



Defense Personal Property System (DPS) Self-Counseling

Creating a Personally Procured Move (PPM move yourself) Shipment



Scenario: CONUS PCS

- For this training session, we are using a Permanent Change of Station (PCS) orders within Continental US (CONUS).
 - International PPMs are not recommended due to excess cost associated with customs and other fees. If you must do a International PPM, the local counseling office will need to create the application.
 - *These instructions start after personal information and orders have been entered.*



Shipment Information

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS UPLD]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Station

Antenna Duty

Orders Selection

Your Information

Additional Information

Summary

Shipment

Create New Shipment

Current Shipments

Entitlements

PCS: 11000 lbs.

Remaining PCS: 11000 lbs.

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.
 - 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 HHG.
 - 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.
 - 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 stowable gear, clothing, televisions, skis and similar items. All antennas, masts, fishing/ trolling poles and outriggers must be lowered to meet dimensional requirements or removed.- Some 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.

HHG may not include: Live ammunition, live animals, including birds, fish and reptiles, mobile homes, camper trailers, airplanes, farming vehicles, privately-owned vehicles (POV) such as a car, van or truck (except motorcycle), building materials or cordwood, goods for sale or commercial use, perishable items, including plants (except for local move), goods not for member or dependent use or items acquired after effective date of orders.

Entitlements: Your entitlements are based on the type of orders issued to you, however, your basic entitlements include the shipment of your household goods to your next duty station.

Weight Allowance: There are two kinds of weight allowances:

- PCS weight allowance, which is based on your pay grade and whether you have or do not have dependent(s).
- Temporary weight allowance, which is for those of you who are going on temporary duty or PCS with temporary duty en route. It is strictly for items required by you while you are on temporary duty; it is not intended for dependents. Upon completion of your temporary duty, you may ship the weight to your ultimate duty station.

Weight Restriction at New Duty Station (if any): Some overseas areas restrict the amount of weight you are authorized to ship. Review the personal property consignment guide to view if there are any types of shipping restrictions based on your shipments destination. You are authorized to store your personal property at government expense or your personal property to a designated location if a weight restriction is in place.

Excess Cost: It is your responsibility to reimburse the government for any excess cost incurred by your shipment(s). You will be required to pay excess cost:

- If you exceed your authorized weight allowance, either on your PCS or temporary weight allowances.
- If you choose to ship to other than an authorized place and it costs more to do so.
- If you request special services such as special routing, special loading, or any other services not provided under ordinary rates.
- If you request more than one household goods shipment from the same point of origin to the same point of destination.
- If you ship unauthorized articles in a shipment which are discovered after pickup.
- If you or your agent are not at the scheduled pickup or delivery address when movers arrive.

Leave china if you have it

Do not pack

If you have a

Outdoor items

Outdoor TV set

Whatever you

Secure items

If you have m

baggage ship

Designation of application. If not

Documentation certificates, marks

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).

Print

<< Previous

Next >>

Next you'll receive information on the type of shipment you are requesting. This is part of your online counseling and it is very important that you read the information as it contains information no your entitlements and responsibilities. When you are done reading through the information, select to acknowledge you have read and understand the information then click "Next"



Pickup and Delivery

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [DOCS UPLOD]
- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations

https://dpstest.move.mil/ - Shipment Locations [DPS] - Internet Explorer

Pickup and Delivery

Customer: [Twentytwo, March] WO1 / W-1 United States Navy

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

Is this a Local Move? ☐ Yes ☒ No

Dates

Planned Move Start Date: 31-Mar-2021

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
456 Destin Avenue DESTIN, FL 32541 456-789-8956	709 Ward Drive SCOTT AFB, IL 62225 618-220-4626
Requested Pickup Address	Requested Delivery Address
456 Destin Avenue DESTIN, FL 32541 456-789-8956	709 Ward Drive SCOTT AFB, IL 62225 618-220-4626

Distance between the origin and destination is 727 miles.

In-Transit/Emergency Contact Information

In-Transit/Emergency Contact Information: 709 Ward Drive
SCOTT AFB, IL 62225
618-220-4626

Check Mailing Address

Local Move: A move of HHG for a short distance between residences within a metropolitan area, NTS facility

At the Pickup and Delivery page, you will enter the information for your planned move start date, 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 will begin your move.





Pickup and Delivery: Entering Addresses

Pickup & Delivery

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

Addresses

Address Listing

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

Select an authorized pickup address

OK Cancel **Add Address**

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.

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 & Delivery Information

https://dpstest.move.mil/ - Shipment Locations [DPS] - Internet Explorer

Entitlements

PCS: 12000 lbs.
Remaining PCS: 11010 lbs.

456-789-8956

618-220-4626

Distance between the origin and destination is **727** miles.

In-Transit/Emergency Contact Information

In-Transit/Emergency Contact Information

709 Ward Drive
SCOTT AFB, IL 62225
618-220-4626

Check Mailing Address

Mail Check To

Additional locations

Pickup 1



Delivery 1



Pickup 2



Delivery 2

Releasing & receiving agents

Releasing

Select from below



Receiving

Select

<< Previous

Next >>

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

NOTE: it is not required to provide a Check Mailing address.



Basic Shipment Information

https://dpstest.move.mil/ - [DPS] - Internet Explorer

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [MARCH 25 Scenario 2b]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment
 - Current Shipments
 - 1.PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 12000 lbs.
Remaining PCS: 11010 lbs.

PPM Basic

Customer: [Twentytwo, March -- WO1 / W-1 -- United States Navy --]

Additional PPM Information

*Is packing required?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
*Are you requesting an Advanced Operating Allowance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
*% of Advanced Operating Allowance requested	<input type="text" value="60"/>	
*Estimated weight	<input type="text" value="1,000"/> Weight Estimator Form	
*Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	<input type="text" value="10"/> i	How will PBP&E affect my household goods weight? i
*Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	<input type="text" value="0"/> i	How will Spouse PBP&E affect my household goods weight? i
*Spouse's Profession [Note: Your spouse is only entitled to ship a <u>maximum of 500 lbs</u> Pro Gear in support of their occupation or community support activities.]	<input type="text"/>	
*State of Legal Residence (Needed for Tax purposes):	<input type="text" value="ILLINOIS"/>	
Is this a TDY/TAD and returning to origin duty station?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
*Are you using a commercial company to move this shipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
*Do you have any Bulky Items?	<input checked="" type="radio"/> Yes <input type="radio"/> No i	
Go-Carts, Motorcycle >=250cc, Riding Golf Cart, Small Rec Vehicle, Snowmobile, Three/Four Wheelers, Riding Lawnmowers (including stand-on)	<input type="text" value="0"/>	<input type="text" value="0"/>
Canoes, Jet Skis, Kayaks, or Windsurfers with/without associated trailer	<input type="text" value="1"/>	<input type="text" value="1"/>
Boats <= 14 Ft. Dinghies, Row Boats, Sculls, Skiffs with/without associated trailers	<input type="text" value="0"/>	<input type="text" value="0"/>
Boats > 14 Ft. Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer	<input type="text" value="0"/>	<input type="text" value="0"/>
Boat Trailers without associated boat (excluding all other trailers used to move property i.e. horse, utility)	<input type="text" value="0"/>	<input type="text" value="0"/>
Big Screen TV >=48 In. (excluding flat screen televisions)	<input type="text" value="1"/>	<input type="text" value="1"/>
Baby Grand Piano or Grand Piano (excluding upright pianos)	<input type="text" value="0"/>	<input type="text" value="0"/>
Animal House/Kennel, Play House, Tool Shed, or Utility Shed >100 cu ft	<input type="text" value="1"/>	<input type="text" value="1"/>
Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths >100 cu ft	<input type="text" value="1"/>	<input type="text" value="1"/>

<< Previous Next >>

Auto-populate depending on your branch of service.

On the PPM Basic page, the first question is pre-populated – do not change to NO.

Indicate whether an advance will be requested. The responsible origin counseling office will confirm whether or not you are qualified to receive the advance operating allowance.

Provide an estimate of the weight you will be moving. (*tip: rule of thumb is 1,000 lbs per room.*) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.



PPM Costing

https://dpstest.move.mil/ - Shipments [DPS] - Internet Explorer

Counseling Menu

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

Order [MARCH 25 Scenario 2b]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-PPM
 - Pickup & Delivery
 - Basic
 - Costing**
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 12000 lbs.
Remaining PCS: 11010 lbs.

PPM Costing

Customer: [Twentytwo, March -- WO1 / W-1 -- United States Navy --]

To confirm the Government Constructive Cost, press Next.

Cost Computation

Shipment Information

Move Date:	31-Mar-2021
Estimated Weight:	1,000
Miles:	727

Government Constructive Cost (GCC):	\$1,023.87
Estimated Gross Incentive(EGI):	\$972.67
Advance Operating Allowance(AOA):	\$583.60

Shipment Funding

Is Navy the Paying Finance Center? ☐ Yes ☒ No

Note: This is an estimate only based on the estimated weight and remaining JTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.
Accessorial not authorized for Incentive Based moves.

<< Previous Next >>

Navy members = Yes

The PPM Costing Page provides you with a cost computation. This is based on your move date, the estimated weight of the property you are shipping and the mileage between your origin and destination locations.

The **Government Constructive Cost (GCC)** is the amount the Government would pay to move the same like weight from/to authorized location.

The **Estimated Goss Incentive (EGI)** is 95% of the GCC and the total amount the member receives when electing to move their own property.

The **Advance Operating Allowance (AOA)** is the amount the member receives if they request (and are approved for) an advance. This amount is 60% of the EGI.

You should be aware that the amounts you see on the costing page are based on the estimated weight you entered in your application. These amounts can change upon final review of your PPM claim.



Instructions

https://dpstest.move.mil/ - Shipments [DPS] - Internet Explorer

Counseling Menu

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

Order [MARCH 25 Scenario 2b]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions**
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 12000 lbs.
Remaining PCS: 11010 lbs.

Instructions

Customer: [Twentytwo, March -- WO1 / W-1 -- United States Navy -- [REDACTED]]

Vehicles must be weighed empty and full — The driver, all passengers and any unauthorized items must be out of vehicle and the gas tank must be full each time the vehicle is weighed. Be sure you have your vehicle weighed at a "CERTIFIED" weigh station. The following link provides a list of certified weight scale locations: <http://www.move.mil> See "Public Scales Locator" under the Quick Links section.

Weight Ticket Identification: To ensure proper identification of the weight tickets and subsequent payment of your incentive allowance, it is essential that the following information be included on each weight ticket obtained:

- Imprint or official stamp with name and location of Weigh station
- Signature and title of official certifying the weighing
- Legible imprint of the weight(s) and date(s) recorded
- Your name, rank/pay grade
- Identification of vehicle weighed

You should retain a copy of each weight ticket for your personal receipts.

Note: See PPM Checklist for Service Specific requirements for weight tickets.

Claims/Liability: You are responsible for preventing loss and/or damage before, during and after the move. Claims will be submitted in accordance with current Service regulations. Because SELF PROCURED move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, theft, Act of God, etc.) and it is determined that you are free of negligence.

Temporary Storage: Temporary storage incidental to a personally procured move may be authorized at government expense. If authorized, reimbursement will be based on the government's cost to store a like amount of weight and will not include an incentive payment. If you feel you may need temporary storage, contact the Personal Property Shipping Office listed when you submit your application.

Completing Your Move: You have **45 days** from the day you started your move (date you entered on your application) to turn in the following paperwork:

- Original DD Form 2278 (Application for Personally Procured Move and Counseling Checklist)
- PPM Checklist and Expense Certification
- Rental Contract (If applicable)
- Original DD Form 1351-2 (Travel Voucher) with address, dates, and signatures
- Certified weight tickets for each vehicle used, each trip made, your name, rank/pay grade and signature of official who certified the weights
- Copy of orders with endorsements and/or amendments (if applicable)
- Voucher with advance operating allowance (if applicable)
- USN Only: Requires FMS Form 2231 (Direct Deposit)
- Power of Attorney (POA) or letter of authorization (if applicable)
- Copy of paid receipts for eligible expense claimed. See PPM Checklist
- Copy of POV, trailer, boat or motorcycle registration used for hauling property

Members are provided with instructions on how to submit their paperwork for reimbursement. It is recommended that you print these instructions for your records.



Reimbursement Instructions

WHERE TO TURN IN FINAL PAPERWORK TO CLOSE OUT YOUR PPM SHIPMENT: Operating expense receipts such as gas, tolls, etc are not required to be submitted with the settlement. However, it is the member's responsibility to retain moving expense records for TAX purposes as monies paid in addition to actual moving expenses may be subject to Federal Income Tax.

Local PPM

USMC personnel to send paper work for local PPM to the local finance office.

USCG personnel send paperwork for local PPM to:

Commanding Officer
OPA-1 USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

USA personnel to send paper work for local PPM to the local finance office.

USAF FOR PERSONNEL Retiring, Separating, or performing Local Moves:
Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

USN personnel send paperwork for local PPM to:

Business Support Department
FISCN HHG Audit Team Division - Code 302
1968 Gilbert St
Norfolk, VA 23511-3392

Non-Local PPM

USMC personnel send paperwork for non-local PPM to:

COMPT TRAN VOUCHER CERT DIVISION
Code 470
814 Radford Blvd, Suite 20318
Albany, GA 31704-0318

USCG personnel send paperwork for non-local PPM to:

Commanding Officer
OPA-1 USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

USA personnel send paperwork for non-local PPM to:

Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

USAF personnel send paperwork for non-local PPM to:

FOR PERSONNEL ON ACTIVE DUTY:
Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.
FOR PERSONNEL Retiring, Separating or performing Local Moves:
Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

USN personnel send paperwork for non-local PPM to:

Business Support Department
FISCN HHG Audit Team Division - Code 302
1968 Gilbert St
Norfolk, VA 23511-3392

Note: DoD Customers should make copies of all documentation for their own records prior to submitting them for processing.



Print

<< Previous Next >>



Summary

Review the Shipment Summary. If you need to make any changes use the menu on the left.

https://dpstest.move.mil/ - Shipments [DPS] - Internet Explorer

Counseling Menu

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

Order [MARCH 25 Scenario 2b]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary**
 - Counseling Office
 - Submit

Shipment Summary

Customer: [Twentytwo, March - WO1 / W-1 - United States Navy - 003222021]

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: Twentytwo, March
SSN/EIN: 003222021
Primary Phone: 618-220-4626
Permanent Contact Address: 709 Ward Drive, SCOTT AFB, IL 62225

Branch: United States Navy
Rank/Pay Grade: WO1 / W-1
Primary Email: courtney.r.melone.ctr@mail.mil

Order Details

Order: MARCH 25 Scenario 2b Permanent Change of Station Shipment of HHG Permitted
Order Date: 25-Mar-2021
Current Duty Station: DESTIN
Headquarters Issuing Orders: ustranscom

New Duty Station: SCOTT AFB
New Duty Assignment/Location: Scott AFB

Shipment 1 - Personally Procured Move (PPM) - (Incentive Based)

Pickup Information

You are starting your PPM move on **31-Mar-2021** from address:
456 Destin Avenue
DESTIN, FL 32541
456-789-8956

Delivery Information

You are moving your PPM shipment to address:
709 Ward Drive
SCOTT AFB, IL 62225
618-220-4626

The distance between your origin and destination location is **727 miles**

In-Transit/Emergency Contact Information

Your In-Transit address is:
709 Ward Drive
SCOTT AFB, IL 62225
618-220-4626

https://dpstest.move.mil/ - Shipments [DPS] - Internet Explorer

Estimated Weight

Here is the breakdown of your total estimated weight
Your estimated Personally Procured Move (PPM) weight 1,000 lbs

PPM Shipment Information

Cost Details:
Note: This is an estimate only based on the estimated weight and remaining JTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.
Estimated Government Constructive Cost (GCC) is \$1,023.87
Advanced Operating Allowance (AOA) is \$583.60

Your Estimated Gross Incentive (EGI) for the shipment is \$972.67

Qty	Description	Individual Cost	Potential Additional Funds if Approved
1	Canoes, Jet Skis, Kayaks, or Windsurfers with/without associated trailer	\$76.54	\$76.54
1	Big Screen TV >=48 In. (excluding flat screen televisions)	\$76.54	\$76.54
1	Animal House/Kennel, Play House, Tool Shed, or Utility Shed >100 cu ft	\$76.54	\$76.54
1	Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths >100 cu ft	\$76.54	\$76.54

You are a legal resident of IL state.
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.

☒ Click here to verify the above information is correct

Print

<< Previous Next >>

Check acknowledgement box



Counseling Office

Counseling Office

Customer: [Twentytwo, March -- WO1 / W-1 -- United States Navy --]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible.

☒ Click here to acknowledge that you have read the above disclaimer

Booking/Servicing Installation

GBLOC: HAFC
Installation Name: JPPSOSC -SAN ANTONIO, TX RWBY

Destination Servicing Installation

GBLOC: AGFM
Installation Name: JPPSO-NE, CHELMSFORD, MA* RubyWeissBlakeYang

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: PPPO MACDILL AFB, FL (CSFL) 10-2007

Selected Counseling Office Information

Installation Name:	PPPO MACDILL AFB, FL (CSFL) 10-2007
Street:	BLDG 52, 2909 NIGHTHAWK PLACE
City:	MACDILL AFB
State:	FL
ZIP/APO/FPO:	33621
Country:	UNITED STATES
Phone:	
DSN:	
Fax:	
DSN Fax:	
Email:	

<< 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.



Uploading Documents

https://dpstest.move.mil/ - Shipments [DPS] - Internet Explorer

Counseling Menu

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

Order [MARCH 25 Scenario 2b]

- ☐ Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- ☒ Shipment
 - Create New Shipment
 - ☒ Current Shipments
 - ☒ 1.PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - ☒ Submit

Entitlements

PCS: 12000 lbs.
Remaining PCS:11010 lbs.


Shipment Submit

Customer: [Twentytwo, March -- WO1 / W-1 -- United States Navy --]

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do It Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

Forms Required

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

 [Get ADOBE® READER®](#)

DD Form 2278 (Application for Do It Yourself Move and Counseling Check list)	View & Print
DD Form 1351-2 (Travel Voucher or Subvoucher)	View & Print
PPM Check list (Personally Procured Move Check list and Certification of Expenses)	View & Print

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

[<< Previous](#) [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

NOTE: supporting documents for a PPM move include a copy of orders. If requesting a move from Home of Record (HOR), upload a copy of your Enlistment Contract or Officers Appointment Letter. If requesting a move for dependents, upload a copy of your Dependency Report.



Uploading Documents – cont.

Document Management

DPS File Upload

Document Type

Select One

Select One

DD Form 1299

Power of Attorney

Order

DD Form 1797

Order Amendment

DD Form 2278

Miscellaneous

DD Form 1351-2

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

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

Document Management

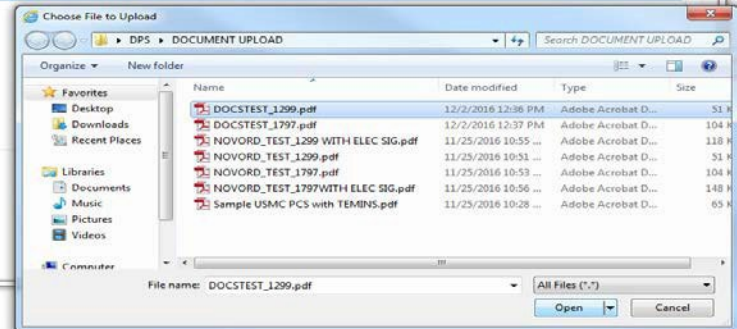
DPS File Upload

Document Type

DD Form 1299

+ Browse

Upload



Document Management

DPS File Upload

Document Type

DD Form 1299

+ Browse

DOCSTEST_1299.pdf

Upload

3. Click upload

Document Management

✓ The DD Form 1299 document has been successfully uploaded.

DPS File Upload

Document Type

DD Form 1299

+ Browse

Upload

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

Make sure you uploaded BOTH signed documents



Viewing Documents

Shipment Submit

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

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

Forms Required

You will need Acrobat Reader version 8.0 or earlier to view documents.



DD Form 1299 (Application for Shipment and/or Storage)

DD Form 1797 (Personal Property Counseling)

[Upload Documents](#)

[View Documents](#)

These forms may be printed for review before submission. The

Document Management

Documents

[View History](#)

[Get File](#)

(1 of 1)							
File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_12	1	DD Form 1299	02 Dec 2016	View History	Get File
Submitted	1-HHG	DOCSTEST_17	1	DD Form 1797	02 Dec 2016	View History	Get File
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016	View History	Get File

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



Shipment Submit

Counseling Menu «

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

Order [DOCS UPLD] «

- 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
 - 3-PPM
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements «

PCS: 11000 lbs.
Remaining PCS:4100 lbs.

Shipment Submit

Customer:

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do it Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

Upload Documents

View Documents

<< Previous Submit

Click the “Submit” button to submit your application.

NOTE: Your application *will not* be processed until you provide supporting documents to the responsible origin counseling office. Once supporting documents have been received, the origin counseling office will contact you to pick up your PPM documents.



Email Confirmation

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

Sent: Fri 11/20/2015 12:39

Wanna Move,

Your Personally Procured Move (PPM) application from BREMERTON, WA 98312 to NORFOLK, VA 23501 with a planned start date of Nov 30, 2015 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. You can continue to monitor the status of your shipment via the Self-Counseling tab located on the DPS homepage.

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

Phone: 3604767366

Thank You.
Defense Personal Property System (DPS)

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

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

Supporting documents for a PPM shipment include a copy of your orders (including any amendments & modifications). 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: 618-577-0969
 - ❖ Email: usarmy.scott.sddc.mbx.G6-SRC-DPS-HD@army.mil