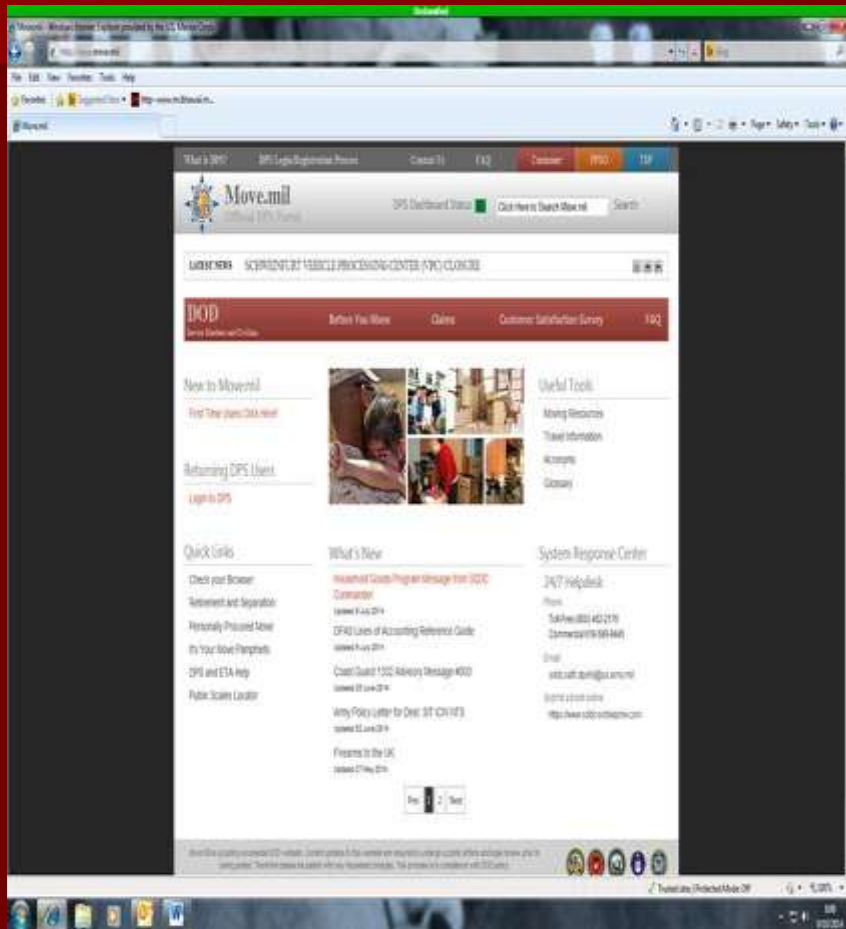


DMO DPS Set-up/Walk-through

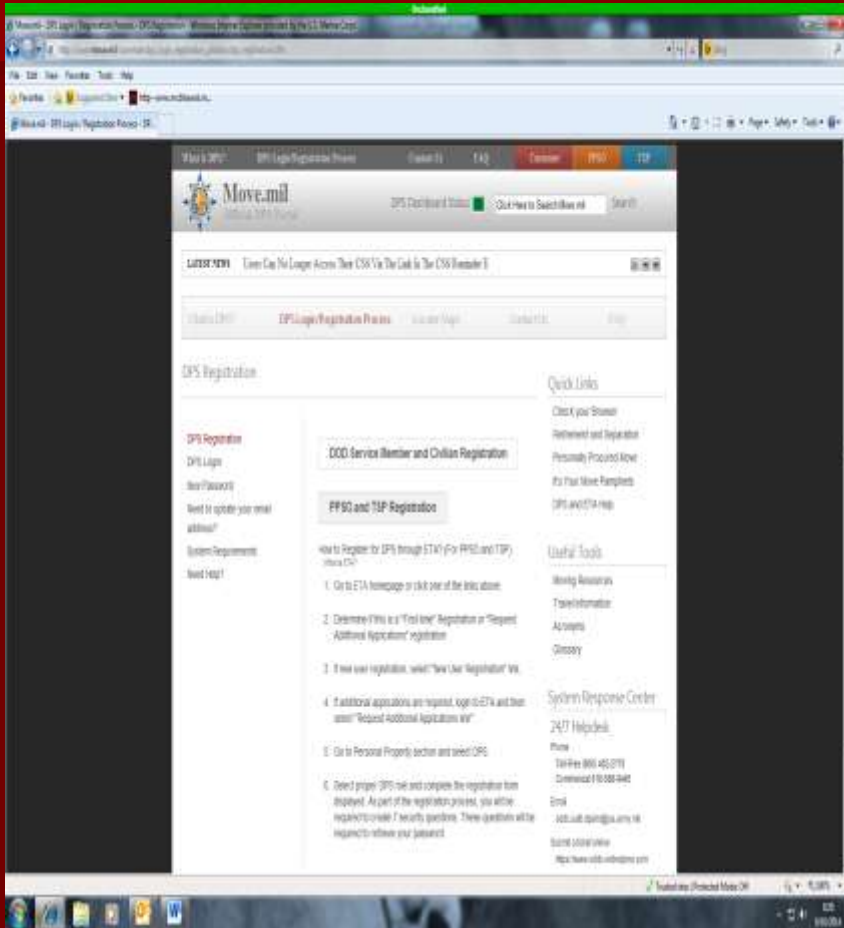
MCAS Miramar
DISTRIBUTION MANAGEMENT OFFICE
Bldg. 2258 (JRC)
(858) 577-1276/ 1671

Step 1:



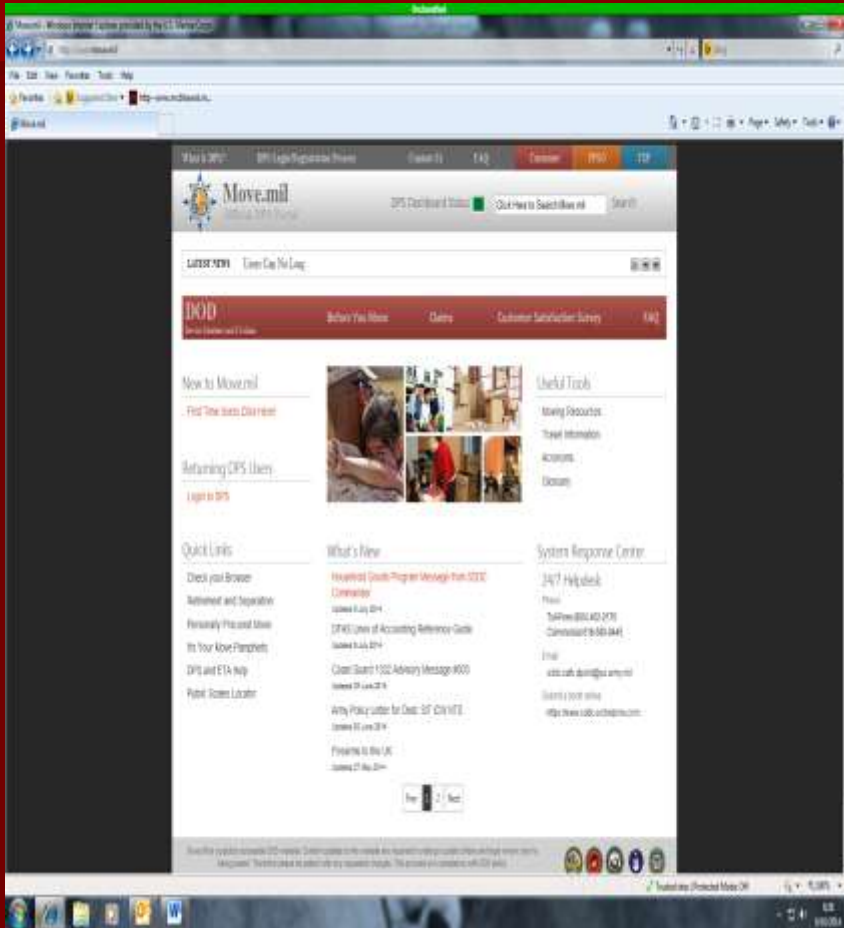
- Log-in on to this Website <http://www.move.mil>
- Click on the upper bar **"DPS Login/Registration Process"** to get started.

Step 2:



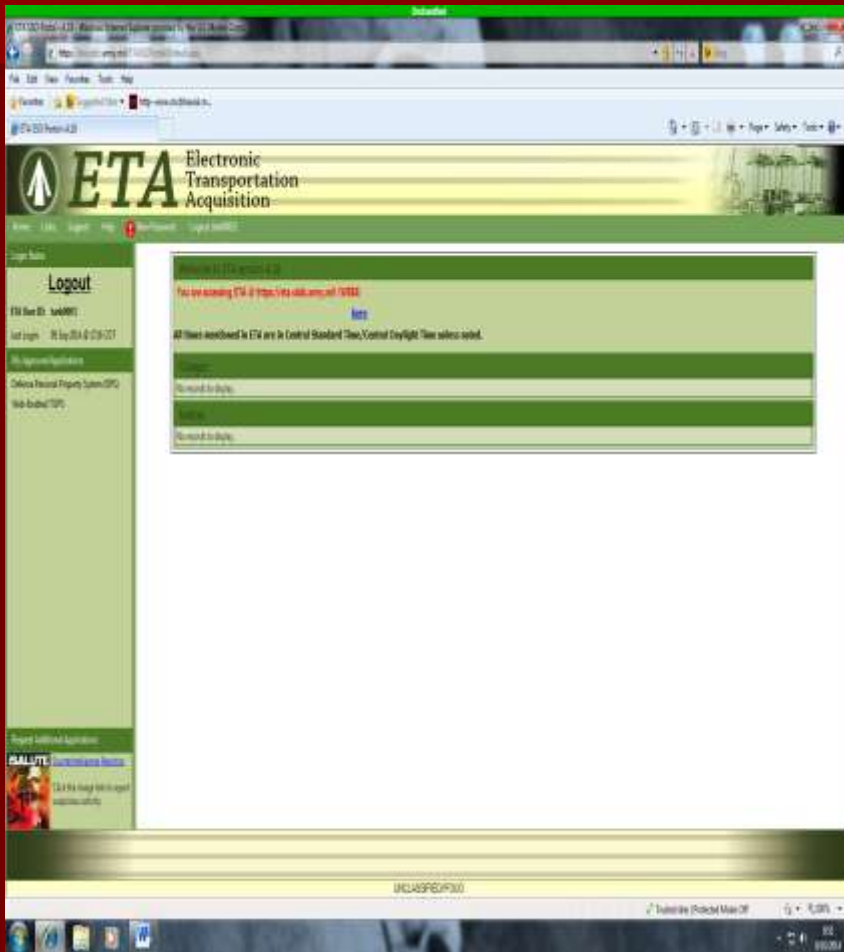
- Click on “DOD Service Member and Civilian Registration”
- Password will be emailed within the next few hours. **DO NOT ERASE THIS E-MAIL!** You will need to keep that password in order to check on your shipment.
- Contact Help Desk:
1-800-462-2176

Step 3:



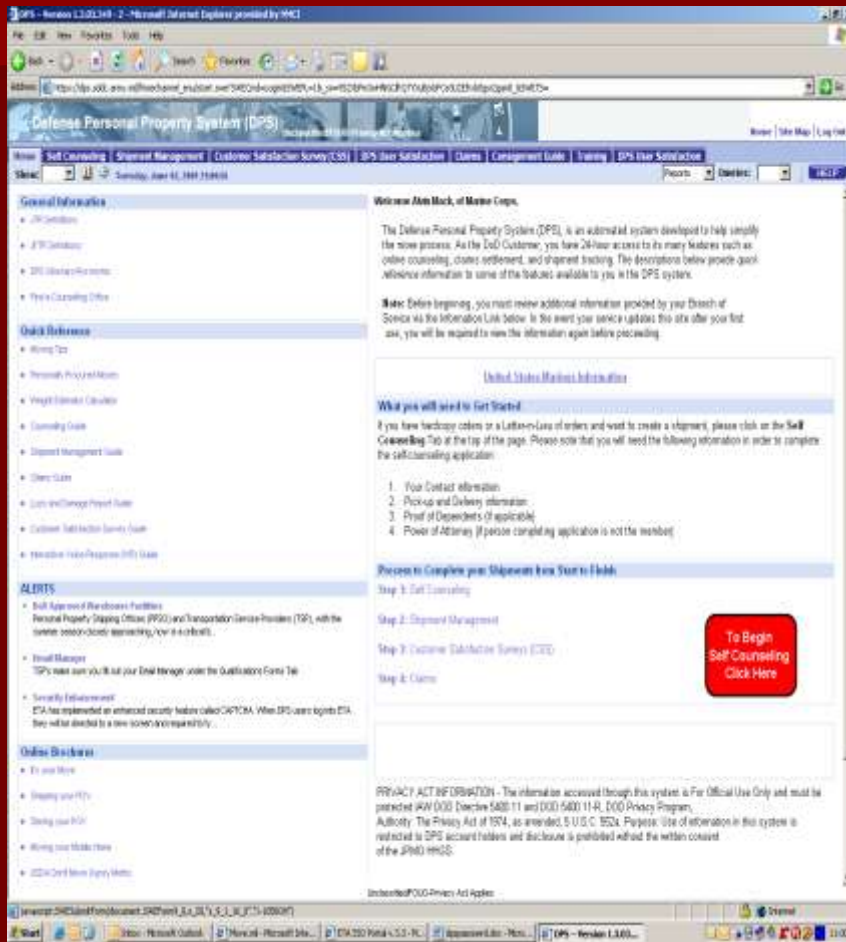
- Once Password is emailed, go back to the main page and click “Login to DPS”
- You might accept to continue to the ETA page.
- **Note:** Ensure pop-up blockers are turned “OFF” and do not enable CAC card login.

Step 4:



- Once logged in, on the left hand side of screen, you will see “my approved applications”. Select the “Defense Personal Property system (DPS).”
- Note: Once inside the DPS page there is one of two ways to continue, click the red button to view Marine Corps information/to begin self-counseling. Sometimes this step is not necessary, if it does not make you utilize it please click on the “self-counseling” tab. You **MUST** acknowledge your branch of service information before continuing.

Step 5:



- Before beginning, you need to click on the branch of Service as indicated on screen:

United States Marines Information

- Then you click on the Long red box below that says **Click here to Acknowledge Service Specific information**.

- After that, to begin click on the Red Square that says **To begin Self Counseling Click Here**.

Step 6:

[illegible]

- After you click the self-counseling button, it will load a new page, once that page loads click on the “Customer Information” button in the upper left hand corner of the page.
- **NOTE:** Once the customer information page loads enter in your information, the permanent address is an address for a family member, spouse or dependent. IT DOES NOT HAVE TO BE YOUR ADDRESS. Once complete, click NEXT.

Step 7:

The screenshot shows a web application interface with a green header bar. On the left is a navigation menu with sections: 'Customer Data', 'Customer Profile', and 'Customer History'. The 'Customer Profile' section is expanded, showing 'Customer Information', 'Point of Contact', 'Customer Email', and 'Order Order Information'. The 'Point of Contact' option is selected. The main content area is titled 'Point of Contact' and contains a form. At the top, it says 'Customer (Salesperson) → [Name]' and 'Customer (Salesperson) → [Name]'. Below this, there is a text box with instructions: 'Please identify at least one personal contact who will know how to reach the customer or organization to assist, or at the new destination and would be willing to accept inquiries from the TSP if needed. You may also use this area to designate an individual to make decisions for the customer (e.g., Owner or Manager, Father of Customer). Please click on the Add Contact button to add additional contacts to your profile.' Below the text box, it says 'No additional point of contact information found.' and 'Add Contact'. At the bottom of the form, there is a checkbox labeled 'I am a contact of a customer' and two buttons: 'Go Back' and 'Next Step'.

- Once you click “NEXT” on customer information page, you will come to a Point of Contact page. This page is designated for anyone that you want as a Releasing/Receiving Agent. Once you filled it out, click NEXT.

Step 8:

The screenshot shows a web application interface with a sidebar on the left containing a tree view of navigation options. The main content area is titled "Rank & Hard Copy Orders" and contains a form with several sections. The "Customer Profile" section includes fields for "Customer Name" (JAMES, JAMES), "Customer Address" (12345 Main St, Anytown, CA 90210), and "Customer Phone" (555-555-5555). The "Order Information" section includes a "Order Type" dropdown menu set to "New Order" and a "Order Date" field. The "Hard Copy Order" section includes a "Do you have Hard Copy Order?" checkbox. At the bottom of the form, there are two buttons: "Go Back" and "Next".

- **RANK & HARD COPY ORDERS:** Select Rank and "YES" to hard copy orders.
- **ORDER INFORMATION:** For order number, put "1234".
- **DUTY STATIONS:** In current duty station input where you are currently located. In next duty station input where you are going.
- **ORDER SELECTION:** Select type of orders you have (PCS, Separations, Retirement, etc.)
- **TOUR INFORMATION:** Input new duty assignment, report date, select dependents status.
- **ADDITIONAL INFORMATION:** Select blocks that applies to you.
- **SUMMARY:** Click in the acknowledge box and select "NEXT".

[illegible]

- Once you get past the summary page of your orders, it will take you to the create shipment page. Select what type of shipment you are requesting for your move.
- Once you click "SUBMIT" to your shipment, ensure you bring a copy of your WEB ORDERS (PCS) or NAVMC 11060 (Separating/Retirement) to a DMO counselor at DMO Personal Property (Bldg 2258 JRC). You will need to do this last step in order for your move to be finalized.

Step 10:

- Once you get past the summary page of your orders, it will take you to the create shipment page. Select what type of shipment you are requesting for your move.
- **NOTE:** If you're doing a Government move click "HHG" shipment and "NO" to personally procured move (PPM). The government will pack and pick up all your belongings. If you are doing a personally procured move (PPM), click "HHG" shipment and select "YES".
- **NOTE:** If you're doing a Partial which is both government and PPM, complete your government move information first and submit. On the left hand side click, "Create New Shipment", and select "HHG" and "YES" to PPM. This sets it up that the government picks up some of your HHG's as well as you taking some of you HHG with you.

Frequently Asked Questions:

■ **What is my Order Number?**

- For PCS, your order number is the SDN located on the web orders under the HHG line of accounting(LOA). For separations or retirement, your order number is under appropriation symbol and subhead LOA usually begins with "M7000". If you can't find your order number literally type in "1234" so the system will let you move on.

■ **What is my New Duty Station if I am retiring/separating?**

- Retiring: Your rate home of selection, your new duty station will be where you want to have your personal property shipped to.
- Separating: Your new duty station will be your Home of Records, even if that is not where you are going.

■ **What is In-transit address?**

- This is the address of anyone who is not PCSing with you. This contact is for JPPSO in case they cannot get a hold of you. EX: Parents Address.

■ **How much weight do I have?**

- The rule of thumb is about 1,000lbs per each fully furnished room.

Frequently Asked Questions:

- **Do I have to put a pick-up address if I am doing a PPM?**
 - Yes, a pick-up address is still required to determine and calculate the rate of where you are traveling to.
- **I don't have a address to where I am shipping my personal property to?**
 - Don't worry if you do not have a location to deliver your personal property. Just put NTS and your duty station to where you will be going.
- **Will storage be provided at destination?**
 - Yes, the government will store your personal property up to 90 days after it arrives at it's destination
- **Will my personal property be insured while being shipped?**
 - Yes, the government follows the full replacement value, valued up to \$50,000.

Example "WEB ORDERS"



USMC WEB ORDERS

PERSONAL/ORDERS INFORMATION

NAME:	DOE, JOHN
RANK:	SGT
SSN:	123456789
PMOS:	5711
FUTURE MCC:	1GR
ESTIMATED DATE OF DEPARTURE:	12/10/2009 12:00 00 AM
ESTIMATED DATE OF ARRIVAL:	1/9/2010 12:00 00 AM
ISSUED DATE:	7/24/2009 1:21:00 PM
PRESENT MCC:	1JF
PRESENT MCC DESCRIPTION:	MALS 24/HQ MAG 24 1 ST MAW KANEONE BAY, HI

Comment [j1]: MEMBERS' NAME

Comment [j2]: MEMBERS' SSN

Comment [j3]: ORDERS DATE

Comment [j4]: UNIT ISSUING ORDERS

MCTFS TRANSACTION INFORMATION

TRANSACTION DATE	TRANSACTION TYPE
7/24/2009 1:21:00 PM	010

DATE DESIGNATED DIRECT AND TRANSFER MARINE TO PROCEED AND REPORT TO NEAREST UNITED STATES MARINE CORPS ACTIVITY CONTINENTAL UNITED STATES FOR FURTHER TRANSFER TO 1ST LAR BN 1STMARDIV CAMP PENDLETON CA MONITORED COMMAND CODE 1GR NOT LATER THAN 09 Jan 2010 FOR DUTY. CURRENT EDITIONS OF MARINE ORDERS P1300.8, 4650.30, 5512.4, P1000.6 AND BUREAU OF MEDICINE AND SURGERY INSTRUCTION 6320.1, P11000.22 MAY APPLY. ENSURE SERVICE RECORDS AND HEALTH RECORDS ACCOMPANY MARINE. MEMBER MAY BE AUTHORIZED (GRANTED) 45 DAYS LEAVE BY COMMANDER IN CONJUNCTION WITH PERMANENT CHANGE OF STATION OF STATION ORDERS PROVIDED ELIGIBILITY REQUIREMENTS ARE MET. SUBMIT APPLICATION

Comment [j5]: GAINING COMMAND

Comment [j6]: REPORT-IN DATE