



DPS Self-Counseling

# Uploading Supporting Documents

How to: upload documents into DPS.



# Introduction

Service members and civilian employees are **required** to upload supporting documents in the Defense Personal Property System (DPS). The Personal Property or Traffic Management Office cannot processing applications or book shipments until all supporting documents are provided.

This guide will provide you with instructions on how to submit your orders and other supporting documents through the DPS

- You cannot include links to supporting documents (i.e. from the Cloud or BUPERS Online)
- All uploaded documents will become part of the official record and be visible to all Personal Property Office personnel
- You may drop off your supporting documents in person or via email however **applications will not be processed and shipments will not be scheduled until supporting documents are received**



# Types of Documents

- Orders
- DD Form 1299 (Application for Shipment and/or Storage of Personal Property)
- DD Form 1797 (Personal Property Counseling Checklist)
- D Form 1252 (US Customs Declaration for Personal Property Shipments)
- DD Form 1252-1 (US Customs Declaration for Personal Property Shipments (with Firearms))
- HS-7 Form (Importation of Motor Vehicles and Motor Vehicle Equipment)
- DD Form ATF F5330-3B (Application and Permit for Importation of Firearms, Ammunition and Implements of War (for use by members of the United States Armed Forces))
- DD Form 2278 (Application for Do-It-Yourself Move and Counseling Checklist)
- DD Form 1351-2 (Travel Voucher or Subvoucher)
- Power of Attorney
- Miscellaneous documents (i.e. Enlistment Contract, Dependent Entry Approval (DEA), Page 2, etc.)

***NOTE: The types of supporting documents will vary depending on your move request(s)***



# File Formats & Limitations

- Each document must be a single file
  - ❖ Documents can be single or multiple pages
- Each document cannot exceed 10 MB
  - ❖ DPS does not provide a warning on file-size limits and you will only receive a warning after attempting to upload a file that is larger than 10MB
- Multiple formats accepted
  - ❖ PDF, .jpg, .gif, .Word document, Excel document, etc.
- *NOTE: for step-by-step instructions for creating a profile, entering orders information and creating a shipment request, please see our individual guides on our webpage at <https://www.navsop.navy.mil/household/dps>*



# DPS HOMEPAGE

Wed Nov 08 15:36:14 UTC 2017

[Logout](#)

Wanna Move LCDR/O-4 United States Navy

 **Defense Personal Property System**

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

## Welcome to DPS

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

**From your DPS Homepage, locate the orders number and click the blue down arrow on the right**

### Current Move

**01 Mar 2017: BREMERTON to ATSUGI**

Order Number GBLOC TEST  
Order Type Permanent Change of Station



There are no shipments currently associated with this order.

[Edit My Order/Shipment Info](#)

[+ Add a shipment](#)

### Past Moves

**02 Jan 2017: BREMERTON to SAN DIEGO**

Order Number DPS123 (webinar)  
Order Type Separation





# Printing 1299 & 1797

02 Jan 2017: BREMERTON to SAN DIEGO

Order Number DPS123 (webinar)

Order Type Separation

If you have not already done so, make sure to print out both forms – DD Forms 1299 & DD Forms 1797.

## Shipment Status 1-HHG: Canceled

GBL No:

### Desired Pickup Date

28 Feb 2017

### Actual Pickup Date

### Assigned Counselor

### Moving Company

### Origin

123 MAIN STREET  
BREMERTON, WA 98312  
UNITED STATES

### Move Type

1-HHG: Household Goods

### Total Pro-Gear Weight

10 lbs - Service Member  
0 lbs - Spouse

### Destination

SAN ANTONIO, TX 78215  
UNITED STATES

### Estimated Shipment Weight

3990 lbs

[Edit My Order/Shipment Info](#)

[Print DD1797 Counseling Checklist](#)

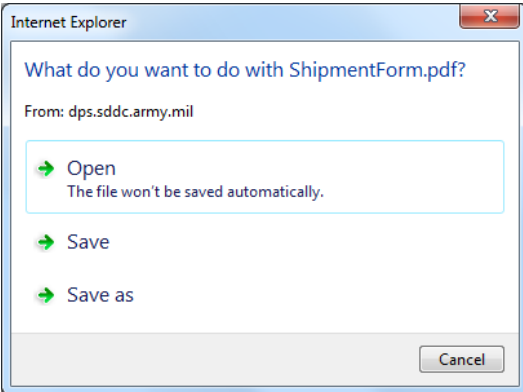
[Print DD1299 Shipment Application](#)

[File a Claim](#)

[Complete Survey](#)

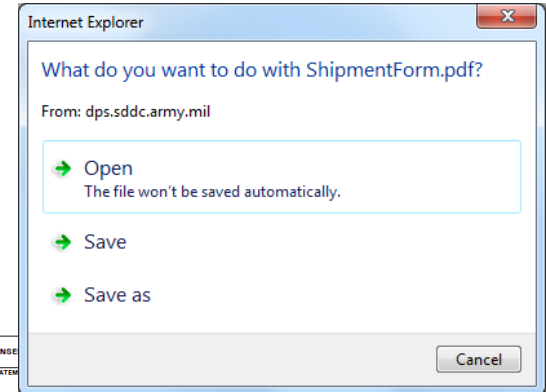


# Sign and Save DD Forms 1299 & 1797



**A small box will open prompting you to open and/or save.**

**Make sure to save BOTH DD Forms 1299 & 1797**



APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY		1. DATE PREPARED (YYYYMMDD) 20170127	2. SHIPMENT NUMBER 1 / 1 HHG
3. NAME OF PREPARING OFFICE NAVSUP PFC POCKET SOUND 231 OCEAN AVENUE BLDG 20 BREMERTON, WA 98312			
4. TO (Reasonable Origin Personal Property Shipping Office) NAVSUP PFC POCKET SOUND			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE PPSO SOUTH CENTRAL			
6. MEMBER OR EMPLOYEE INFORMATION		7. FOUNDED ACTION TO BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:	
a. NAME (Last, First, Middle Initial) Move, Wanna WD	b. RANK/GRADE PO1-E-6	c. SSN XXX-XX-4681	d. AGENCY United States Navy
8. HOUSEHOLD GOODS/UNACCUMULATED BAGGAGE/ITEMS OF CONTAINER (See quantity schedule)			
(1) POUNDS 4000	(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (Specify "NONE" if not applicable) 10	(3) EXPENSIVE AND VALUABLE ITEMS (List in serial number)	
9. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPAND (Describe)			
10. MOBILE HOME SERVICES REQUESTED (if as applicable)			
CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION <input type="checkbox"/>			
11. THIS SHIPMENT STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:			
a. TYPE ORDERS (if any)		c. NEW DUTY ASSIGNMENT	
X PERMANENT		TEMPORARY	
12. DATE OF ORDERS (YYYYMMDD) 20170102		13. ORDERS NUMBER DPS123 (webinar)	
14. PARAGRAPH NO.		15. IN TRANSIT TELEPHONE NO. (Include area Code) 360-555-1212	
16. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code) 456 Elm Street, Mobile, Alabama 36688			
17. PICKUP (ORIGIN) INFORMATION			
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) 123 Main Street, Bremerton, WA 98312		b. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) 456 Elm Street, Mobile, Alabama 36688	
c. PHONE NUMBER (include area Code) 360-555-1212 (include area code)		d. AGENT DESIGNATED TO RECEIVE PROPERTY MOVE, MR. WANNA	
18. TELEPHONE NUMBER (include area Code) 360-555-1212 (include area code)		19. SCHEDULED DATE FOR (YYYYMMDD) 20170228	
20. EXTRA PICKUP/DELIVERY ADDRESS (if applicable) N/A		21. DELIVERY 20170314	
22. REMARKS consumables est 0 lbs. Releasing Agent (Origin) MR WANNA MOVE 360-473-5555 Destination PPSO: (HACF) Phone: , Email: jppso-c1-ci-m1@us.af.mil			
23. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE")			
a. FROM		b. TO	
24. SIGNATURE OF SHIPMENT RESPONSIBILITIES STORAGE CONDITIONS			
a. NET POUNDS (Actual or estimated)		b. POUNDS OF PAPER (Actual or estimated)	
1. SIGNATURE OF MEMBER/EMPLOYEE		2. DATE SIGNED	
3. NAME OF CONTRACTOR (Sign DPM or non-temporary storage)		4. ADDRESS OF CONTRACTOR (Street)	
25. CERTIFICATE OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS TO AUTHORIZE UNACCUMULATED BAGGAGE, MOBILE HOME, AND/OR EXPENSIVE ITEMS ARE APPLICABLE			
26. REASON FOR NONAVAILABILITY OF SIGNATURE			
a. CERTIFIED BY (Signature)		b. TITLE	

**DD Form 1299 Sign & date pg. 1**

PERSONAL PROPERTY COUNSEL		PRIVACY ACT STATEMENT	
AUTHORITY: 37 USC 406, 5 USC 5326, and E.O. 9397			
PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and spouse movement of their personal property within the Defense Transportation System. Informal determining validity of claims for damage and insurance shipments and any third party use.			
ROUTINE USE(S): Information contained in this system of records may be provided to a wide audience via the Defense Transportation System users.			
DISCLOSURE: Information furnished to provide the requested information may include:		7. CHECKLIST (Continued)	
T. NAME (Last, First, Middle Initial) Move, Wanna		8. SPECIAL SEC PARAGRAPH DPS123	
4. RESIDUAL AUTHORITY		9. ORDERS NUMBER DPS123	
7. CHECKLIST (Answer "yes/no" instructions on back)			
PART I - HOUSEHOLD GOODS		PART II - PRIVATELY OWNED VEHICLES (POV)	
X (1) Belongings under the order described above (number of shipments, authorized destination, etc.)	N/A (1) Items of	PART VI - WEAPONS AND AMMUNITION	
X (2) Weight allowances: PCS 10000 POV 0	N/A (8) Value of	N/A (1) Does vehicle qualify as a POV?	
X (3) Weight restriction at new duty station, if any.	N/A (9) VP -	N/A (2) Authorization, restrictions, special Post Government requirements.	
X (4) Member's responsibility to reimburse the Government for any excess costs occasioned by these shipments.	N/A (10) Member's	N/A (3) Applicable part of enumeration and elaboration, otherwise if needed.	
X (5) Post-date and required delivery date as determined by requirements of the member. POC 20170228 POC 20170328	N/A (11) Member's	N/A (4) Particular form and procedure, responsibilities of carrier, etc.	
N/A (6) Make-included of shipment, including name of carrier if known.	N/A (12) Profound	PART VII - LIABILITY, CLAIMS, PROTECTION	
X (7) Uninsured items and amount of excess items.	N/A (13) Member's	N/A (1) Center, storage firm and Government liability for loss or damage.	
N/A (8) Professional benefit, services, and equipment.	N/A (14) Member's	N/A (2) Center and Government liability for mobile home. Liability for repairs accrue.	
X (9) Inventory/insurance/lossing expenses.	N/A (15) Member's	N/A (3) Center and Government liability for POV.	
X (10) Temporary storage (domestic or foreign).	N/A (16) Member's	N/A (4) Importance of documentation - accurate inventory exception on delivery, etc.	
X (11) Checking inventory of origin and destination, noting discrepancies on release of PPOE, DD Form 818, and carrier's inventory prior to arrival.	N/A (17) Member's	N/A (5) Valuation of items of extraordinary value - substantial value.	
X (12) Checking DD Form 818 prepared by carrier at origin for complete necessary information recorded thereon.	N/A (18) Member's	N/A (6) When to use in destination in the event of loss or damage.	
X (13) Checking DD Form 818 prepared by carrier at origin for complete necessary information recorded thereon.	N/A (19) Member's	8. CONFIRMATION OF COUNSELING	
X (14) Member's responsibility to sign delivery documents and release them to carrier (consignee), upon completion of property and completion of delivery services and annotation of discrepancies.	N/A (20) Member's	I understand that if I elect to ship any household goods at Government expense to a designated location when the mailing period for any type of housing at or in the vicinity of the current duty station is less than 20 weeks as determined by the current commander, all entitlement for further shipment of such property at Government expense will be exhausted until such time as I receive subsequent PCS orders assigning me to CORUS or assigning me to another service duty station.	
X (15) Member's responsibility to contact the destination TPO (consignee) upon arrival to give a point of contact for the TPO other property.	N/A (21) Member's	a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:	
X (16) Member's responsibility to contact origin and destination TPOs if there is any change in orders to ensure property is moved properly in absence of member and use of Power of Attorney and informal letter of authority.	N/A (22) Member's	1. HOUSEHOLD GOODS	
X (17) Extra pickup or delivery charges, when applicable.	N/A (23) Member's	2. NONTEMPORARY STORAGE	
X (18) Procedure to designate agent to receive property or accept shipment in absence of member and use of Power of Attorney and informal letter of authority.	N/A (24) Member's	3. PRIVATELY OWNED VEHICLES	
N/A (19) Member's responsibility to complete and turn in health carrier form.	N/A (25) Member's	4. LOSS AND DAMAGE	
X (20) Member's responsibility to ensure PPOE items are free of all debt.	N/A (26) Member's	5. UNACCUMULATED BAGGAGE	
PART III - UNACCUMULATED BAGGAGE		6. SIGNATURE OF COUNSELOR	
N/A (1) Included as part of HHG weight allowance when shipped at Government expense.	N/A (1) Belongings	DPS Complied	
N/A (2) Weight allowance: Member	N/A (2) Belongings	DD FORM 1797, SEP 1988 PREVIOUS EDITION IS OBSOLETE	
N/A (3) What can be shipped as unaccompanied baggage.	N/A (3) Belongings	SIGNATURE OF MEMBER/DEPENDENT/AGENT	
N/A (4) Pounds and delivery dates.	N/A (4) Belongings	DATE (YYYYMMDD)	
N/A (5) Preparation - Copy of Order in which container used before closing it.	N/A (5) Belongings		
N/A (6) How and by whom shipped.	N/A (6) Belongings		

**DD Form 1797 Sign & date pg. 2**



# Uploading Documents

## Past Moves

### 02 Jan 2017: BREMERTON to SAN DIEGO

Order Number DPS123 (webinar)

Order Type Separation

Click "Edit My Order/Shipment Info"



#### Shipment Status 1-HHG: Canceled

GBL No:

#### Desired Pickup Date

28 Feb 2017

#### Actual Pickup Date

#### Assigned Counselor

#### Moving Company

#### Origin

123 MAIN STREET  
BREMERTON, WA 98312  
UNITED STATES

#### Move Type

1-HHG: Household Goods

#### Total Pro-Gear Weight

10 lbs - Service Member  
0 lbs - Spouse

#### Destination

SAN ANTONIO, TX 78215  
UNITED STATES

#### Estimated Shipment Weight

3990 lbs

Edit My Order/Shipment Info

Print DD1797 Counseling Checklist

Print DD1299 Shipment Application

File a Claim

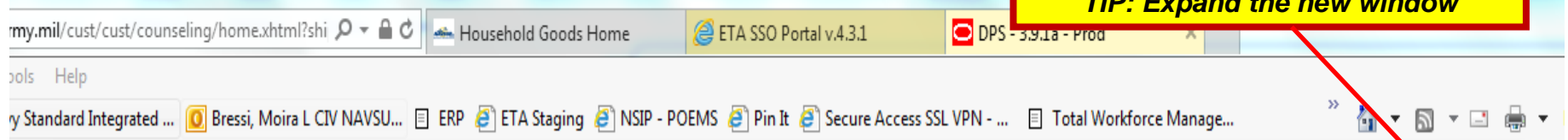
Complete Survey





# Uploading Documents

**TIP: Expand the new window**



https://dps.sddc.army.mil/?reset\_nav\_tree=1 - Counseling Home Page [DPS Prod - 3.9.1a] - Internet Explorer

**Counseling Menu**

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

**My Orders**

Customer: [Move, Wanna -- United States Navy --]

**Welcome to Counseling**


**Know your entitlements and responsibilities**

DPS counseling enables you to prepare your own shipment applications rather than visiting a counseling office to do so. Review the Limitations , Online Brochures , and FAQs links in the left pane for "need -to- know" information concerning your personal property move. You may print these pages for later reference.

To add a shipment to an existing order, click on the Create a shipment button for that order.

1

2

Action	Shipment No	Shipment Type	Shipment Status	Desired Pickup Date	Actual Pickup Date	Actual Shipment Weight	Self-Counseled	Assigned Counselor
	2	Household Goods HHG	In Counseling, Not Submitted	Jul 24, 2013			✓	MOIRA BRESSI

**A new window will open.**

- 1. Locate the correct Orders Number**
- 2. Next to the shipment, click the paperclip icon in the "Action" column (note: if you have more than one shipment, make sure to repeat the process for each)**



# Upload Documents

https://dps.sddc.army.mil/ - Shipments [DPS Prod - 3.9.1a] - Internet Explorer

**Counseling Menu**

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

**Order [TEST\_Claims]**

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

**Entitlements**

PCS: 11000 lbs.  
Remaining PCS:10 lbs.


**Shipment Submit**

Customer: [Move, Wanna -- PO1 / E-6 -- United States Navy -- 536374681]

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**

- Use the counseling menu on the left side and navigate to the “Submit” page
- Click “Upload Documents”



# Document Management (Selecting a Document)

**1**

**2**

**3**

**1. Select the Document Type**  
**2. Click “Browse” to open the folder where you saved your document**  
**3. Locate the document and click “Open” on your files folder**



# Document Management (Uploading a Document, cont.)

Document Management

DPS File Upload

Document Type

Order

+ Browse GLS TEST Orders.pdf

Upload

The name of your document appears next to the browse button

- Click "Upload"

You will receive confirmation that your document has been successfully upload (a green bar with the document type will appear)

Repeat the steps until orders and SIGNED DD Forms 1299 & 1797 have been uploaded.

Close the Document Management window when all documents have been uploaded

Document Management

✓ The DD Form 1797 document has been successfully uploaded.

DPS File Upload

Document Type

DD Form 1797

+ Browse

Upload



# Verifying Documents

**Counseling Menu**

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

**Order [TEST\_Claims]**

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

**Entitlements**

PCS: 11000 lbs.  
Remaining PCS:10 lbs.

**Shipment Submit**

Customer: [Move, Wanna -- PO1 / E-6 -- 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](#)

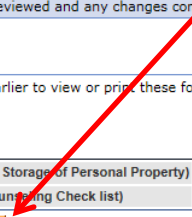
DD Form 1797 (Personal Property Counseling Check list) [View & Print](#)

[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](#)

**You can verify that all supporting documents have been uploaded by clicking the "View Documents" button**



**Once you have verified that all documents have been successfully uploaded, close the document window.**

**NOTE: Make sure (if you have not already done so) to submit your application!**

https://dps.sddc.army.mil/?p=TGdcl0loyM181%2BRH8VSUr6AGrsgE1pCsJE/W82KM8k7bcQZLXnWUM1TrJTvjFM - Internet Explorer

### Document Management

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

Documents							
(1 of 1) 1							
File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	2-HHG	Move Wanna_Test 1299.pdf	1	DD Form 1299	08 Nov 2017		
Submitted	2-HHG	Move Wanna_Test 1797.pdf	1	DD Form 1797	08 Nov 2017		
Submitted		GLS TEST Orders.pdf	1	Order	08 Nov 2017		

(1 of 1) 1



# Unable to Upload Documents

Every effort should be made to upload supporting documents into DPS as this is the most expedient way for the responsible origin Personal Property Office to receive them

- If you are unable to upload documents to your DPS account you can drop them off or email them to your local Personal Property Office.
- Use the below link to locate the street address and/or email address of your local Personal Property Office:
  - ❖ [https://www.move.mil/common/locator\\_maps/trans\\_offices\\_pjf.cfm](https://www.move.mil/common/locator_maps/trans_offices_pjf.cfm)



# Contacts

- For **technical** assistance contact the DPS Helpdesk available 24/7:
    - ❖ Toll-Free: (800) 462-2176
    - ❖ Commercial: 618-589-9445
  - For assistance **navigating** your DPS application review our individual guides available on our webpage at <https://www.navsup.navy.mil/household/dps>
- OR
- Email us at [householdgoods@navy.mil](mailto:householdgoods@navy.mil)



# Thank You.....

For additional information or assistance:



[www.facebook.com/navyhhg](http://www.facebook.com/navyhhg)



[www.pinterest.com/navyhhg](http://www.pinterest.com/navyhhg)



[www.youtube.com/navyhhg](http://www.youtube.com/navyhhg)



[www.twitter.com/navyhhg](http://www.twitter.com/navyhhg)

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