use them. To add an address to your list click on the ; enter the address information and select 'Save'.

*Authorized Pickup Address *Authorized Delivery Address
 *Requested Pickup Address *Requested Delivery Address

Power of Attorney Power of Attorney
 Letter of Authorization Letter of Authorization

Addresses
 Address Listing

Select	Address	
<input type="radio"/>	PEARL HARBOR,UNITED STATES 3603733089	
<input type="radio"/>	456 A ST MOMS HOUSE OMAHA,NE 68101 123-456-7890	<small>Select an authorized pickup address</small>

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

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

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



Pickup and Delivery: Delivery Address

Addresses

Address Listing

Select	Address	
<input type="radio"/>	YOKOSUKA, JAPAN 360-555-1212	
<input type="radio"/>	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212	
<input type="radio"/>	NTS YOUR AREA NORFOLK, VA 23501 360-555-1212	
<input checked="" type="radio"/>	123 Main Street BREMERTON, WA 98312 360-555-1212	

OK Cancel

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 (Not Considered a State)

Select City: x

City: BREMERTON, KITSAP COUNTY, WA, 98310

City: BREMERTON, KITSAP COUNTY, WA, 98311

County: BREMERTON, KITSAP COUNTY, WA, 98312

State: BREMERTON, KITSAP COUNTY, WA, 98314

Zip: BREMERTON, KITSAP COUNTY, WA, 98337

If you are unable to select a zip code, please call 1-800-770-7332.

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

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



Pickup and Delivery: Power of Attorney & Letter of Authorization

Power of Attorney	<input type="text" value="Select from below"/> -- None Selected -- MR WANNA MOVE	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"/>

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

TIP: In order for the names to appear in the drop down menu, you must add the person under the "Contact" section of your customer profile and indicate that they have a POA and/or LOA. A copy of the POA or LOA will need to be uploaded as a misc/supporting document.



Intransit/Emergency Contact & Additional Pickup Delivery Addresses

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

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

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

456 Elm Street
Mom's Address
PORTLAND,OR 97086
360-555-1212



Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

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

Ext:

Location

COMUS (U.S.) OCOMUS (Not Considered a State)

Select City:

City: PORTLAND, ASHLEY COUNTY, AR, 71663

County: PORTLAND, MIDDLESEX COUNTY, CT, 06480

State: PORTLAND, JAY COUNTY, IN, 47371

Zip: PORTLAND, CUMBERLAND COUNTY, ME, 04101

PORTLAND, CUMBERLAND COUNTY, ME, 04102

PORTLAND, CUMBERLAND COUNTY, ME, 04103

PORTLAND, CUMBERLAND COUNTY, ME, 04104

PORTLAND, CUMBERLAND COUNTY, ME, 04105

PORTLAND, CUMBERLAND COUNTY, ME, 04106

PORTLAND, CUMBERLAND COUNTY, ME, 04107

PORTLAND, CUMBERLAND COUNTY, ME, 04108

PORTLAND, CUMBERLAND COUNTY, ME, 04109

PORTLAND, CUMBERLAND COUNTY, ME, 04110

PORTLAND, CUMBERLAND COUNTY, ME, 04112

PORTLAND, CUMBERLAND COUNTY, ME, 04113

Delivery 2



Addresses

Address Listing

<input type="radio"/>	45 SILVERDALE WAY SILVERDALE,WA 98383 360-555-1212	
<input type="radio"/>	NORFOLK,VA 23501 360-555-1212	
<input type="radio"/>	WORK/OFFICE 123 ADMIRAL WAY NORFOLK,VA 23501 360-555-1212	
<input type="radio"/>	WORK/OFFICE 467 W STREET BREMERTON,WA 98314 360-555-1212	
<input checked="" type="radio"/>	456 Elm Street Mom's Address PORTLAND,OR 97086 360-555-1212	

OK Cancel Add Address



In Transit/Emergency Contact and Additional Location Information

Additional locations

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

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

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

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



Receiving Agents

Releasing & receiving agents

Releasing	Select from below ▼	Receiving	Select from below ▼ – None Selected – Mary Test MR WANNA MOVE
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For the purpose of this instruction we are only including Receiving Agent information (Releasing Agents are not needed for a NTS release) Members may authorize a Receiving agent to act on their behalf at destination location. Receiving Agents **MUST** be over the age of 18 and available from 0800 to 1700 on the days of delivery. When you enter a Receiving agent they do not need to have a Power of Attorney or a Letter of Authorization.

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

TIP: the drop down menu for Releasing/Receiving Agent fields are added when you create your Customer Profile. It is highly recommended that if the member has a spouse, they add them as a contact so that their name appears on the paperwork. Move details will **NOT** be discussed with anyone other than the member unless they are listed on the move paperwork (DD Form 1299). Your move paperwork is available for printing right before you submit your application.



Pickup & Delivery Information

When you have entered all of your Pickup and Delivery Information, click 'Next'

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

Customer Name: [Name]
 Customer Email: [Email]
 Customer Phone: [Phone]

Is this a Local Move? Yes No

Dates
 *Desired Pickup Date: 11-Jan-2015
 *Desired Delivery Date: 29-Jan-2015

Click on the **Next** 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. You will also be able to indicate if you have additional pickup or delivery locations and if you are using a retaining 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 YONKERS, NY 200-455-4212	*Authorized Delivery Address 123 Main Street ROSELAND, NJ 9012 200-455-4212
Select from below * SELECT GVL	
*Registered Pickup Address #75 YOUR AREA ROSELAND, NJ 200-455-4212	*Registered Delivery Address 123 Main Street ROSELAND, NJ 200-455-4212
Power of Attorney: [Dropdown]	Power of Attorney: [Dropdown]
Letter of Authorization: [Dropdown]	Letter of Authorization: [Dropdown]

In-Transit / Emergency Contact Information
 456 Main Street
 Emergency Contact Information: [Name]
 POPULATION 9000
 200-455-4212

Additional Locations

Pickup 1: [Dropdown]	Delivery 1: [Dropdown]
Pickup 2: [Dropdown]	Delivery 2: [Dropdown]

Shipping: [Dropdown] Tracking: [Dropdown]





HHG Basic Information

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

Customer Information
 Point of Contact
 My Orders
 Enter Order Information

Order [1E-1] NTS
 REF:ANE

Orders Details
 Rank & Hard Copy Orders
 Order Information
 Duty Stations
 Arduous Duty
 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/UB: 11000 lbs.
 Remaining PCS/UB:11000 lbs.

Please provide basic information about your shipment.

Shipment Weights Destination Shipping Information (from Consignment Guide)

*Total estimated weight of your household goods [i.e. enter the total estimated weight of all items that are being shipped] 3000 Weight Estimator Form
 *Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear] 10 How will PBP&E affect my household goods weight?
 *Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear] 0 How will Spouse PBP&E affect my household goods weight?
 *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"/> Shrink/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			

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

Release shipment from NTS Your AOR

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

216 characters left

Go Previous Next >>

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

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



Additional Items

Additional Items

Customer: [Move, Wanna -- United States Navy --

Motorcycles

* You have indicated you have a motorcycle. Do you want to add it to this shipment? Yes No

Firearms

* Do you want to add a firearm to this shipment? Yes No

* I certify that this shipment does not contain firearms.

<< Previous

Next >>

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

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

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



Adding a Motorcycle

Counseling Menu

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

Order [PCS Test]

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

Entitlements

PCS: 11000 lbs.
Remaining PCS:1596 lbs.

Additional Items

Customer: **Ilona Wanna** -- United States Navy --

Motorcycles

* You have indicated you have a motorcycle. Do you want to add it to this shipment?

Add/Edit

Is Vehicle Drivable: Yes No

* Vehicle Identification Number (VIN):

Chassis Number:

License Plate Number:

* Make:

* Model Year:

* Model:

* Engine Size[numeric]:

Licensing State:

* Country of Manufacturer:

* Weight[numeric]

When you say yes to adding a motorcycle, a new window will open and you will need to provide the information requested.

Once you have added the information, click 'Save'.

The motorcycle information populates on the page.

Motorcycles

Action	#	Make	Model	Model Year	Engine Size	Licensing State	Estimated wt.	Country of Manufacturer
	1	HARLEY DAVIDSON	SOFTAIL	2010	1584	N/A	840	UNITED STATES



Adding a Firearm

Customer: [Name], [Address] - United States Navy

Action	#	Make	Model	Model Year	Engine Size	Licensing State	Estimated Wt	Country of Manufacture
	1	HARLEY DAVIDSON	SOFTAIL	2010	1584	N/A	640	UNITED STATES

Do you want to add a firearm to this shipment? Yes No

When you say yes to adding a firearm, a new window will open and you will need to provide the information requested.

Once you have added the information, click 'Save'.

The firearm information populates on the page; click 'Next' when you have answered both questions.

Add/Edit Firearm

*Serial Number:

*Make:

*Model Year:

*Model Name:

*Caliber Size or Gauge:

*Country of Manufacturer:

*Firearm Code:

Action	#	Model	Serial Number	Model Year	Caliber Size	Make	Firearm code	Country of Manufacture
	1	700	12345R4	2005	.222	REMINGTON	Acquired from a licensed dealer.	UNITED STATES



Additional Items

Additional Items

Customer: (Move, Wanna -- United States Navy --

Firearms

* Do you want to add a firearm to this shipment?

Yes No

* I certify that this shipment does not contain firearms.

<< PREVIOUS

NEXT >>

Firearms information MUST be added if NTS shipment includes firearms.

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

Click Next.



Scheduling

Counseling Menu

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

Order [1ES1 NTS RELEASE]

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

Entitlements

PCS/UB: 11000 lbs.
Remaining PCS/UB: 8010 lbs.
Excess Cost: \$521.43

Scheduling

Customer: [Move, Wanna -- United States Navy --

Based on the total estimated weight of 3,000 pounds, it will take 1 days, 0 days for packing and 1 day for picking up your shipment. It is estimated that it will take 10 days for this shipment to be delivered to your destination.

Shipment Dates

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

Desired Pickup Date:	Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
Estimated shipment arrival date at destination :	Jan 23, 2016		

Are you requesting a direct delivery? Yes No

* Do you have a preferred TSP? Yes No

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

Previous << Next >>

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

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



Shipment Dates

Based on the total estimated weight of **3,000** pounds, it will take **1** days, **0** days for packing and **1** day for picking up your shipment. It is estimated that it will take **18** days for this shipment to be delivered to your destination.

Shipment Dates

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

Desired Pickup Date:	Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
Estimated shipment arrival date at destination :	Jan 29, 2016		

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

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

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



Preferred TSP

Are you requesting a direct delivery? **i**

Yes No

* Do you have a preferred TSP?

Yes No

* Do you have a non-preferred TSP?

Yes No

<< Previous

Next >>

You MUST say yes to the direct delivery.

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

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

Click Next when done.

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



Shipment Summary

Counseling Menu

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

Order [TEST NTS RELEASE]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - 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/UB: 11000 lbs.
Remaining PCS/UB: 8010 lbs.
Excess Cost: \$521.43

Shipment Summary

Customer: [Move, Wanna - United States Navy -]

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 side of the screen to edit the information.

Customer Profile

Name: Move, Wanna
SSN/EIN:
Primary Phone: 360-476-8888
Permanent Contact Address:
123 MAIN STREET
BREMERTON, WA 98310

Order Details

Order: TEST NTS RELEASE Permanent Change of Station Shipment of HHG Permitted
Order Date: 22-Oct-2015
Current Duty Station: YOKOSUKA
Headquarters Issuing Orders:
New Duty Assignment/Location:

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of 14-Jan-2016 from the pickup address:
NTS YOUR AREA
NORFOLK, VA 23501
360-555-1212

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 29-Jan-2016 to the delivery address:
123 Main Street
BREMERTON, WA 98312
360-555-1212
You have assigned your receiving agent as MR WANNA MOVE (360-473-5555)

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

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

Click here to verify the above information is correct

Print

<< Previous Next >>



Counseling Office

Counseling Menu

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

Customer: (Move, Wanna -- United States Navy --)

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

Booked: **Move, by installation** **Post Office: Set on final status**

GBLDC: 8GDC	GBLDC: JBR
Installation Name: NAVYSHIP FLC NORFOLK-CPPSO	Installation Name: NAVYSHIP FLC PIGEY SOUND

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:

Selecting Counseling Office Information Installation Name: Street: City: State: ZIP/POFFO: Country: Phone: DSic: Fax: DSM Fax: Email:	PPO NSA MID SOUTH HILLINGTON TN PPO NAS PATUXENT RIVER, MD PPO FLCN Annapolis PPO Great Lakes PPO / BASE PORTSMOUTH VA PPO USCG SUPPORT CENTER Elizabeth City PPSO FLC NORFOLK VA MCAS Iwakuni NAVAL AIR FACILITY, ATSUGI JAPAN COMFLEACT YOKOSUKA JAPAN COMMANDER, FLEET ACTIVITIES SASEBO Camp Zama	PPSO FLC NORFOLK VA 7920 14TH STREET NORFOLK VA 23505 UNITED STATES 8776198596 7574433736 HHG_MA_Counseling@navy.mil
---	--	---

Entitlements

PCS/UB: 11000 lbs.
 Remaining PCS/UB: 6010 lbs.
 Excess Cost: \$521.43

Next >>

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

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

Click "Next"



Excess Cost

Counseling Menu

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

Order [TEST NTS RELEASE]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - 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/UB: 11000 lbs.
Remaining PCS/UB:8010 lbs.
Excess Cost:\$521.43

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

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

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

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



Shipment Submit

Counseling Menu <<

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

Order [PCS Test] <<

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

Summary
Counseling Office
Submit

Entitlements <<

PCS: 11000 lbs.
Remaining PCS:1596 lbs.

Shipment Submit

Customer: [Move, Wanna -- United States Navy --

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required

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



- DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)
- DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

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

IMPORTANT!!! Do NOT submit your application! You need to print and sign the DD 1299 & 1797 or save them and electronically sign them, then upload them PRIOR to submitting your request. . Your application *will not* be processed until you provide these signed documents and a copy of your orders. Follow the upload instructions next.



DD Forms 1299 & 1797

DD Form 1299

DD Form 1797

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
		20151123	313 NTS
3. NAME OF PREPARING OFFICE			
4. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		5. MEMBER OR EMPLOYEE INFORMATION	
6. MEMBER OR EMPLOYEE INFORMATION		7. REQUEST ACTION TO BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING	
8. MEMBER HOME INFORMATION		9. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS	
10. DESTINATION INFORMATION		11. CERTIFICATION OF SHIPMENT RESPONSIBILITY/STORAGE CONDITIONS	
12. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE		13. SIGNATURE OF MEMBER/EMPLOYEE	

PERSONAL PROPERTY COUNSELING CHECKLIST			
PRIVACY ACT STATEMENT			
DISCLOSURE: Voluntary, however, failure to provide the requested information may delay settlement of a claim.			
7. CHECKLIST (check shaded instructions on back)			
PART I - HOUSEHOLD GOODS		PART II - UNACCOMPANIED BAGGAGE (Continued)	
8. SIGNATURE AUTHORITY			
9. SIGNATURE OF COUNSELOR			
10. SIGNATURE OF MEMBER/EMPLOYEE AGENT			
11. SIGNATURE OF MEMBER/EMPLOYEE AGENT			
12. DATE (YYYYMMDD)			
13. DATE (YYYYMMDD)			
14. DATE (YYYYMMDD)			
15. DATE (YYYYMMDD)			
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94. DATE (YYYYMMDD)			
95. DATE (YYYYMMDD)			
96. DATE (YYYYMMDD)			
97. DATE (YYYYMMDD)			
98. DATE (YYYYMMDD)			
99. DATE (YYYYMMDD)			
100. DATE (YYYYMMDD)			

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



Uploading Documents

Counseling Menu <<

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

Order [DOCS TEST] <<

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Arduous Duty
 - 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: 13000 lbs.
Remaining PCS:2200 lbs.

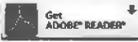
Shipment Submit

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

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required

You will need Acrobat Reader version 3.0 or earlier to view or print these forms in Portable Document Format (PDF).



DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)
DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

[Upload Documents](#) [View Documents](#)

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.

Once you have printed, signed and scanned your forms back into your computer, or saved and electronically signed them, they can be uploaded directly into DPS.

Click the “Upload Documents” button



Uploading Documents – cont.

Document Management

DPS File Upload

Document Type

Select One

Select One

DD Form 1299

Power of Attorney

Order

DD Form 1797

Order Amendment

DD Form 2278

Miscellaneous

DD Form 1351-2

1. Use the Drop-down menu to select the type of document

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

Document Management

DPS File Upload

Document Type

DD Form 1299

Browse

Upload

Choose File to Upload

Search DOCUMENT UPLOAD

Name	Date modified	Type	Size
DOCSTEST_1299.pdf	12/2/2016 12:36 PM	Adobe Acrobat D...	51
DOCSTEST_1797.pdf	12/2/2016 12:37 PM	Adobe Acrobat D...	
NOVORD_TEST_1299 WITH ELEC SIG.pdf	11/25/2016 10:35 ...	Adobe Acrobat D...	
NOVORD_TEST_1299.pdf	11/25/2016 10:31	Adobe Acrobat D...	
NOVORD_TEST_1797.pdf	11/25/2016 10:53	Adobe Acrobat D...	
NOVORD_TEST_1797WITH ELEC SIG.pdf	11/25/2016 10:56 ...	Adobe Acrobat D...	
Sample USMC PCS with TEMPS.pdf	11/25/2016 10:28	Adobe Acrobat D...	

File name: DOCSTEST_1299.pdf

Document Management

DPS File Upload

Document Type

DD Form 1299

Browse DOCSTEST_1299.pdf

Upload

3. Click upload

Document Management

The DD Form 1299 document has been successfully uploaded.

DPS File Upload

Document Type

DD Form 1299

Browse

Upload

4. You will receive a message stating your document has been successfully uploaded.

Make sure you uploaded BOTH signed documents



Viewing Documents

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

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required
You will need Acrobat Reader version 8.0 or earlier to
[Get Acrobat Reader](#)

DD Form 1299 (Application for Shipment and/or Storage)
DD Form 1797 (Personal Property Counseling)

Upload Document **View Documents**

These forms may be printed for review before submission. The

https://dpstraining.sddc.army.mil/?p=/1p60eaTf6yF7C%2BF54TZrTqxTaly5P62584aLC23j6c1yFRtRtuaqQ - Internet Explorer

Document Management

Documents

[View History](#) [Get File](#)

(1 of 1) **1**

File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_1i	1	DD Form 1299	02 Dec 2016		
Submitted	1-HHG	DOCSTEST_1i	1	DD Form 1797	02 Dec 2016		
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016		

You can check to make sure your documents have been uploaded by clicking the “View Documents” button.

When the Document Management window opens, you will see ALL of the documents you have uploaded. If you see one missing go back and upload it.

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



Shipment Submit – Part 2

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

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required

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

[Get Acrobat Reader](#)

[DD Form 1299 \(Application for Shipment and/or Storage of Personal Property\) View & Print](#)
[DD Form 1787 \(Personal Property Counseling Check list\) View & Print](#)

[Upload Documents](#) [View Documents](#)

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

PCS: 13000 lbs.
Remaining PCS: 200 lbs.

Now that you have uploaded your documents you may submit your application. Click "Submit" and say okay to the message from the webpage.

Please note that your application will not be processed until your supporting documents are received. If you are unable to scan and upload your documents directly into DPS, you may still email your documents to the responsible origin counseling office.

To locate the responsible origin office, click the 'previous' button to return to the Counseling Office portion; this section provides you with the email for the counseling office you selected.



Email Confirmation

From: counseling@dpsmail.csd.dsa.mil
To: Bress, Moira L CIV NAVSUP GLS, 0411
Cc:
Subject: Shipment Submission Received

Sent: Mon 11/23/2015 13:09

Wanna Move,

Your application for shipment 3/NTS from BREMERTON, WA 98312 to with a requested pickup date of Dec 30, 2015 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your shipment has been awarded to a Transportation Service Provider (TSP), you will be notified by that TSP of your actual packing and pickup dates. You can continue to monitor the status of your shipment via the Shipment Management tab located on the DPS homepage.

If there is a need to make any changes to your application other than contact information which can be accomplished in the Shipment Management section please contact the transportation office at BREMERTON, WA UNITED STATES.

Phone: 3604767366

Thank You.
Defense Personal Property System (DPS)

*** DO NOT REPLY directly to this email ***

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

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