



Creating a Non-Temporary Storage (NTS) Release Shipment

How to coordinate the release of your NTS shipment from storage



Steps to Request Release

- Log into Defense Personal Property System (DPS)
- Update/Create DPS Profile & Enter new orders information
- Create a basic HHG Shipment
- Upload Supporting Documents
- Receive confirmation email from DPS Shipment
- Be available on agreed upon delivery dates



Log into DPS

- **If you are new to the DPS system**, you will need to obtain a User ID and password
 - For step-by-step instructions to obtain a User ID & Password, see our guide at:
https://www.navsup.navy.mil/public/navsup/hhg/dps_guides/
- **If you have a DPS user ID & Password**, log into your DPS account. If it has been longer than 90 days since you used DPS, you will be prompted to review your User Profile.



DPS Landing page



Defense Personal Property System

Welcome to DPS Landing Page

Customer

(I need to ship Personal Property)

[Log in with Certificate](#)

[Log in with User Id](#)

[Forgot Password?](#)
[Register as a Customer](#)

Supporting Role

(DOD Personnel in the DP3 Enterprise and TSPs)

[Log in with Certificate](#)

[Log in with YubiKey](#)

[Register in a Supporting Role](#)

Application Notices

OCONUS users requiring toll free access to the SRC:

From a DOD installation phone with DSN access, dial 94 809-4-OFF-DSN (809-463-3376); once you receive a second dial tone, dial SRC's toll free number, 1-800-462-2176.

Outages

No outages are currently planned

Notices

No notices were found to display

PII Disclaimer

This system contains information which must be protected IAW AR 340-21, The Army Privacy Program; Department of Defense (DoD) Directive 5400.11, DoD Privacy Program; The Privacy Act of 1974 as amended applies, and it is For Official Use Only (FOUO). It must be protected or privacy act information removed prior to further disclosure.



DPS HOMEPAGE

Welcome to DPS

Start a New Move

Shipment Management

Customer Satisfaction Survey

Claim History

Current Move

01 Nov 2017: BREMERTON to SAN DIEGO

Order Number 2197 TEST

Order Type Permanent Change of Station

There are no shipments currently associated with this order.

[Edit My Order](#)

[Add a shipment](#)

Wanna Move POT/E-6 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

Current Move

01 Nov 2017: BREMERTON to SAN DIEGO
Order Number 2197 TEST
Order Type Permanent Change of Station

[Add a shipment](#)

Click "Start a New Move" if current orders are not shown on homepage.

If orders are shown, click the blue down arrow on the right side, then click "Add a Shipment"

Once you have created or updated your profile you will return to your DPS Homepage. With some exceptions, most moves performed over the last 8 years will have been processed in DPS. Your Homepage will show you all your moves performed through the DPS system.

Before requesting a shipment, make sure that your current orders have been added to your DPS account. If your homepage does not show your current orders, you will need to add them before creating a shipment.

For instructions on how to add orders information, please see our guide located at https://www.navsop.navy.mil/site/public/household/downloads/Creating_a_Profile_and_Entering_Orders_Information_Joint_07Nov2017.pdf



Self-Counseling

1

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

2

Will the shipment selected above be created as a Personally Procured Move(PPM)? **3**

Yes No

3

<< Previous Next >>

The next step in the process is to create a basic HHG Shipment. Do NOT request a NTSR! DPS will not be able to process this request correctly.

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

Select "HHG" as the type of shipment
Say 'no' to the PPM question
Click "Next"

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



Shipment Information

Shipment Information
 Customers (Block, Vehicle, etc.) United States Army

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

2024C

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

HHG may include:

- Weapons
- Vehicle (other than POV). Such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, golf carts and their associated trailers.
 - 1. 14 feet or less in length and 4 feet 10 inches or less in width and 4 feet 8 inches or less in height. Loads with or without associated trailer can be shipped in your HHG.
 - 2. Over 14 feet in length or 4 feet 10 inches in width or over 4 feet 8 inches in height. Loads with or without associated trailer is over 12 feet (exception - primary residence).
 - 3. Employees are not authorized to ship a boat/personal watercraft (with or without associated trailer).

Notes: Shipping a boat may result in excess costs for that equipment. You are responsible for paying all accessorial charges associated with shipping your boat and you are responsible for removing airbrake gear, cladding, television, stls and similar items. All antennas, masts, fishing trolling poles and outriggers must be lowered to meet dimensional requirements or removed.

Items: (including extra locks, battery chargers) replacement seats subject to normal wear such as spare bike, hoses, fan belts, tools, tune-up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds

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 condiment, goods for sale or commercial use, perishable items, including plants (except for local items), 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 dependents.
- 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 Restrictions of New Duty Station (if any): Some overseas areas restrict the amount of weight you are authorized to ship. Review the personal property assignment guide to view if there are any types of shipping restrictions based on your shipment's destination. You are authorized to ship 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 allowance.
- If you choose to ship to other than an authorized grade 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 unaccompanied articles in a shipment block and declared value amount.
- If you or your agent are not at the scheduled pickup or delivery address when movers arrive.

Packing Dates and Required Delivery Date: As part of your application you will be required to submit a timeframe you are available for packing and pickup. Based on these dates, weight of your shipment, and destination location, DPS will provide you the estimated arrival date of your shipment. You will discuss with the dates of your pack, pickup, and delivery date.

Mode/Method of Shipment:

- Household goods will be packaged/arranged/tagged inside your home, then loaded into wooden containers for overseas moves or loaded in a truck for CONUS moves.
- It will be shipped by your mode of transport (air or sea).
- It will be insured by your mode of transport (air or sea).
- It will be transported by a transportation service provider (TSP) once your shipment has been booked. You will discuss with the TSP the date and time of your pack and pickup date.

Unauthorized Items and Disposal of Unusable Items:

- Explosives, or explosive, or flammable materials, ammunition, building materials, or items not belonging to you or your dependents, or items or products for your own private business are not authorized for shipment.
- For lawn mower, you must use only steel (not the full size m) as well.
- For motorcycle, also fuel, disconnect terminals from battery, and tape it. Do not leave them in the tank, but make sure there is no leakage. If you are putting motorcycle into long term storage (LTS), remove the battery.
- To ship a motorcycle, we will need a copy of the title or release letter from the seller. Provide us also with the make, model and vehicle identification number and the cc of the motorcycle.

Professional Books, Papers, and Equipment: These are items required to perform your official duties such as:

- Reference books not an ordinary part of the day job.
- Textbooks, books and reference works for technicians, mechanics, medical professionals, musicians, and members of the professions.
- Specialized printing such as blue prints, technical aids, firing lists and technical manuals, handbooks, and other specialized apparel, not normal or usual uniform clothing.
- Individual items such as: pens, pencils, calculators, and other office supplies.
- Individual items of specialty issued field clothing and equipment.
- Clothing and individual clothing (COCAP) property issued to the employee or member by the Service/DoD COMPONENT for official use.
- Government, or unclassified personal, records, memoranda, organizational charts and other official documents.
- Separate your professional gear from the rest of your household goods, so that they may be packed, weighed, and marked separately, and listed as professional books, paper, and equipment on your inventory.
- Do not exceed 2,000 lbs in weight for your professional gear. If the actual weight of your gear is higher than 2,000 lbs, the difference will be charged against your weight allowance.

Refrigerating/Freezing of Appliances: It is your responsibility to get your household goods ready before the pack date.

- You must disconnect all appliances.
- The food in your freezer should be uncooked and water drained.
- Refrigerator, freezer and air conditioners should be cleaned and dry prior to pack date.
- Water tank should be drained completely, no water droplets on pack date or movers will not pack it.
- If you have original containers available please bring them to the depot and have movers pack them.
- Do not pack anything in it in the normal household manner.
- Do not pack anything in it in the normal household manner.
- Refrigerator items such as dairy, dairy products, frozen meats, and other perishable items will be discarded by you. Chain link fence must be rolled.
- Do not pack anything in it in the normal household manner.
- Do not pack anything in it in the normal household manner.
- Do not pack anything in it in the normal household manner.
- Do not pack anything in it in the normal household manner.

Temporary Storage: (Short term storage that is part of TSP transportation) Temporary storage will be authorized at origin, in transit, or at destination.

- This type of storage is in connection with shipment. You must designate a city and a state and take delivery. You may have 90 days temporary storage.
- If you need to have additional storage time, request an extension from the destination transportation office.
- Storage is authorized for up to 180 days. If you need more than 180 days, you must request an extension from the destination transportation office.
- Storage is authorized for up to 180 days. If you need more than 180 days, you must request an extension from the destination transportation office.
- Storage is authorized for up to 180 days. If you need more than 180 days, you must request an extension from the destination transportation office.

Storage:

- The government has a responsibility for a shipment and liability under the bill of lading for a shipment in GSI bill terminals, and the warehouse shall become the final destination of the shipment, on midnight of the day specified in the notice which the TSP receives through GPS advising that the shipment is ready for delivery.
- The TSP's responsibility for a shipment ends liability under the bill of lading for a shipment in GSI bill terminals, and the warehouse shall become the final destination of the shipment, on midnight of the day specified in the notice which the TSP receives through GPS advising that the shipment is ready for delivery.
- The TSP's responsibility for a shipment ends liability under the bill of lading for a shipment in GSI bill terminals, and the warehouse shall become the final destination of the shipment, on midnight of the day specified in the notice which the TSP receives through GPS advising that the shipment is ready for delivery.
- The TSP's responsibility for a shipment ends liability under the bill of lading for a shipment in GSI bill terminals, and the warehouse shall become the final destination of the shipment, on midnight of the day specified in the notice which the TSP receives through GPS advising that the shipment is ready for delivery.

Refer to **JTR Definitions** for additional explanation of Storage in Transit (SIT).

allboats, light rowboats, kayaks, and dinghies and sculls. Boats in excess of 14 ft or any boat with a trailer or has a trailer. You are responsible for paying all accessorial charges associated with shipping removed.

tes when you ship firearms:

de tab.

oods or gross weight for unaccompanied baggage, whichever is greater, up to a maximum of

the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims

timum liability for the vehicles shall be the value stated in the current issue of the National Automobile TSP has obtained an appraisal of the vehicle from a qualified appraiser, settlement will be based on

on 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).



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 review as it contains information on 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

Order [PCS Test] <<

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



Pickup and Delivery

Customer: [Move, Wanna -- 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 **i**

Dates

*Desired Pickup Date  *Desired Delivery Date 

Please check this box if you will be taking delivery in the same City/State where your property is currently being stored.

Using the Calendar Icon, select the date you would like your property released from NTS and indicate your desired delivery date.

NOTE: When requesting your shipment be released from storage, the property should be direct-delivered to your new address unless it will be shipped overseas. There is no temporary storage authorization at destination and you should be prepared to accept delivery of your HHG upon its arrival. If your shipment arrives to a domestic destination and you are unable to accept delivery, it may have to be placed into temporary storage. This increases the handling of your shipment resulting in an increased risk of damage and the additional costs could end up at your expense. To avoid damages and possible charges, please indicate the earliest date you can accept delivery in the "Desired Delivery Date" block to prevent the shipment from arriving before you are able to accept delivery. Shipments are generally scheduled based upon your requested pickup date but will be finalized by the office scheduling your shipment for movement and may be adjusted due to carrier capability or to prevent early arrival of the shipment.



Pickup and Delivery: Pickup 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 select the address you want to use. 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

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

Addresses

Address Listing

Select	Address	
<input type="radio"/>	PEARL HARBOR, UNITED STATES 3603733089	
<input type="radio"/>	456 A ST MOM'S HOUSE OMAHA, NE 68101 123-456-7890	<input type="text" value="Select an authorized pickup address"/>

OK Cancel **Add Address**

Next you will provide your authorized and requested pickup locations. For your authorized pickup address, use the information from your orders (i.e. current/previous duty station)

For your requested pickup address, you will need to enter the location where your NTS is being stored, if you do not have the NTS facilities information please contact your local Personal Property Office to obtain that information. If you do not know the address of the NTS warehouse facility, enter "NTS Your Area" in line 1; then enter the city/state where the shipment was picked up.

To add each address use the rolodex icon next to the item field. In the popup window, click the 'Add Address' button.



Pickup and Delivery: Delivery Address

Addresses

Address Listing

Select	Address	
<input type="radio"/>	YOKOSUKA, JAPAN 360-555-1212	
<input type="radio"/>	456 Elm Street Mom's Address PORTLAND, OR 97086 360-555-1212	
<input type="radio"/>	NTS YOUR AREA NORFOLK, VA 23501 360-555-1212	
<input checked="" type="radio"/>	123 Main Street BREMERTON, WA 98312 360-555-1212	

OK Cancel Add Address

Addresses

Address Listing Add/Edit Address

Address Line 1:

Address Line 2:

*Phone: FORMAT: xxx-xxx-xxxx for Domestic

Ext:

Location

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

Select City

BREMERTON, KITSAP COUNTY, WA, 98310
 BREMERTON, KITSAP COUNTY, WA, 98311
 BREMERTON, KITSAP COUNTY, WA, 98312
 BREMERTON, KITSAP COUNTY, WA, 98314
 BREMERTON, KITSAP COUNTY, WA, 98337

If you are unable to select a phone number, please call 770-7332.





Save Address

Repeat the steps from the previous screen to add your authorized and requested delivery addresses. Make sure to save the address and click OK to select each one.

NOTE: There is no authorization for temporary storage at destination. Members **MUST** have an actual delivery address in order for their NTS shipment to be released. If you do not have a delivery address you may leave the first line blank however, your application will NOT be processed until you provide an actual street address.



Pickup and Delivery: Power of Attorney & Letter of Authorization

Power of Attorney	<input type="text" value="Select from below"/>  -- None Selected -- MR WANNA MOVE	Power of Attorney	<input type="text" value="Select from below"/> 
Letter of Authorization	<input type="text" value="Select from below"/> 	Letter of Authorization	<input type="text" value="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.

TIP: 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. A copy of the POA or LOA will need to be uploaded as a misc/supporting document.



Intransit/Emergency Contact & Additional Pickup Delivery Addresses


The In-Transit/Emergency Contact Information is a mandatory field and is an address where you can be reached while travelling to your new duty station. This information can be any address or point of contact you choose.

Use the previous instructions for adding and selecting an address by clicking the rolodex icon. Make sure to select the appropriate address so that it populates in the correct field.

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

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



Addresses

Address Listing | Add/Edit Address

Address Line 1: 456 Elm Street
Address Line 2: Mom's Address
*Phone: 360-555-1212
Ext:
FORMAT: xxx-xxx-xxxx for Domestic

Location
 CONUS (U.S.) OCONUS (Not Considered a State)

Select City: portland
PORTLAND, ASHLEY COUNTY, AR, 71663
PORTLAND, MIDDLESEX COUNTY, CT, 06480
PORTLAND, JAY COUNTY, IN, 47371
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, 04111
PORTLAND, CUMBERLAND COUNTY, ME, 04112

If you are unable to select 770-7322

Save Address

Delivery 2

Addresses

Address Listing









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

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



In Transit/Emergency Contact and Additional Location Information

Additional locations

Pickup 1	<input type="text"/>	 	Delivery 1	<input type="text"/>	 
Pickup 2	<input type="text"/>	 	Delivery 2	<input type="text"/>	 

Members may request an additional pickup or delivery location as long as it is within 30 miles or their authorized locations. With NTS shipments, there is usually no additional pickup location authorized however, members may request that the shipment be delivered to a private commercial storage facility.

To add an additional delivery location, follow the previous steps shown.

NOTE: for the purpose of this instruction, we are not adding additional pickup or delivery locations.



Receiving Agents

Releasing & receiving agents

Releasing	<input type="text" value="Select from below"/>	Receiving	<input type="text" value="Select from below"/> -- None Selected -- Mary Test MR WANNA MOVE
-----------	--	-----------	---

For the purpose of this instruction we are only including Receiving Agent information (Releasing Agents are not needed for a NTS release) Members may authorize a Receiving agent to act on their behalf at destination location. Receiving Agents **MUST** be over the age of 18 and available from 0800 to 1700 on the days of delivery. When you enter a Receiving agent they do not need to have a Power of Attorney or a Letter of Authorization.

➤ Using the drop down menu, select your 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

Order [TEST NIS RELEASED]

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

Entitlements

PCS/UB: 11000 lbs.
Remaining PCS/UB: 11000 lbs.

Pickup and Delivery

Customer: Elvira, Wannu - 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 move.

Is this a Local Move? Yes No

Dates

*Desired Pickup Date: 11-Jan-2016 *Desired Delivery Date: 29-Jan-2016

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 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	YOKOSUKA, JAPAN 360-555-1212	*Authorized Delivery Address	123 Main Street BREMERTON, WA 98312 360-555-1212
*GBLOC	Select from below CVPL		
*Requested Pickup Address	NTS YOUR AREA NORFOLK, VA 23501 360-555-1212	*Requested Delivery Address	123 Main Street BREMERTON, WA 98312 360-555-1212
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

456 Elm Street
Home Address
PORTLAND, OR 97006
360-555-1212

Additional locations

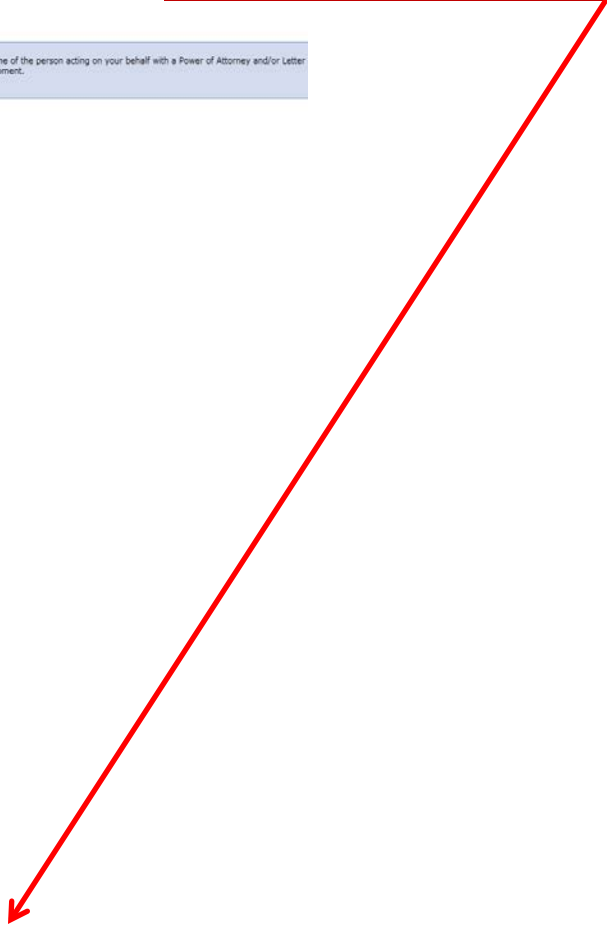
Pickup 1	<input type="text"/>	Delivery 1	<input type="text"/>
Pickup 2	<input type="text"/>	Delivery 2	<input type="text"/>

Releasing & receiving agents

Releasing	Select from below	Receiving	MR WANNA MOVE MR WANNA MOVE 360-473-5555
-----------	-------------------	-----------	--

Navigation: << Previous Next >>

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





HHG Basic Information

On the Basic HHG shipment page, members will indicate the estimated weight of their shipment. This weight should be the same weight of the shipment that was placed into NTS. If you're unsure of the actual weight that is in NTS please contact your local Personal Property office for that information.

Customer Information
 Point of Contact
 My Orders
 Enter Order Information

Order [TEST NTS RELEASE]

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/UB: 11000 lbs.
 Remaining PCS/UB:11000 lbs.

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]	3000	Weight Estimator Form
*Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	10 <i>i</i>	How will PBP&E affect my household goods weight? <i>i</i>
*Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]	0 <i>i</i>	How will Spouse PBP&E affect my household goods weight? <i>i</i>
*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]		

Special Items included in shipment

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

Note: Only utility trailers of a single-axle with an overall length of no more than 12 feet (from rear to trailer hitch); with or without tilt beds and no wider than 8 feet (outside tire to outside tire) can be shipped as part of your HHG. Side rails or the body of the trailer must not be higher than 28 inches (unless detachable) and the ramp/gate for the utility trailer cannot be higher than 4 feet (unless detachable).

Additional Information

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

Release shipment from NTS Your AOR

216 characters left

<< Previous Next >>

In the Additional Information field, enter a note that the shipment is being released from NTS and add a note that states when you will be available to accept delivery. If you have your NTS information please enter the SON # and LOT# also. If you do not, please contact your local Personal Property Office and they can provide that to you.

Example: Release shipment from NTS Your Area; can accept delivery beginning 29-JAN-2016

Click Next.



Additional Items

Additional Items

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

Motorcycles

* You have indicated you have a motorcycle. Do you want to add it to this shipment?

Yes No

Firearms

* Do you want to add a firearm to this shipment?

Yes No

* I certify that this shipment does not contain firearms.



<< Previous

Next >>

If your NTS shipment includes a motorcycle or firearm, you must enter the associated information.

If your NTS shipment includes a boat 14' or longer; or of any length on a trailer, please contact your local TMO office for additional guidance.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms.



Adding a Motorcycle

Counseling Menu

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

Order [PCS 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
 - 2-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items**
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 11000 lbs.
Remaining PCS:1596 lbs.

Additional Items

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

Motorcycles

* You have indicated you have a motorcycle. Do you want to add it to this shipment?

Add/Edit

Is Vehicle Drivable: Yes No

*Vehicle Identification Number (VIN): 1234VJR879F

Chassis Number:

License Plate Number:

*Make: HARLEY DAVIDSON

*Model Year: 2010

*Model: SOFTAIL

*Engine Size[numeric]: 1584

Licensing State: --Select From Below--

*Country of Manufacturer: UNITED STATES

*Weight[numeric]: 840



Save **Cancel**

When you say yes to adding a motorcycle, a new window will open and you will need to provide the information requested.

Once you have added the information, click 'Save'.

The motorcycle information populates on the page.

Motorcycles

Action	#	Make	Model	Model Year	Engine Size	Licensing State	Estimated wt.	Country of Manufacturer
 	1	HARLEY DAVIDSON	SOFTAIL	2010	1584	N/A	840	UNITED STATES

Add Motorcycle



Adding a Firearm

Counseling Menu

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

Order [PCS 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
 - 3-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items**
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 11000 lbs.
Remaining PCS:4200 lbs.

Additional Items

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

Motorcycles

Action	#	Make	Model	Model Year	Engine Size	Licensing State	Estimated wt.	Country of Manufacturer
	1	HARLEY DAVIDSON	SOFTAIL	2010	1584	N/A	840	UNITED STATES

[Add Motorcycle](#)

Firearms

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

When 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; click 'Next' when you have answered both questions.

Add/Edit Firearm

*Serial Number:

*Make:

*Model Year:

*Model Name:

*Caliber Size or Gauge:

*Country of Manufacturer:

*Firearm Code:

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

Firearms

Action	#	Model	Serial Number	Model Year	Caliber Size	Make	Firearm code	Country of Manufacturer
	1	700	12345R4	2005	.222	REMINGTON	Acquired from a licensed dealer.	UNITED STATES

[Add Firearm](#)



Additional Items

Additional Items

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

Firearms

* Do you want to add a firearm to this shipment?

Yes No

* I certify that this shipment does not contain firearms.



<< Previous

Next >>

Firearms information MUST be added if NTS shipment includes firearms.

If you say no to the firearms question, you are required to certify that your shipment does not contain firearms.

Click Next.



Scheduling

Counseling Menu <<

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

Order [TEST NTS RELEASE] <<

- 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

Scheduling

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

Based on the total estimated weight of **3,000** pounds, it will take **1** days. **0** days for packing and **1** day for picking up your shipment. It is estimated that it will take **18** days for this shipment to be delivered to your destination.

Shipment Dates

Note: All dates, including the "Desired delivery date", will be negotiated with the Transportation Service Provider during the premove survey. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Desired Pickup Date:	Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
Estimated shipment arrival date at destination :	Jan 29, 2016		

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 >>

Entitlements <<

PCS/UB: 11000 lbs.
 Remaining PCS/UB:8010 lbs.
Excess Cost:\$521.43

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

NOTE: The release of shipments from NTS can take up to six weeks to coordinate. The DPS page only provides shipment dates as an estimate. The responsible Personal Property Office will coordinate the actual release date with the NTS Warehouse facility and the new TSP.



Shipment Dates

Based on the total estimated weight of **3,000** pounds, it will take **1** days. **0** days for packing and **1** day for picking up your shipment. It is estimated that it will take **18** days for this shipment to be delivered to your destination.

Shipment Dates

Note: All dates, including the "Desired delivery date", will be negotiated with the Transportation Service Provider during the premove survey. The "Estimated Shipment Arrival Date at Destination" is the standard transit time required based on the origin, destination, and estimated weight of shipment.

Desired Pickup Date:	Jan 11, 2016	Desired Delivery Date:	Jan 29, 2016
Estimated shipment arrival date at destination :	Jan 29, 2016		

All transportation dates are negotiated between you and the TSP assigned to the shipment but the release must also be coordinated with the storage facility and it is required to be scheduled by the office storing the shipment. You cannot change the negotiated pick up date without contacting the office responsible for storing your shipment. Scheduling your property to be released to the TSP assigned and pulling the shipment out of a warehouse required additional lead time before the assigned TSP can pick up the shipment from the storage facility. Because of these additional requirements and (at times) limited carrier capacity, requests should be submitted as far in advance as possible but ultimately could result in your shipment being scheduled later than your original request dates.

The Desired Delivery Date should be the earliest date you indicated that you can accept delivery of the shipment. This is not however a firm delivery date or the latest date the carrier will have to offer the shipment for delivery without penalty. You can negotiate with the TSP for a preferred date. The RDD (Required Delivery Date or 'no later than' date) will be dictated by weight and distance as established for domestic transportation.

NOTE: there will be no temporary storage authorized at destination on domestic shipments! You MUST ensure you, or your agent, are available to accept direct delivery upon arrival of the shipment at destination.



Preferred TSP

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 >>

You MUST say yes to the direct delivery.

Say yes to the preferred TSP question if you have a moving company you would like to request be responsible for your shipment. If you say yes to this question, you must enter the name of the company in the field below.

Say yes to the non-preferred TSP question if you have a moving company that you would NOT like to move your property. If you say yes to this question, you must enter the name of the company in the field below.

Click Next when done.

NOTE: for the purpose of this demonstration, we have said no to these questions



Responsibilities

Customer Responsibilities

Customer: *Elvis, Vienna* - United States Navy -

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 extended 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, 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 package 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 spill in transit.
- Off the Wall** - Remove pictures, mirrors and food racks from the walls, take down curtain rods and valances. Remove everything from the floor.
- FRIGID** - 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 recreational that will not be shipped with the rest of the household goods.
- Get Pets** - No Pets! - If necessary, have a determination of the residence and household goods completed at least several days prior to move.
- Goods will not be packed up** by the carrier if suspected of being bag inflated. The member is responsible for costs associated with.
- No Propane Tanks** - Dispose of propane tanks prior to shipment pick-up.
- Motocycles** - If putting a motorcycle in storage, ensure that the gas tank is empty. Disconnect the battery and secure the cables.
- Dirty Dishes & Clothing** - Ensure all your dirty dishes/laundry items, etc. are clean and ready to be packed by the mover. Also, wash.

CARRIER RESPONSIBILITIES ON MOVING DAY

- Packing and securing your property for shipment.
- Using new and clean packing material for lines, clothing, and bedding, and using new or like new packing material for other items.
- Packing mirrors, pictures, and glass table tops in specially-designed crates.
- Protecting all finished surfaces.
- Properly tying and protecting rags.
- Marking each carton to show general contents and preparing an accurate, legible inventory.
- Service your appliances.
- Ensuring that nothing is loaded on the tailgate of the moving van.
- Removing all excess packing material from the residence.

NOTES: The carrier is permitted to leave unbrakeable and light items in drawers for close proximity moves.

HIGH-VALUE ITEMS
High value items are small, giftable items not normally listed in detail on the carrier-prepared inventory. Members should have their own inventory or proof of ownership which may be in the form of purchase receipts, cancelled checks, photographs, video or statements of disinterested persons who observed.

Carrier Responsibilities

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 coded as a chair, but would normally be listed separately on the carrier prepared inventory. However, a \$200 movie camera would normally be coded as a camera with other items being listed on a carrier prepared inventory.
- The member's prepared inventory that lists categories for a disinterested person, and the member should retain the original in case it is needed to file a loss or damage claim.
- Members need to be prepared to provide evidence to support the loss or damage.

Hand Carry Special Items - Don't bring small, extremely valuable items.

Appraise Expensive and Valuable Items - Artwork, collectibles, etc.

Photograph or Document Valuables - Check-up photographs or videos.

RELEASING OR SELECTING AGENT
A member may designate a spouse, a relative, or a friend who is:

- the person named as designated agent on the move application.
- if not specified on the move application, the agent must have a representative.

PICKUP FROM PRIVATE STORAGE OR WAREHOUSE

- Appointment** - You must make an appointment for pickup with the carrier.
- Pickup List** - Provide the carrier with a description of what is being picked up.
- Be There** - Be at the scheduled time for pickup, the member or carrier.
- Unpack/Repack** - The member or member's representative is responsible for repacking.
- Repack and Move** - The carrier will then repack and move the goods.

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

EXCESS PERSONAL COSTS

- Extra Services** - Additional handling costs including special handling.
- Extra Weight** - Members should be aware that the total combined weight of all items is limited.
- Extra Distance** - Members should avoid extra mileage charges.

For example: if orders permit shipment of goods from San Diego, CA to New York, NY, the carrier will charge for the extra distance.

UNSHIPPED ITEMS - Avoid shipping unshipped items. Items that are not shipped are not covered by the carrier's liability.

Special Items and Disasters - If you have a disaster, you should file a claim with the carrier as soon as possible.

For example: if you have a disaster, you should file a claim with the carrier as soon as possible.

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 rating of Transportation Service Provider (TSP). TSPs who better serve will be offered more shipments.

SHIPMENT VALUE CLAIMS
If the shipment was accepted by the NTC Transportation Service Provider prior to 3 March 2006, it is possible the goods are only covered under approved replacement for all or part of the shipment. If your shipment was accepted by the NTC Transportation Service Provider after 3 March 2006, your shipment has Full Replacement Value (FRV) coverage. FRV liability is determined by \$500 per shipment or \$1.01 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:

- Cost of damaged property to original condition.
- Costs with an item of like kind and quality.
- Declination.
- Transport 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 DHS within 90 days from the date of delivery. If the claim is filed more than 90 days from the delivery date, or immediately with the Military Claims Office (MCO) when delivery, you will only be eligible for approved replacement value with cost 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 DHS 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 affect delivery of your shipment, you must contact either the Origin or Destination PFSO Transportation Office. It is your responsibility to contact the Destination PFSO or to update your destination contact information, including a point of contact, in DHS 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.

FILE << Previous Next >>

Read & check Acknowledgement box
Click "Next"



Shipment Summary

Shipment Summary

Customer: [Move, Wanna -- 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 side of the screen to edit the information.

Customer Profile

Name: Move, Wanna
SSN/EIN:
Primary Phone: 360-476-8888
Permanent Contact Address:
123 MAIN STREET
BREMERTON, WA 98310

Order Details

Order: TEST NTS RELEASE Permanent Change of Station Shipment of HHG Permitted
Order Date: 22-Oct-2015
Current Duty Station: YOKOSUKA
Headquarters Issuing Orders: [Redacted]

Shipment 1 - Household Goods

Pickup Information

Your Household Goods have a desired pickup date of 11-Jan-2016 from the pickup address:
NTS YOUR AREA
NORFOLK, VA 23501
360-555-1212

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 29-Jan-2016 to the delivery address:
123 Main Street
BREMERTON, WA 98312
360-555-1212
Your have assigned your receiving agent as MR WANNA MOVE (360-473-5555)

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"

Click here to verify the above information is correct

Print

<< Previous Next >>



Counseling Office

Counseling Menu

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

Order [TEST NTS RELEASE]

- 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

Counseling Office

Customer: [Move, Wanna -- 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. 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	Destination Servicing Installation
GBLOC: BGIC	GBLOC: JENQ
Installation Name: NAVSUP FLC NORFOLK-CPPSO	Installation Name: NAVSUP FLC PUGET SOUND

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

- PPO NSA MID SOUTH MILLINGTON TN
- PPO NAS PATUXENT RIVER, MD
- PPO FLCN Annapolis
- PPO Great Lakes
- PPO / BASE PORTSMOUTH VA
- PPO USCG SUPPORT CENTER, Elizabeth City
- PPSO FLC NORFOLK VA
- MCAS Iwakuni
- NAVAL AIR FACILITY, ATSUGI JAPAN
- COMFLEACT YOKOSUKA JAPAN
- COMMANDER, FLEET ACTIVITIES SASEBO
- Camp Zama

Selected Counseling Office Information	
Installation Name:	PPSO FLC NORFOLK VA
Street:	7920 14TH STREET
City:	NORFOLK
State:	VA
ZIP/APO/FPO:	23505
Country:	UNITED STATES
Phone:	8776198596
DSN:	
Fax:	7574433736
DSN Fax:	
Email:	HHG_MA_Counseling@navy.mil

<< Previous
Next >>

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

Please select the most convenient office for you to work with and turn in your forms to. Usually this will be the location storing your shipment but you may elect another office from the drop-down menu if it is more convenient. Please take note of the contact information for the office you select for future questions about your shipment.

Click "Next"



Excess Cost

Counseling Menu <<

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

Order [TEST NTS RELEASE] <<

- 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/UB: 11000 lbs.
Remaining PCS/UB:8010 lbs.
Excess Cost:\$521.43

You may notice that when you submit an application for a HHG shipment that releases your property from NTS that an excess cost amount appears in the Counseling Menu.

The Counseling menu is located on the left side of your application. As you complete each step of the application process, the counseling menu provides you with your Entitlements. You will see your authorized weight allowance and the remaining weight after completing and submitting each application. The excess cost amount appears below this information.

There may be an excess cost indicated for a variety of reasons. In most cases, an excess cost may be assigned when a members requests pickup/delivery from or to an unauthorized location. Excess cost may also be assigned when a member has multiple shipments and the combined weight of all shipments exceeds the maximum weight authorized.

All applications are reviewed for accuracy and if an excess cost is indeed owed, the member will receive confirmation from the responsible origin counseling office. If you see an excess cost on your application, make sure to discuss this with your origin counseling office.



Shipment Submit

Counseling Menu

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

Order [PCS Test]

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

Shipment Submit

Customer: [Move, Wanna -- 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](#)

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.

IMPORTANT!!! Do NOT submit your application! You need to print and sign the DD 1299 & 1797 or save them and electronically sign them, then upload them **PRIOR** to submitting your request. . Your application *will not* be processed until you provide these signed documents and a copy of your orders. Follow the upload instructions next.

- Summary
- Counseling Office
- Submit

Entitlements

PCS: 11000 lbs.
Remaining PCS:1596 lbs.



DD Forms 1299 & 1797

DD Form 1299

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <i>(Read Privacy Act Statement on back before completing form.)</i>		1. DATE PREPARED (YYYYMMDD) 20151123	2. SHIPMENT NUMBER 3 / 3 NTS
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office) a. NAME NAVJUP FLC PUGET SOUND	
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code) NAVJUP FLC PERSONAL PROPERTY (CODE 4080) 3311 COLLEAVE BLDG HQ BREMERTON, WA 98544	
8. MEMBER OR EMPLOYEE INFORMATION		a. NAME (Last, First, Middle Initial) Mona, Wissant, WD	b. RANK/GRADE POJ-E-6
c. SSN XXXX-XX-4681		d. AGENCY United States Navy	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:			
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Show quantity, estimated)			
(1) POUNDS 6500		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PEPSE) (Show "NONE" if not applicable) 10	
(3) EXPENSIVE AND VALUABLE ITEMS (Number of items)		(4) LENGTH AND VALUABLE ITEMS (Number of items)	
b. MOBILE HOME INFORMATION (Show dimensions in feet and inches)			
(1) SERIAL NUMBER	(2) LENGTH	(3) WIDTH	(4) HEIGHT
(5) TYPE EXPANDO (Describe)			
c. MOBILE HOME SERVICES REQUESTED (If applicable)			
CONTENTS PACKED		MOBILE HOME BLOCKED	MOBILE HOME UNBLOCKED
STORED AT ORIGIN		STORED AT DESTINATION	
8. THIS SHIPMENT/STORAGE IS REQUIRED (INDICATE TO THE FOLLOWING CHANGE OF STATION ORDERS)			
a. TYPE ORDERS (If one)		b. NEW DUTY ASSIGNMENT	
<input checked="" type="checkbox"/> PERMANENT		<input type="checkbox"/> TEMPORARY	
c. ISSUED BY		d. NEW DUTY ASSIGNMENT	
9. DATE OF ORDERS (YYYYMMDD) 20151102		e. ORDERS NUMBER OC0015 PCS	
f. PARAGRAPH NO.		g. IN TRANSIT TELEPHONE NO. (Include Area Code) 360-555-1212	
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code) 456 Elm Street Mona's Address PORTLAND, OR 97086		i. IN TRANSIT ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) 123 Main Street BREMERTON, WA 98512	
9. PICKUP (ORIGIN) INFORMATION		10. DESTINATION INFORMATION	
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) (If a mobile home park, include mobile home court name) 123 Main Street BREMERTON, WA 98512		b. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) (If a mobile home park, include mobile home court name) 123 Main Street BREMERTON, WA 98512	
c. TELEPHONE NUMBER (Include Area Code) 360-555-1212 / mona.bressi@navy.mil		d. AGENT DESIGNATED TO RECEIVE PROPERTY 3008	
11. EXTRA PICKUP/DELIVERY ADDRESS (if applicable) N/A		12. SCHEDULED DATE FOR (YYYYMMDD) a. PICKUP 20151228	
		b. DELIVERY 20151230	
13. REMARKS Narrow unimproved road to residence - no turnaround area. High Value Items POA (Origin) MR WANNA MOVIE 360-473-5555 - Releasing Agent (Origin) Mary Test 360-555-1212			
14. 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	
c. NET POUNDS (Actual or estimated)		d. POUNDS OF PEPSE (Actual or estimated)	
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.			
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED	
c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)		d. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)	
e. NAME OF CONTRACTOR (ID only 2015 - non-temporary storage)		f. NAME OF CONTRACTOR (ID only 2015 - non-temporary storage)	
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government's expense.			
a. REASON FOR NONAVAILABILITY OF SIGNATURE		b. CERTIFIED BY (Signature)	
c. TITLE		d. TITLE	

DD FORM 1299, SEP 1998

PREVIOUS EDITION IS OBSOLETE.

Shown are examples of the DD1299 (Application for shipment) and the DD1797 (Counseling checklist).

DD Form 1797

PERSONAL PROPERTY COUNSELING CHECKLIST			
PRIVACY ACT STATEMENT			
AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.			
PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipment and any third party responsibility.			
ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.			
DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.			
1. NAME (Last, First, Middle Initial) Mona, Wissant	2. SOCIAL SECURITY NUMBER XXXX-XX-4681	3. GRADE/RANK/RATING POJ-E-6	
4. ISSUING AUTHORITY BUPERS	5. ORDER NUMBER AND PARAGRAPH PCS Test	6. DATE (YYYYMMDD) 20151028	
7. CHECKLIST (Record special instructions on back)			
PART I - HOUSEHOLD GOODS		PART II - UNACCOMPANIED BAGGAGE (Continued)	
X (1) Settlements under the order (number of shipments, authorized destination, etc.)	N/A (7) Items of extraordinary value	N/A (8) Whom to contact in the event of loss or damage	VI - WEAPONS AND AMMUNITION
X (2) Weight allowances: PCS 1100 TDY 400	N/A (9) Member's responsibility to complete and turn in quality control form	N/A (10) Member's responsibility to complete and turn in quality control form	Restrictions of countries to which shipped
X (3) Member's responsibility to reimburse the Government for any excess costs occasioned by this base shipment.	N/A (11) Member's responsibility to reimburse the Government for any excess costs occasioned by this base shipment.	N/A (12) Unaffiliated items and disposal of useless items.	Requirements and restrictions applicable for import and procedure; responsibilities of carrier, etc.
X (4) Pick up date and required delivery date as determined by requirements of the member: R/O 20151130 - R/O 20151221	N/A (13) Professional books, papers, and equipment	N/A (14) Member's responsibility to contact the destination (TO) immediately upon arrival to give a point of contact for the TO when property arrives.	VI - LIABILITY, CLAIMS, PROTECTION
N/A (5) Method of shipment, including name of carrier if known.	N/A (15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	Part I - HOUSE TRAILERS/MOBILE HOMES	
X (6) Unaffiliated items and disposal of useless items.	N/A (16) Member's responsibility to ensure PP items are free of soft-pickup infestation.	PART II - UNACCOMPANIED BAGGAGE	
X (7) Professional books, papers, and equipment	N/A (17) Settlements under this order, special services, etc.	N/A (1) Included as part of HGO weight allowance when shipped at Government expense	
N/A (8) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods	N/A (18) Included as part of HGO weight allowance when stored at Government expense	N/A (2) Responsibility of member to get trailer ready for movement.	
X (9) Servicing/denaturing appliances	N/A (19) Where stored and for how long	N/A (3) Items, items and contents of trailer, items that cannot remain in trailer	
X (10) Temporary storage (continued) or interim.	N/A (20) Pick up date	N/A (4) Weight allowances: Member Dependents	
X (11) Checking inventory at origin and destination, noting discrepancies on reverse of PPGBL, DD Form 619, and carrier's inventory prior to shipment	N/A (21) Appliance servicing	N/A (5) Interest storage and probability of excess costs	
X (12) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon	N/A (22) Checking inventory at time of pickup	N/A (6) Pick up and delivery dates	
X (13) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of documentation	N/A (23) What documentation given to member and its importance to him.	N/A (7) Carrier and Government liability	
X (14) Member's responsibility to contact the destination (TO) immediately upon arrival to give a point of contact for the TO when property arrives.	N/A (24) Member's responsibility to reimburse the Government for any excess costs occasioned by this base shipment.	N/A (8) What documentation given to member and its importance to him.	
X (15) Member's responsibility to contact origin and destination (TO) if there is any change in order or there are other factors that could affect delivery of the shipment.	N/A (25) Unaffiliated items and disposal of useless items.	N/A (9) Have and by whom shipped	
X (16) Extra pickup or delivery charges, when applicable	N/A (26) Professional books, papers and equipment	N/A (10) Responsibility to promptly submit quality control information.	
X (17) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	N/A (27) Member's responsibility to contact the destination (TO) immediately upon arrival to give a point of contact for the TO when property arrives.	B. FOLLOWS:	
X (18) What documentation given to member and its importance to him.	N/A (28) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	a. YES b. NO	
N/A (19) Member's responsibility to complete and turn in quality control form.	PART II - HOUSE TRAILERS/MOBILE HOMES		
X (20) Member's responsibility to ensure PP items are free of soft-pickup infestation.	N/A (1) Settlements under this order, limitations, possible costs		
PART II - UNACCOMPANIED BAGGAGE			
N/A (1) Included as part of HGO weight allowance when shipped at Government expense			
N/A (2) Responsibility of member to get trailer ready for movement.			
N/A (3) Items, items and contents of trailer, items that cannot remain in trailer			
N/A (4) Weight allowances: Member Dependents			
N/A (5) Interest storage and probability of excess costs			
N/A (6) Pick up and delivery dates			
N/A (7) Carrier and Government liability			
N/A (8) What documentation given to member and its importance to him.			
N/A (9) Have and by whom shipped			
N/A (10) Responsibility to promptly submit quality control information.			
DD FORM 1797, SEP 1998			
PREVIOUS EDITION IS OBSOLETE.			
a. SIGNATURE OF COUNSELOR DPS Counselor		c. SIGNATURE OF MEMBER/DEPENDENT AGENT	
d. DATE (YYYYMMDD)		e. DATE (YYYYMMDD)	
DD FORM 1797 (BACK), SEP 1998			



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.

Once you have printed, signed and scanned your forms back into your computer, or saved and electronically signed them, they can be uploaded directly into DPS.

Click the “Upload Documents” button



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

Choose File to Upload

DPS > DOCUMENT UPLOAD

Search DOCUMENT UPLOAD

Name	Date modified	Type	Size
DOCSTEST_1299.pdf	12/2/2016 12:36 PM	Adobe Acrobat D...	51 K
DOCSTEST_1797.pdf	12/2/2016 12:37 PM	Adobe Acrobat D...	104 K
NOVORD_TEST_1299 WITH ELEC SIG.pdf	11/25/2016 10:55 ...	Adobe Acrobat D...	118 K
NOVORD_TEST_1299.pdf	11/25/2016 10:51 ...	Adobe Acrobat D...	51 K
NOVORD_TEST_1797.pdf	11/25/2016 10:53 ...	Adobe Acrobat D...	104 K
NOVORD_TEST_1797 WITH ELEC SIG.pdf	11/25/2016 10:56 ...	Adobe Acrobat D...	148 K
Sample USMC PCS with TEMINS.pdf	11/25/2016 10:28 ...	Adobe Acrobat D...	65 K

File name: DOCSTEST_1299.pdf

All Files (*.*)

Open Cancel

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) 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		
Submitted	1-HHG	DOCSTEST_17	1	DD Form 1797	02 Dec 2016		
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016		

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 see one missing go back and upload it.

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).

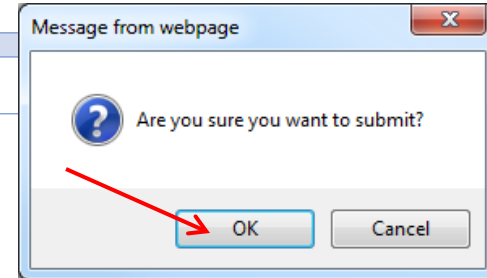
 [Get ADOBE® READER®](#)

[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](#)



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 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 for the counseling office you selected.



Email Confirmation

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

Sent: Mon 11/23/2015 13:09

Wanna Move,

Your application for shipment 3/NTS from BREMERTON, WA 98312 to with a requested pickup date of Dec 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. 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 MOVE!

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 Letter of Commissioning 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.



Contact

- For technical assistance contact the DPS Helpdesk available 24/7:
 - Toll-Free: (800) 462-2176
 - Commercial: 618-589-9445



Links

- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **DTR:** <https://www.ustranscom.mil/dtr/dtrp4.cfm>
- **DOD Household Goods Portal:** <http://www.move.mil>
- **NAVSUP Navy Website:** www.navsup.navy.mil/household
- **US Marine Corps Website:** <http://www.marines.mil/>
- **Army Website:**
- **US Air Force Website:** www.ppahq.af.mil
- **US Coast Guard Website:** www.uscg.mil/
- **POV Locator:** <http://www.pcsmypov.com/>
- **Shipping a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf
- **Weight Estimator:** <https://www.move.mil/resources/weight-estimator>
- **It's Your Move Booklet:** www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf