



Getting Your Move Started On

www.militaryonesource.mil/personalproperty

PPPO Lewis Main Service Hours

Monday, Tuesday, Wednesday, Fridays: 0730 - 0900 Deployments & Redeployments (Appointment Only)
Monday, Tuesday, Wednesday, Fridays: 0900 - 1000 DPS Validation Briefing (Appointment Only)
Monday, Tuesday, Wednesday, Fridays: 0900 - 1130 Questions, Clearing, and Standard Business
Monday, Tuesday, Wednesday, Thursday, Fridays: 1200 - 1500 Questions, Clearing, and Standard Business
Monday, Tuesday, Wednesday, Thursday, Fridays: 1200 - 1300 DPS Validation Briefing (Walk-ins)
Monday, Tuesday, Wednesday, Thursday, Fridays: 1300 - 1430 PPM Closeout Briefing (Walk-ins)
Closed Thursdays 0730 - 1130 for Training & Admin

PLEASE USE GOOGLE CHROME OR EDGE WEB BROWSERS

To begin, go online to www.militaryonesource.mil/personalproperty and register for a Defense Personal Property System (DPS) account. If an account has already been established, simply login. You can also reactivate your deactivated account as well by calling the **DPS helpdesk at 1-800-462-2176**.

Accessing DPS

1. Go to www.militaryonesource.mil/personalproperty
2. Scroll down and select Log In To DPS
3. Select Log in with Certificate if using a CAC **OR** Log in with User ID to use username and password

User ID & Password

Visit your local PPPO to have an account created if you have never used DPS before. If you have had a CAC account but need access without your card, contact the PPPO to send you the User ID. You can then create a password for access with User ID. Carefully read the automated email from DPS about creating the password to be sure you click the correct link. Once the password is established, clear cookies and begin the process to access DPS from scratch opting to enter DPS with your new User ID and password. If you have a User ID already but forgot the password you can select sign in with User ID and then reset the password. If you have been provided a User ID in the past or are "locked out" the PPPO cannot recover your User ID. You need to contact the DPS helpdesk at 1-800-462-2176.

PPM Closeouts Monday - Friday at 1300

Please take completed documents to your destination transportation office for closeout. (If separatee/Retiree or no Transportation office at destination, please send the completed packet to: **usarmy.jblm.404-afsb.mbx.afsbjblm-pppo-lewis@army.mil**. Please review Personally Procured Move (PPM) Fact Sheet for information and requirements when conducting a PPM.

Closing out a PPM at JBLM in person:

1. Print all documents from origin: DD2278, DD1351-2, PPM Checklist and Expenses Certification Sheet.
2. Provide hard copies of weight tickets (Empty & Full) for all Vehicles / Contracts used in the move.
3. Contracts w/ zero dollar balances, Registrations / POV Titles (Letter of Authorizations if not in members name)
4. OPE Receipts on 8.5 x 11in paper (Fuel & Packing Material) Must have copies at time of closeout.



Self-Counseling and Building your Shipment

1. On the DPS homepage, click **"START A NEW MOVE"**.
2. On the top left of the screen, click **"ENTER ORDER INFORMATION"** and continue through the questions.
 - If you have amended orders, you will still use your original order number.
3. Click **"NEXT"** on the *Entitlement Summary Screen* (this is where you will begin creating your shipment).
4. Select the radio button for the permitted type of shipment you are building (i.e. HHG, UB, NTS).
 - If you are doing a **Personally Procured Move (PPM)**, select HHG radio button and choose "YES" when asked if this is a PPM.
5. Complete the self-counseling module.
6. Once the self-counseling module is complete:
7. **UPLOAD a complete set of orders to include amendments** (if any)
 - *If you are creating a PPM, the forms above will not be required however you need to visit PPPO Lewis Main to see a Counselor to acquire specific documents to complete your move.*
8. After orders have been uploaded, click **"SUBMIT"**.
9. If you need to create any additional shipment, begin again at Step 1 above and follow the same instructions for the next shipment (i.e. Partial PPM, or doing multiple shipments).
10. **Upon completion of the steps above, please contact PPPO Lewis Main in person, by telephone, or by e-mail to validate your shipment.**

Address: Bldg. 2150, Liggett Ave., JBLM, WA

E-mail: USARMY.JBLM.404-AFSB.MBX.AFSBNJBLM-PPPO-LEWIS@ARMY.MIL

(E-mail is the preferred method of communication for our office)

Additional Circumstances/Documents:

- Home of Record – We will need your **DD4/1 and copy of Orders**. You can get your DD4/1 from your IPERMS.
- Retirees and Separates' – an additional addendum not available from DPS is required to be completed.
- Power of Attorney (POA) – There is a **SPECIFIC Household Goods (HHG) POA** and is not covered under a general POA. If you are unsure if your POA will work, please bring it into our office.
- Deployment/Redeployment – Bring TCS orders and your most recent LES to PPPO Lewis between **0730 – 0830 Mon-Fri ONLY**. You do not need to do anything in DPS.

For questions, please contact PPPO Lewis Main by email at
USARMY.JBLM.404-AFSB.MBX.AFSBNJBLM-PPPO-LEWIS@ARMY.MIL

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Having trouble creating your shipment or have questions? We can help!

****Visit our office 0900 – 1430 Mon – Fri, except for Thursdays closed from 0730-1200 hrs. for trainings where you can talk to a counselor or we can assist with any issues****