

# HHG/PPM Self-Counseling Steps

## TURN OFF YOUR POP-UP BLOCKER!

- ❖ Go to <https://dps.sddc.army.mil/gov/standard/user/home.xhtml> (Click “DPS Registration”)
  - Click “DOD service member/civilian” tab
  - **\*\*USE A PERSONAL EMAIL ADDRESS ONLY\*\***
  - Once you register, you will receive an email within 1-72 hrs. At that time, you will create a password
- ❖ Log into DPS with user ID/password-do not enter more than once; click on ‘Defense Personal Property System’ on the left side of the screen (just beneath the word ‘LOG OUT’) this will take you to blue screens.
- ❖ Click on Self Counseling Tab (left side of the screen about 1 inch down from the edge of the monitor)
- ❖ **YOUR SHIPMENT WILL BE REVIEWED BY A COUNSELOR/TECHNICIAN BEFORE BEING SUBMITTED FOR BOOKING! (any mistakes will be corrected at that time)**
- ❖ **ALL FIELDS (on any page) WITH RED \* ARE REQUIRED FIELDS!**
- ❖ **Customer Information**
  - SSN, name, branch of svc, status, primary phone #, & personal primary email (**non .mil**)
  - Permanent contact address-someone that is not moving at the same time as you (example: mother, father, in-laws sister or brother)
- ❖ **Point of Contact**
  - Someone other than yourself that you authorize to release or receive your HHG. Must be over 18 and responsible (**Do not need POA if in DPS system**) do not add more than 2
- ❖ **My Orders/enter order information (current orders)**
  - Current Travel Orders: (rank must be rank on the order), **leave weight field blank**; hard copy-Y OR N
  - Order # (top left corner); Issue date (top right corner); Issuing HQ’s i.e., (DA FT CARSON, CO 80913)
  - Duty Station: (current i.e., FORT CARSON) and New Duty station
  - Orders Selection: PCS, Retirement, Separation, Etc.. (Whichever is applicable); Auth.: select shipment of HHG permitted, **TDY if only 20 wks. or more**
  - Tour information: New Duty Assignment: installation you are moving to, Retirement or Separation Dependents: YES or NO
  - Additional information: Select all that apply; storing in lieu select NO
  - Summary: Click acknowledge that you reviewed entitlement summary
- ❖ **Create New Shipment (ensure you are creating the shipment under the current order)**
- ❖ **HOUSEHOLD GOODS SHIPMENT (HHG) (Government Contracted Move)**
  - Select HHG→ (if doing a PPM, formerly DITY move, select yes and see other side for instructions on creating a PPM.) **otherwise Select “NO”**. If you are doing a partial PPM you will need to create two shipments, HHG & PPM
  - Shipment Information: Click you have read and understand
  - Local Move: **NO**, unless it’s within 50 miles of COS
  - **ALL SHIPMENTS MUST HAVE A PICK UP (PU) AND DELIVERY (DEL) ADDRESS (City & State)**
  - Dates: PU date earlier than 21 days from today are not guaranteed /DEL date is not guaranteed
  - Authorized PU and DEL: Click on blue rolodex button and add address (DEL address does not need street address ) (PCS only authorized to ship to next duty station without possible excess costs)
  - Requested PU and DEL: Click on rolodex button and add address or select existing(DEL address does not need street address ) (PCS if other than new PDS location may be subject to excess costs)
  - In-Transit Address: This is an emergency address or where you will be en-route to your next PDS (must have street address and phone number)
  - Additional PU Locations: Must be within 50 miles primary PU location
  - Releasing/Receiving Agents: Select from drop down if added in point of contact step above
  - Shipment Weights: Estimate 1000 lbs. per fully furnished room (i.e. 3 bdrms, 2 bths, living room, kitchen=5500lbs) Pro-Gear –only combat gear; Spouse Pro-Gear-500, profession –ie student
  - Special items and additional information: Gun safe, pool table, china hutch, Green Egg Grill
  - Additional Items: Motorcycle-must have VIN; firearms-make, model, serial # and location of manufacture

- Preferred and Non-Preferred TSP (moving companies): Select none unless you have a specific company you would like to request.
- Member Responsibility: Click to acknowledge you have read
- Summary: Review make changes if needed by going back in the shipment record
- Counseling Office: Read and click disclaimer; select **YOUR** Assigned Base from drop down as counseling office
- Print DD 1299, sign block 15A, date block 15B; upload signed DD 1299, one copy of orders & amendments if applicable
- Click Submit
- To create an additional shipment, on the left side of the screen click 'Create New Shipment'

❖ **PPM SHIPMENT (FORMERLY DITY MOVE)**

- Select HHG, select YES for the shipment will be created as a PPM.
- Local Move: Within 50 miles of COS
- Planned Move Start Date: Date you are loading you vehicle and leaving COS
- **ALL SHIPMENTS MUST HAVE A PICK UP (PU) AND DELIVERY (DEL) ADDRESS (City & State)**
- Authorized PU and DEL: Click on blue rolodex button and add address (DEL address does not need street address ) (PCS only authorized to ship to next duty station without possible excess costs)
- Requested PU and DEL: Click on rolodex button and add address or select existing(DEL address does not need street address ) (PCS if other than new PDS location may be subject to excess costs)
- In-Transit Address: This is an emergency address or where you will be en-route to your next PDS (must have street address and phone number)
- Check Mailing: Leave blank
- Is Packing Required: **YES**; are you requesting an advance (only authorized if renting truck/trailer); leave % at 60; estimated weight (same as HHG); pro-gear weight leave at 0 (pro-gear for PPM must be approved by the origin Transportation Officer (TO); spouse pro-gear leave at 0; spouse profession put 0 or NA (no slash); State of Legal Residence for tax purposes; last 2 questions leave NO
- Cost Computation: Review and click Next
- Instructions for Filing: (PCS: Turn in at gaining base/ Separation/Retiree: Return ALL documents to losing base): Click Next
- Summary: Review and click that you have verified information, click next
- Counseling Office: Verify that you have been advised of the information; select **YOUR** Assigned Base from drop down as counseling office; click Next
- Click Submit

❖ **SEE DD FORM 1797 ATTACHMENT BELOW**

- Complete Blocks 1-6.
- Go to "Part I – HOUSEHOLD GOODS", **Read & Initial each block**
- Go to "Part VII – Liability, Claims, Protection", **Read & Initial each block**
- Go to "Section 8 – Special Instructions", **Read & Initial each block**
- Go to Section 9A, select "Yes" or "No" to **YOUR** applicable shipments
- Go to Block 9C, **Print & Sign your name**
- Go to Block 9D, **Input Today's Date**

❖ For questions or concerns, please call 800-771-1819 or email your applicable location below

❖ If you incur any issues or outages with DPS, please contact the DPS Help Desk at 1-800-462-2176

**\*Once all documents are uploaded, send an email to YOUR applicable location listed below\***

- Fort Carson : [jppso-nc.pppo-ftcarson@us.af.mil](mailto:jppso-nc.pppo-ftcarson@us.af.mil)
- Peterson AFB : [jppso-nc.pppo-peterson@us.af.mil](mailto:jppso-nc.pppo-peterson@us.af.mil)
- Air Force Academy : [jppso-nc.pppo-afacademy@us.af.mil](mailto:jppso-nc.pppo-afacademy@us.af.mil)