



DPS Self-Counseling

Creating a Basic HHG Shipment

How to: create a basic HHG shipment request.



Creating a Basic HHG Shipment

- For this training session, we are using as an example, PCS orders within CONUS.
 - ❖ Scenario: NAVY member is an E-6 and has PCS orders from shore duty at Bremerton, WA to shore duty in San Diego, CA. Our member has dependents and is shipping a firearm with his household goods.

NOTE: These instructions are a continuation from previous how-to guides. To enter orders information, see our guide “Creating a Profile & Entering Orders Information” on our website at <http://www.navsup.navy.mil/household/dps>



DPS HOMEPAGE

Shipment Status 4.HHG: Reviewed by Counselor and Approved to go to Route/Book

Desired Pickup Date 12 Sep 2022	Origin 224 Archview Drive SHILOH, IL 62269 UNITED STATES	Destination 3300 Testing Lane LACKLAND AFB, TX 78236 UNITED STATES	Edit My Order/Shipment Info
Actual Pickup Date	Move Type 4-HHG: Household Goods	Estimated Shipment Weight 1490 lbs	Shipment Management - Select -
Assigned Counselor John AGFM	Total Pro-Gear Weight 10 lbs - Service Member 0 lbs - Spouse		Print - Select -
Moving Company			

Shipment Status 5.HHG: Presurvey Done
AGFM0001207

Desired Pickup Date 12 Sep 2022	Origin 224 Archview Drive SHILOH, IL 62269 UNITED STATES	Destination 3300 Testing Lane LACKLAND AFB, TX 78236 UNITED STATES	Edit My Order/Shipment Info
Actual Pickup Date	Move Type 5-HHG: Household Goods	Estimated Shipment Weight 1490 lbs	Shipment Management - Select - View/Edit Shipment Info Delivery Request Request Reweigh View My Documents
Assigned Counselor John AGFM	Total Pro-Gear Weight 10 lbs - Service Member 0 lbs - Spouse		
Moving Company DNII DENALI INTERNATIONAL, INC.			

[Add another shipment](#)

03 Aug 2022: SCOTT AFB to LACKLAND AFB
Order Number Rebase AF6
Order Type Permanent Change of Station

CUI/FNC/OPSEC/PRVCY/STAT/FEDCON

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

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

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

TIP: If you have not entered your new orders information, please review our guide “Creating a Profile and Entering New Orders” before continuing!



DPS Landing Page

Welcome to DPS

Start a New Move

Customer Satisfaction Survey

Claim History

Current Move

Shipment Status

Origin
224 Archville Drive
SHELCH, IL 62269
UNITED STATES

Destination
3305 Tasting Lane
LACKLAND AFB, TX 78236
UNITED STATES

Move Type
4 HRG Household Goods

Estimated Shipment Weight
1400 lbs

Total Pre-Gate Weight
10 lbs - Service Member
5 lbs - Spouse

[Edit My Order/Shipment Info](#)

Shipment Management

- Select -

Prior

- Select -

Shipment Status 5 HRG: Presurvey Done
AUPR003127

Desired Pickup Date
12 Sep 2022

Actual Pickup Date

Assigned Counselor
John AGFM

Moving Company
DNI
DENALI INTERNATIONAL INC.

Origin
224 Archville Drive
SHELCH, IL 62269
UNITED STATES

Destination
3305 Tasting Lane
LACKLAND AFB, TX 78236
UNITED STATES

Move Type
5 HRG Household Goods

Estimated Shipment Weight
1400 lbs

Total Pre-Gate Weight
10 lbs - Service Member
5 lbs - Spouse

[Edit My Order/Shipment Info](#)

Shipment Management

- Select -
- Select
- View/Edit Shipment Info
- Delivery Request
- Request Forwarding
- View My Documents

[Add another shipment](#)

03 Aug 2022: SCOTTA FB to LACKLAND AFB
Order Number Release #F1
Order Type Permanent Change of Station

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

TIP: If you have not entered your new orders information, please review our guide “Creating a Profile and Entering New Orders” before continuing!



Self-Counseling

https://dps.sddc.army.mil/counseling/shipment/CreateMyShipment.faces - Internet Explorer

Create New Shipment

Customer: [Move, Wanna -- PO1 / E-6 -- United States Navy --]

Any update to personal Profile? [Click here](#)

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

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

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

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

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

Please select from the Menu below.

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

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

☐ Yes ☒ No

<< Previous Next >>

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

- 1. Select “HHG” as the type of shipment**
- 2. Say ‘no’ to the PPM question**
- 3. Click “Next”**

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

as moves or loaded in a truck for CONUS moves.

uss with the TSP the date and time of your pack and pickup days.

by be authorized at origin, intransit, or at destination.

and take delivery. You may have 90 days temporary storage.

ation office.

Member may request (in writing) an additional period, NTE 90 days, that is authorized/approved by a Service/Defense Agency responsible for the additional storage expense. (The maximum storage time limit for Civilians will NTE 180 days).

~~and make requests directly to the Storage company.~~

you may incur additional costs before they can be moved.

those additional costs as well.

spiruous, vinous, malted, fermented, or other intoxicating liquor of any kind from one State, Territory, or District of the U.S., or place or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, or from any foreign country into any State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is intended, by any person interested therein, to be received, or is received, in violation of any law of such State, Territory, or District of the U.S., or place noncontiguous to but subject to the jurisdiction thereof, is prohibited.

regulations and you must comply with all local, state, and federal laws. Here are some basic guidelines when you ship firearms:

and other arming parts.

al number and caliber or gauge.

country instructions please refer to the link on the Orders Summary page or use the Consignment Guide tab.

verage. 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.

Following:

ntly 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 date of delivery, you will only be eligible for depreciated value up to two years from delivery

motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the [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 repair, settlement will be based on the appraised value rather than the book value.

of air, all-terrain vehicles, and snowmobiles, the TSP may replace the item with a comparable used item or pay the un-depreciated replacement cost, and have an active, widespread secondary market.

<< Previous Next >>

6



Pickup and Delivery

Local Move: A move of HHG is for a short distance between residences within a metropolitan area or NTS facility and authorized in conjunction with separation, retirement or reassignment.

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

 *Latest Pickup Date			Earliest Pickup Date	
*Desired Pickup Date			*Desired Delivery Date	

 *Latest Pickup Date

 *Desired Pickup Date

Pickup Spread Days

A 7 consecutive calendar day window is required to schedule a pickup. Please enter the "Latest Pickup Date". Then enter "Desired pick up Date" between the Earliest and latest Pick up dates. Your mover will confirm actual scheduled pickup date as well as the number of days required for packing during the pre-move survey.

From your address list select your primary pickup and delivery address and select agency and/or Letter of Authorization if applicable. You will also be able to indicate if you are releasing and receiving agent for your shipment.

Click the "Save Address" button to save your information and select 'Save Address'.

Say "no" to the local move question if it does not apply to you.

At the Pickup and Delivery page, Using the calendar icon you will select the "Latest Pickup Date". The system will enter the earliest Pickup date, then you enter the "Desired Pickup Date" The TSP will confirm actual pickup date and number of packing days.

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



Pickup and Delivery: Entering Addresses

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

Entitlements
PCS: 13000 lbs.
Remaining PCS:13000 lbs.

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

Pickup & Delivery

*Authorized Pickup Address

*Authorized Delivery Address

*Requested Pickup Address

*Requested Delivery Address

Power of Attorney

Power of Attorney

Letter of Authorization

Letter of Authorization

Addresses

Address Listing

Select	Address	
☐	PEARL HARBOR, UNITED STATES 3603733089	
☐	456 A ST MOM'S HOUSE OMAHA, NE 68101 123-456-7890	Select an authorized pickup address

OK Cancel **Add Address**

a Power of Attorney and/or Letter of Authorization if applicable.

Entering your pickup and delivery address, your In-Transit/Emergency Contact address. Indicate any additional locations (within the same commuting area). Select a name your Releasing and Receiving Agent(s) from your Point of Contact list.

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. See next slide.

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



Pickup and Delivery: Adding/Editing Addresses

Addresses

Address Listing | Add/Edit Address

Address Line 1: 123 ELM STREET

Address Line 2:

*Phone: 360-555-1212 FORMAT: xxx-xxx-xxxx for Domestic

Ext :

Location

☒ CONUS (U.S) ☐ OCONUS (Non U.S)

Select City: BREMERTON

City: BREMERTON, KITSAP COUNTY, WA, 98310

County: BREMERTON, KITSAP COUNTY, WA, 98311

State: BREMERTON, KITSAP COUNTY, WA, 98312

Zip: BREMERTON, KITSAP COUNTY, WA, 98314

BREMERTON, KITSAP COUNTY, WA, 98337

If you are unable to select a city, contact the DSN: 770-7332.

Save Address

Letter of Authorization

In the popup window, enter your pickup address.

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

Make sure that CONUS is selected under location.

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

Click the 'Save Address' button.

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

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



Pickup and Delivery: Selecting an Address

Addresses

Address Listing

Select	Address	
☐	MOM'S HOUSE SALEM, OR 97301 360-555-1212	
☒	123 Main Street BREMERTON, WA 98312 360-555-1212	

Pickup & Delivery

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

OK Cancel Add Address

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

Click OK.

The address will populate in the pickup Address field.



Pickup and Delivery

Adding addresses

Pickup & Delivery

*** Authorized Pickup Address**

123 Main Street
BREMERTON,WA
98312
360-555-1212



*** Authorized Delivery Address**

NORFOLK,VA 23501
360-555-1212



*** Requested Pickup Address**

123 Main Street
BREMERTON,WA
98312
360-555-1212



*** Requested Delivery Address**

NORFOLK,VA 23501
360-555-1212



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

Check the Delivery addresses to make sure they are different from the Pickup addresses.



Pickup and Delivery: Power of Attorney & Letter of Authorization

Power of Attorney	Select from below ▼ -- None Selected -- MR WANNA MOVE	Power of Attorney	Select from below ▼
Letter of Authorization	Select from below ▼	Letter of Authorization	Select from below ▼

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

In order for the names to appear in the drop down menu, you must add the person under the “Contact” section of your customer profile and indicate that they have a POA and/or LOA.



Intransit/Emergency Contact & Additional Pickup Addresses

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

Repeat the steps for any Additional Locations.

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

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

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



Additional locations

Pickup 1



Delivery 1



Pickup 2



Delivery 2





Intransit/Emergency Contact & Additional Pickup Delivery Addresses

Addresses

Address Listing Add/Edit Address

Address Line 1: 456 Elm Street

Address Line 2: Mom's Address

*Phone: 360-555-1212 FORMAT: xxx-xxx-xxxx for Domestic

Ext:

Location

☒ CONUS (U.S) ☐ OCONUS (Not Considered a State)

Select City: portland

City: PORTLAND, ASHLEY COUNTY, AR, 71663
 County: PORTLAND, MIDDLESEX COUNTY, CT, 06480
 State: PORTLAND, JAY COUNTY, IN, 47371
 Zip: PORTLAND, CUMBERLAND COUNTY, ME, 04101
 PORTLAND, CUMBERLAND COUNTY, ME, 04102
 PORTLAND, CUMBERLAND COUNTY, ME, 04103
 PORTLAND, CUMBERLAND COUNTY, ME, 04104
 PORTLAND, CUMBERLAND COUNTY, ME, 04105
 PORTLAND, CUMBERLAND COUNTY, ME, 04106
 PORTLAND, CUMBERLAND COUNTY, ME, 04107
 PORTLAND, CUMBERLAND COUNTY, ME, 04108
 PORTLAND, CUMBERLAND COUNTY, ME, 04109
 PORTLAND, CUMBERLAND COUNTY, ME, 04110
 PORTLAND, CUMBERLAND COUNTY, ME, 04112

If you are unable to select: 770-7332

Save Address

Delivery 2

Enter your address information

REMEMBER – do not hit enter after typing in the City – choose the correct city/state/ZIP from the dropdown menu

Click 'Save Address'

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

☐	BOB'S SELF STG UNIT B-1 45 SILVERDALE WAY SILVERDALE, WA 98383 360-555-1212	
☐	NORFOLK, VA 23501 360-555-1212	
☐	WORK/OFFICE 123 ADMIRAL WAY NORFOLK, VA 23501 360-555-1212	
☐	WORK/OFFICE 467 W STREET BREMERTON, WA 98314 360-555-1212	
☒	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212	

OK **Cancel** **Add Address**

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

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



In Transit/Emergency Contact and Additional Location Information

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

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

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



Additional locations

Pickup 1

BOB'S SELF STG UNIT B-1
45 SILVERDALE WAY
SILVERDALE, WA 98383
360-555-1212



Delivery 1

NORFOLK, VA 23501
360-555-1212



Pickup 2

WORK/OFFICE
467 W STREET
BREMERTON, WA 98314
360-555-1212



Delivery 2

WORK/OFFICE
123 ADMIRAL WAY
NORFOLK, VA 23501
360-555-1212





Releasing and Receiving Agents

Releasing & receiving agents

Releasing	Receiving
Select from below -- None Selected -- Mary Test MR WANNA MOVE	Mary Test Mary Test 360-555-1212

- Members may authorize a Releasing and/or Receiving agent to act on their behalf at origin and destination. Releasing/Receiving Agents **MUST** be over the age of 18 and available on the days of pack, pickup and delivery. Releasing/Receiving agents do not need to have a Power of Attorney or a Letter of Authorization.
- Using the drop down menu, select your Releasing/Receiving Agent and click next.
- **TIP:** the drop down menu for Releasing/Receiving Agent fields are added when you create your Customer Profile. It is highly recommended that if the member has a spouse, they add them as a contact so that their name appears on the paperwork. Move details will **NOT** be discussed with anyone other than the member unless they are listed on the move paperwork (DD Form 1299). Your move paperwork is available for printing right before you submit your application.



Pickup & Delivery Information

Counseling Menu

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

Order [DOCS TEST]

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

Entitlements

PCS: 13000 lbs.
Remaining PCS: 13000 lbs.

Pickup and Delivery

Customer: [Bressi, Moira] -- 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

*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. 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	123 MyHouse Drive BREMERTON, WA 98310 360-476-8888	*Authorized Delivery Address	SAN DIEGO, CA 92101 3604768888
*Requested Pickup Address	123 MyHouse Drive BREMERTON, WA 98310 360-476-8888	*Requested Delivery Address	SAN DIEGO, CA 92101 3604768888
Power of Attorney	Select from below	Power of Attorney	Select from below
Letter of Authorization	Select from below	Letter of Authorization	Select from below

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

123 C Street
Mom's address (intransit Address)
ALBANY, NY 12201
360-555-1212

Additional locations

Pickup 1		Delivery 1	
Pickup 2		Delivery 2	

Releasing & receiving agents

Releasing	Navy Training	Receiving	Navy Training
	Navy Training 360-476-8888		Navy Training 360-476-8888

<< Previous **Next >>**

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



Basic Shipment Information

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS TEST]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Stations

Arduous Duty

Orders Selection

Tour Information

Additional Information

Summary

Shipment

Create New Shipment

Current Shipments

HHG

Pickup & Delivery

Basic

Additional Items

Scheduling

Responsibilities

Summary

Counseling Office

Submit

Entitlements

PCS: 13000 lbs.

Remaining PCS:13000 lbs.

Basic HHG

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

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]	11000	Weight Estimator Form
*Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	100	How will PBP&E affect my household goods weight?
*Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	100	How will Spouse PBP&E affect my household goods weight?
*Spouse's Profession [NOTE: Your spouse is only entitled to ship a maximum of 500 lbs Pro Gear in support of their occupation or community support activities]	Teacher	

Special Items included in shipment

☐ Grandfather clock	☐ Shrunk/Large wall unit	☐ Plasma TV	☐ Gas-powered equipment
☐ Spa/Jacuzzi	☐ Piano	☐ Shed	☐ High value items
☐ Alcoholic beverages	☐ Front load washer/dryer		
☐ Utility trailer			

Note: Only utility trailers of a single-axle with an overall length of no more than 12 feet (from rear to trailer 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

Address in on a cul-de-sac

224

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

<< Previous

Next >>

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

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

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

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



Weight Estimator Form

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

7,000

Weight Estimator Form

The weight estimator form will help you to establish the weight of your shipment. A simpler option is to enter an estimate of 1000 pounds per each room.

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

The estimator tools allows you to enter the number of items you have in each room and then provides the weight of each item. At the end of the form, click the

button and the total of the items indicated form are placed in application.

https://dps.sddc.army.mil/?formName=BasicHHGForm&id=ppsoHhgShipmentBasic_TotalEstimatedWeight - - Windows Internet Explorer

Weight Estimator Form

This form will assist you in estimating the weight of your shipment or shipments. Please note that this is an **estimate only!** It is designed to assist you in estimating the total weight of your shipment(s). However, you are ultimately responsible for the actual weight of the household goods you ship. The weights in this program are based on industry standards and your actual weights may vary depending on brand, size, etc. Please use proper judgment when making your estimates.

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

Show Estimator

Appliances
Enter a quantity in each field. For items in italics, enter weight in pounds.

Additional Pounds of Appliances (1)	AC (Window) (140)	Dehumidifier (70)
Dishwasher (140)	Dryer (175)	Freezer (15 CU or Less) (315)
Freezer (15 CU or More) (430)	Humidifier (35)	Ironer/Hangar (84)
Microwave (70)	Mini-Refrigerator (70)	Range (210)
Refrigerator (18 CU or Less) (315)	Refrigerator (11 CU or More) (420)	Trash Compactor (140)
Vacuum Cleaner (35)	Washing Machine (175)	
Total estimated weight for Appliances	280	Total estimated weight of shipment (excluding PDR&E):

Bedrooms
Enter a quantity in each field. For items in italics, enter weight in pounds.

Additional Pounds in Bedroom (1)	Armchair (210)	Bed (Bunk Set (2)) (400)
Bed (Double/Full) (420)	Bed (Halfway) (280)	Bed (King) (490)
Bed (Queen) (450)	Bed (Rollaway) (140)	Bed (Single) (280)
Bed (Twin/Full) (350)	Bookshelves (Sect) (35)	Bureau (Dresser) (210)
Cedar Chest (105)	Chaise Lounge (175)	Chest (Boudoir) (70)
Daybed (210)	Desk (Small) (154)	Drawers (175)
Dresser (Dresser) (21)	Dresser (Double) (350)	Lamp (Floor/Pole) (21)
Night Table (35)	Rug (Large/Pad) (70)	Rug (Small/Pad) (21)
Vallet (21)	Vanity Dresser (140)	Wardrobe (Large) (280)
Wardrobe (Small) (140)	Water Bed (420)	
Total estimated weight for Bedroom(s)	1995	Total estimated weight of shipment (excluding PDR&E):

Porch, Outdoor Furniture/Equipment
Enter a quantity in each field. For items in italics, enter weight in pounds.

Additional Pounds Outdoor (1)	BBO/Port G-8 (70)	Bed Bath (35)
Camp Stove (14)	Chair (Outdoor) (70)	BBQ's/Pot (30)
Clothes Dry Rack (35)	Garden Hose/Tools (70)	Older/Seater (140)
Head Truck/Trailer (14)	Ladder (Extension) (70)	Lawn Edger (35)
Lawn Mower (Hand) (35)	Lawn Mower (Power) (105)	Lawn Mower (Trailing) (140)
Leaf Sweeper (35)	Outdoor Gym (140)	Outdoor Table (70)
Outdoor Seating (145)	Picnic Bench (35)	Picnic Table (140)
Rocker (Seating) (145)	Roller (Lawn) (105)	Sand Box (70)
Saw Horse (35)	Sideline (140)	Snow Blower (105)
Sprinkler (7)	TV Antenna (35)	Table (Picnic) (70)
Wendover (35)	Wheelbarrow (34)	
Total estimated weight for Porch, Outdoor Furniture/Equipment	770	Total estimated weight of shipment (excluding PDR&E):

THIS IS AN ESTIMATE ONLY!



Additional Information – Adding a Firearm

Counseling Menu «

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

Order [DOCS TEST] «

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Additional Data

Additional Items

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

Firearms

Action	#	Model	Serial Number	Model Year	Caliber Size	Make	Firearm code	Country of Manufacturer
	1	700	12345R4	2005	.227	REMINGTON	Acquired from a licensed dealer.	UNITED STATES

[Add Firearm](#)

Add/Edit Firearm

*Serial Number:

*Make:

*Model Year: ▼

*Model Name:

*Caliber Size or Gauge: X

*Country of Manufacturer: ▼

*Firearm Code: ▼

[Save Firearm](#) [Cancel](#)

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

Once you have added the information, click 'Save'. The firearm information populates on the page.

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

Firearms

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

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

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



Scheduling

Based on the total estimated weight of **11,000** pounds, it will take **3** days. **2** days for packing and **1** day for picking up your shipment. It is estimated that it will take **17** days for this shipment to be delivered to your destination.

Shipment Dates

Note: Actual pick up date shall be confirmed by the TSP within three (3) calendar days from date of shipment acceptance. Actual pack dates and "Desired delivery date" will be negotiated with the TSP during the premove survey. The actual pickup date must be within the spread date range. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Earliest Pickup Date	Aug 20, 2022	Latest Pickup Date	Aug 26, 2022
Desired Pickup Date:	Aug 22, 2022	Desired Delivery Date:	Sep 1, 2022
Estimated shipment arrival date at destination :	Sep 8, 2022		

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

☐ Yes ☒ No

* Do you have a preferred TSP?

☐ Yes ☒ No

* Do you have a non-preferred TSP?

☐ Yes ☒ No

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

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

You will also see the transit time for your shipment. Transit time is based on origin and destination locations as well as the estimated weight of the shipment. (If you receive a warning about your desired delivery date you may change it or leave it as is an continue).

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



Direct Delivery & Preferred/Non-Preferred TSP

Are you requesting a direct delivery? 

☐ Yes ☒ No

* Do you have a preferred TSP?

☐ Yes ☐ No

* Do you have a non-preferred TSP?

☐ Yes ☐ No

<< Previous

Next >>

Direct Delivery Request

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

Preferred TSP

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

Non-Preferred TSP

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

Click "Next"

Responsibilities

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS TEST]

Orders Details

Rank & Hard Copy Orders

Order Information

Order Status

Order Selection

Tour Information

Additional Information

Summary

Shipment

Create New Shipment

Current Shipments

1 SHS

Pickup & Delivery

Basic

Additional Items

Scheduling

Responsibilities

Summary

Counseling Office

Submit

Entitlements

PCS: 13000 lbs.
Remaining PCS:2200 lbs.

Customer Responsibilities

Customer: [Jesse, Maria] -- United States Navy --

Member Responsibilities Before Packers Arrive

Carrier Responsibilities on Moving Day

High-Value Items

Relinquishing or Receiving Agent

Pickup from Private Storage or Mini-Warehouse

Avoid Excess Personal Costs

Three Critical Documents at Origin

Household Goods Descriptive Inventory

DD Form 552

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 pickup or delivery charges. Leaving a minor or non-designated person will not fulfill this requirement.

MEMBER RESPONSIBILITIES BEFORE PACKERS ARRIVE

- Electronics** - Disconnect TV and radio antennas. Disconnect and prepare all components such as stereos, turntables, compact disc players, video cameras, etc.
- Refrigerator** - Empty, defrost, and thoroughly wash the inside of refrigerators and freezers at least 24 hours before pickup. Empty the refrigerator.
- 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 spoil or might spoil in transit.
- Off the Wall** - Remove pictures, stereo and food racks from the walls, take down curtain rods and valances. Remove everything from the attic.
- PBBRE** - Separate all items of professional books, papers, and equipment from the rest of your property. When listed properly on the inventory.
- Separate Special Items** - Separate all items of clothing, toys, and necessities that will not be shipped with the rest of the household goods. Place in separate bags.
- Get Pests** - No Pickup - If necessary, have an extermination of the residence and household goods completed at least several days prior to the pickup.
- Goods will not be picked up** by the carrier if suspected of being buy inflated. The member is responsible for costs associated with an extermination.
- No Propane Tanks** - Dispose of propane tanks prior to shipment pick-up.
- Motorcycles** - If shipping a motorcycle, ensure that the gas tank is empty. Disconnect the battery and secure the cables.
- Putting the motorcycle in storage**, remove and dispose of the property. Proof of ownership, such as the registration, which should be destroyed.
- Dirty Dishes & Clothing** - Ensure all your dirty dishes/clothes/bed items, etc. are clean and ready to be packed by the movers. Also, trash or

A member-prepared inventory should be descriptive and in detail and list those personal property items of \$200 value or more that will not otherwise appear on the carrier-prepared inventory.

- For example, an antique chair would not be packed in a carton, but would normally be listed separately on the carrier prepared inventory; however, a \$200 move camera would normally be packed in a carton with other items being listed on a carrier-prepared inventory.
- The member's prepared inventory shall be contested by a disinterested person, and the member should retain the original in case it is needed to file a loss or damage claim.
- Members must be prepared to provide evidence to support the loss or damage.

Hard Carry Special Items - Don't ship small, extremely valuable items as

Appraise Expensive and Valuable Items - Artwork, collectibles, heirlooms

Photograph or Document Valuables - Close-up photographs or videos of

RELEASING OR RECEIVING AGENT

A member may designate a spouse, a relative, or a friend who is

- The person must be designated as an agent on the move application.
- If not specified on the move application, the agent must have a representative.

[Top of Page]

PICKUP FROM PRIVATE STORAGE OR MINI-WAREHOUSE

- Appointment** - You must make an appointment for pickup with the carrier.
- Pickup List** - Provide the carrier with a description of what is being shipped.
- Be There** - At the scheduled time for pickup, the member or member's representative must be present.
- Unpack/Unpack** - The member or member's representative is responsible for unpacking items.
- Repack and Move** - The carrier will then repack and move the boxes.

NOTE: This does not apply to goods in government storage, SDOCC.

AVOID EXCESS PERSONAL COSTS

- Extra Services** - Avoid requesting specific routing, special loading, etc.
- Excess Weight** - Members should be aware that the total combined weight of all items shipped cannot exceed the weight limit.
- Extra Shipments** - When basic household goods shipments from the carrier are completed, members should use care in not allowing their
- Excess Distance** - Members should use care in not allowing their

For example, if orders permit shipment of goods from San Diego,

Unauthorized Items - Avoid shipping unauthorized articles. If using

Avoid Attempt Charges - Members or their designated representative

Special Items and Situation - If movers determine pests are present

For COOLUS moves, boats that don't fit in a standard overseas cargo

excess cost to the member. Any boat over 14' or with a trailer for CO

THE THREE CRITICAL DOCUMENTS AT ORIGIN: (You are entitled to a LEGIBLE COPY of each of these documents)

1. THE HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

- This is your official record of what is being shipped. Make sure all items are listed.
- This inventory is completed by the mover in cooperation with you, the member or agent.
- It should accurately describe the items you are shipping and the condition of each.
- Strike applicable items are marked P/BSE or P/B.

Pre-existing Damage

- If movers observe damage prior to pickup, they will note this on the line by the item on the inventory.
- If there is damage with these exceptions noted on the time of pickup, you must circle the inventory number you disagree with.
- If there is damage with these exceptions noted on the inventory with the phrase, "I protest exceptions taken by the driver at time of pickup."
- Your signature on the inventory is your concurrence with the count and condition of each item listed.

2. DD FORM 552

Should be signed but only if you verify the items to be accurate. It lists the following:

- The weight of professional items.
- Additional services performed (Do not sign if these items were not completed).
- Appliances serviced at origin.

3. GOVERNMENT BILL OF LADING

This document shows you the following critical information:

- GBL number, used to track the shipment.
- Required delivery date (RSD).
- Destination.
- When to be contacted upon your arrival at destination.

QIPPEE MOHT

If you live in a gypsy moth quarantine area you must read the Department of Agriculture's pamphlet titled "Don't Move a Gypsy Moth".

The following States are entirely within the quarantine area:

Connecticut, Delaware, the District of Columbia, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.

Parts of the following States are within the quarantine area: Arizona, Illinois, Iowa, North Carolina, Ohio, Virginia, West Virginia, Wisconsin. If your shipment has a pickup in one of the states that is partially quarantined, click here to determine whether the country/city is affected.

If your shipment is affected, you are responsible for making sure that your outdoor household articles don't move the gypsy moth. How you do this is your decision. The quarantine regulations allow for self-inspection of household goods, and Department of Agriculture has developed a pamphlet to assist you. Click here to access the pamphlet.

If you decide to perform a self-inspection, as described in the pamphlet, you must print and fill-out the Self-Inspection checklist included on the final page of the pamphlet.

CUSTOMER SATISFACTION SURVEY

After delivery of your shipment, you will have the opportunity to complete a Customer Satisfaction Survey (CSS). This survey is very important since it impacts the quality ranking of Transportation Service Providers (TSPs). TSPs with better scores will be offered more shipments; therefore you have the opportunity to influence the selection of TSPs for your future shipments as well as the shipments of your fellow DPS personnel. Upon delivery of your shipment, you can access your survey by logging on to DPS and clicking on the CSS tab.

SHIPMENT VALUE CLAIMS

Shipment value accepted by the TSP: Transportation Service Provider prior to 1 March 2008. It is possible the goods are only covered under depreciated value replacement for all or part of the shipment. If your shipment was accepted by the TSP: Transportation Service Provider after 1 March 2008, your shipment has full replacement value (RV) 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 for obtaining cost estimates for the following:

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

In order to be eligible for Full Replacement Value (RV), 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 ten years from delivery.

If you notice loss and/or damage to your personal property at the time of delivery, you must submit a Loss/Damage Report in DPS and list those items. (If you file your actual claim within 75 days from the date of your delivery, you are not required to submit a Loss/Damage Report).

Warning: Submission of the Loss/Damage Report only provides notice of your Loss and Damage and does not constitute filing of your claim. Therefore you must file an actual claim to receive replacement/reimbursement for this loss/damage.

If you submit your Loss/Damage Report later than 75 days after your delivery date, you will be required to enter a reason for the delay.

GENERAL ITEMS

If there is any change in orders or there are other factors that could effect delivery of your shipment, you must contact either the Origin or Destination PPSO Transportation Office. It is your responsibility to contact the Destination PPSO or to update your destination contact information, including a point of contact, in DPS immediately upon arrival to your new destination for when your property arrives. This minimizes the risk of you missing a critical phone call or message and having your personal property placed in temporary storage (SIT - Storage-in-Transit). If your goods are placed in storage, you may have to wait several days to even weeks until delivery can be arranged. Remember, you or your designated agent must be present at the pick-up and delivery locations between 8 am and 5 pm on your scheduled dates.

Read the It's Your Move Pamphlet! This pamphlet has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats and firearms. It will also help you understand your entitlements and responsibilities in filing a claim for any loss or damage that may occur.

Have a safe and successful move.

[Top of Page]

☒ I acknowledge that I have read and understood the entitlement information above.

Read & check Acknowledgement box

To save time you may Print then Click "Next"

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



Responsibilities

- DD1299 ☒ I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.
- DD1797 ☒ I have been briefed on my personal property entitlements including, as applicable, Household Goods, Nontemporary Storage, Weapons and Ammunition, Privately Owned Vehicles, Mobile Homes, and Loss and Damage. I have been provided personal property shipping information pamphlets and other move resources. For oversea duty locations, I understand that if I elect to ship any personal property at Government expense to a designated location where the waiting period for any type of housing at, or in the vicinity of, is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.

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



<< Previous Next >>

**Read & check Acknowledgement box. At this point you are applying your "Digital Signature"
Click "Next"**



Shipment Summary

Counseling Menu - Customer Profile - Customer Information - Point of Contact - My Orders - Enter Order Information - View Documents Order [DOCS TEST] - Orders Details - Rank & Hard Copy Orders - Order Information - Duty Stations - Arduous Duty - Orders Selection - Tour Information - Additional Information - Summary - Shipment - Create New Shipment - Current Shipments 1-HHG - Pickup & Delivery - Basic - Additional Items - Scheduling - Responsibilities - Summary - Counseling Office - Submit Entitlements PCS: 13000 lbs. Remaining PCS:2200 lbs.	Shipment Summary Customer: [Bressi, Moira] -- United States Navy -- Below, please find a summary of the information entered for this shipment. If there are any errors, please click on the link on the left navigation menu to return to the applicable page. Customer Profile Name: Bressi, Moira SSN/EIN: [REDACTED] Primary Phone: 360-476-8888 Permanent Contact Address: 1234 Main Street BREMERTON, WA 98312 Branch: United States Navy Rank/Pay Grade: CPO / E-7 Primary Email: moira.bressi@NAVY.MIL Order Details Order: DOCS TEST Permanent Change of Station Shipment of HHG Permitted Order Date: 01-Nov-2016 Current Duty Station: JOHN C. STENNIS (CVN 74) Headquarters Issuing Orders: Shipment 1 - Household Goods Pickup Information Your Household Goods have a desired pickup date of 28-Dec-2016 from the pickup address: 123 MyHouse Drive BREMERTON, WA 98310 360-476-8888 You have assigned your releasing agent as: Navy Training (360-476-8888) Delivery Information Your Household Goods will be delivered on the desired delivery date of 11-Jan-2017 to the delivery address: SAN DIEGO, CA 92101 3604768888 You have assigned your receiving agent as Navy Training (360-476-8888) In-Transit/Emergency Contact Information Your In-Transit address is : 123 C Street Mom's address (Intransit Address) ALBANY, NY 12201 360-555-1212	Estimated Weight Here is the breakdown of your total estimated weight Your estimated Household Goods weight 9,404 lbs Your estimated PBPAE (Pro Gear) weight ** 250 lbs Your Spouse's estimated PBPAE (Pro Gear) weight ** 10 lbs Estimated weight of 1 motorcycle(s) 840 lbs Total estimated weight 9,684 lbs ** The weight of PBPAE does not count against your weight allowance. Special Items included in your shipment Gas-powered equipment Front load washer/dryer Additional Information You have provided the following information for items with extraordinary dimension included in your shipment: PICKUP ADDRESS IS ON A CUL-DE-SAC Your estimated shipment arrival at destination is on 16-Dec-2015. You have NOT requested direct delivery. ☒ Click here to verify the above information is correct Print << Previous Next >>
--	---	---

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

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



Counseling Office

Counseling Office

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

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

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

Booking/Servicing Installation

GBLOC: JENQ
Installation Name: FISC PUGET SOUND, WA

Destination Servicing Installation

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

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

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

*Counseling Office:

Select from below
FISCPS BREMERTON
FISCPS DETACHMENT EVERETT
NAS WHIDBEY ISLAND

Selected Counseling Office Information

Installation Name:	FISCPS BREMERTON
Street:	FISCPS 2255 COLE AVE, BLDG 985
City:	BREMERTON
State:	WA
ZIP/APO/FPO:	98314
Country:	UNITED STATES
Phone:	3604769172
DSN:	
Fax:	3604761834
DSN Fax:	
Email:	PersProp.FISCPS.FCT@navy.mil

<< Previous

Next >>

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

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

Click "Next"



Shipment Submit – Part 1

Counseling Menu <<

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

Order [DOCS TEST] <<

- ☒ Orders Details
 - ☐ Rank & Hard Copy Orders
 - ☐ Order Information
 - ☐ Duty Stations
 - ☐ Arduous Duty
 - ☐ Orders Selection
 - ☐ Tour Information
 - ☐ Additional Information
 - ☐ Summary
- ☒ Shipment
 - ☐ Create New Shipment
 - ☒ Current Shipments
 - ☒ 1-HHG
 - ☐ Pickup & Delivery
 - ☐ Basic
 - ☐ Additional Items

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

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

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


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

Upload Documents **View Documents**

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

<< Previous **Submit**

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

View all required documents in DPS – the next several slides will show you how to upload and/or view uploaded documents.



Uploading Documents

Counseling Menu

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

Order [DOCS TEST]

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

Entitlements

PCS: 13000 lbs.
Remaining PCS:2200 lbs.

Shipment Submit

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

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

Forms Required

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



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

DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

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

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

Click the “Upload Documents” button to upload additional documents such as a Page 2, POA, amended orders, etc.



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

Upload Document

Document Type *

Power of Attorney

Browse

Upload

Close

Document Management

DPS File Upload

3. Click upload

Upload

Document Management

✓ The DD Form 1299 document has been successfully uploaded.

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

+ Browse

Upload



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

https://dpstraining.sddc.army.mil/?p=/1p60eaTf6yF7C%2BF54TZrTxqTaLy5P62584aLiC23j6c1yFRiTRtuaqQ - Internet Explorer

Document Management

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

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 – Part 2

Counseling Menu <<

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

Order [DOCS TEST] <<

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

Entitlements <<

PCS: 13000 lbs.
Remaining PCS:2200 lbs.

Shipment Submit

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

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

Forms Required

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

 [Get ADOBE® READER®](#)

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

[DD Form 1797 \(Personal Property Counseling Check list\)](#) [View & Print](#)

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

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

[<< Previous](#) [Submit](#)

Message from webpage

Are you sure you want to submit?

[OK](#) [Cancel](#)

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

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

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



Shipment Submit – Part 2, cont.

Shipment Submit

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

Your application for the following shipment has been submitted.

Shipment Details

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

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

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

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

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

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

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



Email Confirmation

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

Sent: Thu 11/9/2017 12:54

Wanna Move,

Your application for shipment 1/HHG from BREMERTON, WA 98312 to SAN DIEGO, CA 92101 with a requested pickup date of Jan 25, 2018 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your shipment has been awarded to a Transportation Service Provider (TSP), you will be notified by that TSP of your actual packing and pickup dates. You can continue to monitor the status of your shipment via the Shipment Management tab located on the DPS homepage.

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

Phone: 3604767366

Thank You.
Defense Personal Property System (DPS)

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

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

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

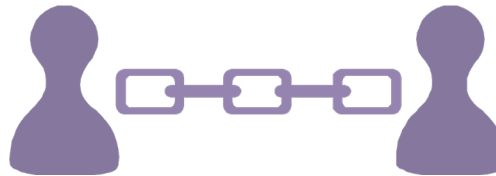


Contacts

- For technical assistance contact the DPS Helpdesk available 24/7:
 - ❖ Toll-Free: (800) 462-2176
 - ❖ Commercial: 618-577-0969
 - For assistance navigating your DPS application review the guides available on our webpage at www.navsup.navy.mil/household/DPS
- OR
- Email us at householdgoods@navy.navy.mil



Links



- **NAVSUP Household Good Portal:** www.navsup.navy.mil/household
- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **NAVSUP P 490:** http://www.move.mil/documents/dod/NAVSUP_490_Rev6.pdf
- **DPS login:** <https://dps.move.mil/cust/standard/user/home.xhtml>
- **POV Locator:** <http://www.pcsmypov.com/>
- **Shipping a POV:** www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- **Weight Estimator Form:** www.move.mil/documents/dod/weightestimator.xls
- **It's Your Move Booklet:** www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf
- ***"How to Read Navy Orders"*:** <http://www.navsup.navy.mil/household/orders>



Thank You.....

For additional information or assistance:



www.facebook.com/navyhhg



www.pinterest.com/navyhhg



www.youtube.com/navyhhg



www.twitter.com/navyhhg

For assistance, email: householdgoods@us.navy.mil / call: 855-HHG-MOVE (444-6683)