



DPS

Creating a Profile & Entering Orders Information

How to: create/update your DPS Profile and enter orders information



DPS HOMEPAGE (New User)



From your DPS Homepage:

1. Check the box next to the words “I have reviewed the...”
2. Click “Create Profile”

Note: If you have never used DPS before, you will need to acknowledge your branch of service information. Click the blue words “United States Navy specific information”
Note: the words will change depending on your branch of service (i.e. Navy, Air Force, Army, USMC, USCG) A new window will open with your branch of service information; once you have read the information, close the window to return to your DPS Homepage

Welcome to the Defense Personal Property System (DPS)

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.

Getting Started

To get started, you must first create your personal profile by clicking ‘Create Profile’. Access to the system will be limited until your profile has been created.

1

I have reviewed the [United States Navy specific information](#)

2

Create Profile



DPS HOMEPAGE (Returning User)

Mon Nov 06 01:12:18 UTC 2017

[Logout](#)

Wanna Move/LCDRO-4 United States Navy



NEW USERS

If it has been 30 days or more since you accessed your DPS account you are **required** to review and update your User Profile.

➤ Click "Review User Profile"

Welcome to DPS

The Defense Personal Property System requires that all user profiles are validated or updated every 30 days. It has been greater than 30 days since your profile has been validated or updated. Please click 'Review User Profile' to complete this step. Access to the system will be limited until you have completed this task.

[Review User Profile](#)



Customer Profile

Welcome to your Customer Profile

Before any other activity may be initiated within DPS, you must complete and save your User Profile. The information to be entered includes your personal contact information and your point of contact information.

Customer Information

First Name

Margaret

Primary Phone

360-476-8888

Primary Email

moira.bressi@navy.mil

Last Name

Sailor

Secondary Phone (Cell Phone Preferred)**Secondary Email (Personal Email Preferred)****Personnel Status**

Military Civilian

Branch Of Service

United States Navy

Your Customer Information is auto-filled with your name, email address, phone number and branch of service.

Make sure to update any information and select whether you are a military service member or civilian employee

TIP: It is strongly recommended that you use a personal email and phone number.

It's best to use your personal email that you have access to. Once your HHG/UB shipments are booked, you will get email updates to this "primary" email regarding your shipments.



Permanent Contact Address

Permanent Contact Address

Location

- CONUS
- OCONUS

Address Line 1

Address Line 2

Zip/City Lookup

City

State

Zip

County

Permanent Contact Address: A permanent contact address is required to continue creating your profile. This is an address where you can receive mail or be reached during the transition to your new duty station.



Permanent Contact Address, cont.

Permanent Contact Address ?

Location ?

- 1 CONUS
 OCONUS

* Address Line 1

2 123 First Street

Address Line 2

Enter Street Address 2

Zip/City Lookup ?

3 Port Orchard

PORT ORCHARD, WASHINGTON 98367 (KITSAP)

PORT ORCHARD, WASHINGTON 98386 (KITSAP)

* Zip

* County

1. Select whether the address is within the Continental United States (CONUS) or Outside the Continental United States (OCONUS or overseas)
2. Enter the Street Address
3. Enter the City Name OR ZIP Code. DPS will provide a list of cities with the name or ZIP Code you entered; select the correct location

IMPORTANT! Do not hit the tab or enter key when entering the city name/ZIP!



Permanent Contact Address, cont.

Permanent Contact Address ?

Location ?

- CONUS
 OCONUS

* Address Line 1

123 First Street

Address Line 2

Enter Street Address 2

Zip/City Lookup ?

PORT ORCHARD, WASHINGTON 98366 (KITSAP) X

* City

PORT ORCHARD

* State

WASHINGTON

* Zip

98366

* County

KITSAP

Once you have selected the correct ZIP/City in the lookup field, the system automatically populates the information in the required City, State, ZIP & County fields



Point of Contact

Points of Contact (POC) Information


So that you can be reached during your move, please use the area below to provide accurate contact data, to include email addresses. Your contact information can be updated at any time. Once your shipment(s) have been delivered, you will be emailed a customer satisfaction survey to complete which will support DoD's efforts in providing quality customer service.

Please identify at least one personal contact who will know how to reach you at origin, while in-transit, or at your new destination and would be willing to accept inquiries from your TSP if needed. You may also use this area to designate an individual to make decisions on your behalf (Power of Attorney / Letter of Authorization).

Please click on the 'Add Contact' button to add additional contacts to your profile. You are able to save (10) contacts to your profile. If no contacts are available, please acknowledge this by checking the acknowledgement statement.

No additional point of contact information found.

* I acknowledged that I have no points of contact.

 Add Contact

WHOEVER you want to act as your backup during pick-up or delivery, click here to add them as a POC.

It is highly recommended that if you are married, you add your spouse as a Point of Contact. Later on in the application, you will be asked to indicate whether you have a releasing/and or receiving agent. If you do not add the information in this section, the list will not generate when asked for your agent information.

Unless you designate a releasing/receiving agent in your DPS application, your move information will NOT be shared. You can name anyone over the age of 18 to act as your agent. If you DO name an agent, you will need to make them aware that they must be available on the days of pack, pickup and/or delivery between the hours of 0800 and 1700. If your agent is not available on agreed upon dates you may be charged an attempted pickup/delivery fee.

To add a contact, click the "Add Contact" button



Adding a Contact, cont

Create Point of Contact

* First Name	Middle Initial	* Last Name
<input type="text" value="Joe"/>	<input type="text"/>	<input type="text" value="Sailor"/>
* Primary Phone	Primary Phone Ext	
<input type="text" value="360-555-1212"/>	<input type="text" value="xxx"/>	
Secondary Phone (Cell Phone Preferred)	Secondary Phone Ext	
<input type="text" value="xxx-xxx-xxxx"/>	<input type="text" value="xxx"/>	
* Primary Email	Secondary Email (Personal Email Preferred)	
<input type="text" value="joesailor@hotmail.com"/>	<input type="text"/>	
* Power of Attorney ?	* Letter of Authorization ?	
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>

Fields with a red asterisk (*) are required items

Enter the name, phone number and email address of your contact.

You must respond to the Power of Attorney (POA) and Letter of Authorization (LOA) fields. If your contact has a POA or LOA, indicate yes; if they do not have a POA or LOA, indicate no.

Click the "Save" button.



Deleting a Contact

Please identify at least one personal contact willing to accept inquiries from your TSP (Power of Attorney / Letter of Authorization).

Please click on the 'Add Contact' button to

Name	Primary Phone
Joe Sailor	360-555-1212

Showing 1 to 1 of 1 entries

Delete Point of Contact Confirmation

Delete Point of Contact

Warning: You are attempting to delete a Point of Contact from your profile. To permanently delete this contact, please click 'Confirm Delete Contact'.

new destination and would be decisions on your behalf

ts to your profile.

Action
Actions ▾
<input type="checkbox"/> Edit
<input checked="" type="checkbox"/> Delete

If you need to delete a contact, use the drop-down menu in the action column and select 'Delete'. A new box will pop up that asks you to confirm the delete.

If you need to edit a contact, use the drop-down menu in the action column and select 'Edit'.

Once you have finished adding, deleting or editing your contacts, click the "Create Profile" button.



Customer Profile

Mon Nov 06 18:44:17 UTC 2017

Logout

Margaret Sailor / United States Navy



Defense Personal Property System

[Home](#) [My Profile](#) [My Documents](#) [Useful Links](#) [Quick Reference Guides](#)

Customer Profile

✓ Your user profile has been successfully created.

Customer Information [Edit](#)

First Name Margaret	Primary Phone 360-476-8888	Primary Email moira.bressi@navy.mil
Last Name Sailor	Secondary Phone (Cell Phone Preferred)	Secondary Email (Personal)
Personnel Status Military	Branch Of Service United States Navy	

Once you have confirmed your customer information, added a permanent contact address and any points of contact, you will receive confirmation that your profile has been successfully updated.

To add your orders information and create a shipment request, click the blue "Home" button at the bottom of the page.

Permanent Contact Address

Address Line 1
123 First Street

Address Line 2

City PORT ORCHARD **State** WASHINGTON **Zip** 98366

County
KITSAP

Points of Contact (POC) Information

Name	Primary Phone	Secondary Phone	Email	Action
Joe Sailor	360-555-1212		joesailor@hotmail.com	Actions

Showing 1 to 1 of 1 entries

[Home](#)



Orders Information

Mon Nov 06 18:45:08 UTC 2017

Logout

Margaret Sailor / United States Nav



Defense Personal Property System

Home

Welcome to DPS

Start a New Move

Shipment Management

The next step in the process is to add your new orders information.

Click "Start a New Move"

- **NEW USERS:** Skip to slide 14
- **RETURNING USERS:** continue to slide 13



USTRANSCOM

United States Transportation Command

24/7 SRC Desk

Phone

Toll Free: (800) 462-2176

Commercial: (618) 589-9445

Email

usarmy.scott.sddc.mbx.g6-SRC-DPS-HD@mail.mil

Submit a ticket online

<https://src.service-now.com/src/>



Entering Orders Information (Returning Users)

Wanna Move LCDR/O-4 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 Mar 2017: BREMERTON to ATSUGI
Order Number GBLOC TEST
Order Type Permanent Change of Station

There are no shipments currently associated with this order. [Edit My Order/Shipment Info](#)

[Add a shipment](#)

Past Moves

02 Jan 2017: BREMERTON to SAN DIEGO
Order Number DPS123 (webinar)
Order Type Separation

16 Dec 2016: SAN DIEGO to BREMERTON
Order Number webinar test
Order Type Permanent Change of Station

If you have previously had a move arranged through the DPS system returning users will see all current and past move requests.

Click "Start a New Move"

IMPORTANT! Returning users should NOT modify orders that have already been processed (i.e. anything that appears under the "Past Moves" header). If you have entered orders information and need to create a shipment or add a new shipment request, you can click on the blue words "Edit my order/shipment info" link on the right side under the 'Current Move' header.

NOTE: if you have received an orders modification you should enter the new orders information and create a shipment.



Entering Orders Information (New Users)

A screenshot of a web browser displaying the "Rank & Hard Copy Orders" form. The browser's address bar shows "https://dps.sddc.army.mil/ - Shipments [DPS Prod - 3.9.1a] - Internet Explorer". The page has a navigation menu on the left with sections for "Counseling Menu" and "Order []". The "Rank & Hard Copy Orders" section is active, showing a customer profile for "Sailor, Margaret" from the "United States Navy". The form contains several fields: a dropdown menu for "Rank/Pay Grade" with "--Select From Below--" selected; a text input field for "If your orders specify a specific weight allowance, enter it here:"; and two sets of radio buttons for "Do you have Hard Copy Orders?" and "Do you have a Change of Homeport Certificate?". At the bottom of the form are "Previous" and "Next" buttons. A red arrow points from a text box to the weight allowance input field.

LEAVE BLANK unless your orders SPECIFICALLY states a max weight allowance

The next step in the Self-Counseling Process is to enter your orders information. You must enter new orders information in order to create a shipment request.



Orders Details: Rank & Hard Copy Orders

Counseling Menu <<

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

Order [] <<

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

Rank & Hard Copy Orders

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

Please indicate the applicable rank & orders information as stated on your travel orders.

* Rank/Pay Grade:	--Select From Below-- ▾
If your orders specify a specific weight allowance, enter it here:	<input type="text"/>
* Do you have Hard Copy Orders?	<input type="radio"/> Yes <input type="radio"/> No
* Do you have a Change of Homeport Certificate?	<input type="radio"/> Yes <input type="radio"/> No i

<< Previous Next >>

In the 'Rank & Hard Copy Orders' section, you will be prompted to identify your rank/pay grade and indicate whether or not you have hard copy orders or a Homeport Change Certificate.



Orders Details: Rank & Hard Copy Orders

*Rank/Pay Grade:

--Select From Below--

--Select From Below--

- ADM / O-10
- VADM / O-9
- RADMU / O-8
- RADML / O-7
- CAPT / O-6
- COM / O-6
- CDR / O-5
- LCDR / O-4
- LT / O-3
- LTJG / O-2
- ENS / O-1
- CW5 / W-5
- CW4 / W-4
- CW3 / W-3
- CW2 / W-2
- WO1 / W-1
- MCPON / E-9
- MCPO / E-9
- SCPO / E-8
- CPO / E-7
- PO1 / E-6
- PO2 / E-5
- PO3 / E-4
- SN / E-3
- SA / E-2
- SR / E-1
- MID / MID
- FL313 / L313
- SAG / SAG

* Do you have Hard Copy Orders?

Yes No

* Do you have a Change of Homeport Certificate?

Yes No

* Will you be using the Change of Homeport Certificate for your move?

Yes No

* Is the Change of Homeport Certificate limited?

Yes No

Using the drop down menu, select Rank/Pay Grade

Indicate whether or not you have Hard Copy Orders

TIP: say yes to this question even if you do not have orders in hand. This will allow you to finish submitting the application. Please be aware that your application will not be processed until you provide the responsible origin counseling office with your orders and any other supporting documents.

Indicate whether you have a Homeport Change Certificate (HPC)

NOTE: A HPC is issued to Navy members who are stationed on a vessel that is changing homeports from one location to another. Entitlement to use a HPC expires one year from the effective date of the homeport change. If you say yes to this question you will be prompted to answer additional questions regarding your Homeport Change Certificate.



Orders Details: Rank & Hard Copy Orders

Counseling Menu <<

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

Order [] <<

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

Rank & Hard Copy Orders

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

Please indicate the applicable rank & orders information as stated on your travel orders.

*Rank/Pay Grade:	PO1 / E-6
If your orders specify a specific weight allowance, enter it here:	<input type="text"/>
* Do you have Hard Copy Orders?	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Do you have a Change of Homeport Certificate?	<input type="radio"/> Yes <input checked="" type="radio"/> No

<< Previous Next >>

Click here →

Once you have entered the required information, click 'Next'

Reminder: required information is indicated by a **red asterisk (*)**; if the field does not have a red asterisk it is not necessary to enter information.



Orders Details: Order Information

Counseling Menu <<

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

Order [] <<

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

Order Information

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

Please indicate the applicable orders information as stated on your travel orders.

* Order Number:	<input type="text" value="DPS 123"/>
* Order Date:	<input type="text" value="01-Oct-2014"/>
Headquarters Issuing Orders:	<input type="text"/>

The next step is to enter your order number and date.

If you are unsure of your orders number you may use 'DPS123' .

Use the Calendar icon to select the date orders were issued. If you are unsure, use the current date.

Once you have entered all of your orders information, click 'Next'

TIP: the Headquarters Issuing Orders field is NOT required and may be left blank.



Orders Details: Duty Stations

Counseling Menu

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

Order [1245]

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

Duty Stations

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

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 the city to select the location from the drop down list.

Current Duty Station

Duty Station Class:

City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified

New Duty Station

Duty Station Class:

City: Not Specified
State: Not Specified
County: Not Specified
Zip Code: Not Specified

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

<< Previous

Next >>

"Duty Station Class" applies to Navy/Coast Guard, all other branches will not see this drop down menu. Just continue to input your authorized from/to location. For all branches other than Navy/Coast Guard, skip to SLIDE 25.

The next step in entering your orders information is to provide your current and new duty station locations.



Current Station: Entering Location

Current Duty Station

* Duty Station Class: --Select From Below-- ▼

- Select From Below--
- Shore Duty
- Sea Duty

Using the drop down menu, select whether your new duty station is 'sea' or 'shore'.

Current Duty Station

* Duty Station Class: Shore Duty ▼

City: BREMERTON
State: WA
County: KITSAP
Zip Code: 98310

Enter Location

Select Duty Station

Location

CONUS (U.S) OCONUS (Non U.S)

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

City:
County:
State:
Zip:

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

Ok **Cancel**

To enter the City/State/Country of your current duty station, click the 'Enter Location' button

A new window opens to select your duty station. Make sure to check the appropriate CONUS/OCONUS button before typing in your city.

Click OK

TIP: Type in the name of the city **BUT DO NOT HIT ENTER!!** A new drop down list will present all of the cities with the same name. It is only necessary to type in the first four letters of the city name. Select the correct city/state/ZIP from the populated list. The relevant information will automatically appear once you have made your selection.



New Duty Station

New Duty Station

* Duty Station Class: ▼

- Select From Below--
- Shore Duty
- Sea Duty

Using the drop down menu, select whether your current duty station is 'sea' or 'shore'.

Current Duty Station

* Duty Station Class: ▼

* Ship Name: ▼ ⓘ

- Select From Below--
- 1ST LT HARRY L. MARTIN (AK 3015)
- 1ST LT JACK LUMMUS (AK 3011)
- 1ST LT. ALEX BONNYMAN (AK 3003)
- 1ST LT. BALDOMERO LOPEZ (AK 3010)
- 2ND LT. JOHN P. BOBO (AK 3008)
- A1C WILLIAM H. PITSENBARGER (AK 4638)
- ABATAN (AW 4)
- ABBOT (DD 629)
- ABLE (AGOS 20)
- ABNAKI (ATF 96)
- ABRAHAM LINCOLN (CVN 72)**
- ABRAHAM LINCOLN (SSBN 602)
- ACADIA (AD 42)
- ACCOKEEK (ATA 181)
- ACHELOUS (ARL 1)
- ACHOMAWI (ATF 148)
- ACME (MSO 508)
- ACREE (DE 167)
- ADMIRAL W. M. CALLAGHAN (AKR 1001)
- ADRIA (AF 30)
- ADROIT (MSO 509)
- ADVANCE (MSO 510)
- ADVENTUROUS (AGOS 13)
- AEOLUS (ARC 3)
- AFFRAY (MSO 511)
- AGERHOLM (DD 826)
- AGGRESSIVE (MSO 422)
- AGILE (MSO 421)
- AHI (WPB 87364)

If you selected 'sea' as your duty station class, use the drop down menu and select your ship name.

NOTE: If you are assigned to a vessel which has not yet been commissioned, please contact SDDC Help Desk and request assistance for it to be added

TIP: Some Navy members will be assigned to a billet that counts as sea duty for rotation purposes but is not indicated in the drop down menu, such as air squadrons. If your command does not appear in the drop down menu, select your duty station class as 'shore' – this will not affect your entitlement



New Duty Station: Entering Location

New Duty Station

* Duty Station Class: Sea Duty

* Ship Name: ABRAHAM LINCOLN (CVN 72)

City: NORFOLK
State: VA
County: NORFOLK CITY
Zip Code: 23501

Enter Location

Select Duty Station

Location

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

Select City: Norfolk

City:
County:
State:
Zip:

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

Ok Cancel

- NORFOLK, LITCHFIELD COUNTY, CT, 06058
- NORFOLK, NORFOLK COUNTY, MA, 02056
- NORFOLK, MADISON COUNTY, NE, 68701
- NORFOLK, MADISON COUNTY, NE, 68702
- NORFOLK, NORFOLK CITY COUNTY, VA, 23501
- NORFOLK, NORFOLK CITY COUNTY, VA, 23502
- NORFOLK, NORFOLK CITY COUNTY, VA, 23503
- NORFOLK, NORFOLK CITY COUNTY, VA, 23504
- NORFOLK, NORFOLK CITY COUNTY, VA, 23505
- NORFOLK, NORFOLK CITY COUNTY, VA, 23506
- NORFOLK, NORFOLK CITY COUNTY, VA, 23507
- NORFOLK, NORFOLK CITY COUNTY, VA, 23508
- NORFOLK, NORFOLK CITY COUNTY, VA, 23509
- NORFOLK, NORFOLK CITY COUNTY, VA, 23510
- NORFOLK, NORFOLK CITY COUNTY, VA, 23511

To enter the City/State/Country of your new duty station, click the 'Enter Location' button

A new window opens to select your duty station. Make sure to check the appropriate CONUS/OCONUS button before typing in your city.

TIP: Type in the name of the city **BUT DO NOT HIT ENTER!!** A new drop down list will present all of the cities with the same name. It is only necessary to type in the first four letters of the city name. Select the correct city from the populated list. The relevant information will automatically appear once you have made your selection.

Technical Tip: Some users are experiencing difficulty with entering duty station locations and pickup/delivery address. This happens for a variety of reasons and can be solved by increasing your screen magnification



Duty Stations

- Counseling Menu
 - Customer Profile
 - Customer Information
 - Point of Contact
 - My Orders
 - Enter Order Information
- Order [1245]
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations**
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary

Duty Stations

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

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 the city to select the location from the drop down list.

Current Duty Station	
* Duty Station Class:	Shore Duty
City: BREMERTON	
State: WA	
County: KITSAP	
Zip Code: 98310	
Enter Location	

New Duty Station	
* Duty Station Class:	Sea Duty
* Ship Name:	ABRAHAM LINCOLN (CVN 72)
City: NORFOLK	
State: VA	
County: NORFOLK CITY	
Zip Code: 23501	
Enter 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.

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

[Click here](#)

When you have finished entering your current and new duty station information, click 'Next'.



Orders Selection: Arduous Duty

Counseling Menu

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

Order [SAMPLE 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-NTR ⚠

Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Arduous Duty

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

Enter the addresses associated with the move such as pick-up and delivery addresses. If the customer does not have an address at the new destination, just enter the city, state, and country. As shipment(s) are created, you will be able to select one of the addresses entered on this page and associate it with the shipment being created.

* Is your Duty Station Considered Unusually Arduous? Yes No

Ship Classes

AGF	DD	LST
AOE	DDG	MCM
ARS	FFG	MCS
AS	LCC	MHC
CG	LHA	PC
CGC	LHD	SSBN
CVN	LPD	SSN
CV	LSD	

Individual Units

11401, CGC HAMILTON	11509, CGC CAMPBELL	12204, CGC ALEX HALEY
11402, CGC DALLAS	11510, CGC THETIS	14102, CGC HEALY
11403, CGC MELLON	11511, CGC FORWARD	14501, CGC POLAR STAR
11404, CGC CHASE	11512, CGC LEGARE	14502, CGC POLAR SEA
11405, CGC BOUTWELL	11513, CGC MOHAWK	32219, Special Boat Unit
11406, CGC SHERMAN	12101, CGC RELIANCE	42221, Special Boat Unit
11407, CGC GALLATIN	12102, CGC DILIGENCE	44392, Special Boat Unit
11408, CGC MORGENTHAU	12103, CGC VIGILANT	44920, Beachmaster Unit
11409, CGC RUSH	12104, CGC ACTIVE	44921, Beachmaster Unit
11410, CGC MUNRO	12105, CGC CONFIDENCE	44923, Beachmaster Unit
11411, CGC JARVIS	12106, CGC RESOLUTE	44924, Beachmaster Unit
11412, CGC MIDGETT	12107, CGC VALIANT	44925, Beachmaster Unit
11501, CGC BEAR	12109, CGC STEADFAST	45411, Assault Craft Unit
11502, CGC TAMPA	12110, CGC DAUNTLESS	45472, Assault Craft Unit
11503, CGC HARRIET LANE	12111, CGC VENTUROUS	49388, Beachmaster Unit
11504, CGC NORTHLAND	12112, CGC DEPENDABLE	53211, Beachmaster Unit
11505, CGC SPENCER	12113, CGC VIGOROUS	53212, Beachmaster Unit
11506, CGC SENECA	12115, CGC DECISIVE	55621, Assault Craft Unit
11507, CGC ESCANABA	12116, CGC ALERT	
11508, CGC TAHOMA	12201, CGC ACUSHNET	

Afloat Staffs

APSLANT	DESRON 15	PHIBRON 11
APSPAC	DESRON 18	PHIBRON 2
APSRON 4	DESRON 2	PHIBRON 3
CARGRU 1	DESRON 21	PHIBRON 4
CARGRU 2	DESRON 22	PHIBRON 5
CARGRU 3	DESRON 23	PHIBRON 6
CARGRU 4	DESRON 24	PHIBRON 7
CARGRU 5	DESRON 26	PHIBRON 8
CARGRU 6	DESRON 28	SECONDFLT
CARGRU 7	DESRON 31	SEVENTHFLT
CARGRU 8	DESRON 50	SIXTHFLT
CRUDESGRU 1	DESRON 6	STANAVFORLANT
CRUDESGRU 12	DESRON 7	THIRDFLT
CRUDESGRU 2	DESRON 9	WAGB 399
CRUDESGRU 3	FIFTHFLT	WAGB 420
CRUDESGRU 5	MPSRON 1	WHEC 378
CRUDESGRU 8	MPSRON 2	WMEC 210
DESRON 1	MPSRON 3	WMEC 270
DESRON 14	PHIBRON 1	

Navy members who select 'sea' duty as their current or new duty station will be prompted to indicate whether their sea duty is considered unusually arduous.

Unusually arduous sea duty is one in which your command is away from its homeport for an extended period of time.

Click 'Next'



Order Selection: Order Type

Counseling Menu

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

Order [SAMPLE 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-NTSR ⚠

Useful Links

Order Selection

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

Step 1: Select an Order Type from the drop-down menu below. If you do not see yours listed, select "Various" for more options.
Step 2: Select the appropriate Authorized Order from the list. If the options listed do not appear on your orders, please contact your local Counseling office for assistance.

Order Type:

<input type="radio"/> Dependent Travel	
<input checked="" type="radio"/> Permanent Change of Station	The assignment, detail or transfer of a member or unit to a different Permanent Duty Station (PDS) under a competent order that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.
<input type="radio"/> Retirement	
<input type="radio"/> Separation	
<input type="radio"/> Temporary Duty	
<input type="radio"/> Various	

Authorized:

<input type="radio"/>	Course of Instruction 20 weeks or More
<input checked="" type="radio"/>	Shipment of HHG Permitted

<< Previous Next >>

In this section, you will be prompted to select your Order Type and then select one of the Authorized Order options from the populated list. You can click on each order type for an explanation and review your choices.

If you are not sure which order type and authorized to select, choose Permanent Change of Station as the Order Type and Shipment of HHG Permitted as Authorized. Click 'Next'.

If you need assistance determining which type of orders and authorized shipments to choose, please email a copy of your orders to householdgoods@navy.mil.



Orders: Tour Information

Tour Information

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

Please indicate the applicable orders information as stated on your travel orders.

* Current Unit: USS GEORGE WASHINGTON CVN 73

* Current APO/FPO: FPO AP 96650-2801

New Duty Assignment: []

* Tour Type: Accompanied 

* Report Date: 15-Jan-2015 

* Are Dependents Authorized? Yes No

* Number of dependents 12 years and older: 1

* Number of dependents under 12 years old: 2

<< Previous Next >>

NOTE: If you select unaccompanied as Tour Type but have dependents, make sure to say 'yes' to the question that asks "Are Dependents Authorized" – this will ensure the system shows your full weight entitlements.


OCONUS

You will next be asked to identify your tour information. If you indicated that your current or new duty station is Sea Duty and/or OCONUS (overseas), you will be prompted to provide your current unit and APO/FPO address and indicate whether your OCONUS tour is accompanied or unaccompanied. If you select accompanied, you will be prompted to indicate how many dependents you have over the age of 12 and how many are under the age of 12 (don't forget to count your spouse as a dependent over 12!).

If you selected a CONUS (within the US) as your current or new duty station, your tour information screen will appear similar to the lower portion of this slide.

Once you have completed the required entries, click 'Next'.

New Duty Assignment: PENTAGON

* Report Date: 30-Sep-2011 

* Do You Have Dependents? Yes No

<< Previous Next >>

CONUS



Orders: Additional Information

Counseling Menu

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

Order [1245]

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

Entitlements

PCS: 11000 lbs.
Remaining PCS: 11000 lbs.

Additional Information

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

Based on the information you have provided on previous screens, please indicate if any of the following will apply to your upcoming move.

Orders Additional Information

* Are You Shipping a POV?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Are You Shipping a Motorcycle?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Warning: If shipping your motorcycle as a part of your Household Goods, the weight of the motorcycle is chargeable against your weight entitlement.	
* Are You Shipping a Boat?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Are You Shipping a Mobile Home?	<input type="radio"/> Yes <input checked="" type="radio"/> No
* Do you currently have items in Non-Temporary Storage(NTS)?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Orders Specific Questions

* Will you be storing your Household Goods instead of shipping them?	<input type="radio"/> Yes <input checked="" type="radio"/> No i
--	--

<< Previous **Next >>**

On this screen, based on your orders and the information you have entered so far, you will be asked additional information.

As a general rule, members who have PCS orders within CONUS are not authorized POV shipment. For more clarification on this entitlement you may send a copy of your orders to householdgoods@navy.mil.

If you plan on shipping a motorcycle, you will be asked to provide additional information (i.e. make, model, etc.) later on in the application.

Select a response to the questions regarding shipment of a boat, mobile home or consumables.

Select yes to the last question if you have items in Non-Temporary Storage at gov't expense (long term or NTS).

Click 'Next'



Entitlement Summary

Counseling Menu

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

Order [1245]

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

Entitlements

PCS: 11000 lbs.
Remaining PCS: 11000 lbs.

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

Order Number: 1245

*****Below are your entitlements based on the information entered. This information is subject to change based upon the validation by your counselor.****

Please review the information to assure that there are no errors. You may Print a summary by clicking the "Print" button at the bottom of the page.
You are a United States Navy PO1 / E-6 on Permanent Change of Station orders (Shipment of HHG Permitted) from BREMERTON, WA to the ABRAHAM LINCOLN (CVN 72), NORFOLK, VA with a Report date of 02-Nov-2015.

Your JTR TDY PCS Weight Allowance is 11,000 pounds The weight of all shipments (Household Goods (HHG) , Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JTR TDY weight allowance. *Note: If the actual weight of Pro Gear is higher than 2,000 lbs, the difference will be applied to your weight allowance. The professional books, papers, and equipment for a Uniformed Service Member's non-member spouse may not exceed 500 lbs.

Entitled to ship From Current/Previous Duty Station, Previous Designated Location To New Duty Station and based on the orders information entered, the following shipment(s) are authorized:

Household Goods

Shipment to other than authorized locations could lead to possible excess costs.

There may be weight restrictions that are unique to the Destination you have selected that have not been identified by DPS. It is imperative that you review your orders and consult with the PCS information regarding import restrictions/prohibitions, POV, firearms, pets and other general info about your destination. It is mandatory that you review these instruction and we recommend you

NEW DUTY STATION INSTRUCTIONS

If there are any errors in your summary information , use the left hand navigation tool to go back and make updates or changes. If your information was entered correctly, but the summary about navigation to locate a Counseling Office for assistance. You may print a summary by clicking the Print button at the bottom of the page.

Click here to verify the above information is correct

Print

<< Previous Next >>

TIP – for information on your new duty station, click the blue words “New Duty Station Instructions”. This opens a new window with information relevant to your new duty station.

Once you have entered all of the requested orders information you will be presented with a summary of your entitlements. This information is subject to change upon validation of your application. For this presentation, we have indicated that our orders are from a shore command to an arduous sea command within the Continental United States. The summary informs us that we are entitled to a Household Goods (HHG) shipment.

It is important to review the information provided in your entitlement summary. Once you have read the information, check the box to verify that you have read the information and it is correct.

Click ‘Next’



Now that you have created or updated your profile and entered your new orders information, you will continue the self-counseling and create a shipment request.

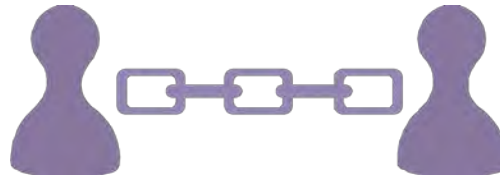
For additional step-by-step instructions on how to create a shipment, check out the "How to create a HHG move" and/or "How to create a DITY move" guides for further instructions.



- 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>
- **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
- **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:** https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf