



DPS Self Counseling

Creating a HHG Shipment

TMO Luke AFB
DEC 2017



SHIPMENT TYPE - HHG

Other options:
UB (Unaccompanied Baggage),
NTS (Non-Temp Storage)

Also select HHG if you're trying to have your furniture released out of storage (aka NTSR)

Select "No" if you want the gov't to move your furniture. Select "Yes" if you're trying to create a DITY move.

- Select the type of shipment
- Select "No" for PPM
- Click Next

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.



DPS COUNSELING

The screenshot displays the 'DPS Counseling - Shipping' page. The page is divided into several sections with blue headers: 'General Information', 'Household Goods (HGG)', 'Weight Allowances', 'Prohibited Items', 'Household Goods (HGG) Release or Receipt Procedures', 'Household Goods (HGG) Release or Receipt Procedures', 'Household Goods (HGG) Release or Receipt Procedures', and 'Household Goods (HGG) Release or Receipt Procedures'. A red box highlights the 'Household Goods (HGG)' section, which contains a list of items that are not allowed for shipment, such as firearms, explosives, and hazardous materials. A red arrow points from the text box to the 'Click here to verify that the customer has been advised under 48 CFR 101.11.6 (a) of a printed copy of the information above.' link at the bottom of the page.

- With DPS, you don't have to visit a Personal Property Shipping Office (PPSO). You receive your counseling online and must check the acknowledgment box at the bottom of the page.
- Click Next

It's best to print all the info out so you'll have it for future reference

PICKUP & DELIVERY

The screenshot displays the 'CreateMyShipmentA' web application. The browser address bar shows the URL: <https://dps.sddc.army.mil/counseling/shipment/CreateMyShipmentA>. The page title is 'Pickup and Delivery'. The user is logged in as a Counselor, and the customer information is [SMITH, DING -- BG / O-7 -- United States Army -- 444115263].

The interface includes a left-hand navigation menu with the following sections:

- Counselor Menu**
 - Shipment Queue
 - People Finder
 - Order Finder
- Counseling Menu**
 - Customer Profile
 - Customer Information
 - Point of Contact
 - Customer's Orders
 - Enter Order Information
 - View Documents
- Order [30000]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations

The main content area contains the following sections:

- Is this a Local Move?** with radio buttons for Yes and No. A red box highlights this section with the text "Answer Yes or No".
- Dates** section with fields for "Desired Pickup Date" and "Desired Delivery Date". Red arrows point to the calendar icons next to these fields.
- Pickup Address** and **Authorized Delivery Address** sections, each with a table of address fields and a rolodex icon. A red box explains: "- Click the rolodex to add/edit the necessary addresses. For most, the left two are the same, and the right two are the same. Once addresses are added, all addresses will be shown no matter which icon you choose. NOTE: For delivery addresses, most don't have an address yet. Just add your phone #, and search for the Base name, or just the city and state of your destination."
- Emergency Contact Information** section with a field for the contact name and a rolodex icon. A red box explains: "This should be an 'emergency contact' not traveling with you. If you want to add their name, enter it on 'address line 2'... ex: c/o Jane Doe".

EXTRA PICKUP, RELEASING/RECEIVING AGENT

INTECOM 3 UNCLASSIFIED

https://dps.sddc.army.mil/counseling/shipment/CreateMyShipmentA

ETA SSO Portal v.4.3.1 DPS - 3.10.1 - Prod

File Edit View Favorites Tools Help

CPPPo v3.1.0.1 DPS AF Portal Login Page Amazon AMRDEC SAFE ATAAPS Google Maps Google PPA HQ Resource Ctr Travel Regulation

- Current Shipments
 - 21-PPM
 - 22-HHG
 - Pickup & Delivery
 - Basic
 - Additional Items
 - Scheduling
 - Responsibilities
 - Counselor Page
 - Summary
 - Counseling Office
 - Submit

Entitlements
PCS: 18000 lb
Remaining PCS: 6010 lb

Requested Pickup Address

Requested Delivery Address

Power of Attorney

Power of Attorney

Letter of Authorization

Letter of Authorization

Contact Information

Information

Additional locations

Pickup 1 <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Delivery 1 <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>
Pickup 2 <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Delivery 2 <input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Releasing & receiving agents

Releasing <input type="text" value="Select from below"/>	Receiving <input type="text" value="Select from below"/>
--	--

<< Previous Next

- You may request an additional pickup and/or delivery as long as it is within the same AOR as your authorized locations (usually within 50 miles of pickup/delivery).

Members may authorize a Releasing and/or Receiving agent to act on their behalf at origin and destination. These agents MUST be over 18 years of age and available on the days of pack, pickup and delivery. These agents DO NOT need to have a Power of Attorney or Letters of Authorization. Using the drop down arrow, select your agent and click next. NOTE: For your rep's name to appear here, you must add them as a POC under the "customer profile" section.



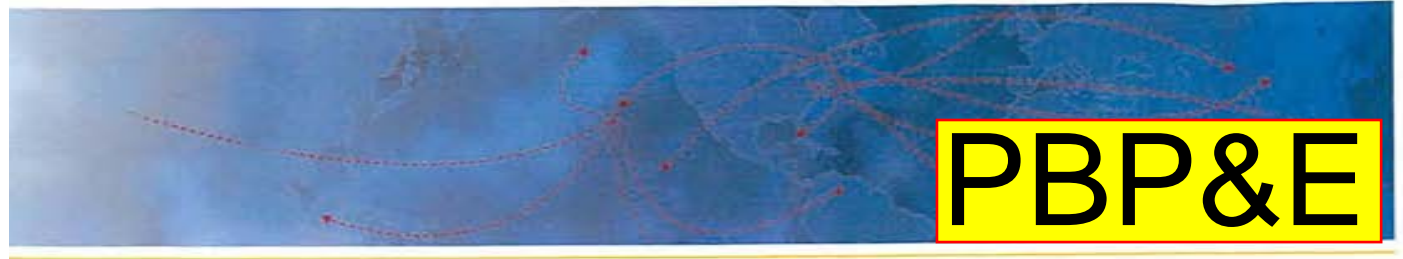
BASIC HHG

The screenshot shows the 'Basic HHG' form in a web browser. The browser's address bar shows 'ETA SSO Portal v4.3.1'. The page title is 'Basic HHG'. The form is for a customer named 'SMITH, DING'. The form is divided into several sections: 'Shipments Weights', 'Special Items included in shipment', and 'Additional Information'. The 'Shipments Weights' section has input fields for 'Total estimated weight of your household goods' (4000), 'Estimated weight of PBP&E [Pro Gear]' (10), and 'Estimated weight of Spouse's PBP&E [Pro Gear]' (0). The 'Special Items included in shipment' section has checkboxes for various items, with 'Front load washer/dryer' checked. The 'Additional Information' section has a text area with the text: 'REFRIGERATOR, DEEP FREEZER, TOOLS, TREADMILL, HEAVY ENTERTAINMENT CENTER. PICK UP ADDRESS IS ON A CDL-DE-SAC. HOUSE HAS TWO FLIGHTS OF STAIRS.' There are navigation buttons at the bottom: '<< Previous' and 'Next >>'. The Windows taskbar is visible at the bottom of the screen.

Indicate the estimated weight of your shipment. You can use the Weight Estimator tool, however a great rule of thumb is to estimate 1,000 lbs per full room.

If you are claiming Professional Books, Papers & Equipment (PBP&E aka Pro Gear) for yourself or your spouse, it must be indicated. If claiming Spouse Pro Gear, PREAPPROVAL IS REQUIRED! Contact your origin Personal Property Office for the required inventory form.

Indicate any special items; add any additional information you want to give the movers a heads up about; then click Next



ACTIVE DUTY PRO GEAR

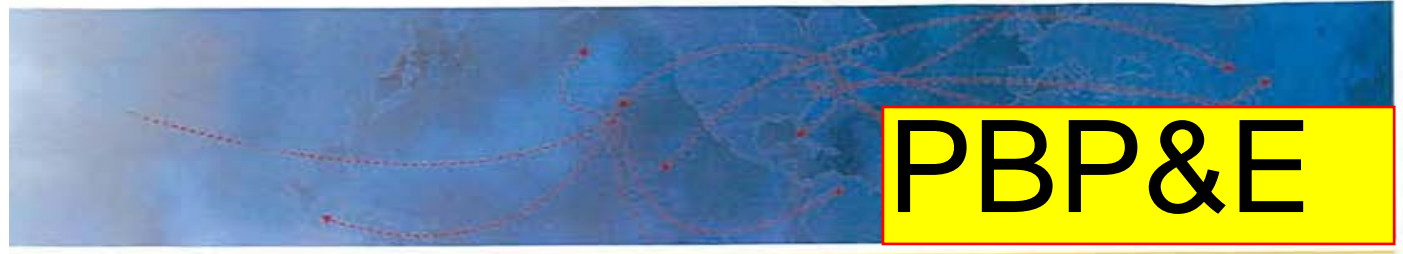
What is PROGEAR?... What am I authorized to claim as PROGEAR?

Professional Books, Papers, and Equipment (PBP&E): Items required to perform your official duties such as:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as diving suits, flying suits, band uniforms (exclude regular uniforms)
- MARS equipment: You must certify you are an active MARS member and all equipment qualifies for MARS use.
- Exclude items that will not be used at next or some future assignment (exception: retirees and most separatees).
- Do not include spouse's professional items.
- Separate professional gear from the rest of your household goods, so that it may be packed, weighed and marked separately, and listed as professional books, paper and equipment on your inventory.
- Your weight allowance will not include the weight of your professional gear.

What is NOT authorized?

- Personal computer equipment or peripheral devices
- Memorabilia including awards, plaques or other objects presented for past performance-including going away gifts
- Table service, including flatware (and serving pieces), dishes (including serving pieces, salvers and their heating units) other utensils and glassware
- Other items of a professional nature that will not be necessary at the next or subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as a part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/ subsequent PDS either in hard copy or available on the internet.



PBP&E

SPOUSE PROGEAR

Note: Spouse PROGEAR will not be considered AFTER the move has been completed

1. General

- a. This is **NOT** applicable to an **employee's** dependent spouse.
- b. PBP&E includes HHG in a spouse's possession **needed for the spouse's employment or community support activities** at the next or a later destination.

2. PBP&E includes the following items:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

3. PBP&E does NOT include the following items:

- a. Commercial products for sale/resale used in conducting business,
- b. Sports equipment, (i.e weights, kettle bells, snorkel equipment, yoga mats, etc.)
- c. Office furniture,
- d. Household furniture,
- e. Shop fixtures,
- f. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),
- g. Personal computer equipment and peripheral devices,
- h. Memorabilia including awards, plaques or other objects presented for past performance,
- i. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,
- j. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.



ADDING A MOTORCYCLE

The screenshot shows the SHIPMENTS system interface. The left sidebar contains navigation menus for 'Counselor Home', 'Accounting Home', and 'Order [112281]'. The main content area is titled 'Additional Items' and includes sections for 'Motorcycles' and 'Trucks'. A modal window titled 'Add/Edit' is open, displaying a form for adding a motorcycle. The form fields are as follows:

Is Vehicle Drivable:	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Vehicle Identification Number (VIN):	1122AB00U45612
Chassis Number:	
License Plate Number:	
*Make:	SUZUKI
*Model Year:	2010
*Model:	GSXR
*Engine Size[numeric]:	1000
Licensing State:	--Select From Below--
*Country of Manufacturer:	JAPAN
*Weight[numeric]:	700

At the bottom of the form are 'Save' and 'Cancel' buttons. Three red callout boxes provide instructions:

- 1. If you want to add a motorcycle, you must have answered yes to the question on the Additional Information Section.
- 2. Click yes here and a new window will appear
- 3. Motorcycle information MUST be added if you intend for the government to ship it with your HHGs.



ADDING A FIREARM

Additional Items

Action	Make	Model	Model Year	Engine Cyl	Licensing State	Estimated wt	Country of Manufacture
	GLOCK	17	2014	4	GA	700	GERMANY

Firearms

Do you want to add a firearm to this shipment? Yes No

Add/Edit Firearm

*Serial Number: 987FGHJ
*Make: GLOCK INC
*Model Year: 2014
*Model Name: GLOCK 17
*Caliber Size or Gauge: 9MM
*Country of Manufacturer: GERMANY
*Firearm Code: C - Acquired from a licensed dealer

Save Firearm Cancel

If you are shipping a firearm, you MUST indicate the required information for each firearm. It WILL NOT be shipped without it. (NOTE: Ammo CANNOT be shipped!)



SCHEDULING

ETA-SSO Portal v4.3.1 | DPS - 3.9.1a - Prod | Shipments [DPSProd - 3.9...

Customer: [SMITH, DING] - GEN/O-10 - United States Army - 44415263

Based on the total estimated weight of 4,000 pounds, it will take 1 days, 0 days for packing and 1 day for pickup. It is estimated that it will take 9 days for this shipment to be delivered to the customer's destination.

Shipment Dates

Desired Pickup Date:	Dec 28, 2017	Desired Delivery Date:	Jan 18, 2018
Estimated shipment arrival date at destination:	Jan 8, 2018		

Are you requesting a direct delivery? Yes No

Do you have a preferred TSP? Yes No

Do you have a non-preferred TSP? Yes No

No TSP Selected

<< Previous Next >>

PCS: 18000 lbs.
Remaining PCS: 7002 lbs.

This date is the estimated date your shipment is due to arrive, but **SUBJECT TO CHANGE** once the moving company weighs your furniture and knows exactly how much weight their actually moving.

Select "No" for both

Indicate whether you want your HHG delivered directly to your new address. If you have a physical address at the new location and you'll be there on the estimated shipment arrival date, then select "Yes". If you're unsure, will not be available, or just don't have an actual address yet, indicate "No". Members are **ONLY** authorized 90 days total of temporary government storage at destination.



Customer Responsibilities

Customer Responsibilities

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

Member Responsibilities Before Packers Arrive

- Carrier Responsibility
 - High-Value Items
 - Releasing or
 - Pickup from Private Storage or Mini-Warehouse
 - Avoid Excess
 - Three Critical Documents
1. House
 2. DD Form
 3. Government

BE THERE ON MOVING DAY

You or your designated agent must be present at the pickup and delivery locations to sign for your personal property in your presence.

MEMBER RESPONSIBILITIES

1. Electronics - disc players, VCRs, etc.
2. Refrigerator - Empty the refrigerator.
3. Hot Tub/Water Heater - Remove the hot tub/water heater.
4. Appliances - Dishwashers, etc.
5. Electrical Items - Remove electrical items.
6. Unnecessary Items - Dispose of unnecessary items.
7. Consumables - Dispose of consumables.

8. Off the Wall - Remove pictures, utensil and food racks from the walls, take down curtains, etc.
9. PB&E - Separate all items of professional books, papers, and equipment from the rest of the inventory.
10. Separate household items from business items.
11. Got Pictures? - High value items are small, pilferable items not normally listed in detail.

HIGH-VALUE ITEMS

High value items are small, pilferable items not normally listed in detail. Members should have their own inventory or proof of ownership which may include checks, photographs, etc.

PICKUP FROM PRIVATE STORAGE OR MINI-WAREHOUSE

1. Appointment - You must make an appointment for pickup.
2. Pickup List - Provide the carrier with a description of what you are picking up.
3. Be There - At the scheduled time for pickup, the member must be present.
4. Unaccompanied - If you are unable to be present, you must make arrangements for someone to be present.
5. Release - Sign the necessary paperwork to release the items to the carrier.

THE THREE CRITICAL DOCUMENTS AT ORIGIN

1. THE HOUSEHOLD GOODS DESCRIPTIVE LIST (HGDL)
2. DD FORM 1316 (Inventory of Household Goods)
3. GYPSY MOTH QUARANTINE CERTIFICATE

If you live in a gypsy moth quarantine area, you must have a Gypsy Moth Quarantine Certificate.

The following States are entirely with Gypsy Moth Quarantine: Connecticut, Delaware, the District of Columbia, Pennsylvania, Rhode Island, and Vermont.

Parts of the following States are with Gypsy Moth Quarantine: Wisconsin. If your shipment has a pickup location in a quarantined county/city is affected.

2. DD FORM 1316 (Inventory of Household Goods)
3. GYPSY MOTH QUARANTINE CERTIFICATE

If your shipment is affected, you are responsible for obtaining a Gypsy Moth Quarantine Certificate. The Agriculture has developed a pamphlet titled "Gypsy Moth Quarantine" which includes information on how to obtain a certificate. If you decide to perform a self-inspection, you must include the final page of the pamphlet with your shipment.

3. GOVERNMENT PROPERTY (If applicable)

• The member must provide a list of all government property being shipped.

CUSTOMER SATISFACTION

After delivery of your shipment, you will receive a Customer Satisfaction Survey. It is important since it impacts the quality of service provided to other members; therefore you have the opportunity to provide feedback to your fellow DoD personnel. Upon completion of the survey, you will receive a confirmation email from the CSS tab.

SHIPMENT VALUE/CLAIMS

If the shipment was accepted by the NTS-Transportation Service Provider prior to 1 March 2008, your shipment is covered under depreciated value replacement for all or part of the shipment. If the shipment was accepted by the NTS-Transportation Service Provider after 1 March 2008, your shipment has TSP liability is determined by \$5,000 per shipment or \$4.00 times the net weight for Household Unaccompanied Baggage, whichever is greater, up to a maximum of \$50,000. The Transportation Service Provider will provide you with cost estimates for the following:

If you notice loss and/or damage to your personal property at the time of delivery, you must submit a Loss/Damage Report in DPS and list those items. [If you file your actual claim within 75 days from the date of your delivery, you are not required to submit a Loss/Damage Report].

Warning: Submission of the Loss/Damage Report only provides notice of your Loss and Damage and does not constitute filing of your claim. Therefore you must file an actual claim to receive replacement/reimbursement for this loss/damage. If you submit your Loss/Damage Report later than 75 days after your delivery date, you will be required to enter a reason for the delay.

GENERAL ITEMS

If there is any change in orders or there are other factors that could affect delivery of your shipment, you must contact either the Origin or Destination PPSO Transportation Office. It is your responsibility to contact the Destination PPSO or to update your destination contact information, including a point of contact, in DPS immediately upon arrival to your new destination for when your property arrives. This minimizes the risk of you missing a critical phone call or message and having your personal property placed in temporary storage (SIT - Storage-in-Transit). If your goods are placed in storage, you may have to wait several days to even weeks until delivery can be arranged. Remember, you or your designated agent must be present at the pick up and delivery locations between 8 am and 5 pm on your scheduled dates.

Read the **It's Your Move Pamphlet** This pamphlet has been prepared to help you understand your entitlements and responsibilities concerning shipment of household goods, unaccompanied baggage, boats and firearms. It will also help you understand your entitlements and responsibilities in filing a claim for any loss or damage that may occur.

Have a safe and successful move.

[Top of Page]

I acknowledge that I have read and understand the entitlement information above.

Print

<< Previous Next >>

It's best to print all this info out so you'll have for future reference

•Read & check Acknowledgement box
•Click Next



SHIPMENT SUMMARY

Browser tabs: https://dps.sddc.army.mil/counseling/shipment/CounselorDataPage.f... | ETA SSD Portal v4.3.1 | DPS - 3.3.1a - Prod | Shipments [DPS Prod - 3.3...

File Edit View Favorites Tools Help

CPFPo v3.1.0.1 | DPS | AF Portal Login Page | Amazon | AMRDEC SAFE | ATAAPS | EOPF | Google Maps | Google | PPA HQ Resource Ctr | Travel Regulations | Yahoo

Enrollments

- Pickup & Delivery
- Basic
- Additional Items
- Scheduling
- Responsibilities
- Counselor Page
- Summary
- Counseling Office
- Submit

Enrollments

PCS: 18000 lbs.
Remaining PCS: 7000 lbs.

456 W Glendale Ave
BUCKEYE AZ 85399
123-456-7890

Delivery Information

Your Household Goods will be delivered on the desired delivery date of 18-Jan-2018 to the delivery address:
LACKLAND TX 78238
123-456-7890

In-Transit/Emergency Contact Information

Your In-Transit address is:
123 Roosevelt Rd
c/o John Doe
HOPEWELL VA 23060
456-123-7890

Estimated Weight

Here is the breakdown of your total estimated weight

Your estimated Household Goods weight	3 000 lbs
Your estimated PBP&E [Pro Gear] weight **	10 lbs
Your Spouse's estimated PBP&E [Pro Gear] weight **	0 lbs
Estimated weight of 1 motorcycle(s)	700 lbs
Total estimated weight	4 000 lbs

* The weight of PBP&E does not count against your weight allowance.

Special items included in your shipment

Gas-powered equipment
High value items
Front load washer/dryer
You are shipping 1 firearm(s) in your shipment.

Additional Information

You have provided the following information for items with extraordinary dimension included in your shipment:
REFRIGERATOR, DEEP FREEZER, TOOLS, TREADMILL, HEAVY ENTERTAINMENT CENTER, PICK UP ADDRESS IS ON A COL-DE-SAC, HOUSE HAS TWO FLIGHTS OF STAIRS.

Your estimated shipment arrival at destination is on 08-Jan-2018.

You have NOT requested direct delivery.

Click here to verify that the customer information above is correct.

You should print this page out so you'll have for future reference

- Review the Shipment Summary
- Go back and make any necessary changes (if needed)
- Check the acknowledgment box
- Click Next to continue



Counseling Office

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

Home Self Counseling Shipment Management Customer Satisfaction Survey (CSS) Claims Consignment Guide Training DPS User Satisfaction

Show: Counseling Wednesday, April 18, 2012 19:39:03 Reports Queries:

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
- Order [PCS OCONUS]**
 - 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
 - 2-WTSR
 - Pickup & Delivery
 - Basic
 - Scheduling

Counseling Office

Customer: [Move, Wanna -- United States Navy -- 536374681]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transport will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (re pickup within 3 business days), please provide supporting documentation as soon as possible.*
You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer

Delivery Installation

GBLOC:	JENQ
Installation Name:	NAVSUP FLC PUGET SOUND

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:



- Check acknowledgement
- Using the drop-down menu, select the correct counseling office.

NAVSUP FLC PUGET SOUND BREMERTON

Select from below

- 13th COAST GUARD DISTRICT
- NAVSUP FLC PUGET SOUND EVERETT
- NAS WHIDBEY ISLAND
- NAVSUP FLC PUGET SOUND BREMERTON



Counseling Office, cont.

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

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

Show: Counseling | Wednesday, April 18, 2012 19:53:15 | Reports | Queries: | [HELP](#)

- Orders Selection
- Tour Information
- Additional Information
- Summary
- Shipment**
 - Create New Shipment
 - Current Shipments
 - 2-NITSR**
 - Pickup & Delivery
 - Basic
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office**
 - Submit

Delivery Information

GBLOC: JENQ
Installation Name: NAVSUP FLC PUGET SOUND

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 COLLE AVE, BLDG 905
City:	BREMERTON
State:	WA
ZIP/APO/FPO:	98314
Country:	UNITED STATES
Phone:	36047 67366
DSN:	
Fax:	36047 60069
DSN Fax:	
Email:	hhg_ps_counseling@navy.mil

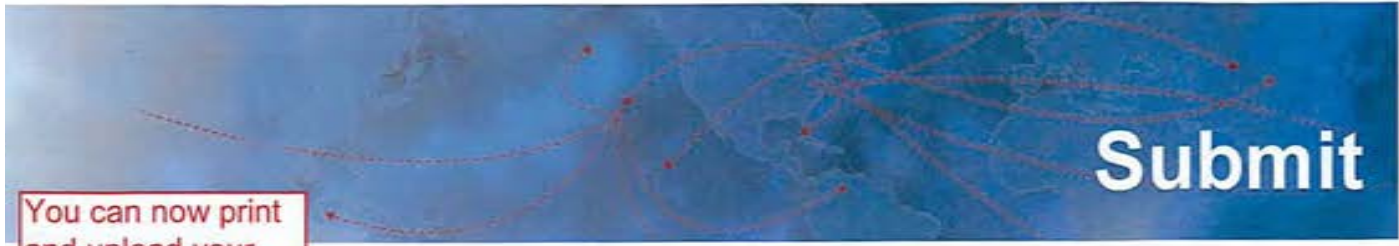
<< Previous | Next >>

Entitlements <<

PCS/UB: 9000 lbs.
Remaining PCS/UB: 9000 lbs.

Useful Links <<

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



Submit

You can now print and upload your docs back into this system, instead of waiting for us to send you back the docs to sign. TO SPEED UP THE BOOKING PROCESS, UPLOAD SIGNED DOCS!!!

Shipment Submit

Customer: [Move, Wanna -- United States Navy -- 536374631]

Please review your forms for accuracy. Once reviewed and any changes complete your application.

Forms Required

You will need Acrobat Reader version 8.0 or earlier to view or print these forms



- 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 DOCS **VIEW DOCUMENTS**

These forms may be printed for review before submission. These forms are considered to be DRAFT until a confirmation is received. Once submitted the Shipment request.

<< Previous **Submit**

NEW upload button appears here. Print, sign, scan & upload your docs directly here, or email them to tmoluke@us.af.mil

REMEMBER TO CLICK SUBMIT!!!

Lastly, if you need to do a Partial DITY move shipment, AFTER clicking "submit", click here to continue to create your DITY move shipment.

- 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



If so, give us a call at 623-856-6425