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?

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

NOTE: Samples used are for Navy members
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.
Sample: Retirement Orders

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

Retirees are authorized shipment to Home of Selection (HOS) and Involuntary Separatess 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.
Sample: Separation Orders

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
MIDDLETOWN, NJ 07748

SUB: SEPARATION ORDERS 14JUNXX-X-1234-MMS
OFFICIAL SEPARATION ORDERS
MMS WANNA MOVE, USN

Separates are authorized to ship from current duty station to Home of Record (HOR) or Place Entered Active Duty (PLEAD) whichever distance is greater.

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

Separates are authorized to ship from current duty station to Home of Record (HOR) or Place Entered Active Duty (PLEAD) whichever distance is greater.
Sample: ADSW Orders

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.

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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.

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

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

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EFFECTIVE DATE OF PCS ORDERS

A. UNIFORMED MEMBER

- For a member being separated/retired, the last day of active duty
- For all others, including a Reserve Component (RC) member being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old Permanent Duty Station (PDS), the member’s home, Place Entered Active Duty (PLEAD), last Temporary Duty (TDY) station, safe haven location or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.
Effective Date Calculation

Report Date

Travel Time

= Effective Date

1 Additional Day

<table>
<thead>
<tr>
<th>Report Date</th>
<th>Minus Travel Time</th>
<th>Plus Add’l Day</th>
<th>Equals Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>10 days</td>
<td>1</td>
<td>May 23</td>
</tr>
<tr>
<td>Sep 6</td>
<td>4 days</td>
<td>1</td>
<td>Sep 3</td>
</tr>
<tr>
<td>July 10</td>
<td>19</td>
<td>1</td>
<td>June 22</td>
</tr>
</tbody>
</table>
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
POV Locator:  http://www.pcsmypov.com/
Shipping a POV:  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
Weight Estimator Form:  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

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

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