

This guide contains HOW TO CREATE HHG and NTS RELEASE shipments.

Get an overview of the online moving process with pro tips from experienced customers and counselors.

TUTORIAL

Create a Shipment

1 of 34



Returning Users: Your DPS Homepage will show all move requests submitted or processed in the DPS system. To create a shipment click the blue down arrow next to the correct orders.

New Users: Click “Start a New Move” and continue on slide 5

NOTE: If you are continuing your application from the orders information guide, jump to slide 5.



Pro-Tips:

- Turn off your pop-up blocker, otherwise the DPS window won't be able to open.
- You'll also be asked detailed information about special items you might ship, like the make and model of your Motorcycle, and even the caliber and serial number of each of your firearms. Get this information organized now to save time later.

- You don't have to have an exact address at your new location to start the move process. Don't wait to schedule your move! The longer you wait, the more likely that your preferred move date will be unavailable, especially if it's during Peak Season. Lines can also get long at your local Transportation Office.

2 of 34



Returning Users: Your DPS Homepage will show all move requests submitted or processed in the DPS system.

To create a shipment, **click the blue down** arrow next to the correct orders to expand edit capabilities.

3 of 34



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



Pro-Tip: If you’ve moved before, DPS will save your information so that it’s pre-populated here, and you won’t have to fill it out again.

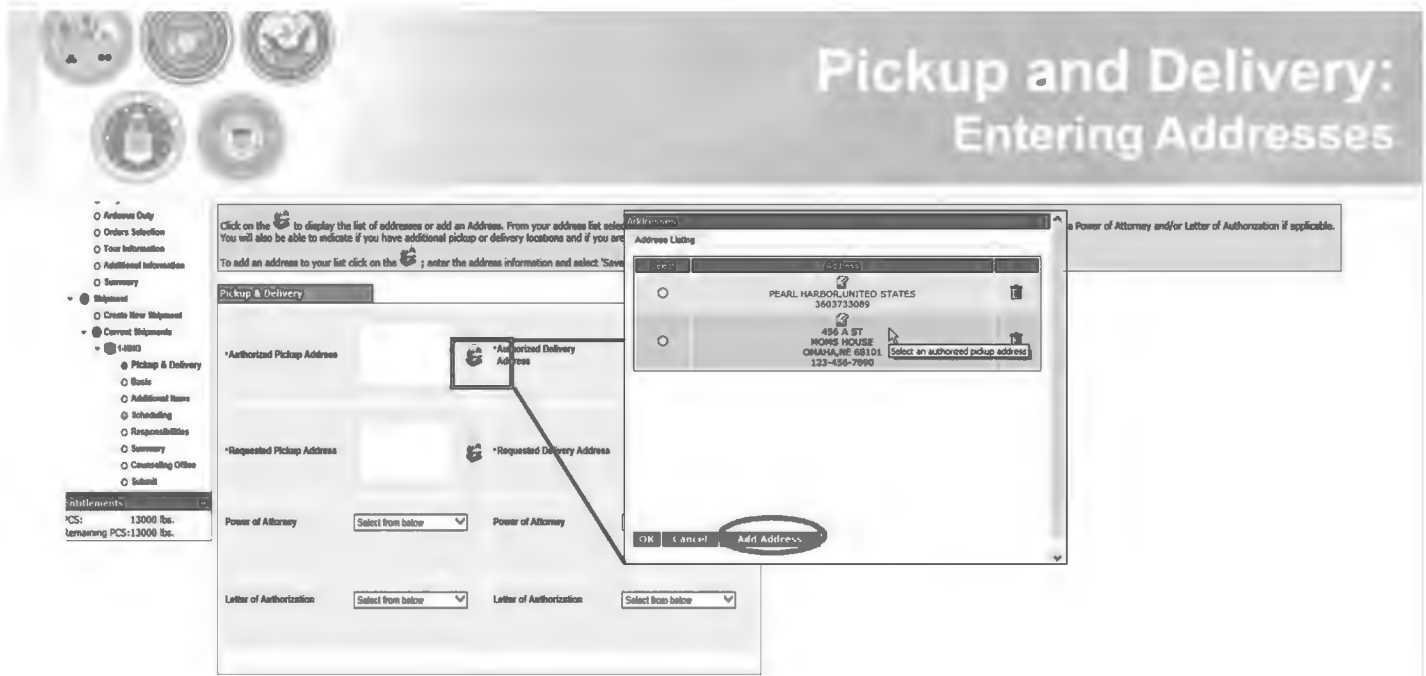
At the Pickup and Delivery page, you will enter the information for your dates, your pickup and delivery address, your In-Transit/Emergency Contact address, indicate any additional locations and name your Releasing and Receiving Agent(s).

Say **“no”** to the local move question

Using the Calendar Icon, select the date you would like your property picked up and delivered.

- *TIP: A desired delivery date is simply the date you will be available at destination to take delivery of your shipment. All dates for pack, pickup and delivery are confirmed with the Transportation Service Provider (TSP or carrier) assigned to your shipment.*

6 of 34



Next you will provide your authorized pickup and delivery addresses as well as your requested pickup and delivery address.

You will need to add each address using the rolodex icon next to the item field. In the popup window, click the **‘Add Address’** button.



Pro-Tip:

- *A member is authorized pickup and delivery from an address in the same area as his current and new duty station. Members can request pickup and delivery from/to any area, but there may be an excess cost*

**Pickup and Delivery:
Adding/Editing Addresses**

Addresses

Address Listing Add/Edt Address

Address Line 1: 123 ELM STREET

Address Line 2:

Phone: 360 555 1212 FORMAT: (999) 999-9999 or (999) 999-9999

Ext:

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

Select City: BREMERTON

City: BREMERTON, KITSAP COUNTY, WA, 98310

County: BREMERTON, KITSAP COUNTY, WA, 98311

State: BREMERTON, KITSAP COUNTY, WA, 98312

Zip: BREMERTON, KITSAP COUNTY, WA, 98313

BREMERTON, KITSAP COUNTY, WA, 98337

If you are unable to select a city, call 1-800-775-7532

Save Address

In the popup window, enter your pickup address.

Enter a phone number where you can be reached by the Personal Property Office and the Transportation Service Provider (TSP or carrier).

Make sure that CONUS is selected under location.

Type the name of the pickup City

!!!IMPORTANT!!! Do NOT hit the enter key after typing in the city name. A list of cities with the name you typed will populate in the drop down menu. Select the correct City/State/County/ZIP. Click the **'Save Address'** button.

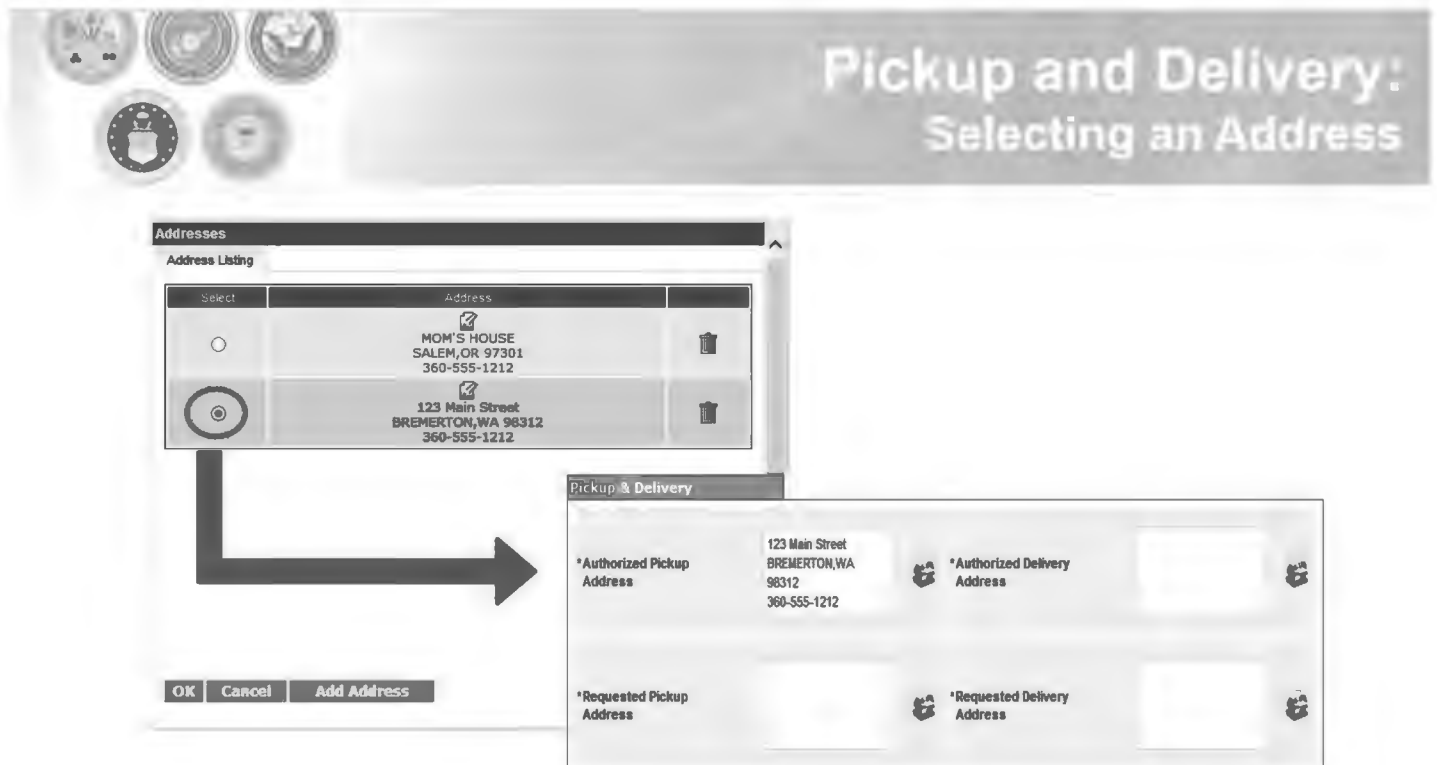


Pro-Tips:

- You can add/edit all of your addresses at the same time. Click 'Add Address' for each new entry and 'Save Address' when done.

- For your delivery address, the street address in line 1 is not a required field. If you do not have an address at destination you can leave this line blank however you **MUST** provide a phone number and enter/select the city/state of your destination.

8 of 34



When you have finished adding all of the addresses, use the radio buttons in the **"Select"** column and choose your authorized and requested pickup/delivery addresses.

Click **OK**, The address will populate in the pickup Address field.

9 of 34



Pickup and Delivery Adding addresses

Pickup & Delivery

* Authorized Pickup Address	123 Main Street BREMERTON,WA 98312 360-555-1212		* Authorized Delivery Address	NORFOLK,VA 23501 360-555-1212	
* Requested Pickup Address	123 Main Street BREMERTON,WA 98312 360-555-1212		* Requested Delivery Address	NORFOLK,VA 23501 360-555-1212	

Repeat the previous steps to add all of your authorized and requested pickup and delivery addresses

10 of 34



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.

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.

11 of 34

Intransit/Emergency Contact & Additional Pickup Addresses

In-Transit/Emergency Contact Information

408 Elm Street
 Monrovia, CA 91764
 PORTLAND, OR 97208
 503-445-1212

Additional Locations

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

For your Intransit/Emergency Contact Addresses, click the plus (+) sign, select or add the Intransit address and click **'OK'**.

Repeat the steps for any Additional Locations.



Pro-Tip: You may request an additional pickup and/or delivery as long as it is within the same AOR as your authorized locations (usually within 30 miles of pickup/delivery)

In-Transit/Emergency Contact & Additional Pickup Delivery Addresses

Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

* Phone: FORMAT: XXX-XXX-XXXX for Domestic

Ext:

Location

COMUS (U.S.) OCONUS (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

Delivery 2

Addresses

Address Listing

<input type="radio"/>	45 SILVERDALE WAY SILVERDALE WA 98363 360-555-1212	<input type="button" value="Delete"/>
<input type="radio"/>	NORFOLK, VA 23501 360-555-1212	<input type="button" value="Delete"/>
<input type="radio"/>	WORK/OFFICE 123 ADMIRAL WAY NORFOLK, VA 23501 360-555-1212	<input type="button" value="Delete"/>
<input type="radio"/>	WORK/OFFICE 467 W STREET BREMERTON, WA 98314 360-555-1212	<input type="button" value="Delete"/>
<input checked="" type="radio"/>	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212	<input type="button" value="Delete"/>

In-Transit/Emergency Information

* In-Transit/Emergency Contact Information

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

Enter your address information

REMEMBER it enter after typing in the City—choose the correct city/state/ZIP from the dropdown menu

Click **'Save Address'**

Make sure to choose the correct address in the listing and click OK



In Transit/Emergency Contact and Additional Location Information

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212
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Additional locations

Pickup 1	BOB'S SELF STG UNIT B-1 45 SILVERDALE WAY SILVERDALE, WA 98383 360-555-1212		Delivery 1	NORFOLK, VA 23501 360-555-1212	
Pickup 2	WORK/OFFICE 467 W STREET BREMERTON, WA 98314 360-555-1212		Delivery 2	WORK/OFFICE 123 ADMIRAL WAY NORFOLK, VA 23501 360-555-1212	

Once you have added and selected your addresses, they will populate in the correct fields.

14 of 34



Releasing and Receiving Agents

Releasing & receiving agents	
Releasing	Receiving
<div style="border: 1px solid gray; padding: 2px;"> Select from below - None Selected - Mary Test MR WANNA MOVE </div>	<div style="border: 1px solid gray; padding: 2px;"> Mary Test <div style="float: right; border-bottom: 1px solid gray; width: 20px; text-align: center;">▼</div> </div>
	<div style="border: 1px solid gray; padding: 2px;"> Mary Test 360-555-1212 </div>

Members may authorize a Releasing and/or Receiving agent to act on their behalf at origin and destination. Releasing/Receiving Agents MUST be over the age of 18 and available on the days of pack, pickup and delivery. Releasing/Receiving agents do not need to have a Power of Attorney or a Letter of Authorization.

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



Pro-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 I 299). Your move paperwork is available for printing right before you submit your application.

15 of 34

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



Pro-Tip: Print this information and keep it handy. You may not always have access to DPS throughout your move.

Basic Shipment Information

Customer: [Brose, Mike] - United States Navy

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] **Weight Estimator Form**

*Estimated weight of PPGGE [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear] **How will PPGGE affect my household goods weight?**

*Estimated weight of Spouse's PPGGE [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear] **How will Spouse PPGGE affect my household goods weight?**

*Spouse's Profession **Trailer**

Special Items included in shipment

Grandfather clock Stair/Large wall unit Plasma TV Gas-powered equipment

Spot/Access Piano Shed High value items

Alcoholic beverages Front load washer/dryer

Utility trailer

Note: Only utility trailers of a single-axle with an overall length of no more than 12 feet (from rear to trailer hatch); with or without tilt beds and no wider than 8 feet (outside tire to outside tire). 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).

PCS: 13000 lbs.
Remaining PCS: 13000 lbs.

Next >>

On the Basic HHG page, members will indicate the estimated weight of their shipment.

Members can use the Weight Estimator tool that is available at the right of the weight field however a great rule of thumb is to estimate 1,000 lbs per room.

If members are claiming Pro Gear for themselves or their spouse, it must be indicated. Members who claim Spouse Pro Gear must provide a signed inventory of items to the origin personal property office.

Indicate any special items; add any additional information; click Next.

Weight Estimator Form

*Total estimated weight of your household goods
(i.e. enter the total estimated weight of all items that are being shipped)
Please include your motorcycle weight in the "Total estimated weight of your household goods".

7,000

Weight Estimator Form

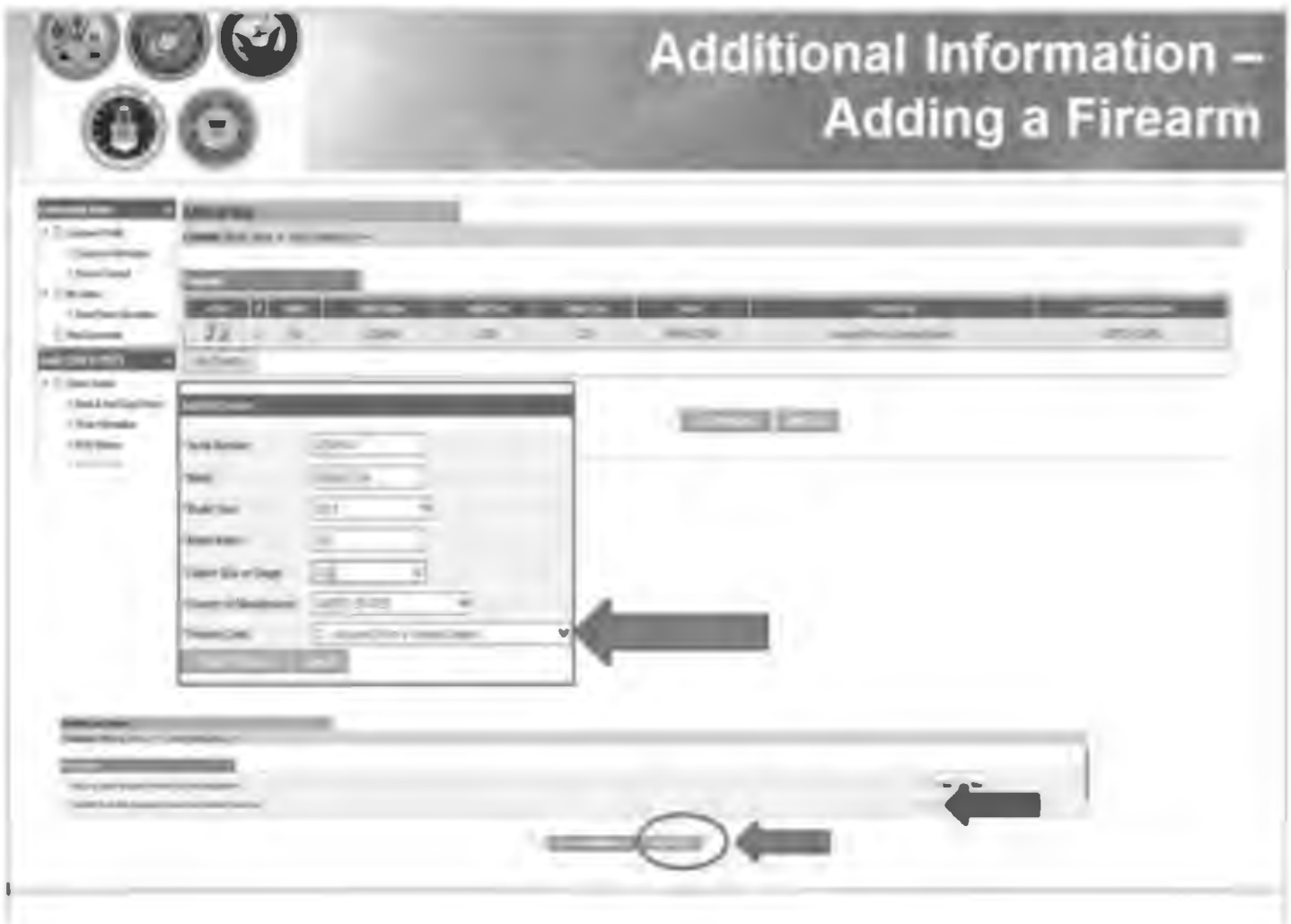
The weight estimator form will help you to establish the weight of your shipment. The weight estimator form will help you to establish the weight of your shipment.

Read the disclaimer then check the acknowledgement box and click "Show Estimator"

The estimator tools allow you to enter the number of items you have in each room and then provides the weight of each item. At the end of the form, click the "Go" button and the total weight of the items indicated in the form are placed in your application.



Pro-Tip: Your Pro Gear, up to 2,000 lbs, doesn't count towards your estimated weight.



If 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.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms. Click 'Next' when you have added all of your firearms information.



Scheduling

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

Based on the total estimated weight of 11,000 pounds, it will take 3 days, 2 days for packing and 1 day for picking up your shipment. It is estimated that it will take 9 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:	Dec 28, 2016	Desired Delivery Date:	Jan 11, 2017
Estimated shipment arrival date at destination :	Jan 6, 2017		

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


Next >>

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

You will also see the transit time for your shipment. Transit time is based on origin and destination locations as well as the estimated weight of the shipment.

In addition, you will be able to request a direct delivery and whether you have a preferred or non-preferred Transportation Service Provider (TSP or carrier)

20 of 34



Shipment Dates

Based on the total estimated weight of 11,000 pounds, it will take 3 days, 2 days for packing and 1 day for picking up your shipment. It is estimated that it will take 9 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:	Dec 28, 2016	Desired Delivery Date:	Jan 11, 2017
Estimated shipment arrival date at destination :	Jan 6, 2017		

On this section of the Scheduling Page, the blue highlighted section provides you an estimate of your packing and pickup days and the number of days your shipment will take to arrive at destination.

Note that all dates are negotiated between you and the TSP assigned to your shipment. The Desired Pickup Date is the date you requested to have your shipment picked up. Depending on the estimated weight of your shipment, additional days for packing may be required and those dates are added prior to shipment pickup date.

Your Desired Delivery Date is the date you entered in your application. This is the date you will be at destination and available to take delivery of your shipment.

The Estimated Shipment Arrival date is the date that your shipment is expected to arrive at destination. This is NOT your actual delivery date but is based on the transit time allowed for your shipment to reach destination.

ALL DATES are negotiated and confirmed with your TSP.



Pro-Tip: Print this page! It details all the information you need for moving day. You may not have access to DPS at all times during your move.

21 of 34

Direct Delivery & Preferred/Non-Preferred TSP

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

Direct Delivery Request: If you have an address and would like your property delivered directly to that address, select (Yes). If you do not have a delivery address, select (No).

Preferred TSP: Say 'yes' to this question if you have a company you would like to have pack, pickup and deliver your shipment and provide the name of the company. Say 'no' to this question if you do not have a preferred provider.

Non-Preferred TSP: Say 'yes' to this question if you have a company that you would *not* want to be responsible for your shipment. Say 'no' to this question if you do not have a non-preferred provider

Click **“Next”**

22 of 34



Read & check Acknowledgement Box

Click **“Next”**

IMPORTANT: this is part of your online counseling; by checking the box you are acknowledging that you are aware of your rights and responsibilities.

23 of 34

Shipment Summary

Customer Profile

Branch: United States Navy
Routing/Tag Office: CPO/E-7
Primary Email: more.brown@NAVY.MIL

Estimated Weight	
Your estimated total shipment weight	5,082 lbs
Your estimated household goods weight	350 lbs
Your spouse's estimated PPSG (Pre-Care) weight **	19 lbs
Estimated weight of 1 motorvehicle(s)	300 lbs
Total estimated weight	5,081 lbs

Special Items Included in your shipment

Call-to-armed account
Front load washer/dryer

Additional Information

1. You have provided the following information for items with extraordinary dimensions included in your shipment:

PCSHIP ADDRESS IS ON A CIL-20-6AC
Your estimated shipment arrival at destination is on 16 Dec 2016
You have NOT requested direct delivery

Click here to verify the above information is correct

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”**

Counseling Office

Counseling Office

Customer: [Breed, Moira -- 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 documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 8 business days of submitting your application. For a short notice pickup (requesting pickup within 3 business days), 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

Loading Site (origin/destination)

GBLOC: JERSQ
Installation Name: FISC PUGET SOUND, WA

Destination Site (destination site)

GBLOC: LERSQ
Installation Name: FISC, SAN DIEGO, CA

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

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

*Counseling Office:

Select from below
FISCPB BREHERTON
FISCPB DETACHMENT EVERETT
NAS WHIDBEY ISLAND

Selected Counseling Office Information

Installation Name: FISCPB BREHERTON
Street: FISCPB 2255 COLE AVE, BLDG 985
City: BREHERTON
State: WA
ZIPAPOFPO: 98314
Country: UNITED STATES
Phone: 3604769172
DSN: 3604761834
Fax: 3604761834
DSN Fax:
Email: PersProp.FISCPB.FCT@navy.mil

<< Previous Next >>

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

Use the drop down menu to select your local counseling office. You will need to make note of the contact information that populates on the page. This is where you provide your supporting documents so your application can be processed.

Click **"Next"**.

Shipment Submit – Part 1

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-HNG
 - 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 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](#)

[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.

[Print Documents](#) [Submit](#)



IMPORTANT!!! After you have submitted your application make sure to print DD Forms 1299 & 1797. Your application *will not* be processed until you provide these signed documents and a copy of your orders to the responsible origin counseling office.

You are now able to upload your documents into DPS – the next several slides will show you how to upload and/or view uploaded documents.

DD Forms 1299 & 1797

DD Form 1299

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY		1. DATE PREPARED (YYYYMMDD)	2. SHIPMENT NUMBER
3. NAME OF PREPARING OFFICE		4. TO (Recipient's Complete Personal Property Shipping Office)	3 - 9 BIRD
5. NAME OF OPERATION PERSONAL PROPERTY SHIPPING OFFICE		6. ADDRESS (Street, Suite, Box, ZIP Code)	
7. NUMBER OF EMPLOYEE OR RESERVATION		8. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
9. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		10. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
11. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		12. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
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73. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		74. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
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77. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		78. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
79. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		80. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
81. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		82. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
83. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		84. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
85. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		86. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
87. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		88. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
89. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		90. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
91. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		92. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
93. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		94. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
95. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		96. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
97. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		98. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	
99. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)		100. MEMBER'S HOME ADDRESS (Street, Suite, Box, ZIP Code)	



DD Form 1797

PERSONAL PROPERTY COMBINED CHECKLIST		PROPERTY ACT STATEMENT	
AFFIDAVIT OF USE (SEE 1 USC 1798, and E.O. 12958)			
PROPERTY DISPOSITION: Property is to be used for the member's personal, dependent, and government activities but shall not be used for the purpose of carrying on a business, profession, or occupation, or for the purpose of carrying on a business, profession, or occupation, or for the purpose of carrying on a business, profession, or occupation.			
PROPERTY USE: Information contained in this section of the checklist may be provided to a carrier for the purpose of having the member's or individual's items transported by the carrier.			
DISCLAIMER: Voluntary transfer of property to a carrier does not constitute a transfer of title.			
1. MEMBER'S NAME		2. MEMBER'S ADDRESS	3. MEMBER'S PHONE NUMBER
4. MEMBER'S GRADE		5. MEMBER'S SERVICE NUMBER	6. MEMBER'S SOCIAL SECURITY NUMBER
7. CHECKLIST (Personal property) (See instructions on reverse)			
8. MEMBER'S SIGNATURE			
9. MEMBER'S TITLE			
10. MEMBER'S ADDRESS			
11. MEMBER'S PHONE NUMBER			
12. MEMBER'S SOCIAL SECURITY NUMBER			
13. MEMBER'S GRADE			
14. MEMBER'S SERVICE NUMBER			
15. MEMBER'S SIGNATURE			
16. MEMBER'S TITLE			
17. MEMBER'S ADDRESS			
18. MEMBER'S PHONE NUMBER			
19. MEMBER'S SOCIAL SECURITY NUMBER			
20. MEMBER'S GRADE			
21. MEMBER'S SERVICE NUMBER			
22. MEMBER'S SIGNATURE			
23. MEMBER'S TITLE			
24. MEMBER'S ADDRESS			
25. MEMBER'S PHONE NUMBER			
26. MEMBER'S SOCIAL SECURITY NUMBER			
27. MEMBER'S GRADE			
28. MEMBER'S SERVICE NUMBER			
29. MEMBER'S SIGNATURE			
30. MEMBER'S TITLE			
31. MEMBER'S ADDRESS			
32. MEMBER'S PHONE NUMBER			
33. MEMBER'S SOCIAL SECURITY NUMBER			
34. MEMBER'S GRADE			
35. MEMBER'S SERVICE NUMBER			
36. MEMBER'S SIGNATURE			
37. MEMBER'S TITLE			
38. MEMBER'S ADDRESS			
39. MEMBER'S PHONE NUMBER			
40. MEMBER'S SOCIAL SECURITY NUMBER			
41. MEMBER'S GRADE			
42. MEMBER'S SERVICE NUMBER			
43. MEMBER'S SIGNATURE			
44. MEMBER'S TITLE			
45. MEMBER'S ADDRESS			
46. MEMBER'S PHONE NUMBER			
47. MEMBER'S SOCIAL SECURITY NUMBER			
48. MEMBER'S GRADE			
49. MEMBER'S SERVICE NUMBER			
50. MEMBER'S SIGNATURE			
51. MEMBER'S TITLE			
52. MEMBER'S ADDRESS			
53. MEMBER'S PHONE NUMBER			
54. MEMBER'S SOCIAL SECURITY NUMBER			
55. MEMBER'S GRADE			
56. MEMBER'S SERVICE NUMBER			
57. MEMBER'S SIGNATURE			
58. MEMBER'S TITLE			
59. MEMBER'S ADDRESS			
60. MEMBER'S PHONE NUMBER			
61. MEMBER'S SOCIAL SECURITY NUMBER			
62. MEMBER'S GRADE			
63. MEMBER'S SERVICE NUMBER			
64. MEMBER'S SIGNATURE			
65. MEMBER'S TITLE			
66. MEMBER'S ADDRESS			
67. MEMBER'S PHONE NUMBER			
68. MEMBER'S SOCIAL SECURITY NUMBER			
69. MEMBER'S GRADE			
70. MEMBER'S SERVICE NUMBER			
71. MEMBER'S SIGNATURE			
72. MEMBER'S TITLE			
73. MEMBER'S ADDRESS			
74. MEMBER'S PHONE NUMBER			
75. MEMBER'S SOCIAL SECURITY NUMBER			
76. MEMBER'S GRADE			
77. MEMBER'S SERVICE NUMBER			
78. MEMBER'S SIGNATURE			
79. MEMBER'S TITLE			
80. MEMBER'S ADDRESS			
81. MEMBER'S PHONE NUMBER			
82. MEMBER'S SOCIAL SECURITY NUMBER			
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91. MEMBER'S SERVICE NUMBER			
92. MEMBER'S SIGNATURE			
93. MEMBER'S TITLE			
94. MEMBER'S ADDRESS			
95. MEMBER'S PHONE NUMBER			
96. MEMBER'S SOCIAL SECURITY NUMBER			
97. MEMBER'S GRADE			
98. MEMBER'S SERVICE NUMBER			
99. MEMBER'S SIGNATURE			
100. MEMBER'S TITLE			

DD Form 1299 is a one-page form; DD Form 1797 is a two-page form.

Once you have printed and signed your forms, scan and save them to your computer.

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-NIG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Shipments Summary

Customer: [Bress, 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 1797 (Personal Property Counseling Check list) [View & Print](#)

Upload Documents

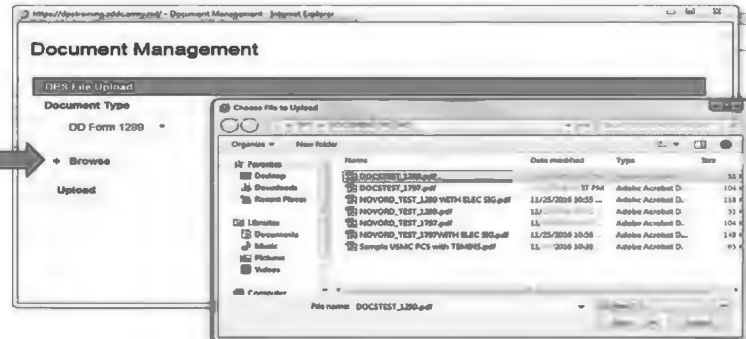
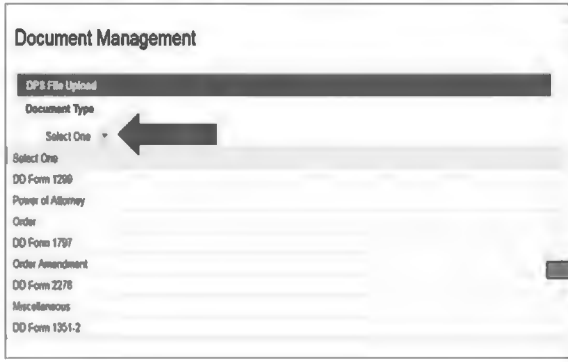
These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request.

Submit

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

Click the **“Upload Documents”** button

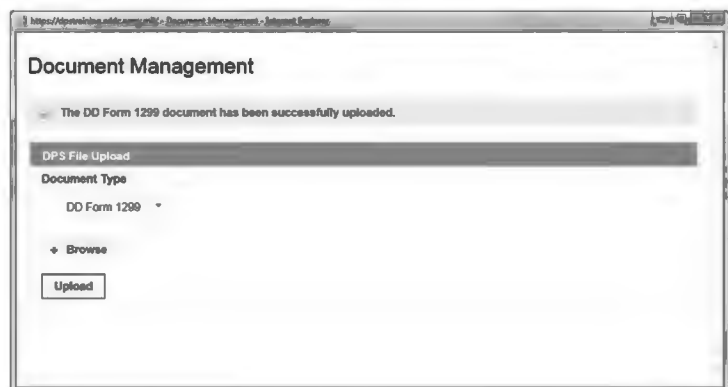
Uploading Documents – cont.



1. Use the Drop-down menu to select the type of document
2. Click "**browse**", locate the document in your files, and select open

29 of 34

Uploading Documents – cont.



3. Click **upload**
4. You will receive a message stating your document has been successfully uploaded.

Make sure you uploaded **BOTH** signed documents

30 of 34

The screenshot shows a web application interface. At the top, there are several circular icons and a large header that says "Viewing Documents". Below this, there is a navigation bar with "Customer: (Bress, Moira -- United States Navy --)". A message states: "Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application." On the left, a "Forms Required" section lists "DD Form 1299 (Application for Shipment and/or Storage)" and "DD Form 1797 (Personal Property Counseling)". A "View Documents" button is circled in red. The main content area is a "Document Management" window showing a table of documents.

File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_1;	1	DD Form 1299	02 Dec 2016	⌵	
Submitted	1-HHG	DOCSTEST_1;	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 need a copy of the document, select the file name and click **“Get File”**

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

31 of 34

Shipment Submit – Part 2

The screenshot shows a web application interface for submitting a shipment application. The interface is divided into several sections:

- Navigation Menu (Left):** Includes sections for 'Counseling Menu', 'Order (DOKS TEST)', and 'Entitlements'. The 'Order (DOKS TEST)' section is expanded, showing options like 'Orders Details', 'Orders Information', 'Orders Selection', 'Your Information', 'Additional Information', 'Summary', 'Shipment', 'Create New Shipment', and 'Current Shipments'. Under 'Current Shipments', there is a sub-section for '1-NR10' with options like 'Pickup & Delivery', 'Base', 'Additional Items', 'Scheduling', 'Responsibilities', 'Summary', 'Counseling Office', and 'Submit'.
- Customer Information (Top):** Shows 'Customer: (Bross, Moira -- United States Navy --'.
- Message from webpage (Dialog Box):** A modal dialog box with a question mark icon and the text 'Are you sure you want to submit?'. It has 'OK' and 'Cancel' buttons.
- Forms Required (Main Content):** A section titled 'Forms Required' with the text 'You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF)'. Below this, there are two links: 'DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print' and 'DD Form 1787 (Personal Property Counseling Check List) View & Print'. There are also buttons for 'Upload Documents' and 'View Document'.
- Buttons (Bottom):** At the bottom of the main content area, there are two buttons: 'Previous' and 'Submit'. The 'Submit' button is circled in red.
- Entitlements (Bottom Left):** A section showing 'PCS: 13000 lbs.' and 'Remaining PCS:2200 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 or fax 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 and fax number for the counseling office you selected.

Shipment Submit – Part 2, cont.

Shipment Submit

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

Your application for the following shipment has been submitted.

Shipment Details

Shipment:	1 HHG
Order Number:	DOCS TEST
Date Submitted:	Fri, 2 Dec 2016 21:06:08
Shipment created by:	534927015
Date DD 1299 Prepared:	Fri, 2 Dec 2016 20:31:47

If you need to make changes to any information other than contact data or cancel your shipment, you must contact the Counselor you submitted your application to.

To CREATE a new shipment for this order, click on the Create New Shipment link in the left navigation tree.

To ADD a new order, click on Enter Order Information in the navigation tree in the upper-left corner of the screen under My Orders.

Forms Required

You will need Acrobat Reader version 8 or earlier to view or print these forms in Portable Document Format (PDF).

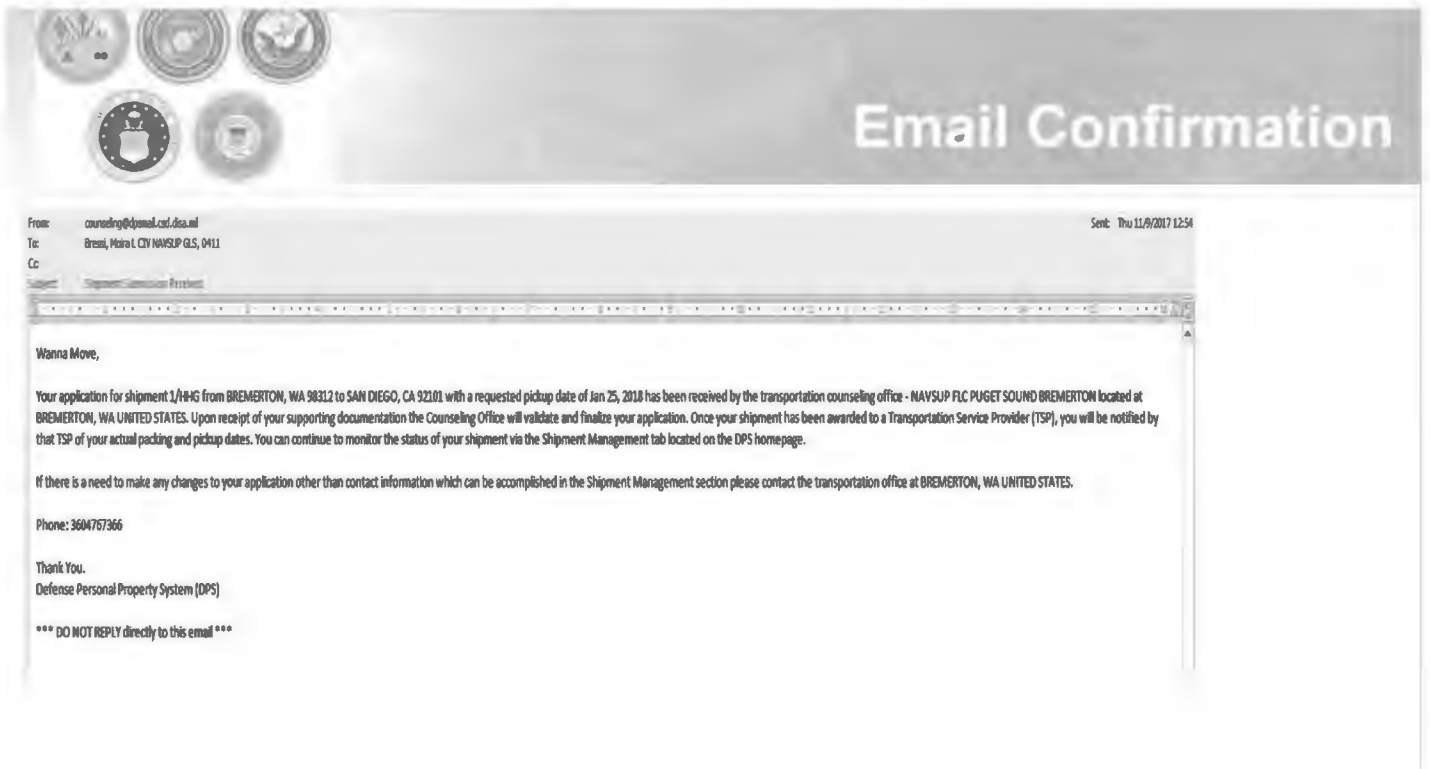


DD Form 1299 (Application for Shipment and/or Storage of Personal Property) [View & Print](#)
DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

You will receive a notice confirming you have successfully submitted your application. If you need to make any changes to your information or cancel your shipment, you must wait until your application is processed.

It takes approximately 2-3 weeks from the time all supporting documents are received for an application to be processed. During Peak Season (mid-May through August) this timeline can be increased up to 6 weeks.

To create an additional shipment request (i.e. a Personally Procured Move (PPM), an Unaccompanied Baggage (UB) shipment or a Non-Temporary Storage (NTS) shipment, follow the steps in the middle of the page.



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 PACK/PICKUP DATES!

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 Commissioning letter 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.



Contacts

- For technical assistance contact the DPS Helpdesk available 24/7:
 - ❖ Toll-Free: (800) 462-2176
 - ❖ Commercial: 618-
- For assistance with your HHG shipment contact your local Personal Property Shipping Office (PPSO)



Maintained by USTRANSCOM

United States Transportation Command

Technical Help Desk

For help using Move.mil or Electronic Transportation Acquisition.

Phone

Toll-Free: (800) 462-2176

Commercial: (618) 589-9445

Email

usarmy.scott.sddc.mbx.g6-SRC-DPS-HD@mail.mil

Submit a ticket online

<https://src.servicenowservices.com/src/>