

# DPS Tips & Tricks



## ➤ I have no Delivery Address at destination

In DPS, the street address for the delivery address is not a mandatory field. Mandatory fields are indicated by a red asterisk ( \* ).



# No Delivery Address

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

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

Show: Counseling  Thursday, April 18, 2013 22:21:25

**Counseling Menu**

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

**Order [PCS123]**

- 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: 11000 lbs.  
Remaining PCS:11000 lbs.

**Useful Links**

**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 T

**\* Is this a Local Move?**  Yes  No

**Dates**

**\*Desired Pickup Date** 30-Apr-2013 **\*Desired Delivery Date**

Click on the to display the list of addresses or add an Address. From your address list select your primary pickup and delivery address and select the nar 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 shipment.

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

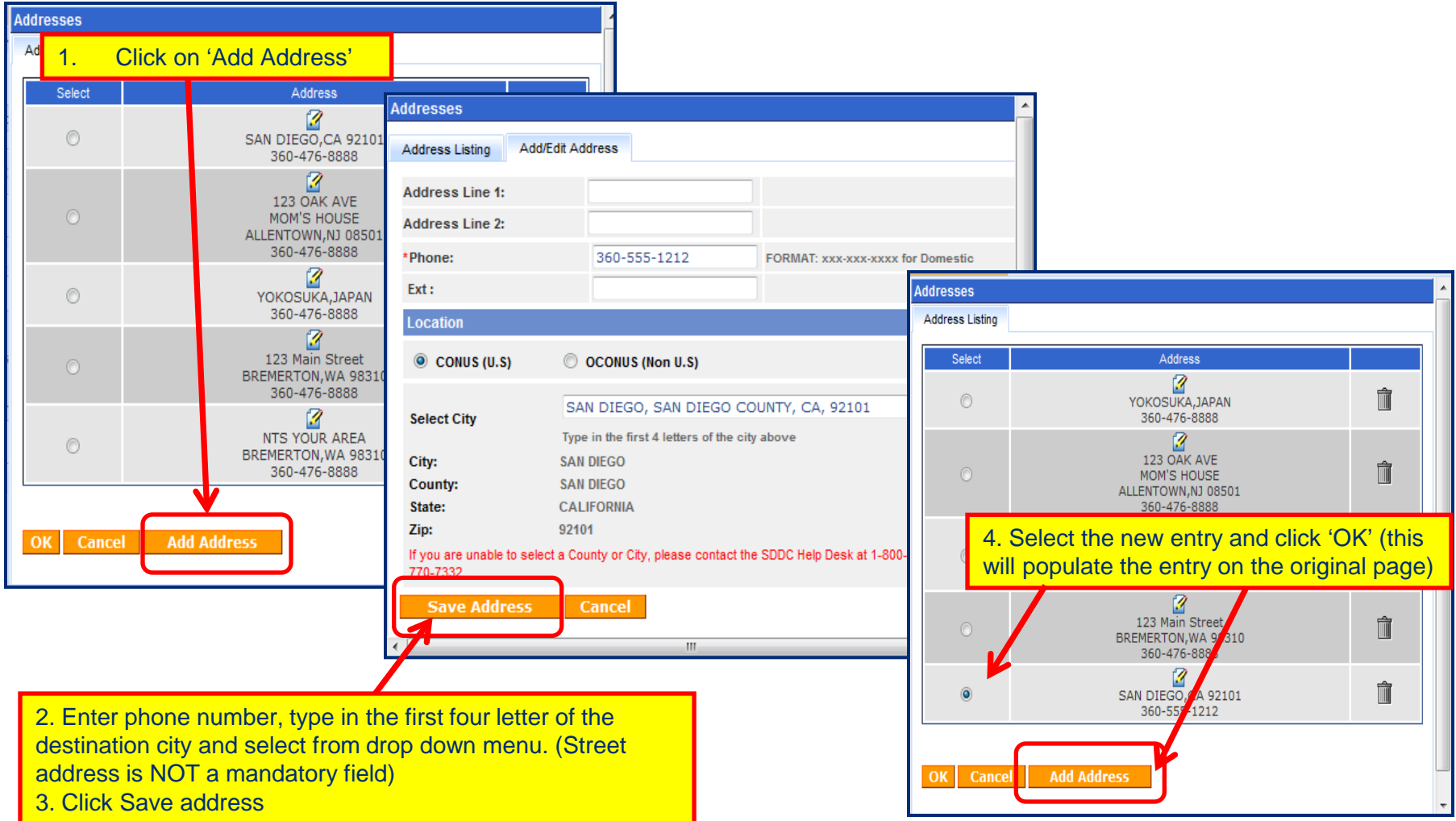
**Pickup & Delivery**

<b>*Authorized Pickup Address</b>	123 Main Street BREMERTON, WA 98310 360-476-8888
<b>*Authorized Delivery Address</b>	<input type="text"/>
<b>*Requested Pickup Address</b>	<input type="text"/>
<b>*Requested Delivery Address</b>	<input type="text"/>

From the Pickup and Delivery Section, click on the Rolodex next to the Authorized Delivery Address field



# No Delivery Address



**1. Click on 'Add Address'**

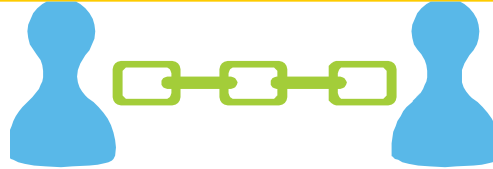
Select	Address
<input type="radio"/>	SAN DIEGO, CA 92101 360-476-8888
<input type="radio"/>	123 OAK AVE MOM'S HOUSE ALLENTOWN, NJ 08501 360-476-8888
<input type="radio"/>	YOKOSUKA, JAPAN 360-476-8888
<input type="radio"/>	123 Main Street BREMERTON, WA 98310 360-476-8888
<input type="radio"/>	NTS YOUR AREA BREMERTON, WA 98310 360-476-8888

**2. Enter phone number, type in the first four letters of the destination city and select from drop down menu. (Street address is NOT a mandatory field)**

**3. Click Save address**

**4. Select the new entry and click 'OK' (this will populate the entry on the original page)**





- **NAVSUP Household Good Portal:** [www.navsup.navy.mil/household](http://www.navsup.navy.mil/household)
- **JFTR:** [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)
- **NAVSUP P 490:**  
[http://www.move.mil/documents/DOD/NAVSUP\\_PUB\\_490\\_Rev5.pdf](http://www.move.mil/documents/DOD/NAVSUP_PUB_490_Rev5.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)

# Thank You.....

For additional information or assistance:



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