DPS Self Counseling

Creating a HHG Shipment
SHIPMENT TYPE - HHG

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

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

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

Select "No" if you want the gov't to move your furniture. Select "Yes" if you're trying to create a DITY move.
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.
Select the calendar icon and select the date. This is the date the movers will take everything out your house - NOT when the packing starts. If extra packing days are needed, it's the "working day(s)" PRIOR to this date. The packing start date is also shown in block 12(a) on the DD Form 1299, which you will print later. NOTE: All dates will be confirmed between you and the Transportation Service Provider (TSP) who is awarded the shipment.

This should be an "emergency contact" not traveling with you. If you want to add their name, enter it on "address line 2"... eg: c/o Jane Doe
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.
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.
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.
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.
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.
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!)
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

• Read & check Acknowledgement box
• Click Next

If you notice loss and/or damage to your personal property at the time of delivery, you must submit a Loss/Damage Report to 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 your 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 PPBO Transportation Office. It is your responsibility to contact the Destination PPBO 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, if 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.

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

- Read & check Acknowledgement box
- Click Next
**SHIPMENT SUMMARY**

### Delivery Information

Your Household Goods will be delivered on the earliest delivery date of 15-Jan-2016 to the delivery address:

**BRANDON, TX 76228**

121-456-7869

### Entitlements

- **PCs**: 18000 lbs.
- **Remaining PCS**: 10000 lbs.

### In-Transit/Emergency Contact Information

- **Your In-Transit address is**: 123 Roosevelt Rd.
  - City: John Doe
  - HOPEWELL, VA 23860
  - Phone: 492-237-5800

### Estimated Weight

- **Your estimated Household Goods weight**: 3500 lbs.
- **Your estimated FSPSE [Pro-Duty] weight**: 10 lbs.
- **Your Spouse's estimated FSPSE [Pro-Duty] weight**: 5 lbs.
- **Estimated weight of 1 outboard motor**: 700 lbs.
- **Total estimated weight**: 4500 lbs.

The weight of FSPSE does not count against your weight allowance.

### Special Items Included in your shipment

- **Clothing equipment**
- **High value items**
- **Print bad washer/dryer**
- **You are shipping 1 firearm in your shipment**

### Additional Information

You have provided the following information for items with extraordinary dimension included in your shipment:

- **REFRIGERATOR, DEEP FREEZER, TOOLS, TREDMILL, HEAVY ENTERTAINMENT CENTER**
  - PICK UP ADDRESS IS: ON A COLD-DE-CAL HOUSE HAS TWO FLIGHTS OF STAIRS.

Your estimated shipment arrival at destination is on BB/220718.

You have NOT requested direct delivery.

- **Click here to verify that the outlined information above is correct.**

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

Counseling Office Information

Installation Name: NAVSUP FLC PUGET SOUND BREMERTON
Street: 71SCPS 2255 COLC AVE, BLDG 905
City: BREMERTON
State: WA
ZIP/APO/FPO: 98314
Country: UNITED STATES
Phone: 3604767366
DSN: 3604760069
Fax: 3604760069
DSN Fax: hhg_ps_counseling@navy.mil

Unclassified/FOUO-Privacy Act Applies
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!!!

DD Form 1797
TURN OVER ON BACK, SIGN & DATE BLK 9 C & D

DD Form 1299
SIGN & DATE BLK 15 A & B

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

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

REMEMBER TO CLICK SUBMIT!!!
If so, give us a call at 623-856-6425