

# Personal Property's Customer Information Guide

---



*"Everybody Wants Some!"*

This Guide is meant to assist Osan AB customers with their transition from our installation/AOR utilizing the Defense Personal Property System (DPS).

Our office also has a **DPS Café** for customer utilization with on-hand support from a customer representative. Perfect if you're new to the system or can not access from another computer.

We are open Mon – Fri from 0800 till 1600.

51<sup>st</sup> Logistics Readiness Squadron  
Traffic Management Office (TMO)  
Personal Property  
Building 635  
784-6915

- Order [AD-068938]
  - Orders Details
    - Rank & Hard Copy Orders
    - Order Information
    - Duty Stations
    - Orders Selection
    - Tour Information
    - Additional Information
    - Summary
  - Shipment
    - Create New Shipment
    - Current Shipments
      - 1-HHG
        - Pickup & Delivery
          - Basic
          - Additional Items
          - Scheduling
          - Responsibilities
          - Summary
          - Counseling Office
          - Submit

**Entitlements**

PCS: 8000 lbs.  
 Remaining PCS:8000 lbs.  
 UB: 500 lbs.  
 Remaining UB: 500 lbs.

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

\* Is this a Local Move?  Yes  No

**Dates**

\*Desired Pickup Date: 28-Feb-2011  
 \*Desired Delivery Date: 29-Jul-2011

Click on the to display the list of addresses or add an Address. From your address list select your primary pickup and delivery address and select the name of the person acting on your behalf with a Power of Attorney and/or Letter of Authorization if applicable. You will also be able to indicate if you have additional pickup or delivery locations and if you are using a releasing and receiving agent for your shipment.

To add an address to your list click on the ; enter the address information and select 'Save Address'.

**Pickup & Delivery**

Only the following locations require you to select a GBLOC:

- Yokota- QFFL
- Kadena-QIFL
- Misawa-QEFL
- Italy-UCFS
- Guam-PBNQ
- Azores-YAFC
- Cali-KKFA
- Fort Meade-BGAC

\*Authorized Delivery Address

1

\*Requested Delivery Address

Power of Attorney  Attorney

1. You must select the Delivery address for Authorized delivery and Requested delivery.

2. If you had any POAs they will appear in drop down list.



- Counseling Menu
  - Customer Profile
    - Customer Information
    - Point of Contact
  - My Orders
    - Enter Order Information

**Counseling Office**

Customer: [Perez Jr., Conrad M -- United States Air Force --

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below.* All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer

Pickup Installation	Delivery Installation
GBLOC: QNFL	GBLOC: HAFC
Installation Name: OSAN AB, KOREA	Installation Name: JPPSO SAN ANTONIO TX

**Selecting Counseling Office Information**

**REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING**

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

\*Counseling Office:

**Selected Counseling Office Information**

Installation Name:

Street:

City:

State:

ZIP/APO/FPO:

Country:

Phone:

DSN:

Fax:

DSN Fax:

Email:

- Select from below
- Select from below
- 51 LRS/COUNSELORS
- BUCKLEY AFB
- FE WARREN AFB
- CREECH AFB
- SCHIEFELERS AFB
- PORT CARSON
- MINHAP AFB
- FORNABER AFB
- SCALE AFB
- TRAVIS AFB
- WHIT AFB
- USCG HUMBOLDT BAY
- PETERSON AFB
- TOCELE ARMY DEPOT
- DUGWAY PROVING GROUND
- WALNUT RIDGE
- OFFUTT AFB
- MCCONWELL AFB
- CANNON AFB
- DAVIS-MONTHAN AFB
- NELLIS AFB
- GRAND FORKS AFB
- ELLSWORTH AFB

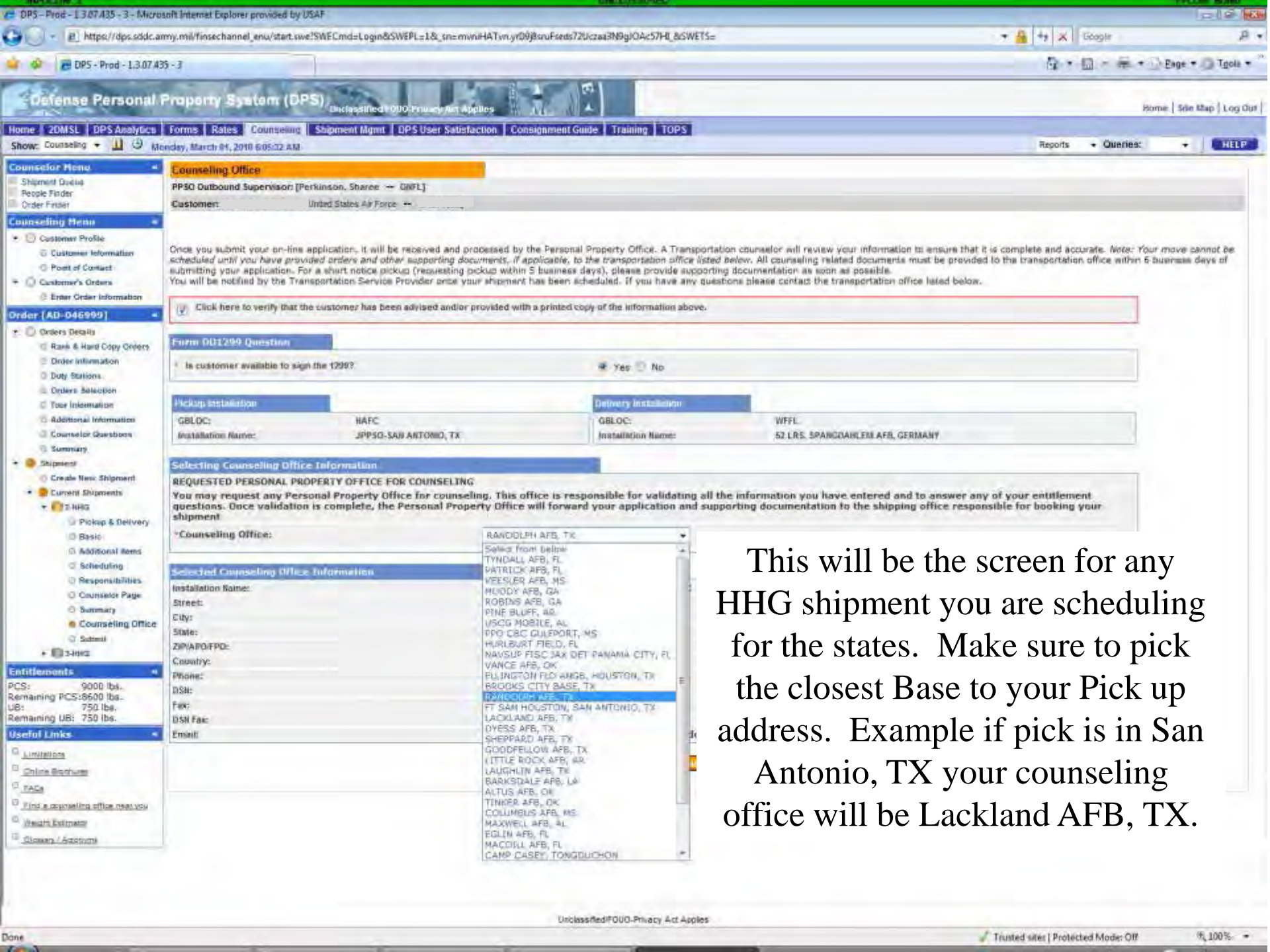
1. **Read** the top 'Counseling Office' information, then Check the box next to the statement.
2. Select 51 LRS/COUNSELORS for all shipments leaving South Korea.

Go to next slide for Stateside pick up example

**Entitlements**

PCS: 8000 lbs.  
 Remaining PCS: 7910 lbs.  
 UB: 500 lbs.  
 Remaining UB: 500 lbs.  
**Excess Cost: \$14.35**

- Useful Links**
- Limitations
  - Online Brochures
  - FAQs
  - Find a counseling office near you
  - Weight Estimator



This will be the screen for any HHG shipment you are scheduling for the states. Make sure to pick the closest Base to your Pick up address. Example if pick is in San Antonio, TX your counseling office will be Lackland AFB, TX.

- RANDOLPH AFB, TX
- Select from below
- TYNDALL AFB, FL
- PATRICK AFB, FL
- VEESLER AFB, MS
- MOODY AFB, GA
- ROBBINS AFB, GA
- PINE BLUFF, AR
- USCG MOBILE, AL
- PPD CRG GULFPORT, MS
- HURLBURT FIELD, FL
- NAVSUP FISC 34X DET PANAMA CITY, FL
- VANCE AFB, OK
- FULLINGTON FLD ANG, HOUSTON, TX
- ROOKS CITY BASE, TX
- LACKLAND AFB, TX**
- FT SAM HOUSTON, SAN ANTONIO, TX
- LACKLAND AFB, TX
- DYESS AFB, TX
- SHEPPARD AFB, TX
- GODDFELLOW AFB, TX
- LITTLE ROCK AFB, AR
- LAUGHLIN AFB, TX
- BARKSDALE AFB, LA
- ALTUS AFB, OK
- TINKER AFB, OK
- COLUMBUS AFB, MS
- MAXWELL AFB, AL
- EGLIN AFB, FL
- MACDILL AFB, FL
- CAMP CASEY, TONGLOUCHON

**Counseling Office**  
 PPSO Outbound Supervisor [Perkinson, Sharee -- ONFL]  
 Customer: United States Air Force

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 5 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

Click here to verify that the customer has been advised and/or provided with a printed copy of the information above.

**Form DD1299 Question**  
 Is customer available to sign the 1299?  Yes  No

Pickup Installation		Delivery Installation	
GBLOC:	NAFC	GBLOC:	WFFL
Installation Name:	JPPSO-SAN ANTONIO, TX	Installation Name:	52 LRS, SPANGDAHLER AFB, GERMANY

**Selecting Counseling Office Information**  
**REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING**  
 You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment.

\*Counseling Office:  
**Selecting Counseling Office Information**  
 Installation Name:  
 Street:  
 City:  
 State:  
 ZIP/AP/FPO:  
 Country:  
 Phone:  
 DSH:  
 Fax:  
 DSH Fax:  
 Email:

- Home
- ZMMSL
- DPS Analytics
- Forms
- Rates
- Counseling
- Shipment Mgmt
- DPS User Satisfaction
- Consignment Guide
- Training
- TOPS

- Counselor Menu**
  - Shipment Detail
  - People Finder
  - Order Finder

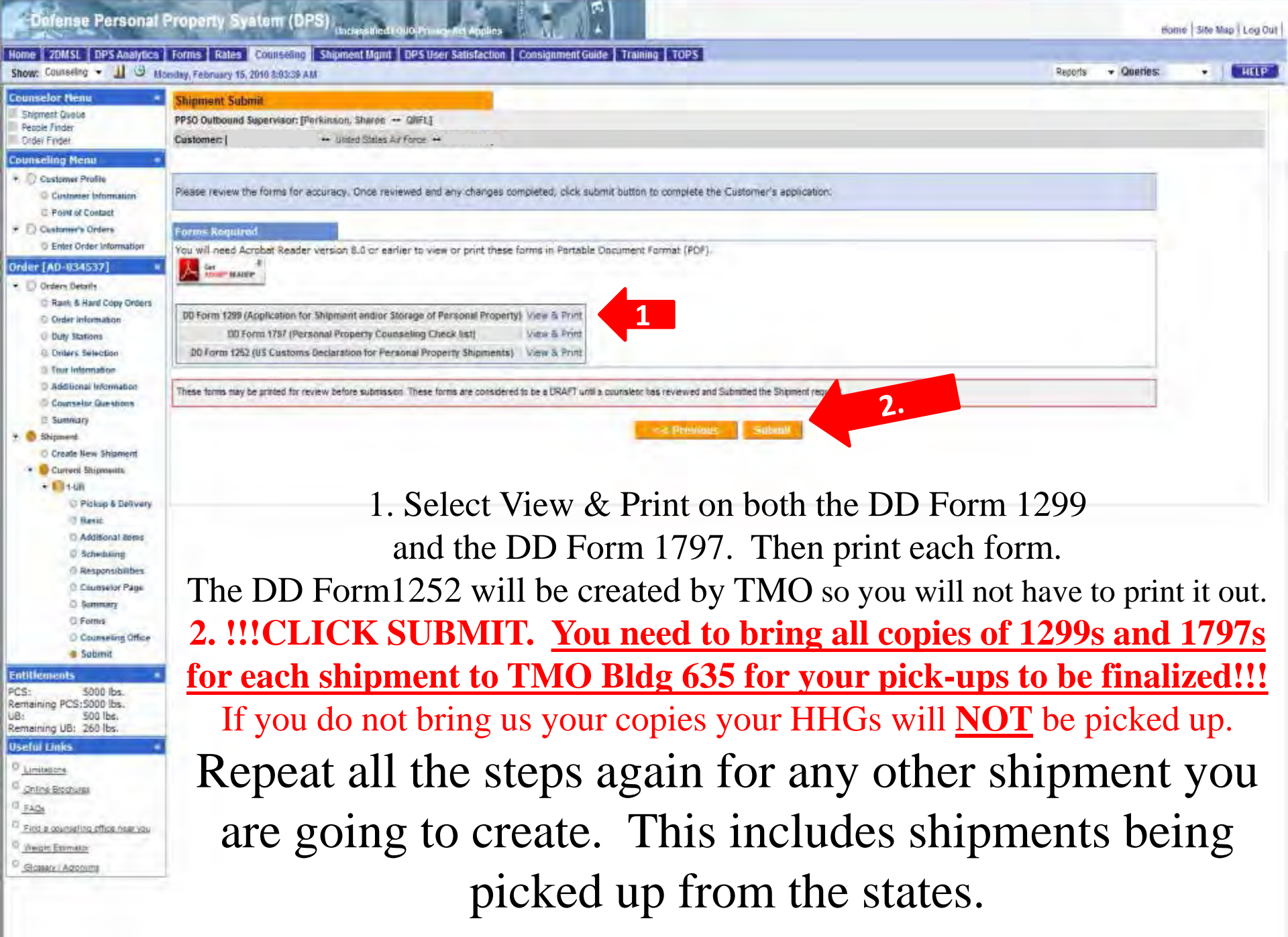
- Counseling Menu**
  - Customer Profile
    - Customer Information
    - Point of Contact
  - Customer's Orders
    - Enter Order Information

- Order [AD-D46999]**
  - Orders Details
    - Rank & Hard Copy Orders
    - Order Information
    - Duty Stations
    - Orders Selection
    - Your Information
    - Additional Information
    - Counselor Questions
    - Summary
  - Shipments
    - Create New Shipment
    - Current Shipments
      - HHG
        - Pickup & Delivery
          - Basic
          - Additional Items
          - Scheduling
          - Responsibilities
          - Counselor Page
          - Summary
          - Counseling Office
          - Submit

**Entitlements**  
 PCS: 9000 lbs.  
 Remaining PCS: 8600 lbs.  
 UB: 750 lbs.  
 Remaining UB: 750 lbs.

- Useful Links**
  - Limitation
  - Online Brochure
  - TADA
  - Find a counseling office near you
  - Weight Estimator
  - Shipment System





1. Select View & Print on both the DD Form 1299 and the DD Form 1797. Then print each form.

The DD Form 1252 will be created by TMO so you will not have to print it out.  
**2. !!!CLICK SUBMIT. You need to bring all copies of 1299s and 1797s for each shipment to TMO Bldg 635 for your pick-ups to be finalized!!!**

**If you do not bring us your copies your HHGs will NOT be picked up.**

Repeat all the steps again for any other shipment you are going to create. This includes shipments being picked up from the states.

# **What is Military Professional Gear?**

If you don't know already, Professional Gear (PRO-Gear) is military required items that do not count against your total weight entitlement.

This is defined as items that are required for the performance of duties at the next or later PCS location.

This does not include, PT gear, ABU/ACU, service dress items, computers, plaques, awards, decorations, or office furniture (furniture of any kind).

If you have any questions in reference to PRO-Gear please contact your local TMO office

# Personally Procured Move(PPM)/DITY moves

This is a single slide from DPS. PPM self counseling screens are similar to other shipments.

However, the following slide covers a single page which is unique to this process and explains how to properly fill it out for a correct PPM. If you're still unsure or have questions contact/visit our Office.

Bldg 635 // 784-6915 (option 1)

Counseling Menu

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information
- Order [AD-068938]
  - Orders Details
    - Rank & Hard Copy Orders
    - Order Information
    - Duty Stations
    - Orders Selection
    - Tour Information
    - Additional Information
    - Summary
  - Shipment
    - Create New Shipment
    - Current Shipments
      - 1-HHG
      - 2-PPM
        - Pickup & Delivery
        - Basic
        - Costing
        - Instructions
        - Summary
        - Counseling Office
        - Submit

Entitlements

PCS: 8000 lbs.  
 Remaining PCS: 7910 lbs.  
 UB: 500 lbs.  
 Remaining UB: 500 lbs.  
**Excess Cost: \$14.35**

Useful Links

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

PPM Basic

Customer: [Perez Jr., Conrad M -- United States Air Force --]

Additional PPM Information

\*Is packing required?  Yes  No

\*Are you requesting an Advanced Operating Allowance?  Yes  No

\*% of Advanced Operating Allowance authorized  **Weight Estimator Form**

\*Estimated weight  **Weight Estimator Form**

\*State of Legal Residence (Needed for Tax purposes):  **Weight Estimator Form**

Is this a TDY/TAD and returning to origin duty station?  Yes  No

\*Are you using a commercial company to move this shipment?  Yes  No

<< Previous Next >>

1. Check No unless you do not have an GTC card.
2. Type in 0% or 60% if you are taking the Advance Operating Allowance.
3. Estimated Weight you are moving.
4. Select the State you file your taxes with.
5. If you are hiring a company to move your HHGs select yes.
6. Click Next>>



# **Preparing a Non-Temporary Storage Release (NTSR) also know as Gov't storage.**

If you left property in Government paid storage at your (any) previous duty station and would like it delivered to your new duty stations you'll need to complete an NTSR.

This process is similar to other self counseling shipments, but the following slides will assist with NTSR specific details needed to complete the request.

Home Self Counseling Shipment Management Customer Surveys Customer Satisfaction Survey [CSS] DPS User Satisfaction Claims Consignment Guide Training DPS User Satisfaction

Show: Counseling Thursday, July 14, 2011 1:02:27 AM Reports Queries HELP

### Create New Shipment

Customer: Periz Jr, Conrad M -- United States Air Force --

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

Based on the information you have provided, you are 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 your shipments should not exceed your authorized weight entitlement. If the total actual weight of all shipments under this set of orders exceeds the entitlement, you 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 request additional shipments.**

#### Avoid Excess Costs

Make your move easier and avoid excess costs by following a few simple rules in planning your 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 your shipment, you will incur extra costs.
- Get rid of unwanted items because they only add weight.
- Make sure you or 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.

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 request additional shipments

**Please select from the Menu below.**

*Boats and Vehicle trailers are one time only (OTO) shipments. You must contact your local transportation office for assistance with these shipment types.*

Create	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"/> NTS	Non-Temporary Storage	Long-term HHG storage in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from the storage location(s), storage, and other directly related necessary services. Sometimes referred to as Extended Storage or Permanent Storage.
<input checked="" 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

<< Previous Next >>

1. Click NTSR
2. Always select No for PPM when doing an NTSR
3. Click Next>>

Counseling Menu

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

Order [AD-068938]

- Orders Details
  - Risk & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-PPM
    - 3-UB
    - 4-HTSR
      - Pickup & Delivery
      - Basic
      - Scheduling
      - Responsibilities
      - Summary
      - Counseling Office
      - Submit

Entitlements

PCS: 8000 lbs.  
Remaining PCS: 6910 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

Useful Links

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

Pickup and Delivery

Customer: Perez Jr, Conrad M - United States Air Force

Please enter the dates for your move. The dates you enter here are only a request. Your actual pack and pickup dates will be based on the availability of the Transportation Service Provider to handle your shipment.

\* Is this a Local Move?  Yes  No



Dates

\* Desired Delivery Date: 30-Aug-2011 \* NTS Shipment Release Date: 30-Jul-2011



Click on the to display the list of addresses or add an Address. From your address list select your primary pickup and delivery address and select the name of the person acting on your behalf with a Power of Attorney and/or Letter of Authorization if applicable. You will also be able to indicate if you have additional pickup or delivery locations and if you are using a releasing and receiving agent for your shipment.

To add an address to your list click on the ; enter the address information and select 'Save Address'.

Addresses

\* Authorized Pickup Address \* Authorized Delivery Address



\* Requested Delivery Address

Power of Attorney: Select from below

Letter of Authorization: Select from below

In-Transit Address

In-Transit

1. Always select no for Local Move.
2. Put your Desired Delivery Date one month after your NTS Shipment Release Date.
3. Click the rolodex.



**Counseling Nova**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

**Order [AD-068938]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Station
  - Orders Selection
  - Your Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-PPM
    - 3-UB
    - 4-ITSR
      - Pickup & Delivery
      - Base
      - Scheduling
      - Responsibilities
      - Summary
      - Counseling Office
      - Submit

**Pickup and Delivery**

Customer: [Name] [Address] [City] [State] [Zip]

Please enter the dates for your move. The dates of shipment.

\* Is this a Local Move?

**Links**

\*Desired Delivery Date: 30-Aug-2011

Click on the [icon] to display the list of addresses on and delivery address and select the name of the person Authorization if applicable. You will also be able to [icon] are using a releasing and receiving agent for your [icon]

To add an address to your list click on the [icon]

**Addresses**

\*Authorized Pickup Address

\*Requested Delivery Address

Power of Attorney: Select from follow

Letter of Authorization: Select from follow

**Addresses**

Address Listing

Select	Address	
<input type="radio"/>	23 LRS MOODY A F B, GA 31699	
<input type="radio"/>	BLDG 1471 RM 103A OSAN, KOREA, REPUBLIC OF	
<input type="radio"/>	Street SAN ANTONIO, TX 78223	
<input checked="" type="radio"/>	NTS your station TRAVIS AFB, CA 94535 123-456-7890	

**OK** **Cancel** **Add Address**

Select your NTS location then Click OK

The address for your NTSR will always be NTS your station. The city will be the base you were at when your HHGs were put into storage. Phone any available while you are In-transit. Example above. It will always be Like this.

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

**Order (AD-068938)**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-FPM
    - 3-UB
    - 4-NTSR

**Pickup & Delivery**

- Basic
- Scheduling
- Responsibilities
- Summary
- Counseling Office
- Submit

**Pickup and Delivery**

Customer: Perez Jr, Conrad M -- United States Air Force --

Please enter the dates for your move. The dates you enter here are only a request. Your actual pack and pickup dates will be based on the availability of the Transportation Service Provider to handle your shipment.

\* Is this a Local Move?  Yes  No

**Dates**

\* Desired Delivery Date: 30-Aug-2011  \* NTS Shipment Release Date: 30-Jul-2011

Click on the to display the list of addresses or add an Address. From your address list select your primary pickup and delivery address and select the name of the person acting on your behalf with a Power of Attorney and/or Letter of Authorization if applicable. You will also be able to indicate if you have additional pickup or delivery locations and if you are using a releasing and receiving agent for your shipment.

To add an address to your list click on the ; enter the address information and select 'Save Address'.

**Addresses**

* Authorized Pickup Address	NTS your station TRAVIS AFB, CA 84535 123-456-7890	* Authorized Delivery Address	23 LRS MOODY AFB, GA 31699
* Requested Delivery Address	23 LRS MOODY AFB, GA 31699		

Power of Attorney:

Letter of Authorization:

**In-Transit Address**

In-Transit

The following locations require you to select a GBLOC:

- Yokota- QFFL
- Kadena-QIFL
- Misawa-QEFL
- Italy-UCFS
- Guam-PBNQ
- Azores-YAFC
- Cali-KKFA
- Fort Meade-BGAC



1. Select your delivery address for both Authorized and Requested Delivery Address
2. If you have any Releasing &/or Receiving agents ensure that you enter them on this page also.
3. Click the next to add In-Transit Address

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

**Order [AD-068938]**

- Orders Details
  - Blank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-PPM
    - 3-UB
    - 4-NTSR
      - Pickup & Delivery
      - Basic
      - Scheduling
      - Responsibilities
      - Summary
      - Counseling Office
      - Submit

**Entitlements**

PCS: 8000 lbs.  
Remaining PCS: 6910 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

**Useful Links**

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

**NTS Outbound Basic**

Customer: [Perez J], Conrad M -- United States All Force --

Please provide basic information about your shipment.

**NTS Release**

Please indicate what type of NTS Release you would like for this shipment.

Full Release: All items should be removed from storage and delivered. **1**

Partial Release: Some items should be removed from storage and delivered; while other items should remain in storage.

**Shipment Weights**

Estimated weight of your NTS Shipment? **2** 1000 **Weight Estimator Form**

**3**

1. If you are PCSing to the states you will always select Full Release. For anyone PCSing overseas see next slide.
2. Estimate weight in NTS
3. Click Next>>



Defense Personal Property System (DPS) Home | Site Map | Log Out

Unclassified/FOUO-Privacy Act Applies

Home | Self Counseling | Shipment Management | Customer Surveys | Customer Satisfaction Survey [CSS] | DPS User Satisfaction | Claims | Consignment Guide | Training | DPS User Satisfaction

Show: Counseling | Thursday, July 14, 2011 1:24:30 AM Reports | Queries: | HELP

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

**Order [AD-068938]**

- Orders Details
  - Back & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-PPM
    - 3-UB
    - 4-NTSR
      - Pickup & Delivery
      - Basic
      - Scheduling
      - Responsibilities
      - Summary
      - Counseling Office
      - Submit

**Entitlements**

PCS: 8000 lbs.  
Remaining PCS: 6910 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

**Useful Links**

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

**NTS Outbound Basic**

Customer: [Peret Jr., Conrad M] -- United States Air Force --

Please provide basic information about your shipment.

**NTS Release**

\*Please indicate what type of NTS Release you would like for this shipment.

Full Release: All items should be removed from storage and delivered.

Partial Release: Some items should be removed from storage and delivered; while other items should remain in storage.

\*Please enter the inventory number of the items you would like released. [Maximum 75 characters]

See attachments. 1

**Shipment Weights**

\*Estimated weight of your NTS Shipment?  2 **Weight Estimator Form**

3

If you are PCSing overseas you have the option to do a Full Release or a Partial Release. A partial is when you only take the items you want out of storage and leave everything else in storage paid by the gov't.

1. If you are doing a Partial type See attachments. Then we will need the inventory list from when your items were picked up to go into storage. NO INVENTORY NO PARTIAL RELEASE.
2. Estimate weight in NTS
3. Click Next>>

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- My Orders
  - Enter Order Information

**Order [AD-068938]**

- Orders Details
  - Basic & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG
    - 2-PPM
    - 3-UB
    - 4-NTSR
      - Pickup & Delivery
      - Basic
      - Scheduling
      - Responsibilities
      - Summary
      - Counseling Office
      - Submit

**Entitlements**

PCS: 8000 lbs.  
Remaining PCS: 5910 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

**Useful Links**

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


### Shipment Submit

Customer: [Perez II, Conrad M] - United States Air Force

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

#### Forms Required

You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).

	DD Form 1299 (Application for Shipment and/or Storage of Personal Property) View & Print
	DD Form 1797 (Personal Property Counseling Check list) View & Print

These forms may be printed for review before submission. These forms are considered to be a DRAFT until a counselor has reviewed and Submitted the Shipment request.

[Previous](#) [Submit](#)



1. Select View & Print on the DD Form 1299. Then print it out.  
**2. !!!CLICK SUBMIT. You need to bring copies of the 1299 and 1797 to TMO for your NTSR to be finalized!!!**  
**!!!If you do not bring us copies your HHGs will not be released to your next base.!!!**