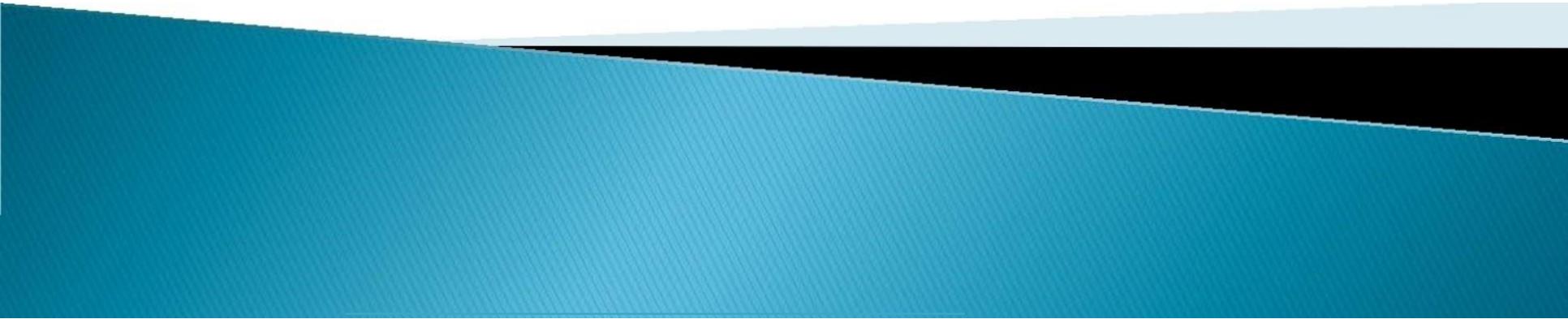
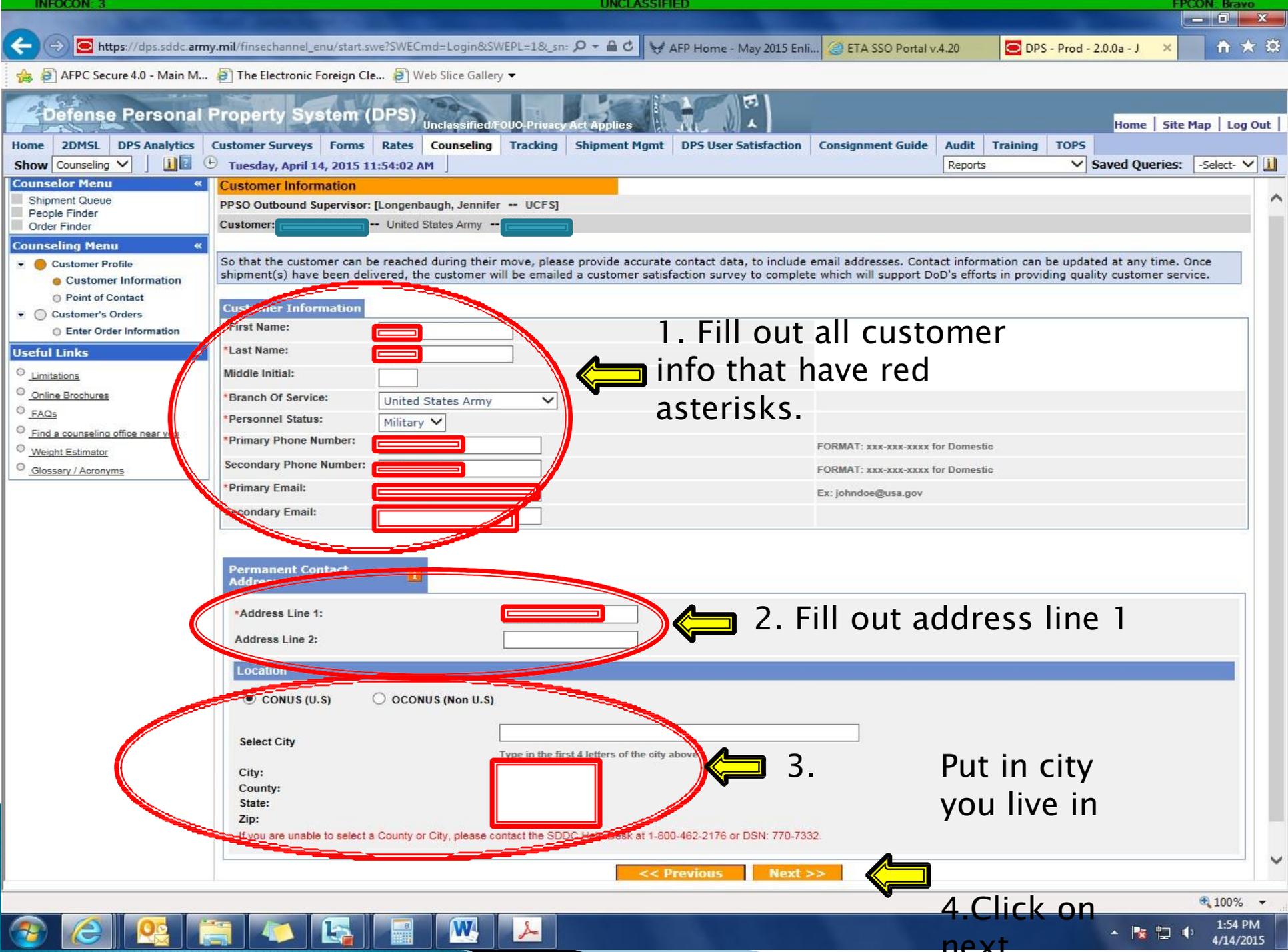


OUTBOUND DPS STEP BY-STEP WALKTHROUGH





Customer Information

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

So that the customer can be reached during their move, please provide accurate contact data, to include email addresses. Contact information can be updated at any time. Once shipment(s) have been delivered, the customer will be emailed a customer satisfaction survey to complete which will support DoD's efforts in providing quality customer service.

Customer Information

*First Name: [redacted]
*Last Name: [redacted]
Middle Initial: [redacted]
*Branch Of Service: United States Army
*Personnel Status: Military
*Primary Phone Number: [redacted]
Secondary Phone Number: [redacted]
*Primary Email: [redacted]
Secondary Email: [redacted]

1. Fill out all customer info that have red asterisks.

Permanent Contact Address

*Address Line 1: [redacted]
Address Line 2: [redacted]

2. Fill out address line 1

Location

CONUS (U.S) OCONUS (Non U.S)

Select City: [redacted]
Type in the first 4 letters of the city above

City: [redacted]
County: [redacted]
State: [redacted]
Zip: [redacted]

3. Put in city you live in

<< Previous Next >>

4. Click on next

https://dps.sddc.army.mil/ - Shipments - Internet Explorer provided by USAF

Counselor Menu <<

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu <<

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

Point of Contact

PPSO Outbound Supervisor: [Hovde, John -- QNFL]

Customer: [123, ABC -- United States Air Force -- 000110000]

Please identify at least one personal contact who will know how to reach the customer at origin, while in-transit, or at the new destination and would be willing to accept inquiries from the TSP (Moving Company) if needed. You may also use this area to designate an individual to make decisions on the customer's behalf (Power of Attorney /Letter of Authorization).

Please click on the **Add Contact** button to add additional contacts to your profile.

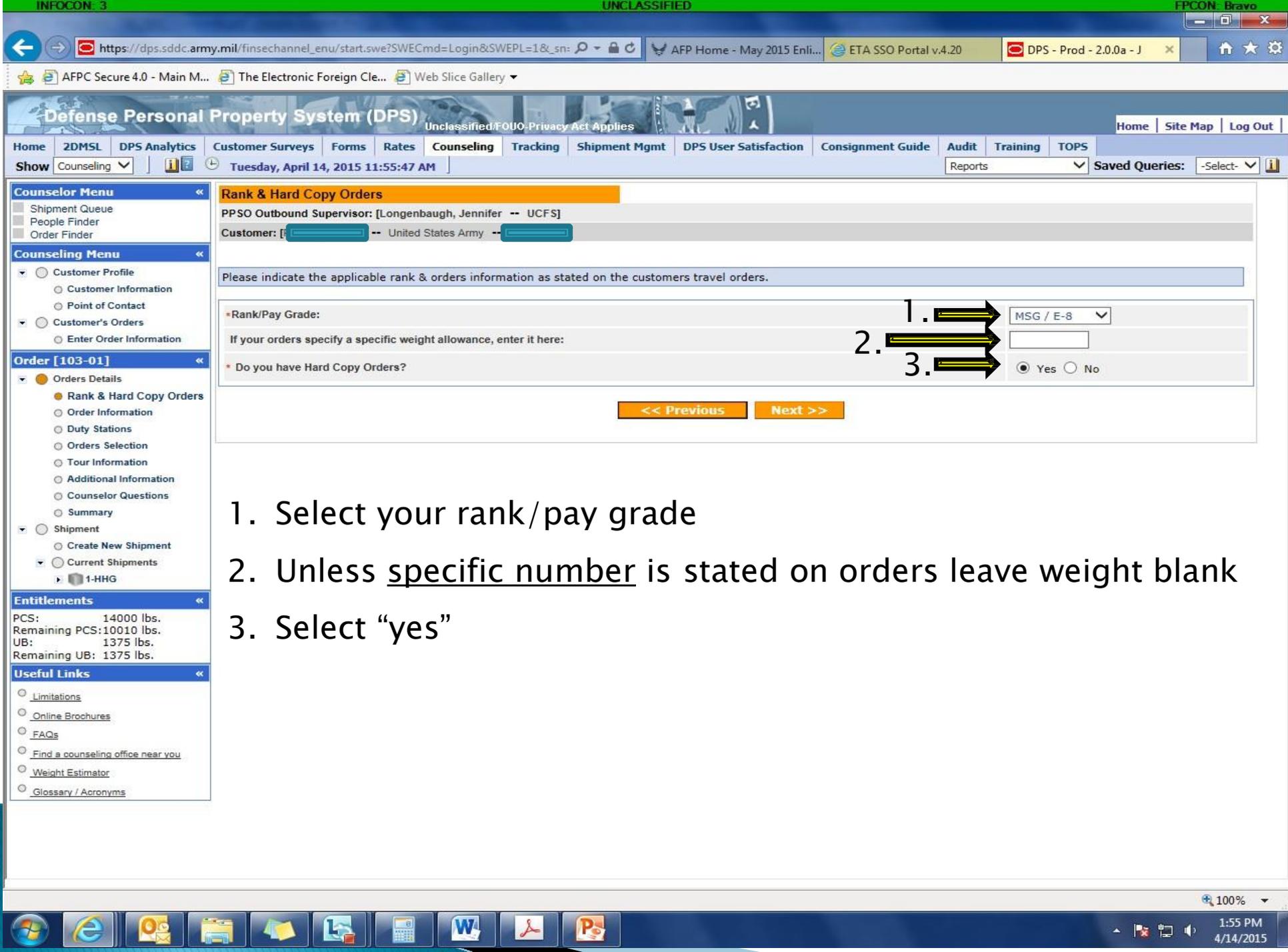
Action	Name	Phone	Email	Relationship
 	Tim Helper	000-000-0000	tim@tim.com	POA

Add Contact ← 1.

<< Previous Next >> ← 2.

1. Add contact info for the person you want to be the POA or releasing/ receiving agent for your items.
2. Click next

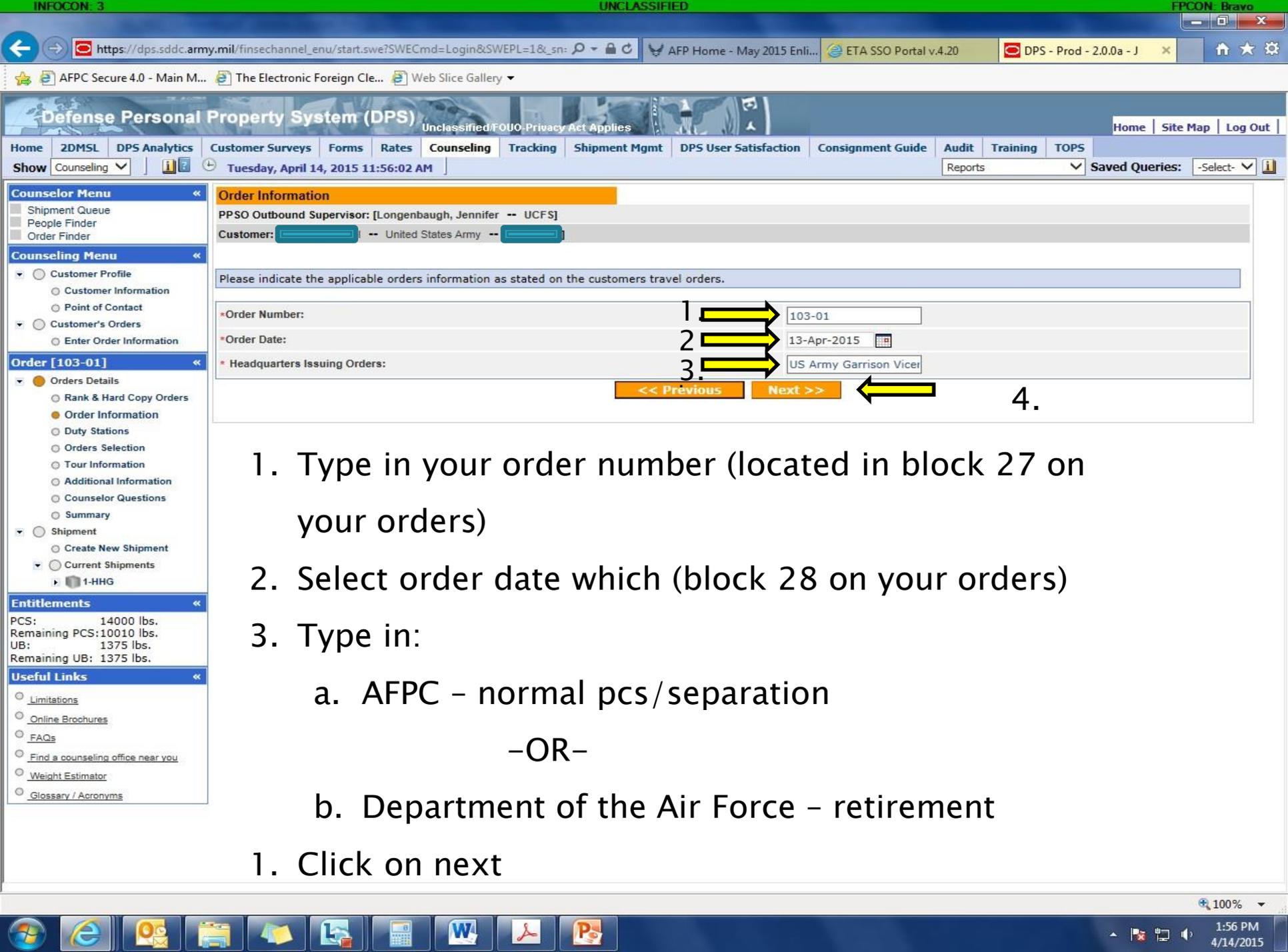
DO NOT CREATE NEW SHIPMENT ON OLD ORDERS



1. Select your rank/pay grade

2. Unless specific number is stated on orders leave weight blank

3. Select "yes"



Defense Personal Property System (DPS)

Unclassified//FOUO-Privacy Act Applies

Home Site Map Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show Counseling Tuesday, April 14, 2015 11:56:02 AM

Reports Saved Queries: -Select-

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [103-01]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Counselor Questions
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-HHG

Entitlements

PCS: 14000 lbs.
Remaining PCS: 10010 lbs.
UB: 1375 lbs.
Remaining UB: 1375 lbs.

Useful Links

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

Order Information

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

Customer: -- United States Army --

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

*Order Number: 103-01
*Order Date: 13-Apr-2015
*Headquarters Issuing Orders: US Army Garrison Vicer

<< Previous Next >>

1. Type in your order number (located in block 27 on your orders)
2. Select order date which (block 28 on your orders)
3. Type in:
 - a. AFPC - normal pcs/separation
 - OR-
 - b. Department of the Air Force - retirement
4. Click on next

100%

1:56 PM
4/14/2015

UNCLASSIFIED

INFOCON 3

EPCON Bravo

https://dps.sddc.army.mil/finsechannel_enu/start.swe?SWECmd=Login&SWEPL=1&_sn= AFP Home - May 2015 Enli... ETA SSO Portal v.4.20 DPS - Prod - 2.0.0a - J

AFPC Secure 4.0 - Main M... The Electronic Foreign Cle... Web Slice Gallery

Defense Personal Property System (DPS)

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Show Counseling Tuesday, April 14, 2015 11:56:12 AM Reports Saved Queries: -Select-

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

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

Order [103-01]

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

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UB: 1375 lbs.
Remaining UB: 1375 lbs.

Useful Links

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- FAQs
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- Weight Estimator
- Glossary / Acronyms

Duty Stations

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

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

Please indicate the applicable duty stations as stated on the customers travel orders.

Current Duty Station

City: AVIANO
Country: ITALY

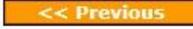
1.  

New Duty Station

City: HOPE MILLS
State: NC
County: CUMBERLAND
Zip Code: 28348

2.  

If this is a Local Move Order and there is no New Duty Station, enter the Current Duty Station as the New Duty Station.

  3. 