

## Step 6: Visit the DMO

Your shipment will now be sent to the queue at the DMO. A counselor will call you to set an appointment for you to come to the office and finish the paperwork.

The counselor will input the funding needed for the move and counsel you on how to best perform your move. **Now is the time to ask questions!**

It is not unusual to have trouble navigating DPS and if you find yourself spending more time waiting for the page to load than you do actually inputting information please feel free to call the Cherry Point DMO and request an appointment.

**252-466-2345**

### Useful websites:



### Phone numbers:

Cherry Point DMO:

252-466-2345

DPS Help Desk:

1-800-462-2176

usarmy.scott.sddc.mbx.g6-src-dps-hd@army.mil

EMAIL:

chpt.dmo.omb@usmc.mil



# DMO ENDORSEMENT LETTER

It is best to plan ahead! **Do not wait** for the last minute to set up your move.


This can be especially important during PCS season where there are longer waiting times for

Follow these steps to set up your DMO move:

**Step 1:** visit <https://dps.move.mil/cust/>

**Step 2:** Scroll down and click the accept button.

#### DOD Security Banner



YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.



### Step 3: Pick the appropriate selection

**Application Notices**

For system questions or support, please contact the System Response Center (SRC) via 1-800-462-2176 or usarmy.scott.sdc.mbx.g6-stc-dps-hd@army.mil. For OCONUS users, please contact your local operator for DSN dialing instructions.

**DPS Login Options**

Customer  
(I need to ship Personal Property)

This is for a

New Shipment

Shipment already in DPS

[Next](#)

PII Disclaimer

**Please note:** You may be redirected to a different system to complete your self-counseling, if you have questions then please contact the DMO Office.

If you are having problems getting logged into DPS you can select “Forgot Password” or call the help desk at 1-800-462-2176

### Step 4: Create Customer Profile

#### Please note:

Enter both your personal phone number and personal email.

Permanent contact address should be a family member or friend who does not often move.

### Step 4: Enter your order information

**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE, NORTH CAROLINA 28542-0005

IN HELD ORDER NO:  
1000  
SEPS  
Date

From: Commanding General, Marine Corps Installations East  
To: Rank Name EDIPI / USMC  
Subj: HOUSEHOLD TRAVEL AND MOVEMENT  
Ref: (a) MCO 1050.3J  
(b) Joint Travel Regulation

- Per reference, you are authorized travel and transportation allowances to your home of Record in connection with your release from active duty.
- Your place from which called/ordered to Active Duty is
- Your home of record is
- Your Expiration of Active Service is
- Your Planned Detachment Date is
- Your characterization of service is
- Your dependents authorized to travel under these orders: None.
- The STANDARD DOCUMENT NUMBER to be used for MOVE.MIL (Defense Personal Property System - DPS) in setting up your HHG entitlements is: Order Number

Expenditures under these orders are chargeable to:  
TVL:  
HHG:  
Non-temp Storage:  
Personal Vehicle Shipment:  
Personal Vehicle Storage:  
Unaccompanied Baggage:  
Misc: \_\_\_\_\_

Digitally signed for authenticity with a trusted DDO Certificate on behalf of \_\_\_\_\_

FOR DMO/TM USE ONLY

**CURRENT DUTY STATION:** The duty station at which you are CURRENTLY located.  
E.g.: Cherry Point, NC

**NEW DUTY STATION:** The city and state to which you are moving.

**ORDER TYPE:** Select **separation** or **retirement**. Then select “Shipment of HHG Permitted”

**This is the page where you will upload a copy of your orders**

**New Duty Assignment/Location:** Write either “Separation” or “Retirement”

**SEPERATION DATE:** This is the date of your EXPIRATION OF ACTIVE SERVICE. This is NOT your detachment date.

**Additional Information:**

POV shipments are NOT AUTHORIZED for CONUS to CONUS moves unless approval is made for medical reasons for entitled individual.

### Step 5: Create a new shipment

**HHG:** This is a regular shipment that moves your house hold goods to your next home.

**NTS:** This is a shipment that will move your household goods into government provided storage for a limited time, then deliver your HHG to your next home when you are ready.

**PLEASE NOTE:** EAS is entitled to 180 days of NTS and retirement is entitled to 365 days of NTS.

If you do not know where you will be moving post separation or retirement, strongly consider utilizing NTS.

**IF YOU ARE PLANNING ON MOVING YOUR HHG ON YOUR OWN:** Select “yes” to the question “Will the shipment selected above be created as a Personally Procured Move (PPM)?”

**Continue to follow through the shipment by completing the information required as noted**