



Locating Orders Information

How to: Locate information on orders for entry into DPS

➤ Orders information questions

- ❖ Where do I find my order number?
- ❖ What is the issue date of my orders?
- ❖ What do I enter for my New Duty Station if I am retiring/separating?
- ❖ What do I do if I am sea duty but not assigned to a ship?
- ❖ If I have old orders in DPS, how do I enter my new orders?



NOTE: Samples used are for Navy members

Current Orders on File

```
RTTUZYUW RUCCBWF0550 0742339-UUUU-RHMCSUU.
ZNR UUUUU
R 150845Z MAR 10 SYB
FM COMNAVPERSCOM ENLISTED ORDERS MILLINTON TN//PERS405/PERS455//
TO USS ABRAHAM LINCOLN
SUBASE KINDS BAY GA//JNJ//
INFO COMNAVAIRPAC SAN DIEGO CA//JNJ//
COMNAVREG SE JACKSONVILLE FL//JNJ//
BT
UNCLAS FOUON01326//
MSGID/GENADMIN/COMNAVPERSCOM//
SUBJ/BUPERS ORDER//
RMK//
BUPERS ORDER: 0740/XXX-XX-4681/MM1 GENDER: MALE PERS-N405FC
OFFICIAL CHANGE DUTY ORDERS FOR
MM1 WANNA MOVE, USN 00PC 3001/

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO MUST BE READ
AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PART ONE
FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY
*****DETACHING ACTIVITY (M)*****
WHEN DIRECTED DETACH IN AUG 10 EDD: AUG 10
FROM CVN 72 ABRAHAM LINCOLN UIC: 21297
HOMEPORT EVERETT, WA
FROM DUTY ACC: 100
PERSONNEL ACCOUNTING SUPPORT: CVN 72 ABRAHAM LINCOLN
UIC: 21297
*****ULTIMATE ACTIVITY (S)*****
REPORT NOT LATER THAN 30 SEP 10 EDA: 30 SEP 10
TO SUBASE KINDS BAY GA UIC: 4233
PERMANENT DUTY STATION KINGS BA, GA
FOR DUTY ACC: 100
```

1

2

3

1. Issue Date
2. Issuer
3. Order Number
4. Authorized Locations

This is a sample of CONUS orders. Overseas (OCONUS) orders will contain the same information.

4



NAVAL SUPPLY SYSTEMS COMMAND

Sample: Retirement Orders

Sample RETIREMENT Orders

```

ROUTINE
R 101351Z SEP 15
FM COMNAVPERSCOMMILLINGTON TN//PERS83//
TO FTREADCENSOUTHEAST JACKSONVILLE FL//JJJ//
BUPERS MILLINGTON TN//JJJ//
PERSUPP DET JACKSONVILLE FL//JJJ//
COMNAVVAIRSYSYSCOM PATUXENT RIVER MD//JJJ//
COMNAVREG SE JACKSONVILLE FL//JJJ//
COMNAVCRUITCOM MILLINGTON TN//JJJ//

UNCLAS//NOFORN//
MSGID/GENADMIN//
SUBJ/BUPERS ORDER//
MARKS//
BUPERS ORDER: 2545 XXX-XX-1234/1310 (PERS-83)
OFFICIAL RETIREMENT ORDERS FOR
LT WANNA MOVE, USN

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.
FOR OFFICIAL USE ONLY
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PART ONE
- YOUR REQUEST TO BE TRANSFERRED TO THE RETIRED LIST WAS APPROVED BY THE SECRETARY OF THE
NAVY EFFECTIVE 31 DEC 2015. ON 31 DEC 2015 YOU WILL BE TRANSFERRED TO THE RETIRED LIST WITH THE
GRADE OF LT AND WITH RETIRED PAY OF LT, PURSUANT TO PROVISIONS OF 10 U.S.C. SEC. 6323.
----- DETACHING ACTIVITY (A0) -----
WHEN DIRECTED BY REPORTING SENIOR, DETACH IN DEC 15 EDD: DEC 15
FROM FTREADCEN SOUTHEAST UIC: 65886
PERMANENT DUTY STATION FL, JACKSONVILLE
FROM DUTY IN A FLYING STATUS INVOLVING FLYING ACC: 100
- PERSONNEL ACCOUNTING SUPPORT PERSUPPDET JACKSONVILLE UIC: 43043
- PROCEED TO HOME OF SELECTION REGARD RELIEVED OF ALL ACTIVE DUTY EFFECTIVE AT 2400 ON DATE OF
DETACHMENT
- REPORTING SENIOR DIRECTED TO DETACH MEMBER IN TIME TO PROCEED AND REPORT ON 31 DEC 2015 AT
FOLLOWING STATION.
----- ACCOUNTING DATA -----
PCS ACCOUNTING DATA:
MAC CIC: 3N515XXX612340
CIC: AE51519V
LOA: 1751453.2254210 00022068566 2D SW45TC 000225542008
SDN: N0002215CSW45TC
FAC: N5A5
PART TWO
BUPERS ORDER: 2545 XXX-XX-1234/1310 (PERS-83)
OFFICIAL RETIREMENT ORDERS FOR
LT WANNA MOVE, USN
----- DETACHING ACTIVITY (A0) -----
- PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION DETAILS:
PER BUPERSINST 7041 (SERIES): TRANSFERRING COMMANDS PASS PERSONNEL SERVICING OFFICES ARE
RESPONSIBLE FOR ENSURING MEMBERS FULLY COMPLETE THE PCS TRAVEL INFORMATION FORM (NAVVERS
7041/1) WITHIN 3 DAYS OF RECEIPT OF ORDERS OR IMMEDIATELY UPON RECEIPT OF PCS ORDERS IF
DETACHMENT IS IN LESS THAN 90 DAYS. COMMAND USING NSIPS WEB SHOULD DIRECT MEMBER TO CREATE
AND THEN USE THEIR OWN SELF SERVICE ACCOUNT TO COMPLETE AND SUBMIT THE 7041-1 ONLINE.
INSTRUCTIONS TO CREATE A SELF SERVICE ESR (ELECTRONIC SERVICE RECORD) ACCOUNT ARE LOCATED ON
THE NSIPS SPLASH SCREEN, HTTPS://NSIPSPROD.NMCI.NAVY.MIL (UNDER "USER INFORMATION"). MEMBER
SHOULD LOGON TO THEIR ESR ACCOUNT, THEN DOUBLE CLICK THE "UPDATE PCS TRAVEL" ICON ON THEIR
HOMEPAGE TO ACCESS THE AUTOMATED NAVVERS 7041 TRAVEL INFORMATION FORM FOR CONVENIENCE.
THERE IS AN "AUTO-FILL" FEATURE WHICH AUTOMATICALLY COMPLETES THE PCS ITINERARY FROM THE
MEMBER'S CURRENT ACTIVE ORDERS. MEMBER NEED ONLY COMPLETE OR ADJUST PCS DETAILS SPECIFIC TO

```

1. Issuer
2. Order Number
3. Issue Date
4. Authorized Location(s)

Retirees are authorized shipment to Home of Selection (HOS) and Involuntary Separates with **more than 8** years of continuous active duty may also be authorized to HOS. If you are unsure of your authorized shipping locations, please email a copy of your orders to householdgoods@navy.mil

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

Sample ACTIVE DUTY FOR SPECIAL WORK (ADSW) Orders

1 **2**

3

4

F 00018Z SEP 15 ZYB
 FM COMNAVPERSCOM MILLINGTON TN RESERVE ORDERS ONE
 //PERS462//
 TO NMPS NORFOLK VA / /N1/OSO/ /
 PERSUPP DET NAVSTA NORFOLK VA / /1,1,1/ /
 NAVOPSPTCEN NORFOLK VA / /N1/OSO/ /
 PERSUPP DET LITTLE CREEK VA / /1,1,1/ /
 DIA DDSF NEW CUMBERLAND PA / /N1/OSO/ /
 PERSUPP DET WASHINGTON DC / /1,1,1/ /
 INFO COMNAVPERSCOM MILLINGTON TN / /PERS02 /PERS445 /PERS462/ /
 COMNAVRESFOR NORFOLK VA / /N02R/N1/N12/N14/N3 / /N7/MOBCTR/ /
 COMNAVIAIRFORES SAN DIEGO CA / /N00/N1/N2/N3/N3 / /
 COMNAVRESFORCOM NORFOLK VA / /N00/N1/N3/N3 / /

SUBJ: ACTIVE DUTY FOR SPECIAL WORK /N1 WANNA MOVE, USNR, XXX-XX-1234
 REF/A/RMG/COMNAVPERSCOM: MILLINGTON TN RESERVE ORDERS ONE/00018Z SEP 15//
 NARR/REF: A. OFFICIAL ACTIVE DUTY FOR SPECIAL WORK ORDERS FOR
 MOVE, WANNA, USNR, XXX-XX-1234
 3678 HOMEOFRECORD WAY
 BREMERTON, WA 98317

POC//COMNAVPERSCOM: PERS462/
 LOC: MILLINGTON TN / TEL: COMM 901-874-2413 DSN 882-2413 //
 8M65(A), THIS SERVES AS AUTHORITY TO MODIFY REF A AS FOLLOWS:

PER REFERENCE (A), YOU ARE HEREBY ORDERED TO REPORT FOR ACTIVE DUTY FOR SPECIAL WORK UNDER THE AUTHORITY OF TITLE
 10 USC SECTION 12301 (D) AND IAW REFERENCES (B) THROUGH E.
 PERIOD OF DUTY: 03SEP15 TO 30SEP16 DEPART PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD) NET 03SEP15

— ULTIMATE ACTIVITY —

UPON COMPLETION OF INTERMEDIATE DUTY ASSIGNMENTS AND AS DIRECTED, BELOW, REPORT TO THE ULTIMATE DUTY STATION
 FOR DUTY. FOR PAY AND PERSONNEL ACCOUNTING REPORT TO PERSONNEL SUPPORT ACTIVITY DETACHMENT AS INDICATED.
 BELOW:

REPORT ON OR ABOUT 15SEP15
 TO: COASTAL RIVRON ONE
 NAVAL AIR STATION NORTH ISLAND
 BLDG 290 PO BOX 337110
 SAN DIEGO CA 92133-7110
 UIC: 30682

SPONSOR/POC: LCDR JOHN SMITH
 FOR ACTIVE DUTY FOR SPECIAL WORK PURPOSES
 PERSONNEL ACCOUNTING SUPPORT: PSD SAN DIEGO
 ACC: 103
 UIC: 68556

— ACCOUNTING DATA —

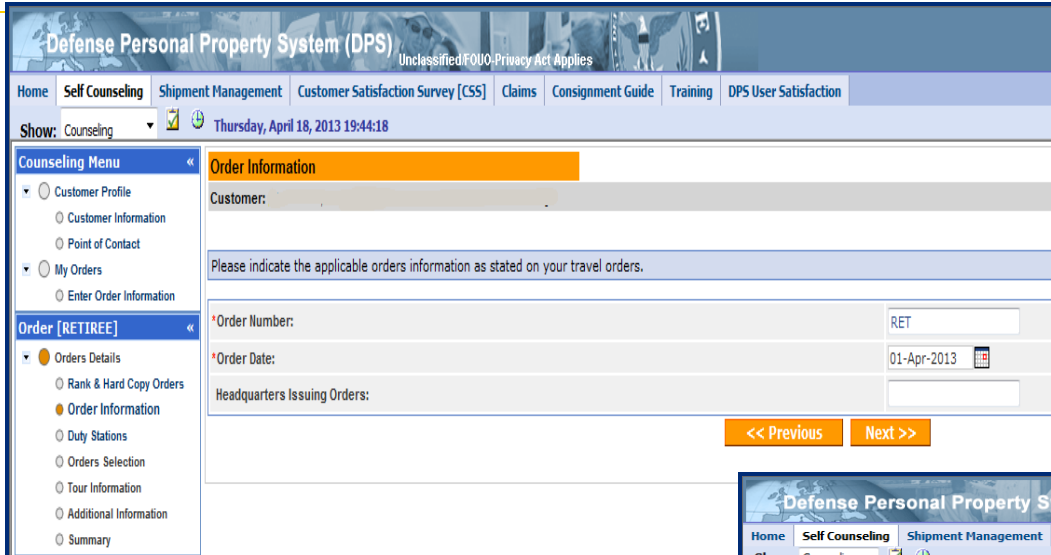
PAY AND ALLOWANCES: ALL COST OF PAY AND ALLOWANCE ARE CHARGEABLE TO:
 AA 1751453 222A 011 11600 0 068566 21 000000071130
 SDN: N0002215T0Z0897
 N0002216T0Z0897

1. Issue Date
2. Issuer
3. Order Number (Use abbreviation ADSW)
4. Authorized Location(s)

There may be limitations to your authorized shipping locations. If you are unsure, please email a copy of your orders to householdgoods@navy.mil for verification of your authorized shipping location(s).

- **What do I enter as my new duty station if I am Retiring or Separating?**
 - Members who are Retiring will enter their Home of Selection (HOS) as their new duty station. If you are unable to locate your order number, you can use the letters “RET” as your order number and enter the City of your HOS into the location field
 - Members who are Separating will enter their Home of Record (HOR) as their new duty station. If you are unable to locate your order number, you can use the letters “SEP” as the order number and enter the City of your HOR into the location field

Retiree/Separatee Order Number & Duty Station

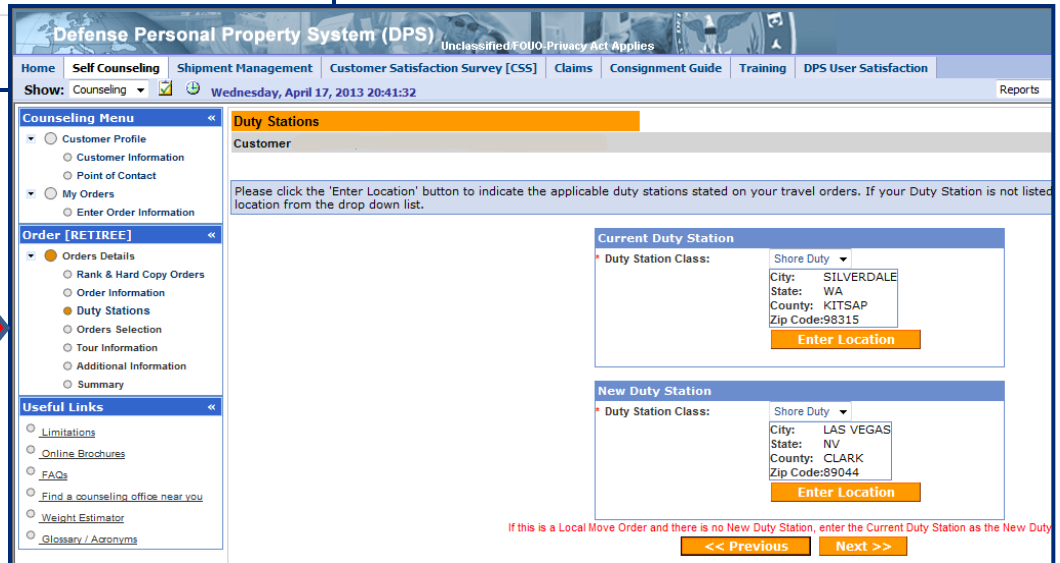


On the Order Information screen, Retirees may enter "RET" for their Order Number.

Separatees may enter "SEP" for their Order Number.

On the Duty Station screen, Retirees select Shore Duty for their New Duty Station and enter their Home of Selection for their Location.

Separatees enter their Home of Record or their Place of Entry (PLEAD) for their Location.



If this is a Local Move Order and there is no New Duty Station, enter the Current Duty Station as the New Duty Station.

What do I do if I am sea duty but not assigned to a ship?

Home **Self Counseling** Shipment Management Customer Satisfaction Survey [CSS] Claims Consignment Guide Training **DP5 User Satisfaction**

Show: Counseling Thursday, April 18, 2013 21:07:42

Counseling Menu

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

Order [RETIREE]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments

Entitlements

PCS: 9000 lbs.
Remaining PCS:9000 lbs.

Useful Links

- [Limitations](#)
- [Online Brochures](#)
- [FAQs](#)

Duty Stations

Customer:

Please click the 'Enter Location' button to indicate the applicable duty stations stated on your travel orders. If your Duty Station is not listed, type in the first 4 letters of

Some types of orders qualify as Sea Duty. If your Current or New Duty Station is not listed in the drop down menu it could be because your ship has not yet been commissioned OR you're stationed on a command that is not recognized as Sea Duty (squadrons, isolated duty types, etc.).

If you believe your current or new duty station should appear in this listing, please contact the DPS Help Desk at 1-800-462-2176 option 5.

For the purpose of completing your application, please select Shore Duty as the Duty Station Class if your Command is not listed

Current Duty Station

* Duty Station Class: Sea Duty

* Ship Name:

--Select From Below--

RODMAN (DD 456)
RODNEY M. DAVIS (FFG 60)
ROGER REVELLE (AGOR 24)
ROGERS (DD 876)
ROGERS BLOOD (APD 115)
ROLF (DE 362)
ROMMEL (DDG 30)
RONALD REAGAN (CVN 76)
RONCADOR (AGSS 301)
ROOKS (DD 804)
ROOSEVELT (DDG 80)
ROPER (APD 20)
ROSE KNOT (AGM 14)
ROSELLE (MSF 379)
ROSS (DD 563)
ROSS (DDG 71)
ROWAN (DD 782)
ROWE (DD 564)
ROY O. HALE (DER 336)
RUCHAMKIN (LPR 89)
RUDDY (MSF 380)
RUNELS (APD 85)
RUPERTUS (DD 851)
RUSHMORE (LSD 14)
RUSHMORE (LSD 47)
RUSSELL (DDG 59)
RUTLAND (LPA 192)
S. P. LEE (AG 192)
SABALO (SS 302)
SABINE (AO 25)

New Duty Station

* Duty Station Class:

Local Move Order and there is the New Duty Station.

<< Previous

Next >>

If I have old orders in DPS, how do I enter my new orders?

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies Home | Site Map | Log

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

Show: Counseling Reports Saved Queries: []


Thursday, April 18, 2013 21:20:31


If you already have orders in DPS and need to add your NEW ORDERS, use the Counseling menu on the left side and click the blue words "Enter Orders Information".

If you need to add a NEW SHIPMENT, locate the correct order number on your screen and click the 'Create Shipment' button on the right side.

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.

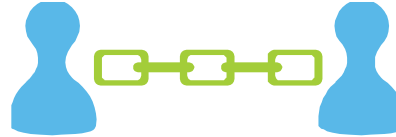
Action	Shipment No	Shipment Type	Shipment Status	Desired Pickup Date	Actual Pickup Date	Actual Shipment Weight	Self-Counseled	Assigned Counselor
	1	Non-Temporary Storage (NTS) NTS	In Counseling, Not Submitted	Apr 26, 2013			✓	Mark Cleave

Action	Shipment No	Shipment Type	Shipment Status	Desired Pickup Date	Actual Pickup Date	Actual Shipment Weight	Self-Counseled	Assigned Counselor
	1	Household Goods HHG	In Counseling, Submitted	Apr 26, 2013			✓	MOIRA BRESSI

- 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

OR

- Email us at householdgoods@navy.mil



- **NAVSUP Household Good Portal:** 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
- **DOD Household Goods Portal:** <http://www.move.mil>
- **POV Locator:** <http://www.PCSmyPOV.com>
- **Shipping a POV:** www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf
- **Weight Scale Locator:** <http://www.move.mil/contacts.htm>
- **Weight Estimator Form:** www.move.mil/dod.htm

Thank You.....

For additional information or assistance:



www.facebook.com/navyhhg



www.pinterest.com/navyhhg



www.youtube.com/navyhhg



www.twitter.com/navyhhg