Welcome to DPS

Current Move

01 Dec 2017: LUKE AFB to PENSACOLA
Order Number SAMPLE PURPOSES ONLY
Order Type Permanent Change of Station

Shipment Status 1-HHG: In Counseling, Not Submitted
GBL No:

Desired Pickup Date
15 Dec 2017

Actual Pickup Date

Assigned Counselor

Moving Company

IF YOU JUST CREATED YOUR HHG SHIPMENT, THEN SKIP TO NEXT SLIDE

CLICK HERE
If you just created your HHG shipment, then just click here to create your DITY move shipment, then you'll see this same screen.

- Select HHG
- Select "Yes" for PPM
- Click Next
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.
Answer Yes or No

Select the calendar icon and select the date you'll start traveling

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.

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
On the PPM Basic page, the first question is pre-populated – do not change to NO. Indicate whether an advance will be requested. TIP: members can only request an advance if renting a truck/trailer. The % of Advanced Operating Allowance Requested Field will auto-populate depending on your branch of service. Provide an estimate of the weight you will be moving. (tip: rule of thumb is 1,000 lbs per room) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.

For DITY moves, claiming Professional Books, Papers & Equipment (PBP&E aka Pro Gear) for YOURSELF OR YOUR SPOUSE requires PREAPPROVAL! Contact your origin Personal Property Office for the required inventory forms.
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.
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.
PPM COSTING

Your estimated weight

Miles from your From and To address

Amount we would pay a government contractor to move your property (This is the MAX you can get paid)

Anyone doing a DITY move, you're saying I'll move this property for 95% of what you'll pay a contractor.

NOTE: NAVY members will also have a "Shipment Funding" tab, say "yes" to the Paying Finance questions!

CAUTION!! The Cost Computation amounts are NOT guaranteed as the reimbursement. The final payment will be determined when the member submit required documents/weight tickets to the paying office. The actual amount of reimbursement could be SIGNIFICANTLY higher or lower based on the actual move date. Members should be cautioned not to take the advance operating allowance unless absolutely necessary.
Members are provided with instructions on how to submit their paperwork for reimbursement. It is recommended that members print these instructions for their records.

If member is requesting an advance, they MUST submit their paperwork to the paying office within 45 days of the date of their move.

Click Next
• Review the Shipment Summary
• Make changes if necessary
• Check acknowledgement box
• Click Next.
• Check acknowledgement
• Using the drop-down menu, select the correct counseling office.
Upon receipt of your supporting documentation, the Counseling Office will validate and finalize your application. Once your Counselor has validated your application, you will receive an email notification that and CO Form 1231-2 - Travel Voucher or Subvoucher are available for printing.

**Shipment Submit**

Customer: [Redacted]

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

- Shipment
  - Creates New Shipment
  - Current Shipments
    - [1-800]
    - 2-PM
      - Pickup & Delivery
      - Basis
      - Costing
      - Instructions
      - Summary
      - Counseling Office
      - Submit

**Entitlements**
- PCS: 1,8000 lbs.
- Remaining PCS: 1,8000 lbs.

**CLICK SUBMIT**
THIS SHIPMENT HAS NOW BEEN RECEIVED BY THE TMO OFFICE YOU SELECTED ON THE PREVIOUS SCREEN. BUT WE STILL NEED YOU TO PRINT THE REQUIRED DOCS WHICH APPLIES TO THIS SHIPMENT.

CLICK PPM
3. Sign & date in block 10 a&b for now on the DD Form 2278. They'll have you complete the 1351-2 & PPM checklist at destination. (Note: The PPM checklist shows the expenses you're authorized to claim; though Gas & Tolls are ONLY allowed to be claimed through TMO if your Finance did not allow you to claim it under your regular Finance travel claim (which covers mileage (gas) and Per diem (tolls/lodging) from your starting and ending destinations).

4. WE, TMO, SHOULD ALSO SIGN BLK 10 C&D ON THE 2278. EMAIL THE SIGNED 2278 TO US AT TMOLUKE@US.AF.MIL. WE WILL SIGN IT AND EMAIL IT BACK TO YOU. FOR THE DESTINATION TMO, YOU'LL WANT TO TURN IN THE 2278, 1351-2, PPM CHECKLIST. EMPTY AND FULL WEIGHT TICKETS FOR EACH VEHICLE YOU USE TO MOVE YOUR FURNITURE, COPY OF YOUR ORDERS, AND RECEIPTS FOR ANYTHING ELSE YOU'LL BE CLAIMING, SO THEY CAN FINALIZE IT AND SUBMIT IT TO YOUR FINANCE OFFICE FOR PAYMENT.
If so, give us a call at 623-856-6425