



DPS Self-Counseling

# Creating a PPM Shipment

How to: create a shipment request for a Personally Procured Move (PPM).



## Scenario: CONUS PCS

- For this training session, we are using as an example, PCS orders within CONUS.
  - ❖ Scenario: NAVY member is an E-6 and has PCS orders from Shore Duty at Bremerton, WA to Sea Duty on the Abraham Lincoln at Norfolk, VA. Our member has dependents and wants to move his property by rental truck/trailer.

*NOTE: To enter orders information, see our guide “Creating a Profile & Entering Orders Information” on our website at <http://www.navsup.navy.mil/household/dps>*



# DPS HOMEPAGE

**Defense Personal Property System (DPS)** Unclassified/FOUO-Privacy Act Applies

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Home **Self Counseling** Shipment Management Customer Satisfaction Survey [CSS] Claims Consignment Guide Training DPS User Satisfaction

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**Welcome Wanna-Test Move, of Navy**

The Defense Personal Property System (DPS), is an automated system developed to help simplify the move process. As the DoD Customer, you have 24-hour access to its many features such as counseling, shipment tracking, and claims settlement. Below is a section that contains Quick Reference Guides, to assist you with your online shipment application, and Online Brochures, to assist you with your actual move.

**What you will need to Get Started**

You will need the following information in order to complete the self-counseling application:

1. Hard Copy of Orders or a Letter-in-Lieu
2. Your Contact information
3. Pick-up and Delivery (if known) information
4. Proof of Dependents (if applicable)
5. Power of Attorney (if person completing application is not the customer)
6. Firearm information (if applicable)
7. Motorcycle information (if applicable)
8. Privately Owned Vehicle information (if applicable)

**Quick Reference**

- Weight Estimator Calculator
- Counseling Guide
- Shipment Management Guide
- Claims Guide
- Loss and Damage Report Guide
- Customer Satisfaction Survey Guide

Process to Complete your Shipments from Start to Finish

Step 1: Please Click Here >>> [United States Navy Information](#)

Step 2: Self Counseling

Step 3: Shipment Management

Step 4: Customer Satisfaction Surveys (CSS)

Step 5: Claims

**To Begin Self Counseling Click Here**

**This is a sample of a DPS Homepage; upon log in to your DPS account; click the tab at the top marked “Self Counseling” or the red box in the lower right corner of your page.**

**Note: If you have never used DPS before, you will need to acknowledge your branch of service information. See our first time users’ guide at <https://www.navsup.navy.mil/household/dps/DPS%20-%20Access%20-%20May%202014.pdf>**



# Self-Counseling

**Defense Personal Property System (DPS)**  
Unclassified//FOUO//Privacy Act Applies  
HostName: HUGV

File Edit View Navigate Query Tools Help 4/12/2016 19:52:46 Saved Queries

Home Self Counseling Shipment Management Customer Satisfaction Survey [CSS] Claims Consignment Guide Training DPS User S

Counseling

DPS has detected a version of the Internet Explorer browser that may cause the system to freeze. To avoid this problem DPS will **launch Counseling in a separate window**.

When you complete your Counseling session please **close the window** to return here.

**Continue**

If you are using an newer version of Internet Explorer, you will receive a message prompting you to launch Counseling in a separate window. Click Continue

When the new window opens, expand or magnify to full size.

https://dps.sddc.army.mil/Theset/nav\_tree-1 - Counseling Home Page [3.1.1.001] - Internet Explorer

File Edit View Favorites Tools Help

NAVJUP Applications Des... Adobe Connect Central L... Bing Bressi, Moira L CIV NAVSU... Defense Collaboration Ser... DoD Warning Banner - Sta... ETA Staging

**Defense Personal Property System (DPS)**  
Unclassified//FOUO//Privacy Act Applies

File Edit View Navigate Query

Home Self Counseling Shipment Management Counseling

**Counseling Menu**

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

**My Orders**

Customer: [None, Warrs - 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.

Order No.	TEST Claims	Order Type	Permanent Change of Station	Order Date	Mar 1, 2013			
Action	Shipment No.	Shipment Type	Shipment Status	Desired Pickup Date	Actual Pickup Date	Actual Shipment Weight	Self-Counselor	Assigned Counselor
	2	Household Goods HHG	In Counseling, Not Submitted	Jul 24, 2013			✓	Paul Giannakos

Order No. Warrms L (Order Type: Permanent Change of Station) Order page: 003-3-7027

No shipments found



# Creating a Shipment Request

**Counseling Menu**

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

**My Orders**

Customer: [Bressi, Moira] -- 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.

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 15, 2016			✓	

Order No: 1234 | Order Type: Separation | Order Date: Jun 7, 2016 [Create Shipment](#)

Order No: PCS Test | Order Type: Permanent Change of Station | Order Date: Oct 28, 2015 [Create Shipment](#)

No shipments found

**This is the Self-Counseling main page. We have already entered our orders information and now will create a shipment request.**

**Click the button on the right hand side of the Orders Information bar labelled "Create Shipment"**





# Create New Shipment

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information
  - View Documents
- Order [DOCS UPD]
  - 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
- Entitlements
  - PCS: 11000 lbs.
  - Remaining PCS:11000 lbs.

**Create New Shipment**

Customer: **If you need to update email/phone contact information, click to access profile information.**

Any update to personal Profile? Click here

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

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

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

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

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

Please select from the Menu below.

Create	Type Of Shipment	Brief Description
<input 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.

Will the shipment selected above be created as a Personally Procured Move(PPM)? **1**

☒ Yes ☐ No

**<< Previous** **Next >>**

**➤ Select HHG as the type of shipment**  
**➤ Select "Yes" for the PPM question**  
**➤ Click Next**



# Shipment Information

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS UPLD]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Station

Antenna Duty

Orders Selection

Tour Information

Additional Information

Summary

Shipments

Create New Shipment

Current Shipments

Entitlements

PCS: 11000 lbs.

Remaining PCS: 11000 lbs.

Shipment Information

Customer:

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

HHG

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

HHG may include:

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

Note: Shipping a boat may result in excess costs for the member/employee. You are responsible for paying all accessorial charges associated with shipping your boat and you are responsible for removing flammable gear, clothing, televisions, skis and similar items. All antennas, masts, fishing/ trolling poles and outriggers must be lowered to meet dimensional requirements or removed.- Spore parts for POV: Including extra tires, wheels, battery chargers; replacement parts subject to normal wear such as spark plugs, filters, hoses, fan belts; tools, tune-up or repair kits; seasonal items such as snow and ice removal equipment and heaters; special seats and beds for children.

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

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

Weight Allowance: There are two kinds of weight allowances:

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

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

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

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

Leave china if:

- If you have it
- Do not pack it
- If you have a
- Outdoor items
- Outdoor TV set
- Whatever you
- Secure items
- If you have m
- baggage ship

Contacting the  
Change in Order  
Extra Pickup or  
Military me  
At destinat  
application  
fail to do s  
Civilian em  
Designation of  
application. If not  
Documentation  
certificates, m

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

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

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

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

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

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

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

Print

<< Previous

Next >>

Next you'll receive information on the type of shipment you are requesting. This is part of your online counseling and it is very important that you read the information as it contains information 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"

7



# Pickup and Delivery

**Counseling Menu** «

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


**Order [DOCS UPLD]** «

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


**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 

**Dates**

\* Planned Move Start Date 

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

**At the Pickup and Delivery page, you will enter the information for your planned move start date, your pickup and delivery address, your In-Transit/Emergency Contact address, indicate any additional locations and name your Releasing and Receiving Agent(s).**

**Say “no” to the local move question**

**Using the Calendar Icon, select the date you will begin your move.**





# Pickup and Delivery: Entering Addresses

**Pickup & Delivery**

\* Authorized Pickup Address

\* Authorized Address

\* Requested Pickup Address

\* Requested Delivery Address

**Addresses**

Address Listing

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

Select an authorized pickup address

OK Cancel **Add Address**

Next you will provide your authorized pickup and delivery addresses as well as your requested pickup and delivery address.

You will need to add each address using the rolodex icon next to the item field. In the popup window, click the 'Add Address' button.

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



# Pickup and Delivery: Adding/Editing Addresses

**Addresses**

Address Listing Add/Edit Address

Address Line 1: 123 ELM STREET

Address Line 2:

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

Ext :

**Location**

☒ CONUS (U.S) ☐ OCONUS (Non U.S)

Select City: BREMERTON

City: BREMERTON, KITSAP COUNTY, WA, 98310

County: BREMERTON, KITSAP COUNTY, WA, 98311

State: BREMERTON, KITSAP COUNTY, WA, 98312

Zip: BREMERTON, KITSAP COUNTY, WA, 98314

BREMERTON, KITSAP COUNTY, WA, 98337

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

**Save Address**

Letter of Authorization

In the popup window, enter your pickup address.

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

Make sure that CONUS is selected under location.

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

Click the 'Save Address' button.

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

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



# Pickup and Delivery: Selecting an Address

**Addresses**

Address Listing

Select	Address	
<input type="radio"/>	MOM'S HOUSE SALEM, OR 97301 360-555-1212	
<input checked="" type="radio"/>	123 Main Street BREMERTON, WA 98312 360-555-1212	

**Pickup & Delivery**

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

OK Cancel Add Address

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

Click OK.

The address will populate in the pickup Address field.



# Pickup and Delivery

## Adding addresses

### Pickup & Delivery

**\* Authorized Pickup Address**

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



**\* Authorized Delivery Address**

NORFOLK,VA 23501  
360-555-1212



**\* Requested Pickup Address**

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



**\* Requested Delivery Address**

NORFOLK,VA 23501  
360-555-1212



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

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



# Intransit/Emergency Contact

## In-Transit/Emergency Contact Information

### \* In-Transit/Emergency Contact Information

456 Elm Street  
Mom's Address  
PORTLAND, OR 970  
360-555-1212



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	

Select an authorized pickup address

OK Cancel **Add Address**

For your Intransit/Emergency Contact Information, click the Rolodex Icon.

Click to add the new address,





# Intransit/Emergency Information: Adding/Selecting an Address

**Addresses**

Address Listing Add/Edit Address

Address Line 1: 456 Elm Street

Address Line 2: Mom's Address

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

Ext :

**Location**

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

Select City: portland

City: PORTLAND, ASHLEY COUNTY, AR, 71663

County: PORTLAND, MIDDLESEX COUNTY, CT, 06480

State: PORTLAND, JAY COUNTY, IN, 47371

Zip: PORTLAND, CUMBERLAND COUNTY, ME, 04101

If you are unable to select : 770-7332

**Save Address**

Delivery 2

Enter your address information

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

Click 'Save Address'

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

**Addresses**

Address Listing

Select	Address	
<input type="radio"/>	123 Main Street BREMERTON, WA 98312 360-555-1212	
<input type="radio"/>	BOB'S SELF STG UNIT B-1 45 SILVERDALE WAY SILVERDALE, WA 98383 360-555-1212	
<input checked="" type="radio"/>	456 Elm Street Mom's Address PORTLAND, OR 97086 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	

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

**In-Transit/Emergency Contact Information**

\* In-Transit/Emergency Contact Information

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



# Pickup & Delivery Information

Counseling Menu

Customer Profile

Customer Information

Point of Contact

My Orders

Enter Order Information

View Documents

Order [DOCS UPDL]

Orders Details

Rank & Hard Copy Orders

Order Information

Duty Stations

Arduous Duty

Orders Selection

Tour Information

Additional Information

Summary

Shipment

Create New Shipment

Current Shipments

3-PPM

Pickup & Delivery

Basic

Costing

Instructions

Summary

Counseling Office

Submit

Entitlements

PCS: 11000 lbs.  
Remaining PCS:11000 lbs.

Pickup and Delivery

Customer:

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

\*Is this a Local Move?

☐ Yes ☒ No

Dates

\*Planned Move Start Date

04-Jan-2017

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

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

Pickup & Delivery

<div>*Authorized Pickup Address</div> <div>123 Main Street BREMERTON,WA 98310 360-476-8888</div>	<div>*Authorized Delivery Address</div> <div>NORFOLK,VA 23501 360-555-1212</div>
<div>*Requested Pickup Address</div> <div>123 Main Street BREMERTON,WA 98310 360-476-8888</div>	<div>*Requested Delivery Address</div> <div>NORFOLK,VA 23501 360-555-1212</div>

Distance between the origin and destination is **2,892** miles.

In-Transit/Emergency Contact Information

\*In-Transit/Emergency Contact Information

123 OAK AVE  
MOM'S HOUSE  
ALLENTOWN,NJ 08501  
360-476-8888

Check Mailing Address

Mail Check To

<< Previous

Next >>

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

**NOTE: it is not required to provide a Check Mailing address. Navy members are required to submit FMS Form 2231 (FASTSTART Direct Deposit Form) with their final claim package.**



# Basic Shipment Information

**Counseling Menu**

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

**Order [DOCS UPLOD]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Arduous Duty
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 3-PPM
      - Pickup & Delivery
      - Basic
      - Costing

**PPM Basic**

Customer:

**Additional PPM Information**

*Is packing required?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
* Are you requesting an Advanced Operating Allowance?	<input type="radio"/> Yes <input type="radio"/> No	
*% of Advanced Operating Allowance requested	<input type="text"/>	
*Estimated weight	<input type="text"/> <a href="#">Weight Estimator Form</a>	
*Estimated weight of PBP&E [Pro Gear] <small>[i.e. enter the portion of Total estimated weight that is Pro Gear]</small>	<input type="text" value="10"/>	How will PBP&E affect my household goods weight?
*Estimated weight of Spouse's PBP&E [Pro Gear] <small>[i.e. enter the portion of Total estimated weight that is Pro Gear]</small>	<input type="text" value="0"/>	How will Spouse PBP&E affect my household goods weight?
*Spouse's Profession <small>[Note: Your spouse is only entitled to ship a <u>maximum of 500 lbs</u> Pro Gear in support of their occupation or community support activities.]</small>	<input type="text"/>	
*State of Legal Residence (Needed for Tax purposes):	<input type="text" value="NEW JERSEY"/>	
Is this a TDY/TAD and returning to origin duty station?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
*Are you using a commercial company to move this shipment?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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

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

Indicate whether an advance will be requested. There are restrictions on who can and cannot request an advance. If you're unsure whether you qualify for an advance operating allowance, say yes to this question. The responsible origin counseling office will confirm whether or not you are qualified to receive the advance operating allowance.

The % of Advanced Operating Allowance Requested Field will auto-populate depending on your branch of service.

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



# PPM Costing

**Counseling Menu**

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

**Order [DOCS UPD]**

- ☐ Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Arduous Duty
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- ☒ Shipment
  - Create New Shipment
  - ☒ Current Shipments
    - ☒ 3-PPM
      - Pickup & Delivery
      - Basic
      - Costing**

**PPM Costing**

Customer:

To confirm the Government Constructive Cost, press Next.

**Cost Computation**

<b>Shipment Information</b>	
Move Date:	04-Jan-2017
Estimated Weight:	7,000
Miles:	2892
Government Constructive Cost (GCC):	\$6,947.01
Estimated Gross Incentive(EGI):	\$6,599.66
Advance Operating Allowance(AOA):	\$0.00

**Shipment Funding**

Is Navy the Paying Finance Center? ☒ Yes ☐ No

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

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

**Review your move date and estimated weight.**

**Navy members – say ‘yes’ to the Navy Paying Finance Center question.**

**Click “Next”**

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

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

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

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

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



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

**Click Next**





# Shipment Summary

**Counseling Menu**

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

**Order [DOCS UPLD]**

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

**Entitlements**

PCS: 11000 lbs.  
Remaining PCS: 4100 lbs.

**Shipment Summary**

Customer:

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

**Customer Profile**

Name: GOLONKA, RANDY  
SSN/EIN: 534527015  
Primary Phone: 360-476-5555  
Permanent Contact Address: 123 MAIN STREET, PORTLAND, OR 97210  
Branch: United States Navy  
Rank/Pay Grade: PO1 / E-6  
Primary Email: moira.bressi@navy.mil

**Order Details**

Order: DOCS UPLD Permanent Change of Station Shipment of HHG Permitted  
Order Date: 03-Nov-2016  
Current Duty Station: BREMERKTON  
Headquarters Issuing Orders: BUPERS  
New Duty Station: ABRAHAM LINCOLN (CVN 72)  
New Duty Assignment/Location:

**Shipment 3 - Personally Procured Move (PPM) - ( Incentive Based )**

**Pickup Information**

You are starting your PPM move on 04-Jan-2017 from address:  
123 Main Street  
BREMERKTON, WA 98310  
360-476-5555

**Delivery Information**

You are moving your PPM shipment to address:  
NORFOLK, VA 23501  
360-555-1212

The distance between your origin and destination location is 2,892 miles

**In-Transit/Emergency Contact Information**

Your In-Transit address is:  
123 OAK AVE  
MOM'S HOUSE  
ALLENTOWN, NJ 08501  
360-476-5555

**Estimated Weight**

Here is the breakdown of your total estimated weight  
Your estimated Personally Procured Move (PPM) weight 7,000 lbs

**PPM Shipment Information**

Cost Details:  
Estimated Government Constructive Cost (GCC) is \$6,947.01  
Advanced Operating Allowance (AOA) is \$0.00  
Your Estimated Gross Incentive (EGI) for the shipment is \$6,599.66

You are a legal resident of NJ state.  
Note: This is an estimate only based on the estimated weight and remaining JTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.  
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.

☒ Click here to verify the above information is correct

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

Review the Shipment Summary

Make changes if necessary (use the Counseling Menu on the left side of the page)

Check acknowledgement box

Click Next.



# Counseling Office

**Counseling Menu**

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

**Order [DOCS UPLOD]**

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

**Entitlements**

PCS: 11000 lbs.  
Remaining PCS:4100 lbs.

**Counseling Office**

Customer:

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

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

**Booking/Servicing Installation**

GBLOC: JENQ  
Installation Name: NAVSUP FLC PUGET SOUND

**Destination Servicing Installation**

GBLOC: BGNC  
Installation Name: NAVSUP FLC NORFOLK-CPPSO

**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: **NAVSUP FLC PUGET SOUND BREMERTON**

**Selected Counseling Office Information**

Installation Name:	NAVSUP FLC PUGET SOUND BREMERTON
Street:	FISCPS 2255 COLE AVE, BLDG 985
City:	BREMERTON
State:	WA
ZIP/APO/FPO:	98314
Country:	UNITED STATES
Phone:	3604767366
DSN:	
Fax:	3604761834
DSN Fax:	
Email:	hhg_ps_counseling@navy.mil

**<< Previous** **Next >>**

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

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

Click “Next”

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# 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, they can be uploaded directly into DPS.**

**Click the “Upload Documents” button**



# Uploading Documents – cont.

## Document Management

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

### DPS File Upload

Document Type

Select One

DD Form 1299  
Power of Attorney  
Order  
DD Form 1797  
Order Amendment  
DD Form 2278  
Miscellaneous  
DD Form 1351-2

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

## Document Management

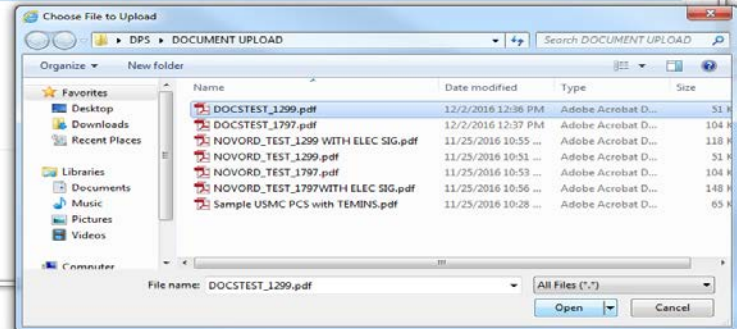
### DPS File Upload

Document Type

DD Form 1299

+ Browse

Upload



## Document Management

### DPS File Upload

Document Type

DD Form 1299

+ Browse

DOCSTEST\_1299.pdf

Upload

**3. Click upload**

## Document Management

✓ The DD Form 1299 document has been successfully uploaded.

### DPS File Upload

Document Type

DD Form 1299

+ Browse

Upload

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

**Make sure you uploaded BOTH signed documents**



# Viewing Documents

## Shipment Submit

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

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

### Forms Required

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



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

DD Form 1797 (Personal Property Counseling)

[Upload Documents](#)

[View Documents](#)

These forms may be printed for review before submission. The

## Document Management

### Documents

[View History](#)

[Get File](#)

(1 of 1) 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	<a href="#">View History</a>	<a href="#">Get File</a>
Submitted	1-HHG	DOCSTEST_17	1	DD Form 1797	02 Dec 2016	<a href="#">View History</a>	<a href="#">Get File</a>
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016	<a href="#">View History</a>	<a href="#">Get File</a>

**You can check to make sure your documents have been uploaded by clicking the “View Documents” button.**

**When the Document Management window opens, you will see ALL of the documents you have uploaded. If you need a copy of the document, select the file name and click “Get File”**

**When you are done viewing your documents, close the Document Management window**





# Shipment Submit

## Counseling Menu

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

## Order [DOCS UPLD]

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

## Entitlements

PCS: 11000 lbs.  
Remaining PCS:4100 lbs.

## Shipment Submit

Customer:

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

[Upload Documents](#)

[View Documents](#)

[<< Previous](#)

[Submit](#)

**Click the “Submit” button to submit your application.**

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



# Email Confirmation

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

Sent: Fri 11/20/2015 12:39

Wanna Move,

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

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

Phone: 3604767366

Thank You.  
Defense Personal Property System (DPS)

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

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

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

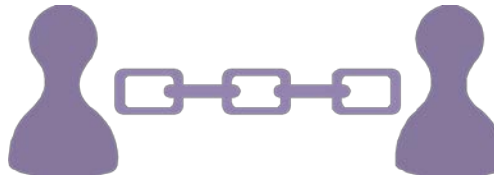


# Contacts

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



# Links



- **NAVSUP Household Good Portal:** [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)
- **JTR:** <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **NAVSUP P 490:** [http://www.move.mil/documents/dod/NAVSUP\\_490\\_Rev6.pdf](http://www.move.mil/documents/dod/NAVSUP_490_Rev6.pdf)
- **DOD Household Goods Portal:** <http://www.move.mil>
- **POV Locator:** <http://www.pcsmypov.com/>
- **Shipping a POV:** [www.transcom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_3.pdf](http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf)
- **Storing a POV:** [www.transcom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_4.pdf](http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf)
- **Weight Estimator Form:** [www.move.mil/documents/dod/weightestimator.xls](http://www.move.mil/documents/dod/weightestimator.xls)
- **It's Your Move Booklet:** [www.transcom.mil/dtr/part-iv/dtr\\_part\\_iv\\_app\\_k\\_1.pdf](http://www.transcom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf)
- ***"How to Read Navy Orders"*:** <http://www.navsup.navy.mil/household/orders>



# *Thank You.....*

For additional information or assistance:



[www.facebook.com/navyhhg](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)