

DMO DPS

Set-up/Walk-through

MCB Camp Foster

PERSONAL PROPERTY SHIPPING OFFICE

Bldg. 495 1st FL, RM-115

(315)- 645- 0922

Step 1

- ❑ Log-in on www.move.mil using the link provided below
https://archive.move.mil/common/dps_login_registration_process/dps_registration.cfm
- ❑ Click on “DOD Service Member and Civilian Registration”
- ❑ ***NOTE: Print slides #31, #32, #33, #34 for reference**

The screenshot shows the 'DPS Registration' page on the 'move.mil' website. At the top, there is a 'LATEST NEWS' banner and a navigation bar with links: 'What is DPS?', 'DPS Login/Registration Process', 'Locator Maps', 'Contact Us', and 'FAQ'. Below the navigation bar, the page title 'DPS Registration' is displayed. A large red arrow points to a red-bordered box containing the text 'DOD Service Member and Civilian Registration'. To the right of this box is a button labeled 'PPSO and TSP Registration'. Below the button, there is a section titled 'How to Register for DPS through ETA? (For PPSO and TSP)' with a sub-header 'What is ETA?'. This section contains a numbered list of six steps: 1. Go to ETA homepage or click one of the links above. 2. Determine if this is a 'First-time' Registration or 'Request Additional Applications' registration. 3. If new user registration, select 'New User Registration' link. 4. If additional applications are required, login to ETA and then select 'Request Additional Applications' link. 5. Go to Personal Property section and select DPS. 6. Select proper DPS role and complete the registration form displayed. As part of the registration process, you will be required to create 7 security questions. These questions will be required to retrieve your password. On the right side of the page, there are three sections: 'Quick Links' with links like 'Check your Browser', 'Retirement and Separation', 'Personally Procured Move', 'It's Your Move Pamphlets', and 'DPS and ETA Help'; 'Useful Tools' with links like 'Moving Resources', 'Travel Information', 'Acronyms', 'Glossary', 'Transportation Office (Locator Map)', and 'Scales'; and 'System Response Center' with a '24/7 Helpdesk' section providing phone, email, and online ticket submission information.

LATEST NEWS DOD Customers Can Request Confidentiality of Personally Identifiable Information (PII) for Movement of Personal Effects || < >

What is DPS? DPS Login/Registration Process Locator Maps Contact Us FAQ

CLICK HERE

DOD Service Member and Civilian Registration

PPSO and TSP Registration

DPS Registration

DPS Login
New Password
Need to update your email address?
System Requirements
Need Help?

How to Register for DPS through ETA? (For PPSO and TSP)
What is ETA?

1. Go to ETA homepage or click one of the links above.
2. Determine if this is a "First-time" Registration or "Request Additional Applications" registration
3. If new user registration, select "New User Registration" link.
4. If additional applications are required, login to ETA and then select "Request Additional Applications" link"
5. Go to Personal Property section and select DPS.
6. Select proper DPS role and complete the registration form displayed. As part of the registration process, you will be required to create 7 security questions. These questions will be required to retrieve your password.

Quick Links

- Check your Browser
- Retirement and Separation
- Personally Procured Move
- It's Your Move Pamphlets
- DPS and ETA Help

Useful Tools

- Moving Resources
- Travel Information
- Acronyms
- Glossary
- Transportation Office (Locator Map)
- Scales

System Response Center

24/7 Helpdesk

Phone
Toll-Free (800) 462-2176
Commercial 618-589-9445

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

Submit a ticket online

Step 2

Fill out DOD Customer Registration

- ☐ General Information
- ☐ Security Questions



For Official DOD Use Only

Unclassified

Defense Personal Property System (DPS) - DOD Customer Registration

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 100-503, Reported Vehicle Safety Compliance Act of 1988, 5 U.S.C. 552b, Storage Expenses, Hospitalized Goods and Personal Effects, 10 U.S.C. 113, Secretary of Defense, 10 U.S.C. 3013, Secretary of the Navy, 10 U.S.C. 6013, Secretary of the Air Force, 10 U.S.C. 1405, Supply System Regulations, 37 U.S.C. 406, Travel and Transportation Allowances, Dependents, Baggage and Household Effects, Federal Acquisition Regulation (FAR), Joint Federal Travel Regulation (JFTR), Volume I and II, DoD Directive 4000.06, Transportation and Traffic Management, DoD Directive 9158.4, United States Transportation Command, DoD Instruction 4000-42, DoD Transportation Reservations and Ticketing Services, DoD Regulation 4140.1, DoD Material Management Regulation, DoD Regulation 4500.9, Defense Transportation Regulation, and DoD Regulation 4515.13 R, Air Transportation Signaling.

PERSONAL PURPOSES: This is collected for movement of personal property shipments to include payment of carrier. It also provides financial data in Electronic Data Interchange (EDI) format to the Defense Finance and Accounting Services (DFAS) for carrier and agent payments and provides data interfaces with other Service systems.

ROUTINE USES: Transportation Service Providers, General Services Administration (GSA), U.S. Department of Homeland Security, U.S. Coast Guard, U.S. Customs and Border Protection, and Department of State.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

Fill Out

- ☐ If you have a DPS account already, you may log on to **DPS**. Forgot password?
- ☐ All fields on this page (except Certificate) are required. Copy and Paste is not allowed in any field.

General Information

Enter Social Security Number
(Coast Guard, use EIN)

Re-Enter Social Security Number
(Coast Guard, use EIN)

First Name

Last Name

Phone Number

Email Address

Re-Enter Email Address

Branch of Service

Emergency Contact Name

Emergency Contact Email

Emergency Contact Phone

Motivator.chesty@usmc.mil

Certificate (Optional)

If you wish to attach a Certificate to your account at this time, please check the box below. Otherwise, you will be able to attach a Certificate to your account via the ETA Home Page once your account has been approved.

☐ Attach Certificate?

Fill Out

Security Questions

Please select 7 different questions and provide responses.

- Responses must be at least 3 characters long.
- Duplicate responses are not permitted.
- Special characters permitted: hyphen, apostrophe, single space

Question 1

Please Select

Question 2

Please Select

Question 3

Please Select

Question 4

Please Select

Question 5

Please Select

Question 6

Please Select

Question 7

Please Select

Submit



Submit

Continue

For Official DOD Use Only

Unclassified

Defense Personal Property System (DPS) - DOD Customer Registration - Submission Results

Confirm Email

Is the email address you entered, **Motivator.Chesty@Usmc.mil**, correct?

Cancel OK

Question 2: What is your place of birth (city)?

Question 3: What is your last known name?

For Official DOD Use Only

Unclassified

Defense Personal Property System (DPS) - DOD Customer Registration - Submission Results

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 100-503, Improved Vehicle Safety Compliance Act of 1988; 5 U.S.C. 552a; Storage Expenses, Household Goods and Personal Effects, 10 U.S.C. 113; Secretary of Defense, 10 U.S.C. 3013; Secretary of the Army, 10 U.S.C. 3013; Secretary of the Navy, 10 U.S.C. 3013; Secretary of the Air Force, 19 U.S.C. 1498; Entry Under Regulations, 27 U.S.C. 406; Travel and Transportation Allowances, Dependents, Baggage and Household Effects, Federal Acquisition Regulation (FAR), Joint Federal Travel Regulation (JFTR) Volume 1 and 2, DoD Directive 4500.92, Transportation and Traffic Management, DoD Directive 5194-A, United States Transportation Command, DoD Instruction 4500.42, DoD Transportation Reservation and Ticketing Services, DoD Regulation 4140.1, DoD Material Management Regulation, DoD Regulation 4500.9, Defense Transportation Regulation, and DoD Regulation 4515.13-A, Air Transportation Eligibility.

PRINCIPAL PURPOSES: PI is collected for movement of personal property shipments to include payment of carrier. It also provides financial data in Electronic Data Interchange (EDI) format to the Defense Finance and Accounting Services (DFAS) for carrier and agent payments and provides data interfaces with other Service systems.

ROUTINE USES: Transportation Service Providers, General Services Administration (GSA), U.S. Department of Homeland Security, U.S. Coast Guard, U.S. Customs and Border Protection, and Department of State.

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

Account Created

You will receive an email upon activation with information on how to access DPS. Please include only your email address and **NOT** your SSN / EIN in any correspondence with ETA or DPS administrators.

You have been approved to access the following system(s): DPS

If you do not receive your account confirmation within the next one (1) hour, please contact the SRC at Toll Free 1-800-462-2176 Option 6/Comm 618-589-9445 Option 6.

Note: It is **VERY IMPORTANT** that we have your correct e-mail address on file. You should receive a separate e-mail confirmation containing the information on this page shortly. If you do not receive this e-mail confirmation within one hour, please contact one of the ETA System Administrators below.

DPS Administrator, sddc.safb.dpshd@us.army.mil

ETA Administrator, sddc.safb.etaadminhd@us.army.mil

STEP 3

- ❑ Retrieve ETA user id from email provided in step 2
- ❑ Click link and follow instructions

USER ID

Dear Motivator

Welcome to the Defense Personal Property System (DPS)! Your ETA User ID is **XXXXXXXXXX**. You will be accessing DPS through the Electronic Transportation Acquisition (ETA) single sign-on service. This message contains instructions regarding your DPS account access key.

PLEASE ALLOW UP TO ONE (1) HOUR FOR YOUR ACCOUNT TO BE ACTIVATED. IF YOU CANNOT ACCESS DPS AFTER ONE (1) HOUR OR REQUIRE ADDITIONAL ASSISTANCE, PLEASE CONTACT THE SDDC SYSTEMS RESPONSE CENTER (SRC) AT TOLL FREE 1-800-462-2176 OR COMMERCIAL 618-589-9445. SELECT OPTION 6.

To verify your security questions and obtain your access key, click or copy the following link into your Web browser. Your access key is case-sensitive. Type it exactly as you see it.

https://eta.sddc.army.mil/ETASSOPortal/CustomAssistance/VerifyPasswordChange.aspx?RequestId=ZHNAbYs1tqtUYfFiysEH5d3VeNagoDz_UyeYoSfrJUNRYZYIYgG671IDEgWYaX1YZhyskLCevCWdu5FFoyxew2

■ **Click link**

Please follow these steps below if you experience issues with the provided link above:

1. Go to <https://eta.sddc.army.mil>
2. Click "New Password" on the ETA home page toolbar (upper left side)
3. If your current email address has changed, click the "contact an ETA Administrator" hyperlink in the box area
4. Enter your ETA User ID and the code from the image, then click "Next"
5. Answer the security questions presented
6. Click next.
7. Your access code will be in red

You may now access DPS by clicking or copying the following link into your Web browser: <http://www.move.mil/>. Click the "First Time Users Click Here!" hyperlink or "Login to DPS".

Please check your Browser Compatibility and Disable your Pop-Up Blocker before accessing DPS. Go to <http://www.move.mil>, "What's New", "Browser Compatibility Check/Disable Pop-up Blocker" if you need help.

Should you have any issues accessing the DPS system please feel free to contact the SRC at Toll Free 1-800-462-2176 / COMMERCIAL 618-589-9445 Option 6.

Thank You,
SDDC DPS Administrator(s)

usarmy.scott.sddc.mbx.G6-SRC-DPS-HD@mail.mil

Step 4

- ❑ Enter your ETA User ID and the code from the image, then click "Next"
- ❑ Answer the security questions presented
- ❑ Click next

ETA Electronic Transportation Acquisition

Home Links Help

Login Status

Login

[Can't access your account?](#)

PR 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.

New User Registration

ISALUTE [Click the image link to report suspicious activity](#)

Enter User ID →

Answer Security Questions →

Enter User ID

Answer Security Questions

Validate User

Forgot your User ID?

If your current email address has changed [contact an ETA Administrator](#) before continuing.
If you have forgotten your User ID [Click here](#)

Enter ETA User ID below

LGWJU

LGWJU x Type the code from the image

Next

UNCLASSIFIED//FOUO

Continue Step 4

- ☐ Retrieve Six Digit Validation code
- ☐ Entered into the Validate User page
- ☐ Click next
- ☐ Enter desired password
- ☐ Click set password
- ☐ Click accept on ETA Acceptable Use Policy page

ETA Electronic Transportation Acquisition

Home Links Help

Login Status

Login

[Can't access your account?](#)

PE 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.

New User Registration

Validate User

Enter User ID
Answer Security Question
Validate User
Password

A six digit validation code has been sent to your email at mic*****oy@usmc.mil. Please enter this code into the box below for validation

Enter Validation Code Below:

879067 x

Enter six digit validation code here

Next

Email containing Six Digit Validation Code

Below is a Six Digit Validation code to be entered into the password reset page.

Validation Code: 879067

Thank You,
ETA Administrator
usarmy.scott.sddc.mbx.G6-SRC-ETA-HD@mail.mil

UNCLASSIFIED//FOUO

Step 5

- ❑ Go to <https://eta.sddc.army.mil/ETASSOPortal/SO/PortalLogin.aspx>
- ❑ Log in using ETA User ID provided in Step 3 and password selected in Step 4

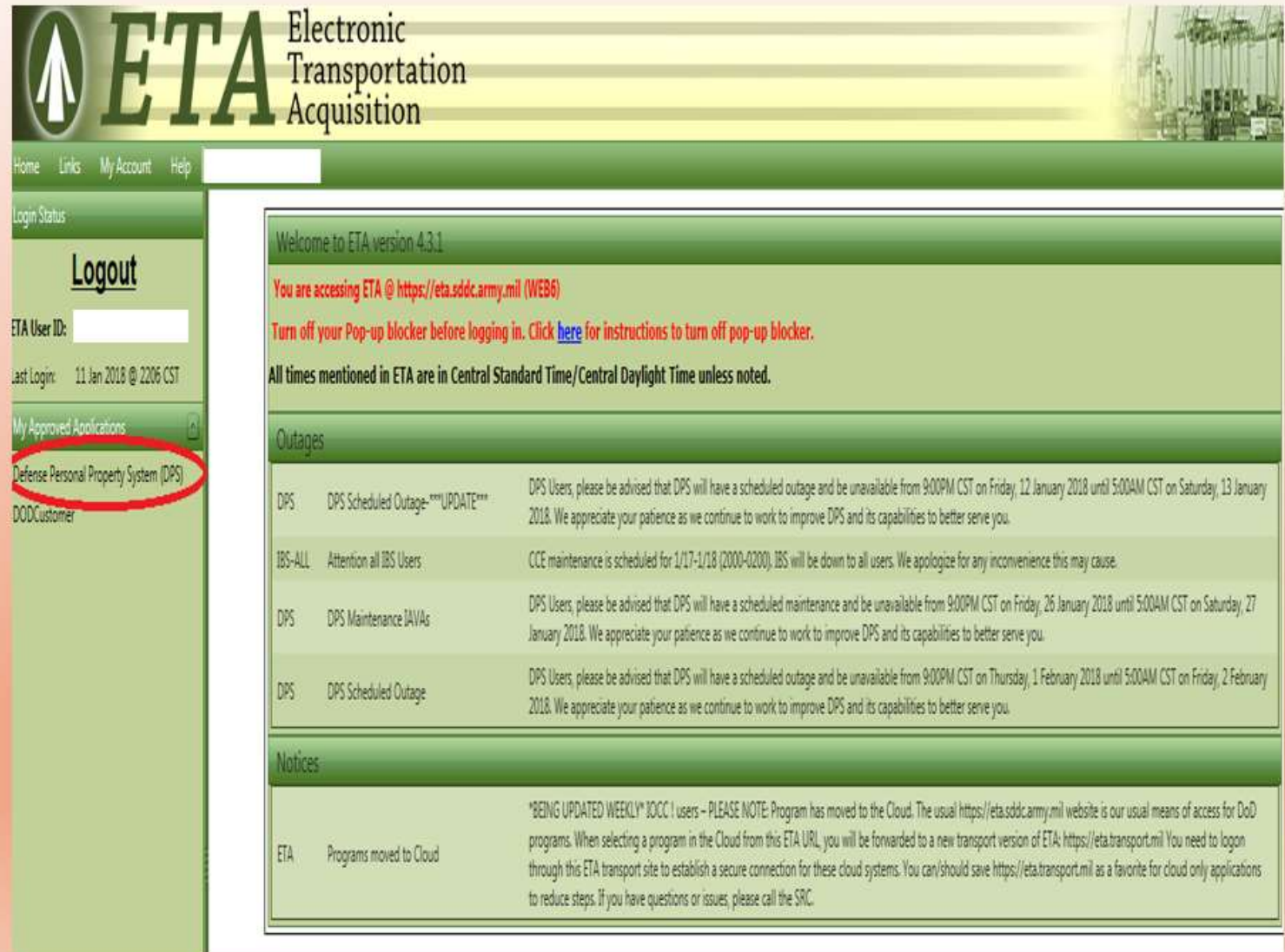


The screenshot shows the login interface for the ETA (Electronic Transportation Acquisition) system. At the top, there is a header with the ETA logo and the text "Electronic Transportation Acquisition". Below the header, there is a navigation bar with a "here" link. The main content area is divided into several sections:

- OCNUS users requiring toll free access to the SRC:** A text block providing instructions for users requiring toll-free access to the SRC, including a DOD installation phone number (94 809-4-OFF-DSN (809-463-3376)) and a toll-free number (1-800-462-2176).
- ETA Notes:** A section for displaying notes, currently showing "No records to display."
- ETA Login:** A section for logging in, featuring a "Click here to log in with your digital certificate" link and a "Click here to log in with your password" link.
- ETA User ID and Password Users:** A section for users logging in with a User ID and password. It includes a "Enter ETA User-ID / Password Credentials" header, a "ETA User ID:" field with the value "Moto3112", a "Forgot User ID?" link, a "Password:" field, a "Forgot Password?" link, a "Log In" button, and a "Can't access your account?" link.

Continue Step 5

- ❑ Click Defense Personal Property System (DPS)



ETA Electronic Transportation Acquisition

Home Links My Account Help

Login Status

Logout

ETA User ID: [Redacted]

Last Login: 11 Jan 2018 @ 2206 CST

My Approved Applications

- Defense Personal Property System (DPS)
- DODCustomer

Welcome to ETA version 4.3.1

You are accessing ETA @ <https://eta.sddc.army.mil> (WEB6)

Turn off your Pop-up blocker before logging in. Click [here](#) for instructions to turn off pop-up blocker.

All times mentioned in ETA are in Central Standard Time/Central Daylight Time unless noted.

Outages

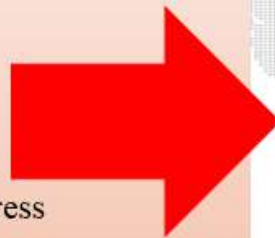
System	Outage Details	Message
DPS	DPS Scheduled Outage-***UPDATE***	DPS Users, please be advised that DPS will have a scheduled outage and be unavailable from 9:00PM CST on Friday, 12 January 2018 until 5:00AM CST on Saturday, 13 January 2018. We appreciate your patience as we continue to work to improve DPS and its capabilities to better serve you.
IBS-ALL	Attention all IBS Users	CCE maintenance is scheduled for 1/17-1/18 (2000-0200). IBS will be down to all users. We apologize for any inconvenience this may cause.
DPS	DPS Maintenance JAVA's	DPS Users, please be advised that DPS will have a scheduled maintenance and be unavailable from 9:00PM CST on Friday, 26 January 2018 until 5:00AM CST on Saturday, 27 January 2018. We appreciate your patience as we continue to work to improve DPS and its capabilities to better serve you.
DPS	DPS Scheduled Outage	DPS Users, please be advised that DPS will have a scheduled outage and be unavailable from 9:00PM CST on Thursday, 1 February 2018 until 5:00AM CST on Friday, 2 February 2018. We appreciate your patience as we continue to work to improve DPS and its capabilities to better serve you.


Notices

System	Notice Details	Message
ETA	Programs moved to Cloud	*BEING UPDATED WEEKLY* JOCC 1 users - PLEASE NOTE: Program has moved to the Cloud. The usual https://eta.sddc.army.mil website is our usual means of access for DoD programs. When selecting a program in the Cloud from this ETA URL, you will be forwarded to a new transport version of ETA: https://eta.transport.mil You need to logon through this ETA transport site to establish a secure connection for these cloud systems. You can/should save https://eta.transport.mil as a favorite for cloud only applications to reduce steps. If you have questions or issues, please call the SRC.

Step 6

- ☐ Enter information as shown in red
- ☐ Enter Permanent (Emergency) address
- ☐ Select I acknowledge box
- ☐ Select create profile



 **Defense Personal Property System**

Welcome to your Customer Profile

Before any other activity may be initiated within DPS, you must complete and save your User Profile. The information to be entered includes your personal contact information and your point of contact information.

Customer Information

First Name michael	* Primary Phone 1 Personal cell	* Primary Email Personal E-mail
Last Name santagoarroyo	Secondary Phone (Cell Phone Preferred) Work phone	Secondary Email (Personal Email Preferred) Work E-mail
* Personnel Status <input type="radio"/> Military <input type="radio"/> Civilian	Branch Of Service United States Marine Corps	

Permanent Contact Address

Location
☒ CONUS
☐ OCONUS

*** Address Line 1**
Enter Street Address 1

Address Line 2
Enter Street Address 2

Zip/City Lookup
Start typing a Zip Code or City to begin location lookup

*** City** *** State** *** Zip**

*** County**

Points of Contact (POC) Information

So that you can be reached during your move, please use the area below to provide accurate contact data, to include email addresses. Your contact information can be updated at any time. Once your shipment(s) have been delivered, you will be emailed a customer satisfaction survey to complete which will support DoD's efforts in providing quality customer service.

Please identify at least one personal contact who will know how to reach you at origin, while in-transit, or at your new destination and would be willing to accept inquiries from your TSP if needed. You may also use this area to designate an individual to make decisions on your behalf (Power of Attorney / Letter of Authorization).



Please click on the 'Add Contact' button to add additional contacts to your profile. You are able to save (10) contacts to your profile. If no contacts are available, please acknowledge this by checking the acknowledgement statement.

No additional point of contact information found.

☐ * I acknowledged that I have no points of contact.

Add Contact


Create Profile



Step 7

- ☐ Select Start a New Move


Fri Jan 12 07:01:04 UTC 2018 [Logout](#)

 **Defense Personal Property System**

[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

Welcome to DPS

[Start a New Move](#) [Shipment Management](#) [Customer Satisfaction Survey](#) [Claim History](#)

 **USTRANSCOM**
United States Transportation Command

24/7 SRC Desk

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.service-now.com/src/>

Step 8

☐ *NOTE: Print slides #31, #32, #33, #34 for reference

☐ Enter rank as stated on orders

☐ Do not enter specified weight

☐ Select yes for Hard Copy Orders

☐ Select next

Counseling Menu «

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

Order [] «

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

Rank & Hard Copy Orders

Customer:

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

*Rank/Pay Grade:

--Select From Below-- ▼

If your orders specify a specific weight allowance, enter it here:


Leave Blank

* Do you have Hard Copy Orders?

☒ Yes ☐ No

<< Previous

Next >>

 **Click**

Continue Step 8

- ☐ Reference last two pages of slide
- ☐ Enter order number as stated on orders
- ☐ Enter order date as stated on orders
 - For modified orders use most recent date
- ☐ Enter Headquarters Issuing Orders
 - **HQMC** for Marines
 - **BUPERS** for Sailors
- ☐ Select next

Counseling Menu «

☒ Customer Profile

- Customer Information
- Point of Contact

☒ My Orders

- Enter Order Information
- View Documents

Order [] «

☒ Orders Details

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

Order Information

Customer:

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

*Order Number:

**Enter as stated
on orders**



*Order Date:



Headquarters Issuing Orders:

<< Previous

Next >>



Continue Step 8

- ☐ Reference slide 31 and last two pages of slide
- ☐ Hit current duty station enter location button
- ***NOTE, Sailors' select Shore Duty or Sea Duty then continue steps**
- ☐ Select OCONUS
- ☐ Enter current duty station as (Okinawa)
- ☐ Select Okinawa, Japan from drop down menu
- ☐ Hit New duty station enter location button
- ☐ Select OCONUS for oversea duty assignment or CONUS for State side duty assignment
- ☐ Enter city of new duty station or (BASE) select drop down that applies
- ☐ Select next

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [ORDER NUMBER]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Stations

Orders Selection

Tour Information

Additional Information

Summary

Duty Stations

Customer:

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: Not Specified

State: Not Specified

County: Not Specified

Zip Code: Not Specified

Enter Location

New Duty Station

City: Not Specified

State: Not Specified

County: Not Specified

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.

<< Previous

Next >>

Continue Step 8

- ☐ From order type select appropriate entry
- ☐ Select Shipment of HHG Permitted
- ☒ **Note Do not upload orders at this time**
- ☐ Select Next


Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [ORDER NUMBER]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection**
 - Tour Information
 - Additional Information
 - Summary

Order Selection

Customer:


Step 1: Select an Order Type from the drop-down menu below. If you do not see yours listed, select "Various" for more options.
Step 2: Select the appropriate Authorized Order from the list. If the options listed do not appear on your orders, please contact your local Counseling office for assistance.

Order Type:  **Select applicable response**

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:

<input type="radio"/>	Course of Instruction 20 weeks or More
<input type="radio"/>	PCS with TDY Enroute
<input type="radio"/>	Shipment of HHG Permitted  Select

Document Management:

* Please upload a copy of your orders. [Upload Documents](#) [View Documents](#)

[<< Previous](#) [Next >>](#)  **Click**

Continue Step 8

- ☐ Reference last two pages of slide
- ☐ Enter Current unit as stated on orders
- ☐ Enter **FPO/AP** for Current APO/FPO:
- ☐ Enter information listed after (report to) on orders
- ☐ For Tour Type Select accompanied if you have accompanied orders
- ☐ For Tour Type Select unaccompanied if you have unaccompanied orders
- ☐ Enter order date as stated under transaction date on orders
- ☐ If you have dependent select **(YES)**
- ☐ Enter number of dependents over 12 years old and under 12 years old.
- ☐ IF you have no dependents select **(NO)**
- ☐ Select Next

Counseling Menu	Tour Information
<ul style="list-style-type: none">Customer Profile<ul style="list-style-type: none">Customer InformationPoint of ContactMy Orders<ul style="list-style-type: none">Enter Order InformationView Documents	Customer: <input type="text"/>
Order [ORDER NUMBER]	Please indicate the applicable orders information as stated on your travel orders.
<ul style="list-style-type: none">Orders Details<ul style="list-style-type: none">Rank & Hard Copy OrdersOrder InformationDuty StationsOrders SelectionTour InformationAdditional InformationSummary	<p>*Current Unit: Current duty station as stated on orders</p> <p>*Current APO/FPO: FPO/AP</p> <p>New Duty Assignment/Location: Next duty station as stated on orders</p> <p>* Tour Type: <input type="text" value="--Select From Below--"/> ⓘ</p> <p>* Report Date: As stated on orders</p> <p>* Are Dependents Authorized? Select your applicable response → <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>* Number of dependents 12 years and older: (Include Spouse if applicable) <input type="text"/></p> <p>* Number of dependents under 12 years old: <input type="text"/></p>
Entitlements	<p><< Previous Next >> ← Click</p>
PCS: 7000 lbs. Remaining PCS: 7000 lbs. UB: 600 lbs. Remaining UB: 600 lbs.	

Continue Step 8

- ☐ Are you shipping a Privately Owned Vehicle (POV) from Okinawa to next duty station. If yes select **NO** and inform DMO on group counseling date. If no select **NO**
- ☐ Note you can no ship a (POV) if you currently have a vehicle in government storage.
- ☐ If shipping a motorcycle select **NO** and inform DMO on group counseling date. If not select **NO**
- ☐ If you are shipping a boat select **No** inform DMO on group counseling date. If not select **NO**
- ☐ Select **NO** for Mobile home
- ☐ Select **NO** for authorize the shipment of consumables
- ☐ If you currently have Non-temporary storage (NTS) or your personal belongings in storage at government expense select **YES**. If not select **NO**
- ☐ Click Next

Counseling Menu <

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

Order [ORDER NUMBER] <

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

Entitlements <

PCS: 7000 lbs.
 Remaining PCS: 7000 lbs.
 UB: 0 lbs.
 Remaining UB: 0 lbs.

Additional Information

Customer:

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
It is your responsibility to read the POV pamphlets for SHIPPING YOUR POV and STORING YOUR POV to properly prepare your vehicle prior to the port or processing station.	
* Are You Shipping a Motorcycle?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Are You Shipping a Boat?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Are You Shipping a Mobile Home?	<input type="radio"/> Yes <input checked="" 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 checked="" type="radio"/> No

<< Previous

Next >>

Select your applicable responses



Click

Continue Step 8

- ☐ Read through page
- ☐ Check-Click here to verify the above information is correct
- ☐ Click next

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [ORDER NUMBER]

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: 800 lbs.
Remaining UB: 800 lbs.

Entitlement Summary

Customer:

Order Number: ORDER NUMBER

***Below are your entitlements based on the information entered. This information is subject to change based upon the validation by your counselor.**

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.

Your JTR TDY PCS Weight Allowance is 8,000 pounds UB Weight Allowance is 800 pounds UB Dependent Weight Allowance is 200 pounds. The weight of all shipments (Household Goods (HHG), Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JTR TDY weight allowance. *Note: If the actual weight of Pro Gear is higher than 2,000 lbs, the difference will be applied to your weight allowance. The professional books, papers, and equipment for a Uniformed Service Member's non-member spouse may not exceed 500 lbs.

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.

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 verify the above information is correct

<< Previous

Next >>

Step 9

- ❑ Select type of shipment
 - ***NOTE, only one shipment can be created at a time.**
 - Once you have completed a shipment or reached slide 30 select create new shipment
- ❑ Select HHG for any shipment over 1,000lb. Or contains an item of 42inches or larger
- ❑ Select UB for shipments 1,000lb Or under and 42 inch item or smaller.
- ❑ Select **NO** for (Will the shipment selected above be created as a (PPM))
- ❑ Click next

Counseling Menu

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

Order [ORDER NUMBER]

Orders Details

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

Entitlements

PCS: 8000 lbs.

Remaining PCS:8000 lbs.

UB: 800 lbs.

Remaining UB: 800 lbs.

Create New Shipment

Customer:

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 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.
<input type="radio"/> UB	Unaccompanied Baggage	That part of the member's prescribed weight allowance of household goods that is not carried free on a ticket used for personal travel; it is separated from the bulk of the Household Goods and usually is transported by expedited mode because it's needed immediately or soon after arrival at destination interim pending arrival of the major portion of the household goods.
<input type="radio"/> NTSR	Non-Temporary Storage Release	The release from the storage facility of long-term storage on official military orders.

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

☐ Yes ☒ No

<< Previous Next >>

Step 9 continue

- ☐ Read information provided
- ☐ Scroll to end of page
- ☐ Check “I have read and understand box
- ☐ Click Next

Counseling Menu

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

Order [ORDER NUMBER]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS: 8000 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Shipment Information

Customer:

Please find information regarding the shipment you have selected to create. You will be required to acknowledge that you have read the information before proceeding.

HHG

Household Goods (HHG): Items associated with the home and personal effects belonging to the customer and dependents on the effective date of the customers orders. Only items that may be legally transported by commercial carrier are allowed.

HHG may include:

- Weapons
- Vehicles other than POV: Such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, golf carts and their associated trailers.
- A small vessel used to travel on the water, powered either by wind, oars, or motor.
 1. 14 feet or less in length and 6 feet 10 inches or less in width and 6 feet 5 inches or less in height: Boats with or without associated trailer can be shipped in your HHGs.
 2. Over 14 feet in length or over 6 feet 10 inches in width or over 6 feet 5 inches in height: Boats with or without associated trailer can be processed as a One-Time-Only (OTO) shipment.
 3. Employees are not authorized to ship a boat/personal watercraft at government expense if the overall length of the boat/personal watercraft (with or without associated trailer) is over 18 feet (exception – primary residence).

Note: Shipping a boat may result in excess costs for the member/employee. You are responsible for paying all accessorial charges associated with shipping your boat and you are responsible for removing pilferable gear, clothing, televisions, skis and similar items. All antennas, masts, fishing/ trolling poles and outriggers must be lowered to meet dimensional requirements or removed.

- Spare parts for POV: Including extra tires, wheels, battery chargers; replacement parts subject to normal wear such as spark plugs, filters, hoses, fan belts; tools, tune-up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds for children.

If you are moving overseas, you must abide by the host country's laws as well. For Country instructions please refer to the link on the Orders Summary page or use the Consignment Guide tab.

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

The transportation service provider is responsible to obtain cost estimates for the following:


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


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

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

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

☒ I have read and understand the above entitlement information (required).





Step 9 continue

- ☐ Select no for * Is this a local move?
 - ☐ Select desired pick up date.
 - ☐ **Note*** pick up date must be 14 business from DATE OF GROUP SESSION
 - ☐ Select desire delivery date
 - Note*** Delivery date must be
 - 35 days from pickup date for (UB)
 - 65 Days from pickup date for (HHG)
 - ☐ Click the blue address book to input addresses **reference slide 31**
 - ☐ Input and select current residence for **Authorized Pickup Address** and **Requested Pickup Address**
 - ☐ Input and select Next duty station as **Authorized Delivery Address**
 - ☐ Input and select a desired physical delivery address or your next duty station for **Requested Delivery Address**
 - ☐ If applicable select designated Power of Attorney from drop down box
1. **Note*** Skip Letter of authorization Box

Counseling Menu

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

Order [ORDER NUMBER]

Orders Details

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

Shipment

- Create New Shipment
- Current Shipments
 - HHG
 - Pickup & Delivery**
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.

Remaining PCS:8000 lbs.

UB: 800 lbs.

Remaining UB: 800 lbs.

Pickup and Delivery

Customer:

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

*Is this a Local Move?

Yes

No

Dates

*Desired Pickup Date

*Desired Delivery Date

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

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

Pickup & Delivery

*Authorized Pickup Address

*Authorized Delivery Address

*Requested Pickup Address

*Requested Delivery Address

Power of Attorney

Select from below

Power of Attorney

Select from below

Letter of Authorization

Select from below

Letter of Authorization


Select from below


Step 9 continue

- ☐ Reference Slide 31
- ☐ Input and select an **In-Transit/Emergency Contact Information** of where you desire to have your personal property sent incase on emergency.
- ☐ If applicable input and select Pickup location/delivery Location if personal property is being picked up from or delivered to multiple locations.
 - **Example: Work office**
- ☐ If applicable Select a releasing agent or receiving agent.
 - **Note*** a receiving and releasing agent is a person you designate to release or receive your personal property to the moving company in any case you can not be present for your pick up or delivery.
- ☐ Click Next

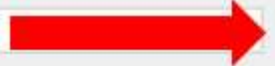











In-Transit/Emergency Contact Information

In-Transit/Emergency Contact Information







Additional locations

Pickup 1	 <div></div>	Delivery 1	 <div></div>
Pickup 2	 <div></div>	Delivery 2	 <div></div>

Releasing & receiving agents

Releasing	 <div>Select from below ▼</div>	Receiving	 <div>Select from below ▼</div>
-----------	---	-----------	--

<< Previous

Next >>



Step 9

Continue

- Reference slide # 32 and input applicable weight for Total estimate of your house hold goods/ 699lbs if unaccompanied living in BEQ
- Input estimate Pro Gear Weight
- Military member Authorized up to 2,000lb
- Spouse Authorized up to 500
- Enter spouse profession
- Example: Cook, Senty Consultant, Teacher, ect...
- Under Additional information input remarks
- *(HHG) Shipment
 - MBR HAS BEEN ADVISED PICK-UP DATE CAN ONLY BE CHANGED FOR EMERGENCY REASONS
- *(UB) Shipment
 - MBR HAS BEEN ADVISED PICK-UP DATE CAN ONLY BE CHANGED FOR EMERGENCY REASONS.FURNITURE(S) AND/OR BULKY ITEM(S) MAY NOT BE INCLUDED IN THIS SHIPMENT.
- Input Remarks pertaining to this shipment.
 - Example: Oversized objects such as canoe king sized mattress, Temperpitic/Memory Foam Mattress that requires a special crate built.
- Select Next

Counseling Menu

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

Order [ORDER NUMBER]

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

Entitlements

PCS: 8000 lbs.
 Remaining PCS:6500 lbs.
 UB: 800 lbs.
 Remaining UB: 800 lbs.

Basic HHG

Customer:

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]

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

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

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

4,000

2,000

500

Spouses Profession

Weight Estimator Form

How will PBP&E affect my household goods weight?

How will Spouse PBP&E affect my household goods weight?

Special Items included in shipment

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

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

DMO remarks, Customers Remarks

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

<< Previous

Next >>

Step 9 Continue

- ☐ Select **No** for Do you want to add firearm to this shipment.
- ☐ Check the I certify Box
- ☐ Select Next

Counseling Menu «

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

Order [ORDER NUMBER] «

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

Entitlements «

PCS: 8000 lbs.
Remaining PCS: 6500 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Additional Items

Customer:

Firearms

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

* I certify that this shipment does not contain firearms. ☒

<< Previous Next >>

Step 9 Continue

- ☐ Select **No** for Are you requesting a direct delivery
- ☐ Select **No** for Preferred/Non-preferred TSP
- ☐ Check box
- ☐ Click Next

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [ORDER NUMBER]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Stations

Orders Selection

Tour Information

Additional Information

Summary

Shipment

Create New Shipment

Current Shipments

1-HHG

Pickup & Delivery

Basic

Additional Items

Scheduling

Responsibilities

Summary

Forms

Counseling Office

Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS: 6500 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Scheduling

Customer:

Based on the total estimated weight of **4,000** 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 **44** 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 31, 2018	Desired Delivery Date:	Mar 30, 2018
Estimated shipment arrival date at destination :	Mar 16, 2018		

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 >>

Step 9 Continue

- ☐ Review entitlement information above
- ☐ Check I Acknowledge Box
- ☐ Click Next

Counseling Menu

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

Order [ORDER NUMBER]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS: 6500 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Customer Responsibilities

Customer:

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

BE THERE ON MOVE DAY

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

MEMBER RESPONSIBILITIES BEFORE PACKERS ARRIVE

- Electronics** - Dismantle TV and radio antennas. Disconnect and prepare all components such as stereos, turntables, compact disc players, video disc players, printers, computers, televisions, and VCRs.
- Refrigerator** - Empty, defrost, and thoroughly wash the inside of refrigerators and freezers at least 24 hours before pickup. Empty the refrigerator bottom pan.
- Hot Tub/Water Bed** - Drain all water from hot tubs and water beds and allow to dry.
- Appliances** - Disconnect all appliances, washer hoses and dryer exhaust vents.
- Electrical Items** - Remove and unplug all electrical items, including window air conditioners.
- Unnecessary Items** - Dispose of worn out and unneeded items; they add unnecessary weight.
- Consumables** - Dispose of foods or other consumables that could spill or might spoil in transit.
- Off the Wall** - Remove pictures, utensil and food racks from the walls, take down curtain rods and valances. Remove everything from the attic or crawl space; packers are not required to go into these areas.
- PBP&E** - Separate all items of professional books, papers, and equipment from the rest of your property. When listed properly on the inventory, professional books, paper and equipment (PBP&E) are not counted as part of the weight allowance.
- Separate Special Items** - Separate all items of clothing, toys, and necessities that will not be shipped with the rest of the household goods. Place them in a separate area of the house and inform the movers and packers the room is off-limits.
- Got Pests** - No Pickup! - If necessary, have an extermination of the residence and household goods completed at least several days prior to the arrival of the packers.

Have a safe and successful move.

[Top of Page]

☐ I acknowledge that I have read and understand the entitlement information above.

<< Previous

Next >>

Step 9 Continue

- ☐ Review information
- ☐ Check Click here to verify box
- ☐ Click Next

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

Customer Profile

Name:
SSN/EIN:
Primary Phone:
Permanent Contact Address:

Branch:
Rank/Pay Grade:
Primary Email:

Order Details

Order: ORDER NUMBER Permanent Change of Station Shipment of HHG Permitted
Order Date: 01-Jan-2015

Current Duty Station: OKINAWA
Headquarters Issuing Orders: HQMC

New Duty Station: CAMP PENDLETON
New Duty Assignment/Location: CAMP PENDLETON

This is a 0 month(s) accompanied tour.

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of **31-Jan-2018** from the pickup address:
Okinawa address
OKINAWA, JAPAN
080-0000-0000

Delivery Information

Your Household Goods will be delivered on the desired delivery date of **30-Mar-2018** to the delivery address:
Camp Pendleton
CAMP PENDLETON, CA 92054
555-555-5555

In-Transit/Emergency Contact Information

Your In-Transit address is:
EMERGENCY ADDRESS
WOLCOTT, CO 81655
555-555-0000

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Household Goods weight	1,500 lbs
Your estimated PBP&E [Pro Gear] weight **	2,000 lbs
Your Spouse's estimated PBP&E [Pro Gear] weight **	500 lbs
Total estimated weight	4,000 lbs

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

Special items included in your shipment

Additional Information

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

DMO remarks, Customers Remarks

Your estimated shipment arrival at destination is on **16-Mar-2018**.

You have NOT requested direct delivery.

☐ Click here to verify the above information is correct

<< Previous

Next >>

Step 9 Continue

- ☐ Select Assigned to permanent duty overseas
- ☐ Enter First, Full Middle, and Last Name
- ☐ Enter date of birth MM/DD/YYYY
- ☐ Click Next

Counseling Menu

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

Order [ORDER NUMBER]

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

Entitlements

PCS: 8000 lbs.
Remaining PCS: 6500 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Forms Information

Customer:

Please review your forms information.

DD1252 Form Information

☒ Assigned to permanent duty overseas.

☐ Required to perform temporary duty overseas for 140 days or more.

☐ Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more.

☐ Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders.

☐ Directed to evacuate myself, family, or personal property to the United States.

☐ Directed to ship personal property in advance of the issuance of travel orders.

Authorized Shipper Information

Department of Homeland Security/US Customs mandates the following information for all shipments moving from Foreign OCONUS to CONUS.

*Authorized Shipper

*First Name

*Full Middle Name
(If no middle name, enter "NMN")

*Last Name

*Authorized Shipper Date of Birth

Example: 12/27/1969

<< Previous

Next >>

Step 9 Continue

- ☐ Check Click here to Acknowledge box
- ☐ Select applicable response from Drop down box for Counseling Office.
- ☐ Select Next

Counseling Office

Customer:

Locked by ROSA1428

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

Booking/Servicing Installation

GBLOC: QIFL
Installation Name: 18TH LRS, KADENA AB, JAPAN

Destination Servicing Installation

GBLOC: LKNQ
Installation Name: JPPSO SOUTHWEST

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

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

* Counseling Office:

Selected Counseling Office Information

Installation Name:	MCB Camp Butler
Street:	ATTN G-4
City:	GINOWAN
State:	
ZIP/APO/FPO:	96373
Country:	JAPAN
Phone:	
DSN:	
Fax:	
DSN Fax:	
Email:	

<< Previous

Next >>

Step 9 Continue

☐ Print Out

- DD form 1299
- DD form 1797
- DD form 1252

☐ Bring all three DD forms to your Counseling session

- ☐ *Note do not upload any documents at this time

Counseling Menu <<

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

Order [ORDER NUMBER] <<

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

Entitlements <<


PCS: 8000 lbs.
Remaining PCS:6500 lbs.
UB: 800 lbs.
Remaining UB: 800 lbs.

Shipment Submit

Customer:

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
DD Form 1252 (US Customs Declaration for Personal Property Shipments)	View & Print

Upload Documents **View Documents**

<< Previous **Submit**

- ❑ Note this application will not work if army.mil is in Compatibility View settings under Internet Options
- ❑ Select applicable address or Pickup or Delivery location
- ❑ Select Add Address to input new address Location
- ❑ Input Okinawa Phone Number via cell or DSN for pick up address
- ❑ Input Point of Contact number for delivery Address
- For Okinawa Japan select OCONUS (Outside Continental U.S.)
- Input Okinawa Japan for Zip/City Lookup
- Grayed out areas will automatically populate.



Defense Personal Property System

Select Authorized Pickup Address

Address	Phone	Action
<input type="radio"/> Camp Pendleton CAMP PENDLETON, CALIFORNIA 92054	555-555-5555	Edit Delete

Showing 1 to 1 of 1 entries

Previous1Next

Select

Add Address

Cancel



Defense Personal Property System

Add Address

Location ?

☒ CONUS (Continental U.S.) ☐ OCONUS (Outside Continental U.S.)

Address Line 1

Enter Street Address 1

Address Line 2

Enter Street Address 2

Zip/City Lookup ?

Start typing Zip Code or City to begin location lookup

City

State

Zip

County

Phone Number

XXX-XXX-XXXX

Phone Extension

XXX

If you are unable to select a County or City, please use a search engine to find the city you are looking for.

Save

Cancel

- ❑ Okinawa is a weight restricted are for all marines, navy personnel attached to marine corps unit unless otherwise stated on orders
- The high lighted box is the calculated weight per rank
- ❑ ***Note** weight increase are only authorized for members who have **(1)** of the below requirements
 - Extended for one year
 - Acquired dependents
 - Executed an ipcot
 - Executed consecutive overseas tour.
- ❑ All members who live in BEQ are authorized 600lbs regardless of rank or billet.

JTR 5200 WEIGHT TABLE			WEIGHT ALLOWANCE FROM OKINAWA		
U.S. ONLY			MARINE CORPS MEMBERS OR NAVY ATTACHED TO USMC		
			ACCOMPANIED AND ACQUIRED FAMILY MEMBERS HHG	UB MAX 2000 LBS NO FURNITURE UB	JTR APPENDIX W
					UNACCOMPANIED MEMBERS LIVING IN BOQ/BEQ
GRADE	PCS W/O	PCS W/			
O-7 to O-10	18,000	18,000	18,000 O-7 TO O-10	600 LBS FOR ACTIVE DUTY MEMBERS	600 LBS. UNACCOMPANIED BAGGAGE ONLY
O-6			10,000 O-6		
O-5/W-5	16,000	17,500	4,375 O-5/W-5		
O-4/W-4	14,000	17,000	4,250 O-4/W-4		
O-3/W-3	13,000	14,500	3,625 O-3/W-3		
O-2/W-2	12,500	13,500	3,375 O-2/W-2		
O-1/W-1	10,000	12,000	3,000 O-1/W-1		
E-9	13,000	15,000	3,750 E-9	200 LBS FOR EACH COMMAND SPONSORED FAMILY MEMBER	
E-8	12,000	14,000	3,500 E-8		
E-7	11,000	13,000	3,250 E-7		
E-6	8,000	11,000	2,750 E-6		
E-5	7,000	9,000	E-5 AND BELOW		
E-4 OVER 2YRS		8,000	2,500		
E-4 UNDER 2YRS					
E-1 to E3	5,000				



USMC WEB ORDERS

PERSONAL ORDERS INFORMATION	
NAME:	Moto Chesty
RANK:	E-9
SSN:	0XXX-XXX-XXXX
PMOS:	15S
FUTURE MCC:	2/1/2018 12:00:00 AM
ESTIMATED DATE OF DEPARTURE:	3/3/2018 12:00:00 AM
ESTIMATED DATE OF ARRIVAL:	11/3/2017 11:31:00 AM
ISSUED DATE:	1CN
PRESENT MCC:	3D SUP BN CLR 35 3D MLG OKINAWA JAPAN
PRESENT MCC DESCRIPTION:	

MCTFS TRANSACTION INFORMATION	
TRANSACTION DATE	TRANSACTION TYPE
01/01/2018	010

DATE DESIGNATED DIRECT AND TRANSFER MARINE TO PROCEED AND REPORT TO NEAREST UNITED STATES MARINE CORPS ACTIVITY CONTINENTAL UNITED STATES FOR FURTHER TRANSFER TO . NEW DUTY STATION

COMMAND CODE 15S NOT LATER THAN 03 MAR 2018 AND REPORT NOT EARLIER THAN 01 FEB 2018 FOR DUTY IN BMOS 3051 . CURRENT EDITIONS OF MARINE CORPS ORDERS 1300.8, 4650.30, 5512.4M, 1000.8 AND BUREAU OF MEDICINE AND SURGERY INSTRUCTION 5320.1, P1050.3, P11000.22 MAY APPLY. ENSURE SERVICE RECORDS AND HEALTH RECORDS ACCOMPANY MARINE. MEMBER MAY BE AUTHORIZED (GRANTED) 45 DAYS LEAVE. COMMANDER IN CONJUNCTION WITH PERMANENT CHANGE OF STATION ORDERS PROVIDED ELIGIBILITY REQUIREMENTS ARE MET. SUBMIT APPLICATION FOR GOVERNMENT HOUSING, IF APPLICABLE. FOR RELOCATION ASSISTANCE INFORMATION PRIOR TO PCS, SEE YOUR INSTALLATION RELOCATION ASSISTANCE PROGRAM MANAGER, OR CONTACT MILITARY ONE SOURCE AT: FROM THE US (CONUS): 1-800-342-9647 OVERSEAS COLLECT (OCONUS COLLECT): 484-530-5908. MILITARY ONE SOURCE CAN ALSO BE ACCESSED ON THE WEB AT WWW.MILITARYONESOURCE.COM. SNO/SNM IS REQUIRED TO PROVIDE A COPY OF THESE ORDERS TO THE PERSONAL PROPERTY OFFICE/VEHICLE PROCESSING CENTER MANAGING THE STORAGE OF THEIR PERSONAL PROPERTY AND/OR VEHICLE. CONTACT YOUR LOCAL PERSONAL PROPERTY OFFICE FOR ASSISTANCE, IF REQUIRED. MARINE IS ENCOURAGED TO ACCESS THE MOST CURRENT INFORMATION ON FAMILY MEMBER TRICARE PRIME, AND TRANSFER THEIR ENROLLMENT TO THE NEW REGION VIA THE ONLINE WEB SITE AT WWW.TRICARE.MIL/ENROLLMENT. IF YOU HAVE SCHOOL AGED DEPENDENTS THAT WILL ACCOMPANY YOU ON THESE ORDERS, ENSURE YOU CHECK OUT AND CHECK IN WITH THE INSTALLATION SCHOOL LIAISONS TO ASSIST IN THE EDUCATIONAL TRANSITION OF YOUR STUDENT. A LISTING OF SCHOOL LIAISONS CAN BE FOUND AT HTTPS://WWW.MANPOWER.USMC.MIL/PORTAL/PAGE/PORTAL/M_RA_HOME/MF/FAMILY%20CARE/SCHOOL%20LIAISON%20PROGRAM. AMC-PE USAGE, IF AVAILABLE, IS DIRECTED FOR ALL UNIFORMED PERSONNEL. YOU ARE ALSO REMINDED THAT ARRANGEMENT OF ALL OFFICIAL TRANSPORTATION THROUGH AN AVAILABLE COMMERCIAL TRAVEL OFFICE (CTO) DISTRIBUTION MANAGEMENT OFFICE (DMO) IS MANDATORY.

MARINE CORPS ACTIVE DUTY PERMANENT CHANGE OF STATION (PCS) ORDERS HAVE BEEN ASSIGNED A STANDARD DOCUMENT NUMBER (SDN). CUSTOMER IDENTIFICATION CODE (CIC) AND LINES OF ACCOUNTING CONTAINING FISCAL YEAR, COS ASSOCIATED TO THIS ORDER IS TO BE RECORDED AND TRACKED UTILIZING THE SDN, CIC AND LOA'S ASSIGNED.

CUSTOMER IDENTIFICATION CODE														
67000218CTB66RL														
TITLE	TAC	SACRN	OC	KEY	APPN	SUBH	OBC	BCN	SA	AAA	TTC	PAA	COST CODE	SDN
HHG	M708	AA	17	8	1105	2750	220	41690		067443	2D	000000	M708000000000	XXXXXXXXXXXXXX
ITGBL Trans														
Mobile Home														
Non Temp	M938	AA	17	8	1105	2750	220	41690		067443	2D	000000	M938000000000	XXXXXXXXXXXXXX
Storage														
POV Shipment	M7R8													
POV Storage	M358													
Travel	0000	AA	17	8	1105	2750	217	41690		067443	2D	000000	000000000000	M7000218CTBXXXX
Unaccompanied	M7T8													
Baggage														

Traffic Management Officials should refer to Marine Corps Bulletin 4610 for the assignment of the appropriate Transportation Account Code (TAC) and Marine Corps Bulletin 4631 when arranging transportation for the movement of personnel.
*** End of Orders ***

ORDER NUMBER

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
MILLINGTON, TN 38055

ORDER NUMBER

ORIGINAL

ORDER DATE

1326
PERS-407CP
18 AUG 2017

SUBJ: BUPERS ORDER: 2307/XXX-XX-XXXX/HM2 GENDER: MALE PERS-N407CP
OFFICIAL CHANGE DUTY ORDERS FOR
USN 8404/95PT

PAY RANK

RANK / NAME

XX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XX

PART ONE

- MEMBER ADVISED: IF THIS ORDER CONTAINS FY18 OM&N (TRAINING PER
DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF
ENACTMENT OF THE FY18 DOD APPROPRIATIONS ACT OR A FY18 CONTINUING
RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL
PROVISIONS OF WHICHEVER ACT IS APPLICABLE.
FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!!
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT
MUST BE FORWARDED VIA EMAIL TO PERSON(S) WITH A NEED TO KNOW, YOU
MUST ENSURE PROPER SAFEGUARDS ARE TAKEN TO PROTECT THE CONTENTS SINCE
IT MAY CONTAIN SENSITIVE PII. YOU MUST ENCRYPT AND DIGITALLY SIGN ALL
EMAILS THAT CONTAIN SENSITIVE PII. IF THE EMAIL FAILS TO SEND BECAUSE
OF ENCRYPTION ISSUES, DO NOT SEND UNENCRYPTED AS THAT ACTION
CONSTITUTES A PII BREACH AND MUST BE REPORTED. INSTEAD, CONTACT YOUR
IAM FOR ASSISTANCE. SENSITIVE PII IS DEFINED AS THAT INFORMATION
ABOUT AN INDIVIDUAL THAT, IF LOST, STOLEN OR COMPROMISED WOULD CAUSE
UNDUE HARM AND AN UNWARRANTED INVASION OF PERSONAL PRIVACY.

----- DETACHING ACTIVITY (M) -----
WHEN DIRECTED DETACH IN APR 18
FROM 3RD MEDICAL BATTALION
HOMEPORT OKINAWA CAMP FOSTER, JAPA
FROM DUTY
- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET OKINAWA

EDD: APR 18
UIC: 42415

CURRENT DUTY STATION

----- ULTIMATE ACTIVITY (S) -----
REPORT NOT LATER THAN 14 MAY 18
TO MC OFFICER CANDIDATE SCHOOL
PERMANENT DUTY STATION QUANTICO, VA
FOR DUTY
ASSIGNED RATE: RANK DNEC1: 8404 DNEC2:
- PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET WASHINGTON DC

EDA: 14 MAY 18
UIC: 67142

NEW DUTY STATION

UIC: 42557

----- ACCOUNTING DATA -----
PCS ACCOUNTING DATA:
MAC CIC:
CIC: ATMH71ZE
LOA:
SDN:
TAC: NAM7

NTS ACCOUNTING DATA: (USE BUPERS CROSSWALK)