

Topic: MOVEMENT OF HOUSEHOLD GOODS

OPR: Personal Property  
4-5331

Reference:

•Contact Personal Property Shipping and Travel Office (PPSO-NTC Fort Irwin, CA) upon receipt of orders, but NLT 30 days from desired pickup date for HHG to schedule an appointment to attend Outbound Counseling Brief.

Office hours: 0730-1430, Monday – Friday, excluding Federal Holidays;

CONUS Brief: Held Monday, Wednesday, Friday at 1000hrs

OCONUS Brief: Held Monday, Wednesday, Friday at 0800hrs

Contact Phone#: 760-380-5331, x5330, x7213, x3751;

\*Briefings also held at MCLB Barstow, Bldg 15, Wednesday Only,  
0800-1130

• Member/Employee needs an inventory list of all items to be shipped prior to briefing, during the briefing must be prepared to complete required forms as applicable; DD Form 1299 Household Goods Shipment and Storage Request, DD Form 1797 Personal Property Counseling Checklist and/or DD Form 2278 Application Personally Procured Move (PPM, aka DITY). Travel information will be provided based on orders information. Copies of forms and other required documentation will be provided.

•If member do not have all required information during the briefing, member will be provide an opportunity to carry the forms home and return once the forms are completed. (**Noted: scheduling of HHG can not be completed until all forms are return to PPSO**).

•After scheduling of HHG shipment by PPSO, member/employee will be contacted by Transportation Service Provider (TSP, aka Carrier) to establish/confirm pack/pickup dates and required delivery date.

•After HHG pickup, member/employee can track shipment transit with TSP until arrival at destination. Member/employee can also track shipment by contacting responsible Origin and Destination PPSO.

•After shipment arrival at destination member/employee will be contacted by TSP for delivery/storage arrangements. TSP will contact Destination PPSO of arrival, delivery, and/or storage of HHG.

•If HHG are stored, member will be authorized initial 90 days of storage with opportunity to request 90 increment extension through PPSO based on situation/entitlement.

•Member/employee will schedule delivery of HHG with TSP. After delivery of HHG, member/employee will file claims for loss/damage, if any, directly to TSP within 90 days of delivery date. Information on claims processing and procedures will be provided by Origin and/or Destination PPSO.

\*\*\*\*On-line Self-Counseling is available through the Defense Personal Property System (DPS) go to [www.move.mil](http://www.move.mil) for more information.