

DPS

Now you can arrange your household good shipment from home!

To set up your DPS move: Turn off Pop-up blocker under your tools bar!!!

8 to 10 day notice needed to be packed and picked up!

- Go to www.move.mil
- Select "DOD Customer" at top
- Register for a DPS Account (at right)
- Password will be emailed to you within 30 minutes.
- Log on to DPS website (User ID is SSN)
- Enter verification code
- Click on: "United States Army Information"
- Click on : "To begin self counseling click here"
- Read instructions carefully
- Have your orders readily available
- Print and sign DD1299/1797 forms
- You must fax 334-255-2812) or hand deliver to transportation along with your orders.

Please let us know if you will be doing a DITY/PPM
If you have any questions, Please contact your
Transportation Office at 334-255-9842

If you are going overseas you may have Non Temp Storage, Unaccompanied baggage, And also Household Goods to overseas location or designated area.

You will enter these shipments in DPS individually.

Long tours with dependants must have Concurrent travel orders before setting up HHG.

Please bring in 1299/1797 Forms ASAP to lock in the pack and pickup dates that you are requesting.

STATEMENT OF UNDERSTANDING

IN ADDITION TO VERBAL COUNSELING, I HAVE READ AND UNDERSTAND THE FOLLOWING CONCERNING MY RESPONSIBILITIES IN THE MOVEMENT OF PERSONAL PROPERTY IN THE DEPARTMENT OF DEFENSE SYSTEM.

1. I must be available between 0800-1700 hours (8:00 a.m. - 5:00 p.m.) or I will be responsible for attempted pickup charges. If I cannot be available, I will appoint an agent, in writing, to act on my behalf. I understand I must request date changes in writing. The RDD (required delivery date) is a "no later than" delivery date.
2. Before the packers arrive, I will ensure all electrical items have been disconnected (to include washer and dryer hoses, stereo equipment and all other major appliances), air conditioners have been removed from windows; items containing gasoline, kerosene or water have been drained; items on the walls which are physically attached will be taken down, to include curtains, drapes and mini blinds. Items such as pictures or mirrors that can be easily lifted off the wall may remain. Upon delivery, member must keep and maintain washer lock for front load washing machine. At time of pick up, do final walk through in residence to ensure all items have been packed. **DO NOT SIGN ANY PAPERS UNTIL COMPLETION OF SERVICES.**
3. I understand that lawn mowers must be free from oil, grease and dirt, lawn mowers and motorcycles must be thoroughly drained of fuel, battery cables taped securely away from battery and the terminals lubed, engines and parts must be cleaned and free of oil and grease. Batteries must be removed from all battery-powered items. Washing machines, dryers, freezers and refrigerators must be clean and dry.
4. Property must be easily accessible to the packers. Items in attics must be brought down. Items in storage facilities must be located near the loading area. Location must be adequately lighted, have a finished floor and will allow a person to stand erect. Failure to meet these requirements may result in attempted pickup charges or charges for additional labor.
5. My property will be clean and free of pest infestation. This includes trash, animal waste or other debris. Trash cans and ashtrays should be empty and clean. If not, I will be liable for an attempted pickup charge and pickup date will be rescheduled accordingly upon compliance with this requirement.
6. Small high-value items should be hand carried. I will ensure all important papers or valuables are not left out where they may accidentally be packed. If any property is packed by mistake, I understand I will be charged by the carrier to retrieve the items.
7. I certify this shipment consists of my property acquired by me prior to the effective date of my orders.
8. I will notify the destination Transportation Office of my arrival, provide an address and phone number for delivery. I am advised that temporary storage may not exceed the authorized period (90 days) and additional storage, if not authorized, may be at my expense.
9. I understand that excess cost is incurred by excess weight, distance, multiple shipments, additional services and/or crates for certain items shipped. I understand I will be liable for excess costs incurred.
10. Reference Plasma TV's: maximum \$2500 liability limit as stated in the Allowance List Depreciation Guide. Ship in original manufacturer's container or box.

SIGNATURE

DATE