

## The Defense Personal Property System (DPS) Process

***No more long waiting at JPPSO Lewis-McChord!!*** Effective immediately, for those military service members and DoD civilian employees that are going to be executing a Permanent Change of Station Move you can expedite the process of your personal property shipment by performing a self counseling via the internet.

Follow the steps below to start the process to ship your personal property:

1. Visit SDDC's link, [www.move.mil](http://www.move.mil).
2. Register and then perform your own self counseling.
  - a. Please allow 2 – 4 days for account creation
  - b. Please give at least 7 days notice before requested pickup date
  - c. If less than 7 days are required please contact Customer Service immediately
3. Once you complete the self counseling, your shipment file will be sent electronically to JPPSO Lewis-McChord where it will be verified and processed for booking.
4. You must print and sign all documents/forms applicable to your move (e.g., DD Form 1299, DD Form 1797 and Customs Forms) as indicated by DPS. All signed documents must be submitted along with a copy of your PCS Orders to JPPSO Lewis-McChord via E-Mail (***preferred method***) at [usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil](mailto:usarmy.jblm.usamc.mbx.jppsonw-pppolmm@mail.mil) (use subject line “**DPS Move**”) or Fax at 253- 967-9475 (use a cover sheet with subject “**DPS Move**”) to complete the process. Your shipment ***will not*** get booked until all required paperwork is received by this office.
5. The Transportation Service Provider (the carrier) will contact you and inform you which one of their local agents will perform the packing.
6. You will be contacted by the local agent to schedule a Pre-Move Survey.

**NOTE:** There are some restrictions that each of the military services have placed as to who **cannot** use this new system.

**For the U. S. Army, the below listed restriction apply:**

- If this your first or last personal property move
- If you are a military member married to another military member (Joint Spouse).
- If you are storing or moving personal property in conjunction with contingency orders, or in conjunction with a designated location for your dependents to an OCONUS or Non-Foreign OCONUS Locations.
- If you are not the property owner and using a Power of Attorney.
- If you are moving personal property as “Next of Kin” or are a Summary Court Officer.
- If you are placing personal property in Non-Temporary Storage (NTS).
- If you are moving your personal property in a Local Move either from Off-Post to On-Post or reverse On-Post to Off-Post.
- If you are moving your personal property to a unique destination such as Morocco.
- If you are moving a mobile home and/or boat.

If you meet any one of the above mentioned situations, then you will need to coordinate with JPPSO Lewis-McChord's Customer Service Division staff to schedule an appointment.

**Contact Ph.#'s:**

Joint Base Lewis Mc Chord (JBLM):

Comm. 1-253-982-2585 DSN 382-2586 Fax 1-253-982-5700

HHG QA Representative: (if you have issues with movers) Susan 1-253-966-2259

Klamath Moving and Storage: (moving company that will deliver in local area) 888-296-9130