

**Order Selection**

PPSO Outbound Supervisor: [Longenbaugh, Jennifer -- UCFS]

Customer: [redacted] -- United States Army -- [redacted]

First, from the drop-down menu, please select the Order Type that you has been issued on the customers upcoming move. The orders types are standard types that apply to all services. If you do not find the customers type of order under PCS or TDY, select the Various type of orders.

**Order Type:**

- Bluebark
- Dependent Travel
- Permanent Change of Station**
- Retirement
- Separation
- Temporary Duty
- Various

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.

**Authorized:**

- Course of Instruction 20 weeks or More
- Shipment of HHG Permitted

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1. Select your type of orders
2. Select shipment of hhg permitted
3. Click next

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

Order [000]

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

Entitlements

PCS: 18000 lbs.  
Remaining PCS: 18000 lbs.  
UB: 1000 lbs.  
Remaining UB: 1000 lbs.

Tour Information

PPSO Outbound Supervisor: [Hovde, John -- QNFL]  
Customer: [ ] -- United States Air Force -- [ ]

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

\* Current Unit: 1.

\* Current APO/FPO: 2.

\* New Duty Assignment/L: 3.  If this is a Local Move Order and there is no gaining unit, enter the Current Unit as the Gaining Unit.

\* Tour Type: 4.

\* Report Date: 5.

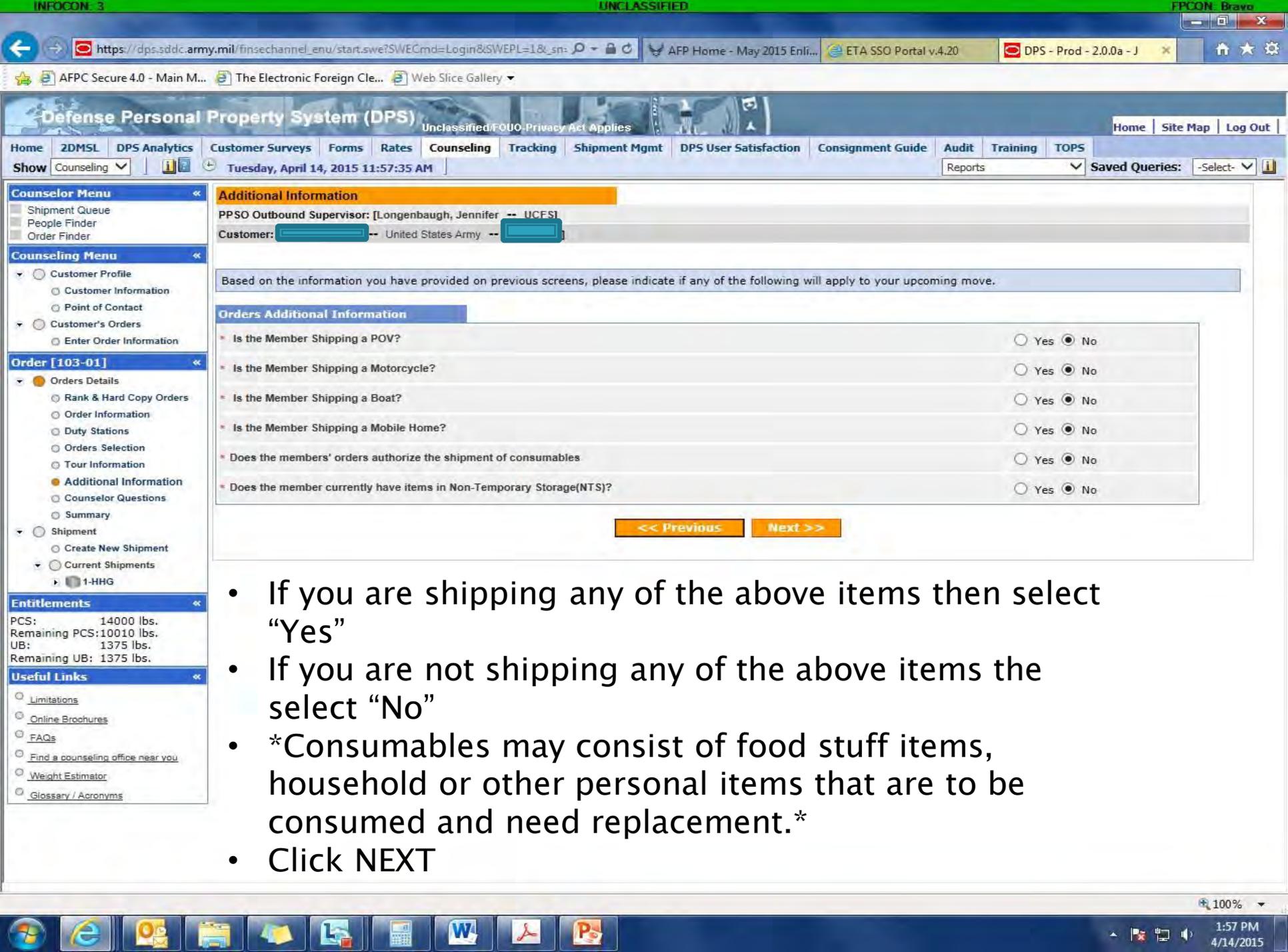
\* Are Dependents Authorized: 6.  Yes  No

\* Number of dependents 12 years and older: (Include Spouse if applicable) 7.

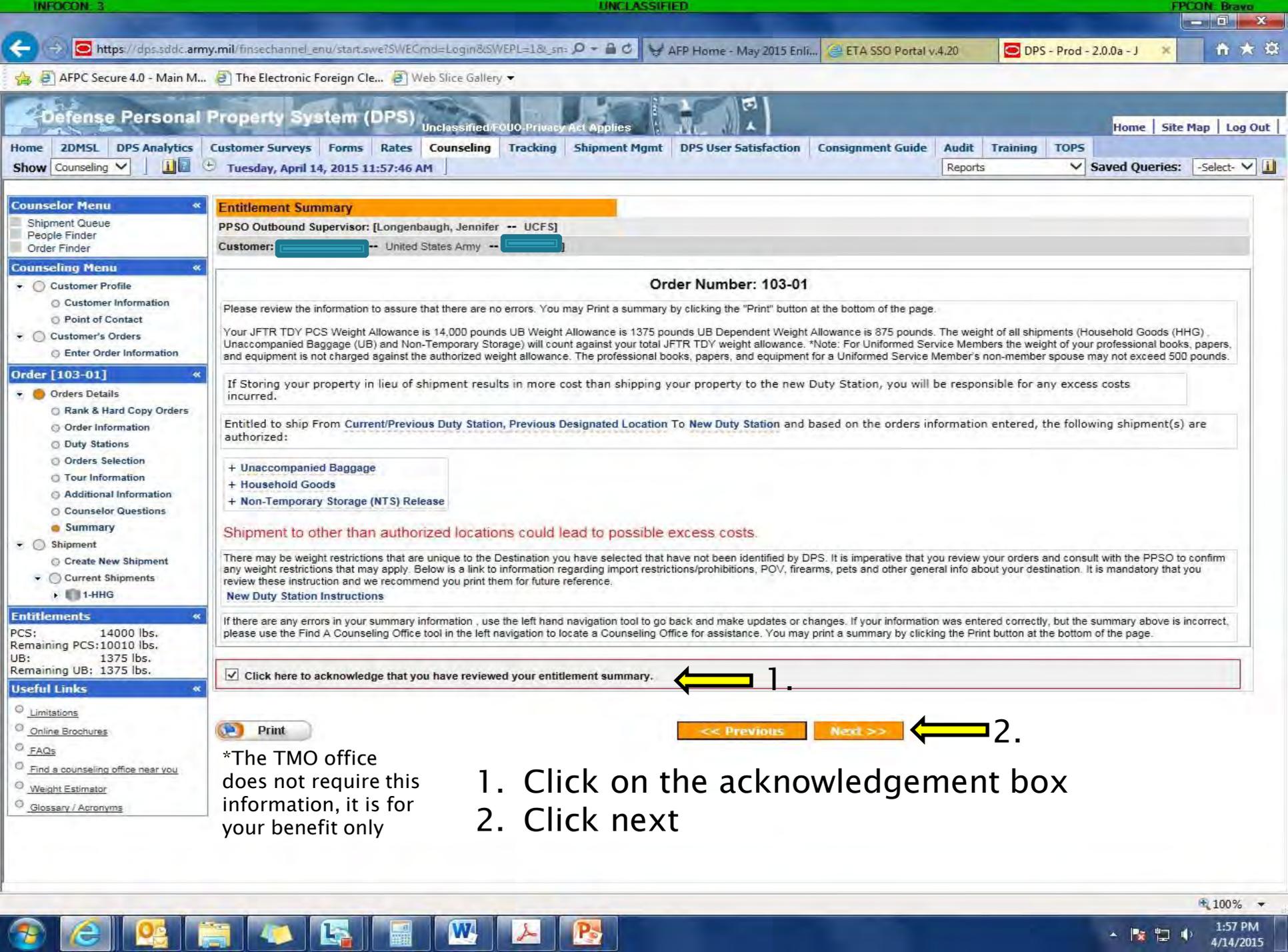
\* Number of dependents under 12 years old:

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1. Type in your current unit (block 8 on orders)
2. Type in "APO AP"
3. Type in your new duty station (block 9 on orders)
4. Select tour type (unaccompanied or accompanied)
5. Put in your report date (block 5 on orders)
6. Select yes or no for are dependents authorized
7. If you selected yes for #6 then put the number of dependents you have 12 years and older and/or under 12 years old

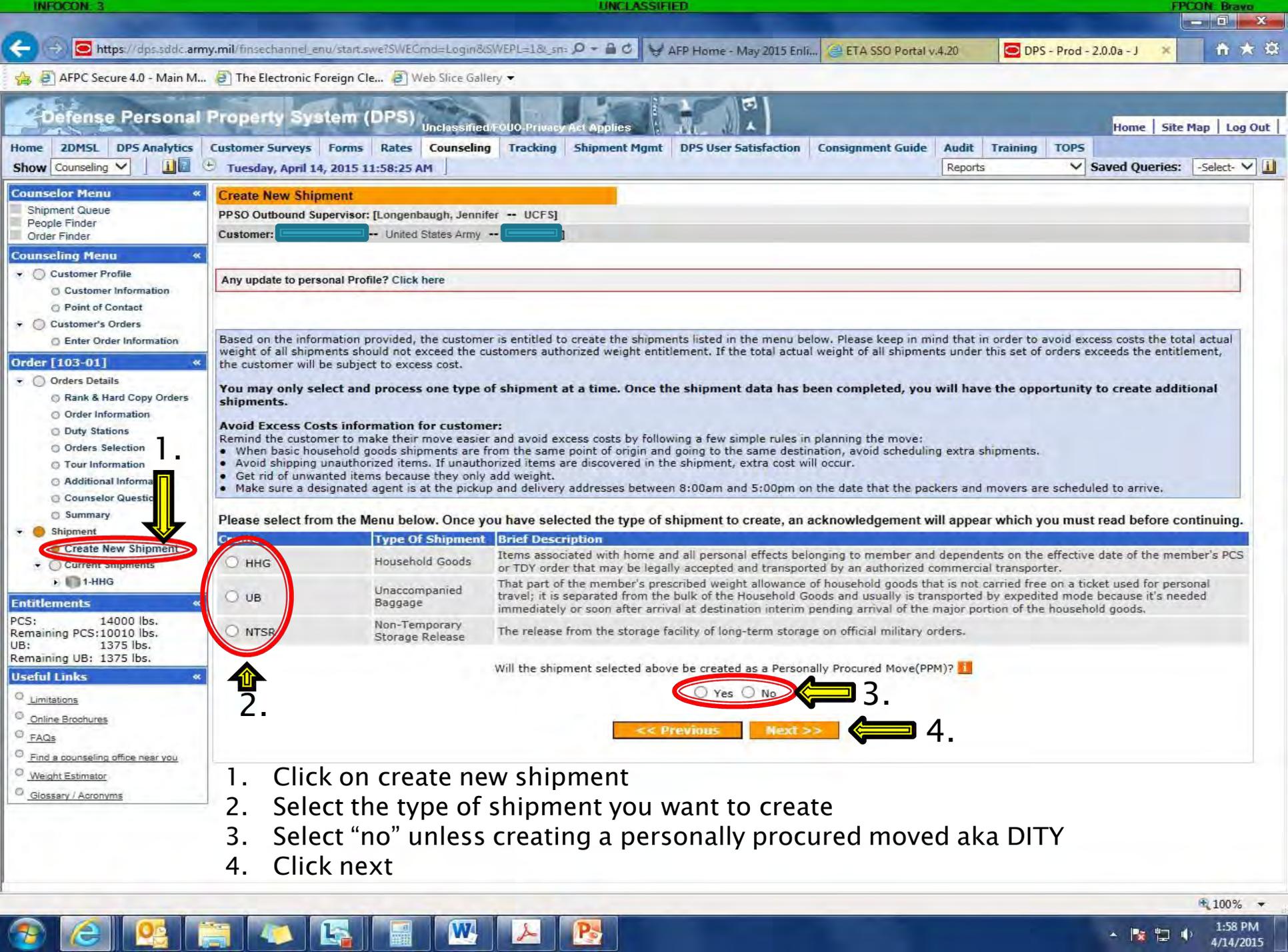


- If you are shipping any of the above items then select “Yes”
- If you are not shipping any of the above items the select “No”
- \*Consumables may consist of food stuff items, household or other personal items that are to be consumed and need replacement.\*
- Click NEXT



\*The TMO office does not require this information, it is for your benefit only

1. Click on the acknowledgement box
2. Click next



### Create New Shipment

PPSO Outbound Supervisor: [Longenbaugh, Jennifer -- UCFS]  
Customer: [Redacted] -- United States Army -- [Redacted]

Any update to personal Profile? [Click here](#)

Based on the information provided, the customer is entitled to create the shipments listed in the menu below. Please keep in mind that in order to avoid excess costs the total actual weight of all shipments should not exceed the customers authorized weight entitlement. If the total actual weight of all shipments under this set of orders exceeds the entitlement, the customer will be subject to excess cost.

**You may only select and process one type of shipment at a time. Once the shipment data has been completed, you will have the opportunity to create additional shipments.**

#### Avoid Excess Costs information for customer:

- Remind the customer to make their move easier and avoid excess costs by following a few simple rules in planning the move:
- When basic household goods shipments are from the same point of origin and going to the same destination, avoid scheduling extra shipments.
  - Avoid shipping unauthorized items. If unauthorized items are discovered in the shipment, extra cost will occur.
  - Get rid of unwanted items because they only add weight.
  - Make sure a designated agent is at the pickup and delivery addresses between 8:00am and 5:00pm on the date that the packers and movers are scheduled to arrive.

Please select from the Menu below. Once you have selected the type of shipment to create, an acknowledgement will appear which you must read before continuing.

Creation	Type Of Shipment	Brief Description
<input 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.
<input type="radio"/> UB	Unaccompanied Baggage	That part of the member's prescribed weight allowance of household goods that is not carried free on a ticket used for personal travel; it is separated from the bulk of the Household Goods and usually is transported by expedited mode because it's needed immediately or soon after arrival at destination interim pending arrival of the major portion of the household goods.
<input type="radio"/> NTSR	Non-Temporary Storage Release	The release from the storage facility of long-term storage on official military orders.

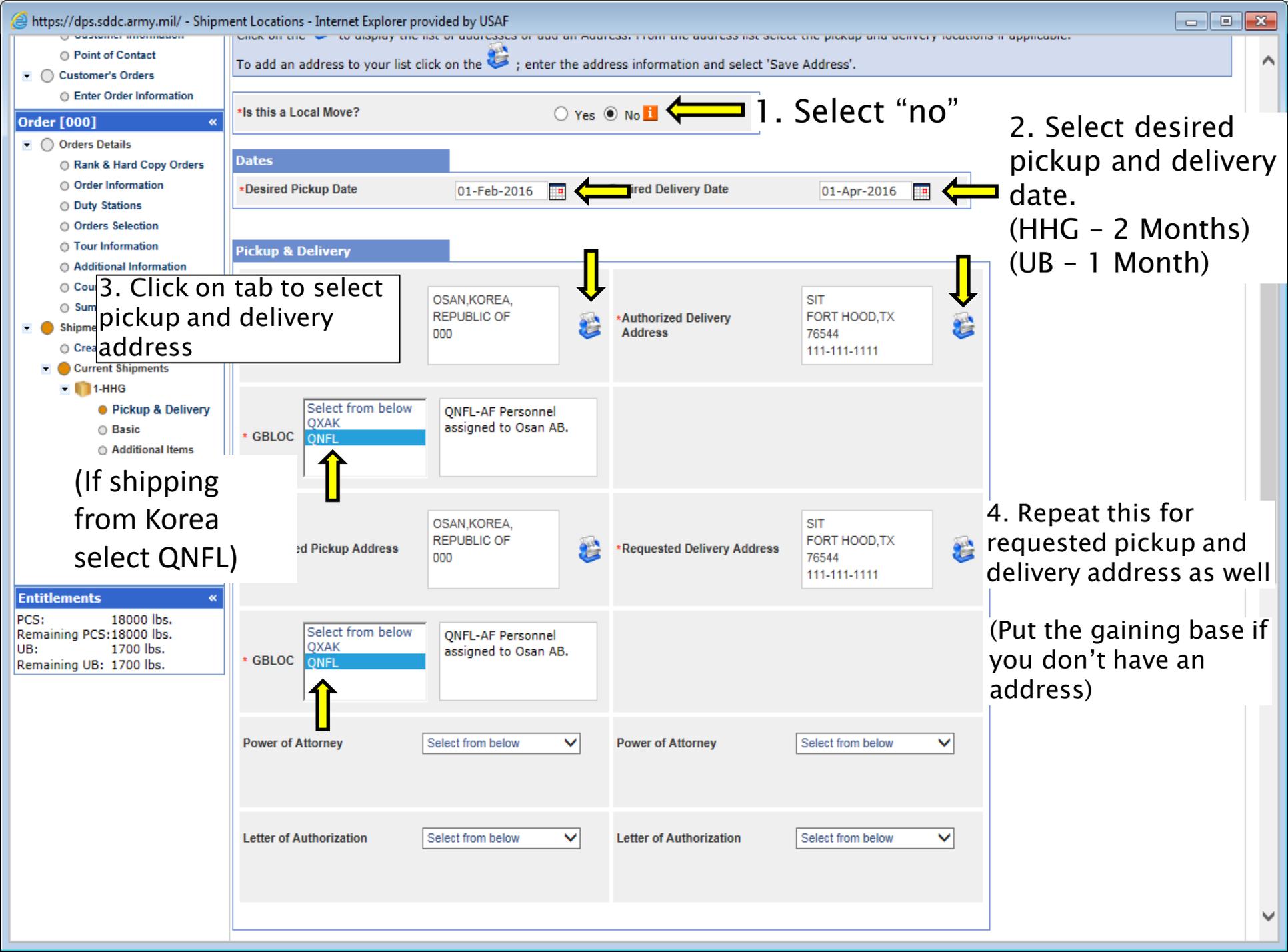
Will the shipment selected above be created as a Personally Procured Move(PPM)?

Yes  No

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1. Click on create new shipment
2. Select the type of shipment you want to create
3. Select "no" unless creating a personally procured moved aka DITY
4. Click next



1. Select "no"

2. Select desired pickup and delivery date.  
(HHG - 2 Months)  
(UB - 1 Month)

3. Click on tab to select pickup and delivery address

(If shipping from Korea select QNFL)

4. Repeat this for requested pickup and delivery address as well  
(Put the gaining base if you don't have an address)

1.

Power of Attorney	Select from below	Power of Attorney	Select from below
Letter of Authorization	Select from below	Letter of Authorization	Select from below

1. If using a POA use the drop downs to insert their information.

2.

**In-Transit/Emergency Contact Information**

\* In-Transit/Emergency Contact Information  



2. Enter contact information that you can be reached at while in between duty stations.

3.

**Additional locations**

Pickup 1	<input type="text"/>	 	Delivery 1	<input type="text"/>	
Pickup 2	<input type="text"/>	 	Delivery 2	<input type="text"/>	

3. Only use additional pick up if location is local

4.

**Releasing & receiving agents**

Releasing	Select from below	Receiving	Select from below
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4. For releasing/ receiving agent use dropdowns to indicate another person that will release/ receive your goods