



MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND (SDDC)

DEFENSE PERSONAL PROPERTY SYSTEM (DPS)

PERSONAL PROPERTY CONSIGNMENT INSTRUCTION GUIDE (PPCIG) USER GUIDE—GOVERNMENT EDITION Version 04

February 11, 2008

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Contract Number: W81GYE-04-C-0035
Contractor Task 2.2.17, Performance Objective No. 24
Document Control Number (DCN) 2695001-3B-2217-118

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Change History Page

The following is a history of changes to versions of this user guide for the Personal Property Consignment Information Guide (PPCIG).

Date	Version	Change Description
09/11/06	01	Initial Draft
09/30/06	02	Revised based on Government comments
10/30/06	03	Incorporated additional Government comments
02/11/08	04	Incorporated Engineering Change Proposal (ECP) changes

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1 USER ACCESS AND REGISTRATION

Users who need access to the Personal Property Consignment Instruction Guide (PPCIG) must first register with the Electronic Transportation Acquisition (ETA) system, and apply for a Defense Personal Property System (DPS) User Identification (ID) and password. The system provides a single point of access to Military Surface Deployment and Distribution Command (SDDC) web applications as well as links to other transportation sites.

1.1 USER GROUPS

The PPCIG application is available only to authorized personnel from specific user groups, as shown in Table 1-1. Each user group has a prescribed set of access rights (including read, update, or create capabilities) to some or all of PPCIG's functionality. Depending on your role, you may not have access to some of the functions described in this user guide.

Table 1-1. Authorized User Groups

User Group	User Role
SDDC	SDDC Managers, SDDC Qualifications, SDDC Rates, SDDC Best Value Score/Scoring (BVS), SDDC Survey, SDDC Claims, SDDC Quality Assurance, SDDC Electronic Billing, SDDC Operations, SDDC Regional Storage Management Office (RSMO), SDDC Vehicle Processing Center (VPC), SDDC Reference, SDDC Trouble Call, SDDC PPCIG Managers, SDDC Telephone Surveyors, SDDC Financial, SDDC Legal, SDDC Data Analysts, SDDC Pacific Manager, SDDC Pacific Claims, SDDC Pacific BVS, SDDC Pacific Survey, SDDC Pacific QA, SDDC Pacific Electronic Billing, SDDC Pacific Operations, SDDC Europe Manager, SDDC Europe Claims, SDDC Europe BVS, SDDC Europe Survey, SDDC Europe QA, SDDC Europe Electronic Billing, SDDC Europe Operations
Transportation Office (TO)	Personal Property Shipping Office (PPSO) PPCIG Manager, PPSO Outbound Supervisors, PPSO Inbound, PPSO Outbound, PPSO Transportation Officers, PPSO Claims, PPSO Electronic Billing and Payment (EBP), Counselors
Government Agencies	Office of the Secretary of Defense (OSD) Users, United States Transportation Command (USTC) Users, General Services Administration (GSA) Users, Defense Finance and Accounting Service (DFAS) Users, Department of Justice (DOJ) Users
Service Headquarters	Service Headquarters (HQ) Users, Service Legal Claims Users, Service Excess Cost Adjudicators

1.2 USER ACCESS TO PPCIG

PPCIG was designed for maximum ease of use. The application contains a well-organized navigation bar that allows you to quickly access the functions you want to use. It also contains context-sensitive help to answer typical questions.

Table 1-2. Access to PPCIG

Access	User Role	PPCIG Tabs
Read-Update-Create	SDDC PPCIG Manager	Home Query CG PPSO/PPPO Info TAM Management News for TO SDPP
	SDDC Reference	Home Query CG PPSO Info BRAC PM TAM Management News for TO SDPP
	PPSO PPCIG Manager	Home Query CG PPSO/PPPO Info BRAC PM TAM Management News for TO SDPP
Read-Update	SDDC Manager SDDC Pacific Manager SDDC Europe Manager	Home Query CG PPSO Info BRAC PM TAM Management News for TO SDPP
	PPSO Outbound Supervisor PPSO Outbound PPSO Inbound PPSO Transportation Officer	Home Query CG PPSO Info BRAC PM TAM Management

		News for TO
Read-Only	SDDC Qualifications	Home
	SDDC Rates	Query CG
	SDDC BVS	Modified CG
	SDDC Survey	
	SDDC Claims	
	SDDC Quality Assurance	
	SDDC Electronic Billing	
	SDDC Operations	
	SDDC RSMO	
	SDDC VPC	
	SDDC Telephone Surveyor	
	SDDC Trouble Call	
	SDDC Financial	
	SDDC Legal	
	SDDC Data Analyst	
	SDDC Pacific Claims	
	SDDC Pacific BVS	
	SDDC Pacific Survey	
	SDDC Pacific QA	
	SDDC Pacific Electronic Billing	
	SDDC Pacific Operations	
	SDDC Europe Claims	
	SDDC Europe BVS	
	SDDC Europe Survey	
	SDDC Europe QA	
	SDDC Europe Electronic Billing	
	SDDC Europe Operations	
Counselor	Home Query CG PPSO/PPPO Info	
PPSO Claims	Home	
PPSO EBP	Query CG	

		PPSO Info BRAC PM TAM Management News for TO
	OSD Users USTC Users GSA Users DFAS Users DOJ Users Service HQ Users Service Legal Claims Users Service Excess Cost Adjudicators	Home Query CG

1.3 DPS REQUIREMENTS

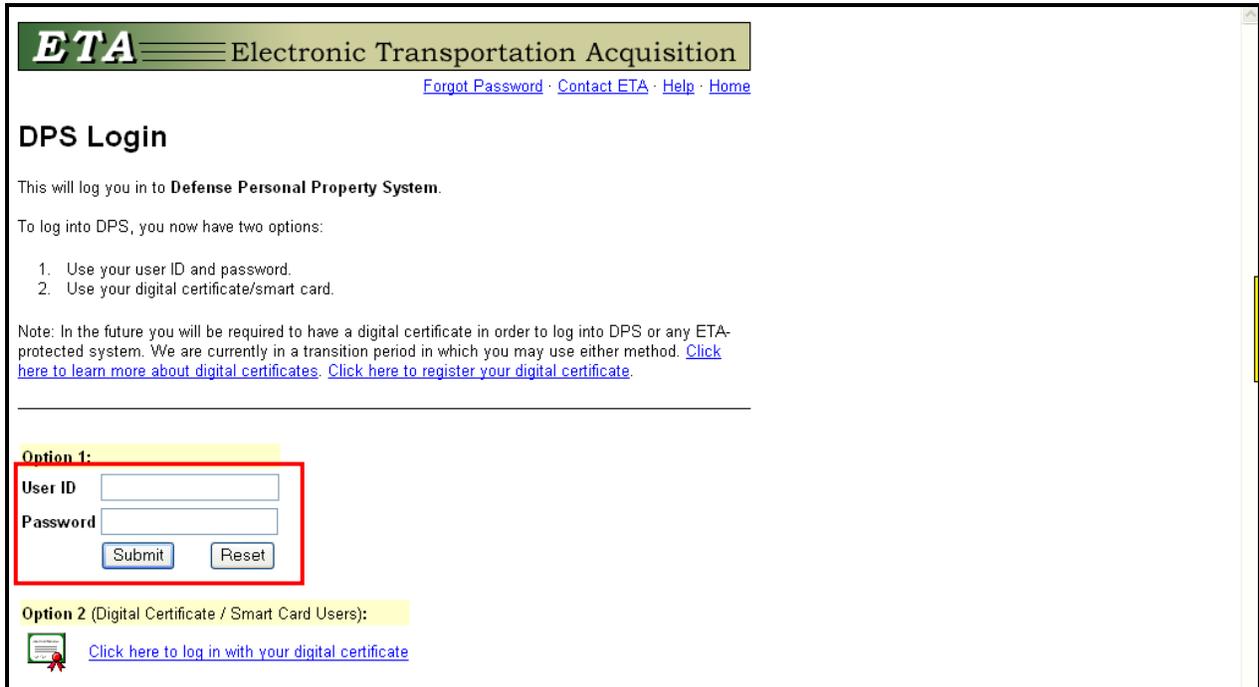
Because the DPS is a web-based application, there is no application-specific software to install or set up. Your computer workstation must, however, meet minimum software and hardware requirements to support a functionally rich, web-based application.

Minimum system requirements are:

- IBM-compatible, Windows-based computer system
- Internet access
- Microsoft Internet Explorer (IE) Version 5.0 or later
- Adobe Acrobat Reader® (free from www.adobe.com) to view, save, and print certain reports and documents.
- MS Excel.

1.4 LOGGING IN TO DPS

Before you can access PPCIG, you must obtain access to DPS from SDDC. Visit <https://eta.sddc.army.mil/> for instructions on how to acquire access to DPS.



ETA Electronic Transportation Acquisition

[Forgot Password](#) · [Contact ETA](#) · [Help](#) · [Home](#)

DPS Login

This will log you in to **Defense Personal Property System**.

To log into DPS, you now have two options:

1. Use your user ID and password.
2. Use your digital certificate/smart card.

Note: In the future you will be required to have a digital certificate in order to log into DPS or any ETA-protected system. We are currently in a transition period in which you may use either method. [Click here to learn more about digital certificates](#). [Click here to register your digital certificate](#).

Option 1:

User ID

Password

Option 2 (Digital Certificate / Smart Card Users):

 [Click here to log in with your digital certificate](#)

Figure 1-1. ETA Home Page

On the ETA Home Page, you must enter both your User ID and Password to gain access to the DPS site. To log in with your User ID and Password, enter them into the appropriate fields and click the **Submit** button, as shown in Figure 1-1. You can also log in with your digital certificate/smart card by clicking the *Click here to log in with your digital certificate* link.

2 SDDC PPCIG MANAGERS

2.1 DPS WELCOME PAGE

After you log into DPS with your ETA ID and password, the DPS home page for the SDDC user group appears (Figure 2-1).

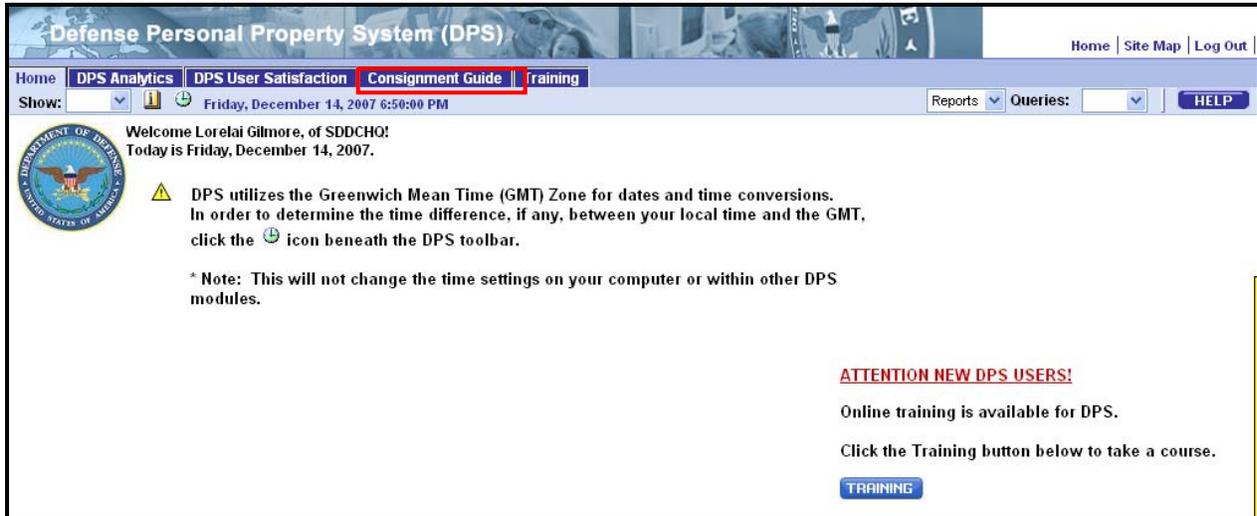


Figure 2-1. DPS Welcome Page

Click the **Consignment Guide** tab, as shown in Figure 2-1, to navigate to the Consignment Guide main page.

2.2 NAVIGATION.

PPCIG is organized by function. Each function is highlighted as a tab in the navigation bar at the top of all of the pages. The main tabs that are available for use by the SDDC user with read-update-create capabilities are:

- Home
- Query Consignment Guide (CG)
- PPSO/PPPO Info
- Traffic Advisory Message (TAM) Management
- News for TO
- Deputy Chief of Staff for Passenger & Personal Property (SDPP).

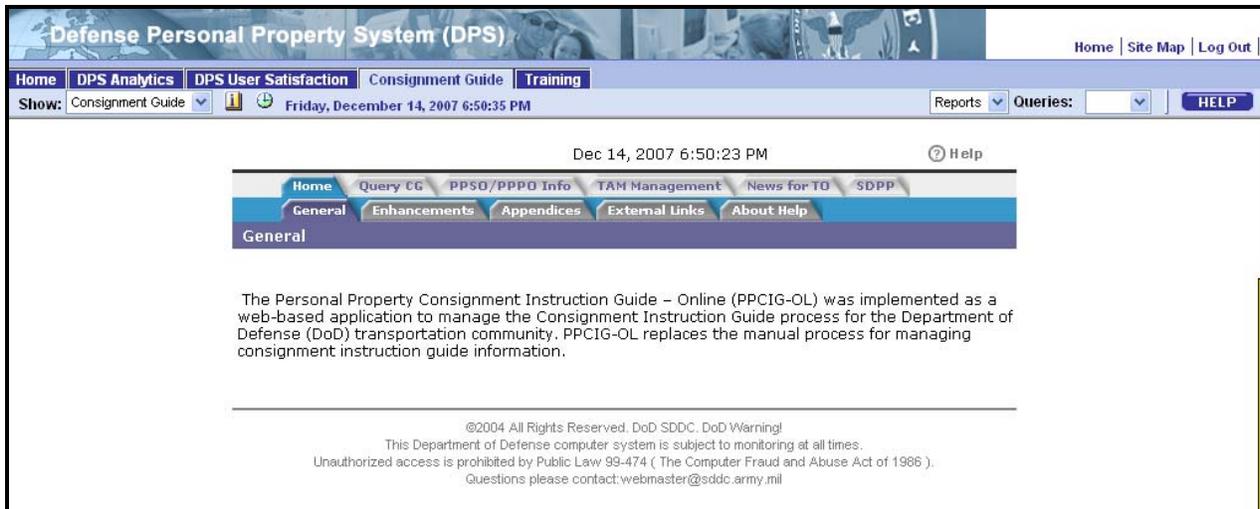


Figure 2-2. PPCIG Main Page

2.3 CONSIGNMENT GUIDE MAIN PAGE

The Consignment Guide main page (Figure 2-3) displays the following tabs: **Home**, **Query CG**, **PPSO/Personal Property Processing Office (PPPO) Info**, **TAM Management**, **News for TO**, and **SDPP**. Under the **Home** tab (which appears as the default), the following sub tabs appear:

- General (which appears as the default sub tab)
- Enhancements
- Appendices
- External Links
- About Help.

The General page (Figure 2-3) presents a general description of the PPCIG application.

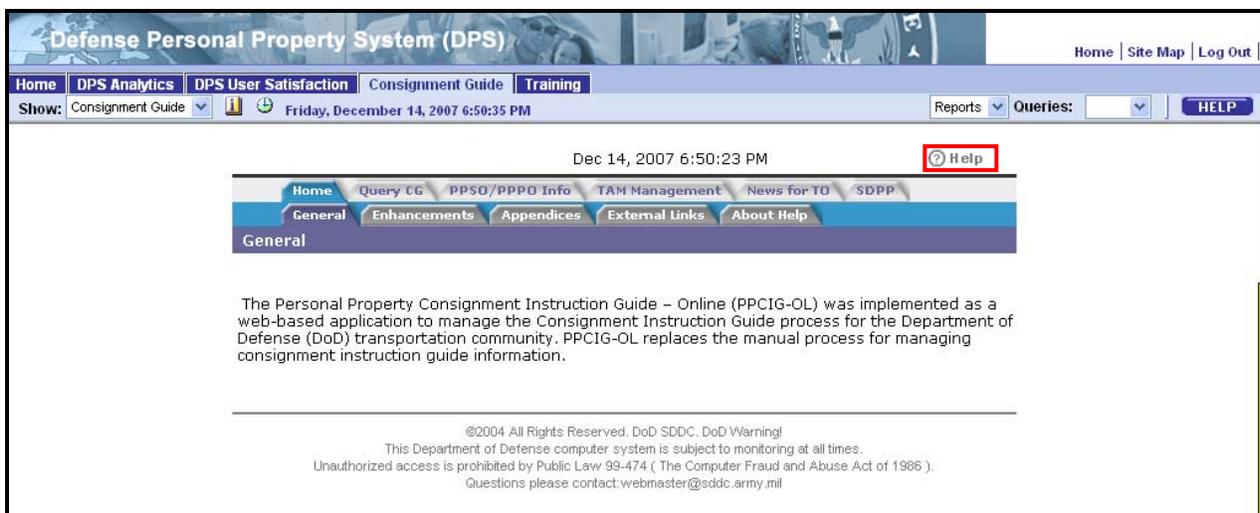


Figure 2-3. PPCIG Main Page

Note: PPCIG contains extensive context-sensitive help screens to guide you through each of the functions. The Help icon is located in the upper, right portion of each screen, as shown in Figure 2-3.

2.3.1 Enhancements

The Enhancements page (Figure 2-4) provides an overview of the latest enhancements and capabilities of the PPCIG module.

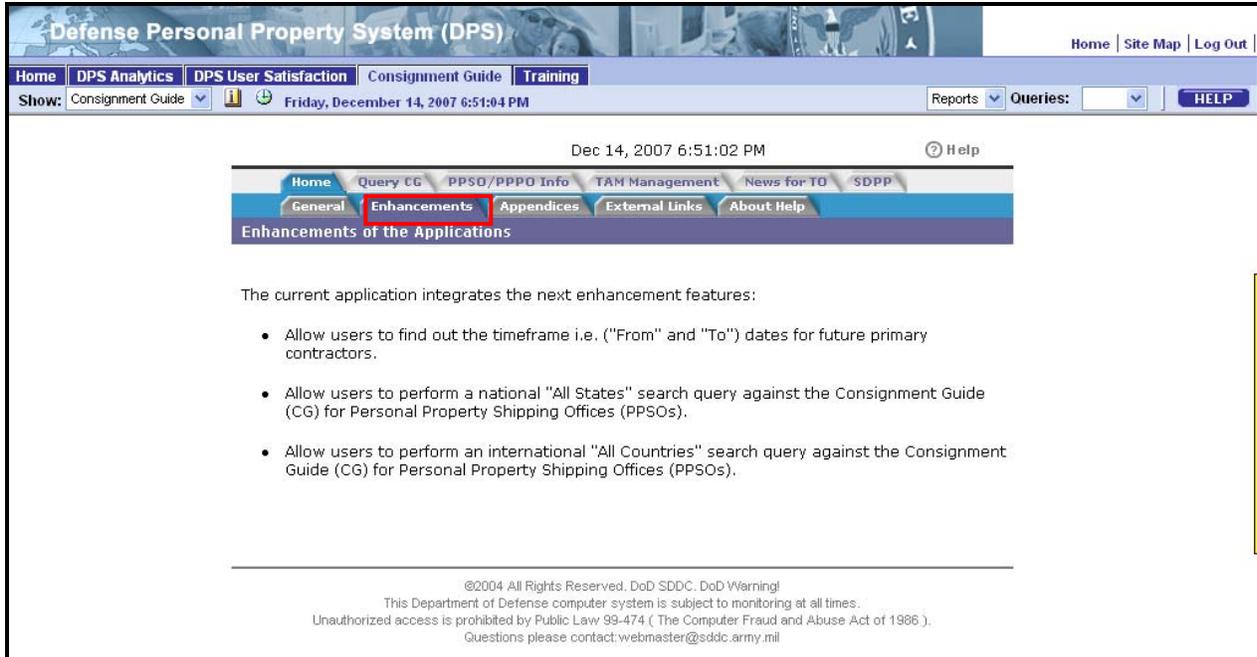


Figure 2-4. Enhancements Page

To view the Enhancements page, click the **Enhancements** tab, as shown in Figure 2-4.

2.3.2 Appendices

The Appendices main page (Figure 2-5) provides access to links to the overseas weight allowances, Army Post Office/Fleet Post Office (APO/FPO) listings, Department of Defense Activity Account Code (DODAAC) listings, closed/deactivated activities, and a glossary of terms.

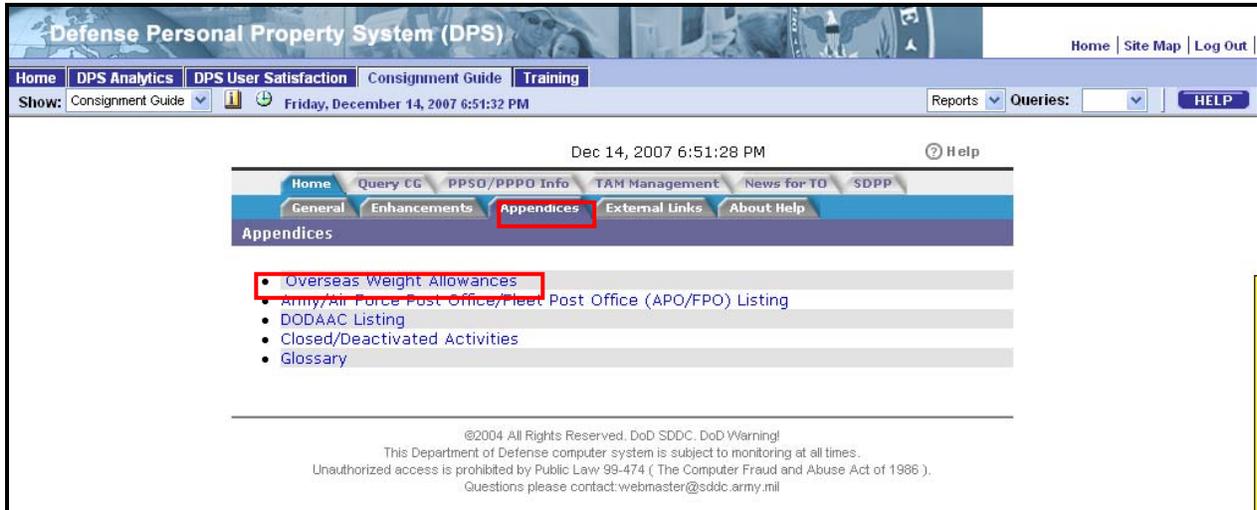


Figure 2-5. Appendices Main Page

Click the **Appendices** tab as shown in Figure 2-5. The Appendices page presents several links to internal SDDC documentation, such as a chart of overseas weight allowances and a listing of closed/deactivated activities. These documents can be used as references for PPCIG users.

For example, click the *Overseas Weight Allowances* link to view details for Overseas Weight Allowances from the Appendices main page (Figure 2-6).

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Friday, December 14, 2007 6:52:01 PM | Reports | Queries: | HELP

Dec 14, 2007 6:51:42 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TD | SDPP

General | Enhancements | Appendices | External Links | About Help

Appendices: Overseas Weight Allowances

Print

HHG/UB WEIGHT ALLOWANCES FOR SINGLE/UNACCOMPANIED PERSONNEL (FOR ARMY ONLY)
REVIEW DATE: 19 JAN 99

GRADE	LONG TOUR			SHORT TOUR		
	UB	HHG	TOTAL	UB	HHG	TOTAL
E1-E3	500	700	1,200	500	500	1,000
E4	500	800	1,300	500	500	1,000
E5	500	1,000	1,500	500	500	1,000
E6	500	1,250	1,750	500	500	1,000
E7	500	1,500	2,000	500	700	1,200
E8	500	1,700	2,200	500	800	1,300
E9	500	1,800	2,300	500	1,000	1,500
O1/W1	600	1,400	2,000	600	1,000	1,600
O2/W2	600	1,400	2,000	600	1,000	1,600
O3/W3	600	1,900	2,500	600	1,000	1,600
O4/W4	600	3,500	4,100	600	1,000	1,600
O5	600	4,000	4,600	600	1,000	1,600
O6	800	4,500	5,300	800	1,000	1,800

EXCEPTIONS:

- These increased HHG weight limits apply unless greater allowances are already authorized in AR 55 71, Chapter 5 and Appendix B.
- KEY PERSONNEL:** Single (without dependents) and unaccompanied Generals, Colonels, Lieutenant Colonel Commanders, and Command Sergeants Major are defined as key personnel and are entitled to ship up to their full HHG weight allowance to and from CONUS duty stations. A special remark is required in the PCS orders stating: "Soldier serving in GEN/COL/LTC/CSM (as appropriate) command position. Authorized to ship up to full JFTR HHG weight allowance. The weight of HHG stored, plus the weight of HHG shipped will not exceed the soldier's total HHG weight allowance."
- INDIVIDUAL INCREASES:** MACOMs are authorized by AR 55 71 to approve individual requests for increased HHG weight allowances up to a soldier's full JFTR allowance when justified. Soldiers whose requirements will not be met by OCONUS shipment of new HHG allowances and UB may request shipment of such additional property as they will need and can accommodate in their OCONUS quarters. Total HHG stored and shipment at Government expense cannot exceed the soldier's full PCS HHG allowance. Disposition of property that cannot be accommodated in OCONUS quarters will be the personal responsibility of the soldier.
- Where overseas commanders have not authorized HHG movement into their command, personnel are limited to UB only.

Back

©2004 All Rights Reserved. DoD SDDC. DoD Warning!
This Department of Defense computer system is subject to monitoring at all times.
Unauthorized access is prohibited by Public Law 99-474 (The Computer Fraud and Abuse Act of 1986).
Questions please contact: webmaster@sddc.army.mil

Figure 2-6. Appendices Page—Overseas Weight Allowances

When you click the Print icon, as shown in Figure 2-6, the Print window (not shown) opens, allowing you to select your print settings and print the page. Click the **Back** button to go back to the previous page, as shown in Figure 2-6.

Note: Throughout the module, clicking the Print icon opens the Print window and allows you to print the page you are viewing. Clicking the **Back** button always returns you to the previous page.

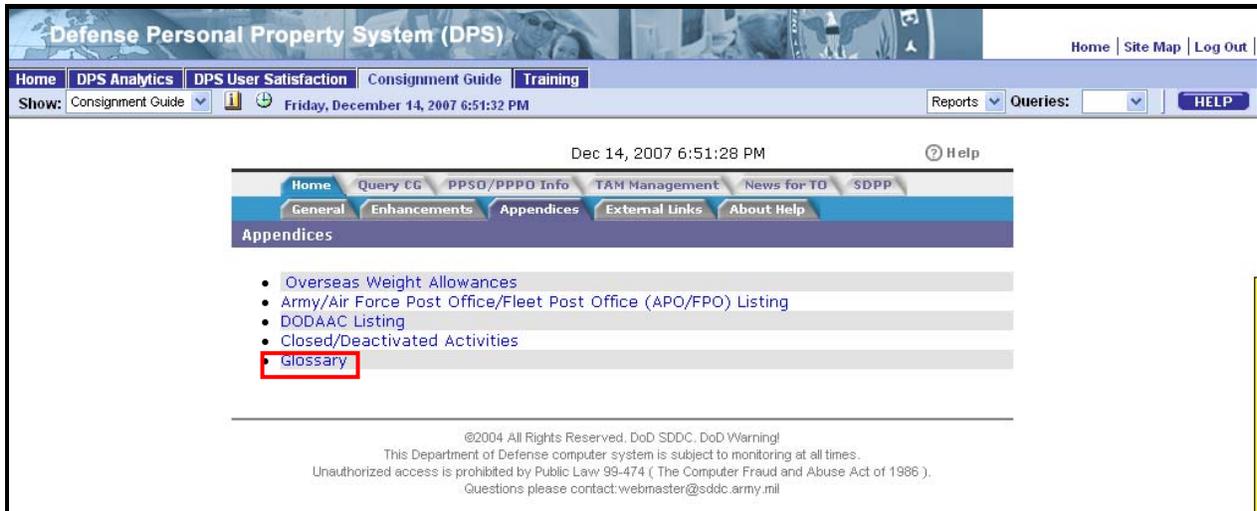


Figure 2-7. Appendices Page—Glossary

When you click the *APO/FPO Listing*, *DODAAC Listing*, and *Closed/Deactivated Activities* links, you are redirected to these respective references.

To view the glossary for Abbreviations and Acronyms, click the *Glossary* link under the **Appendices** tab, as shown in Figure 2-7. The Glossary page appears (Figure 2-8).

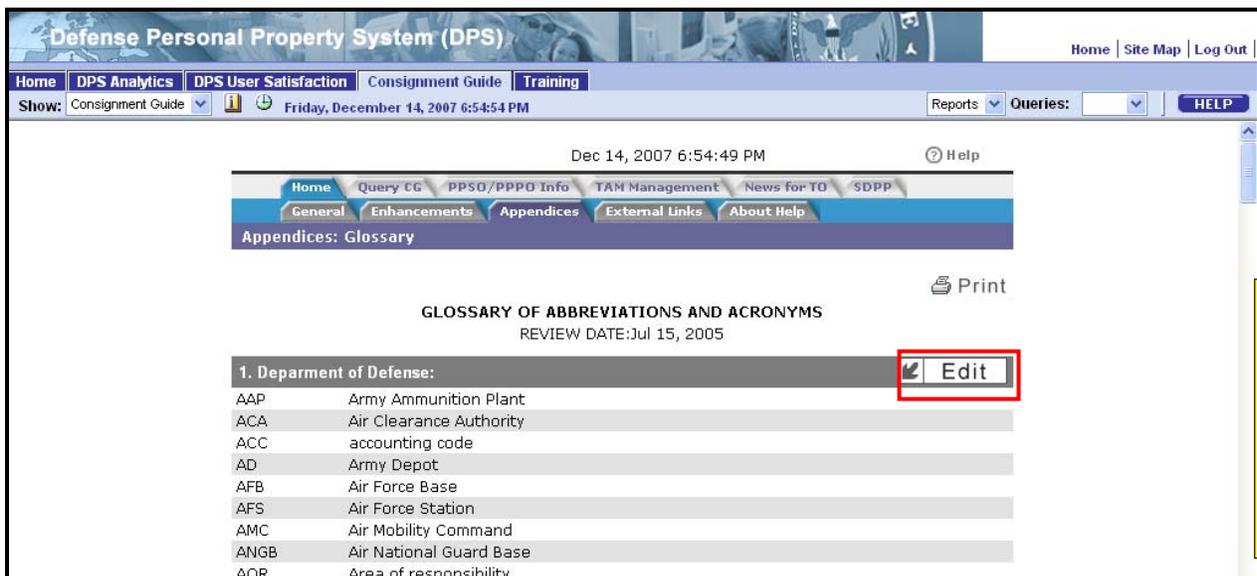


Figure 2-8. Glossary Page

The **Edit** button allows you to edit existing information in the Glossary. Click the **Edit** button, as shown in Figure 2-8 and the Edit Glossary page appears (Figure 2-9).

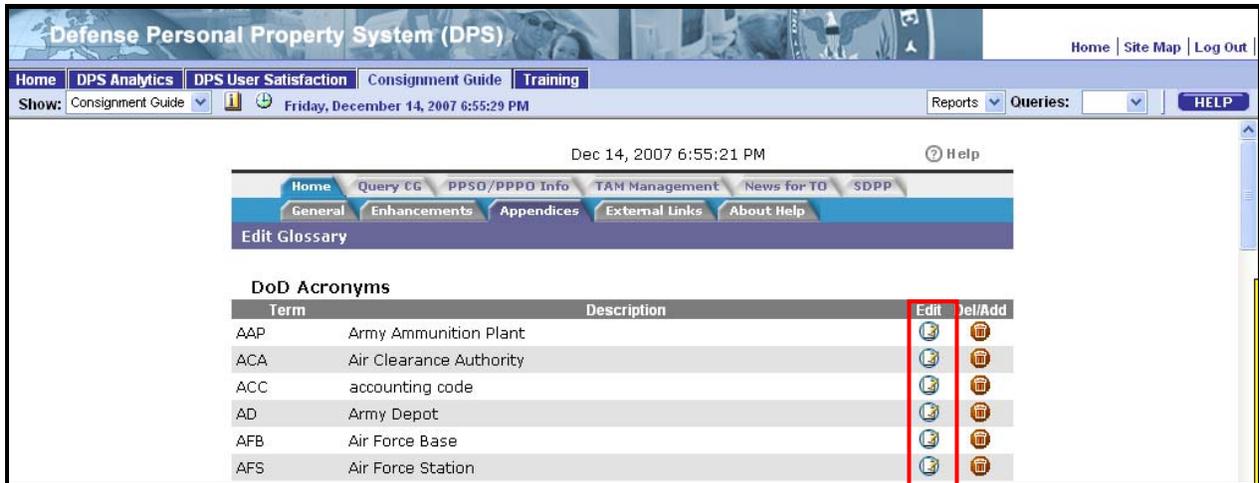


Figure 2-9. Edit Glossary Page

Click an Edit icon, as shown in Figure 2-9, to make changes to a glossary term entry; the Edit Glossary Entry page appears (Figure 2-10).

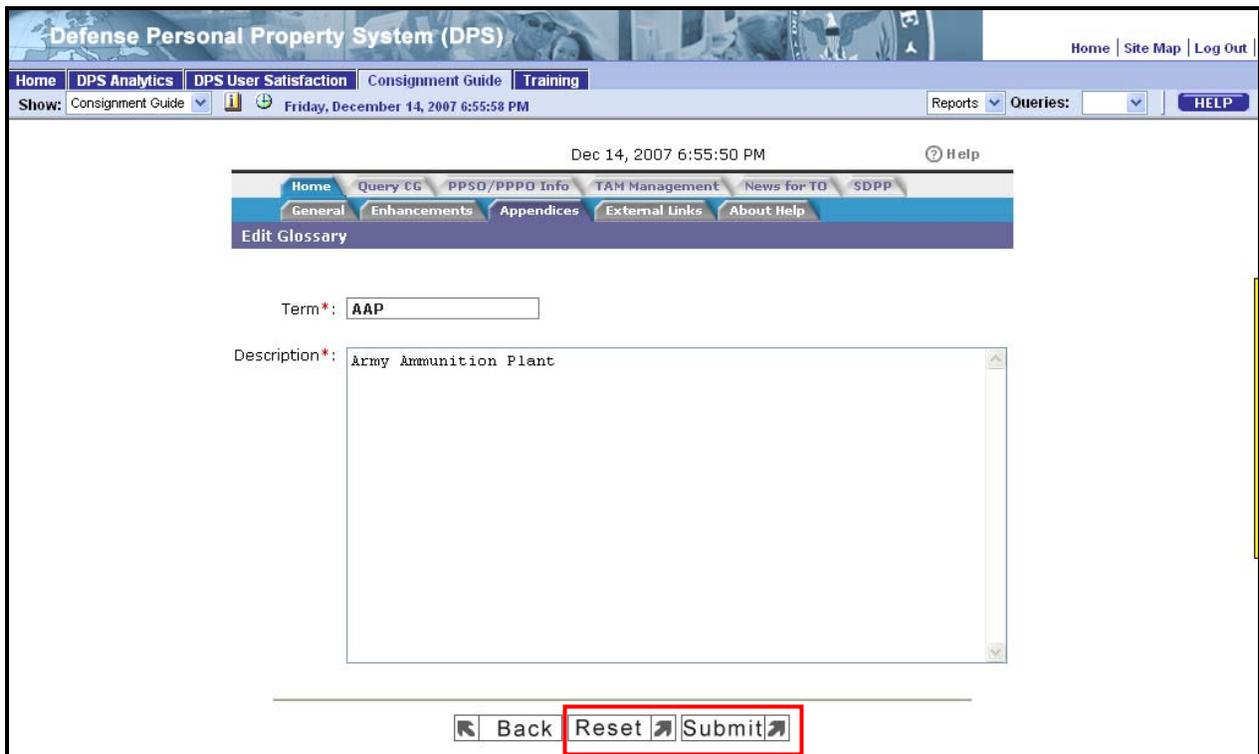


Figure 2-10. Edit Glossary Entry Page

This page allows you to make changes to an existing entry in the Glossary by typing your changes into the Term and/or Description fields. When you are finished making changes, click the **Submit** button, as shown in Figure 2-10.

Click the **Reset** button, as shown in Figure 2-10, to clear any information entered on the page.

Note: Throughout the module, click the **Reset** button to clear the information entered on the page you are viewing. Additionally, a red asterisk (*) indicates that you must enter information into that field in order to continue.

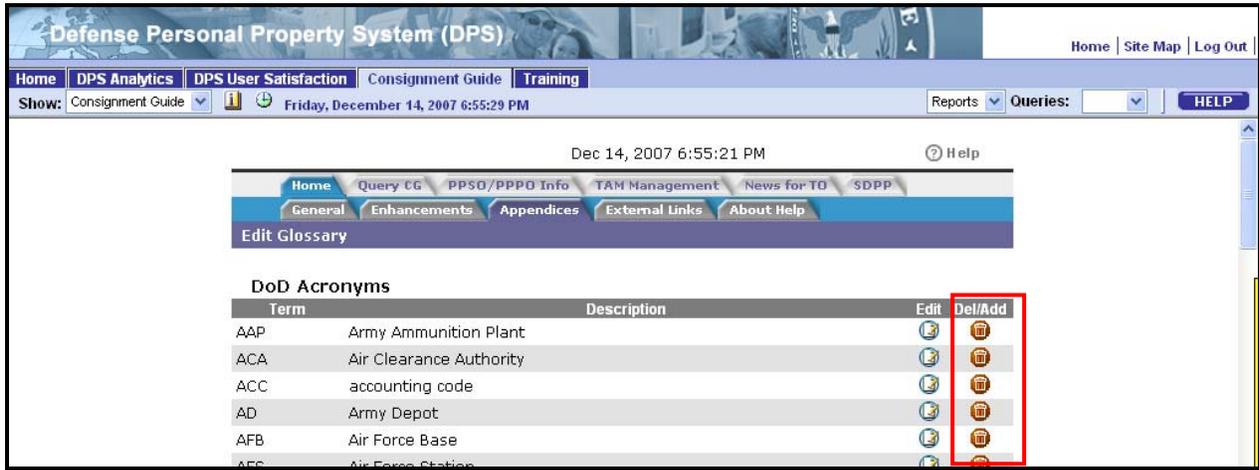


Figure 2-11. Edit Glossary Page

To delete an existing entry, click its corresponding Delete icon, as shown in Figure 2-11.

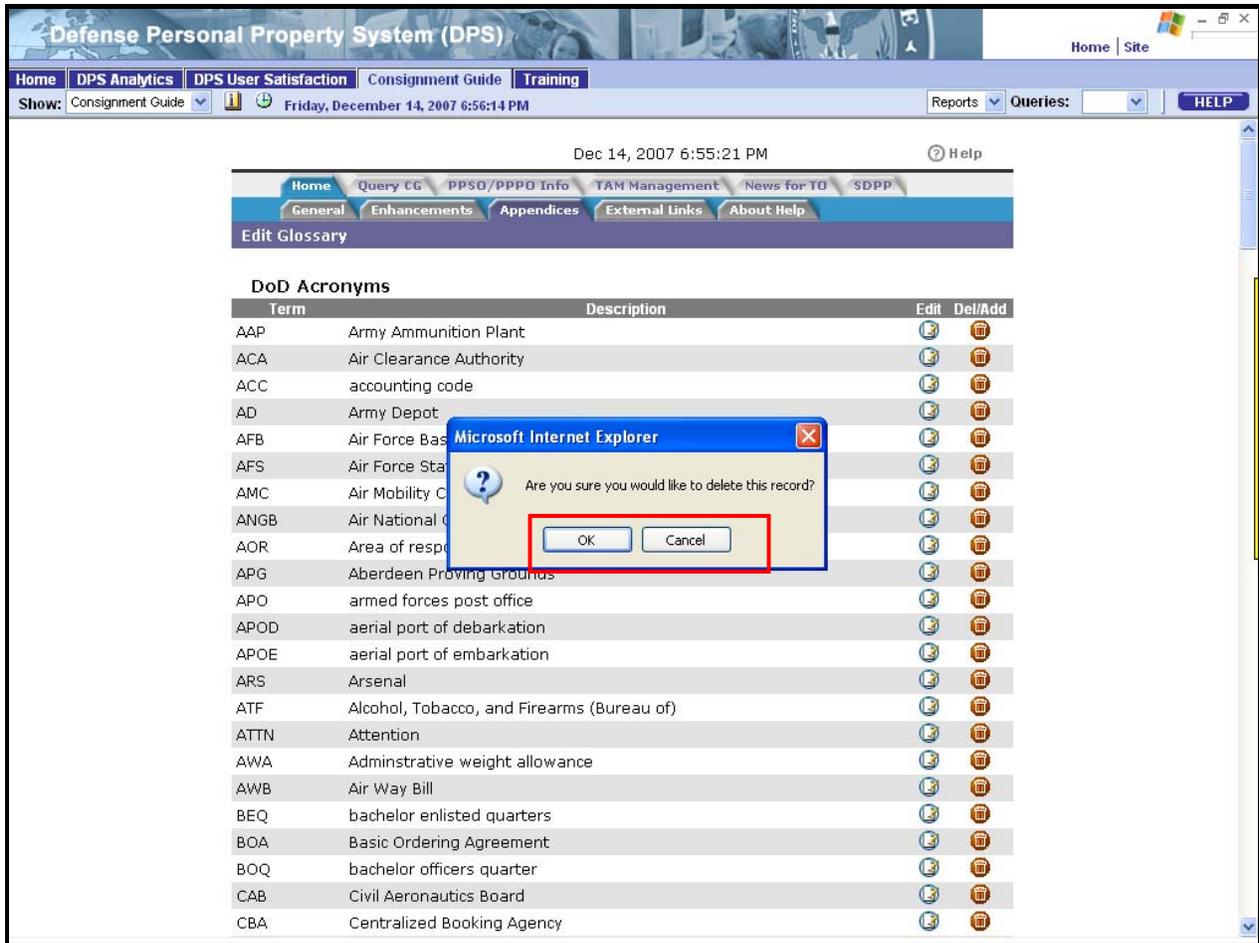


Figure 2-12. Edit Glossary Page—Delete an Entry

When you click the Delete icon, a dialog box opens that asks “Are you sure you would like to delete this record?” If you want to delete the item, click the **OK** button. If you do not want to delete the item, click the **Cancel** button (Figure 2-12). The Edit Glossary page reflects the deletion (if any).



Figure 2-13. Edit Glossary Page—Add an Entry

To add a new entry to the glossary, type the term into the Term field at the bottom of the page and click the Add icon, as shown in Figure 2-13.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Friday, December 14, 2007 6:57:21 PM | Reports | Queries: | HELP

Dec 14, 2007 6:57:13 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDPP

General | Enhancements | Appendices | External Links | About Help

Add Glossary

Term*: abc test

Description*:

Back | Reset | Submit

Figure 2-14. Edit Glossary Page—Add an Entry

After you click the Add icon, Figure 2-14 appears. Enter the description into the Description field and click the **Submit** button.

2.3.3 External Links

When you click the **External Links** sub tab, as shown in Figure 2-15, the following links to external sites appear:

- Military Surface Deployment and Distribution Command
- One Time Only Request Application
- Defense Table of Official Distance (DTOD)
- Defense Transportation Regulations (DTR)
- Joint Federal Travel Regulations (JFTR/JTR)
- Personal Property Rates On-Line (PPROL)
- One Time Only (OTO) Carrier Module.

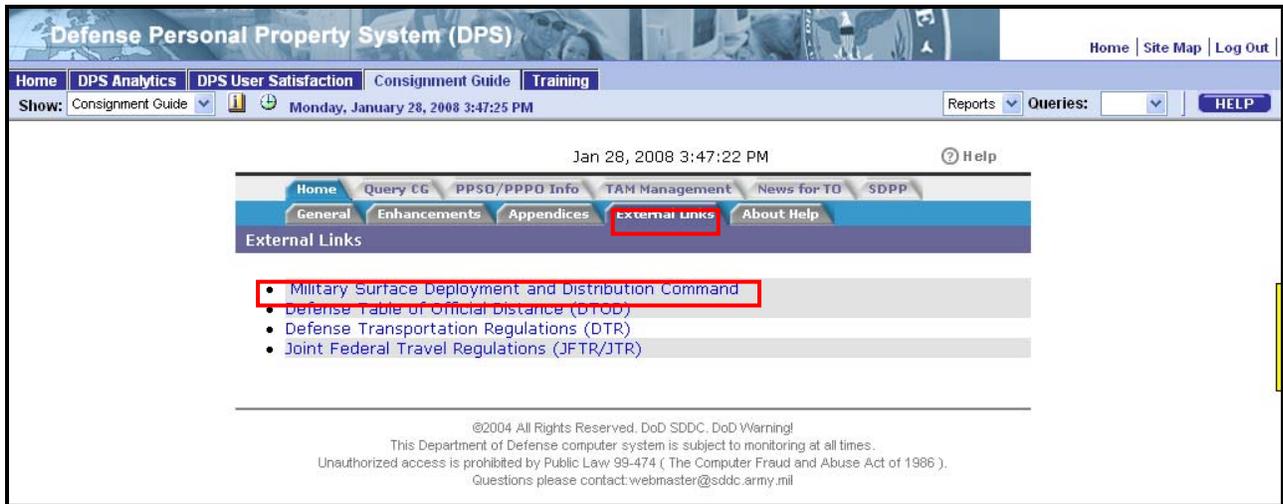


Figure 2-15. External Links Page

For example, click the *Military Surface Deployment and Distribution Command* link and the SDDC Home Page appears (Figure 2-16).

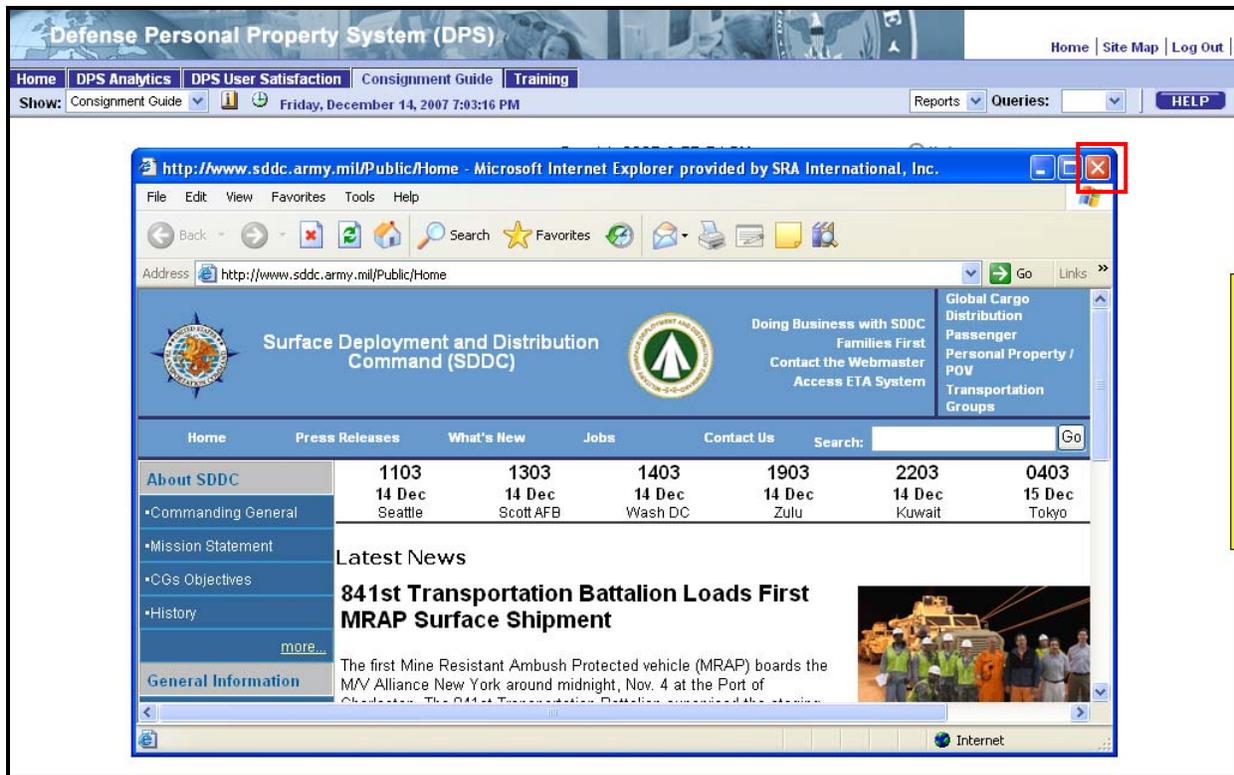


Figure 2-16. SDDC Home Page, as Accessed via External Links

To return to the External Links page, click the “X” in the upper right-hand corner to close the screen.

2.3.4 About Help

The About Help page, shown in Figure 2-17, illustrates the icons that are used throughout the PPCIG module, which include:

- Calendar
- Brief summary information of a desired Government Bill of Lading Office Code (GBLOC)
- Detailed information of a desired GBLOC
- Add
- Edit
- Delete.

This page also explains the command icons for Online Help and Login functions, as well as Print activities. If the About Help page does not answer your question, you may use the information at the bottom of the screen to contact the webmaster.

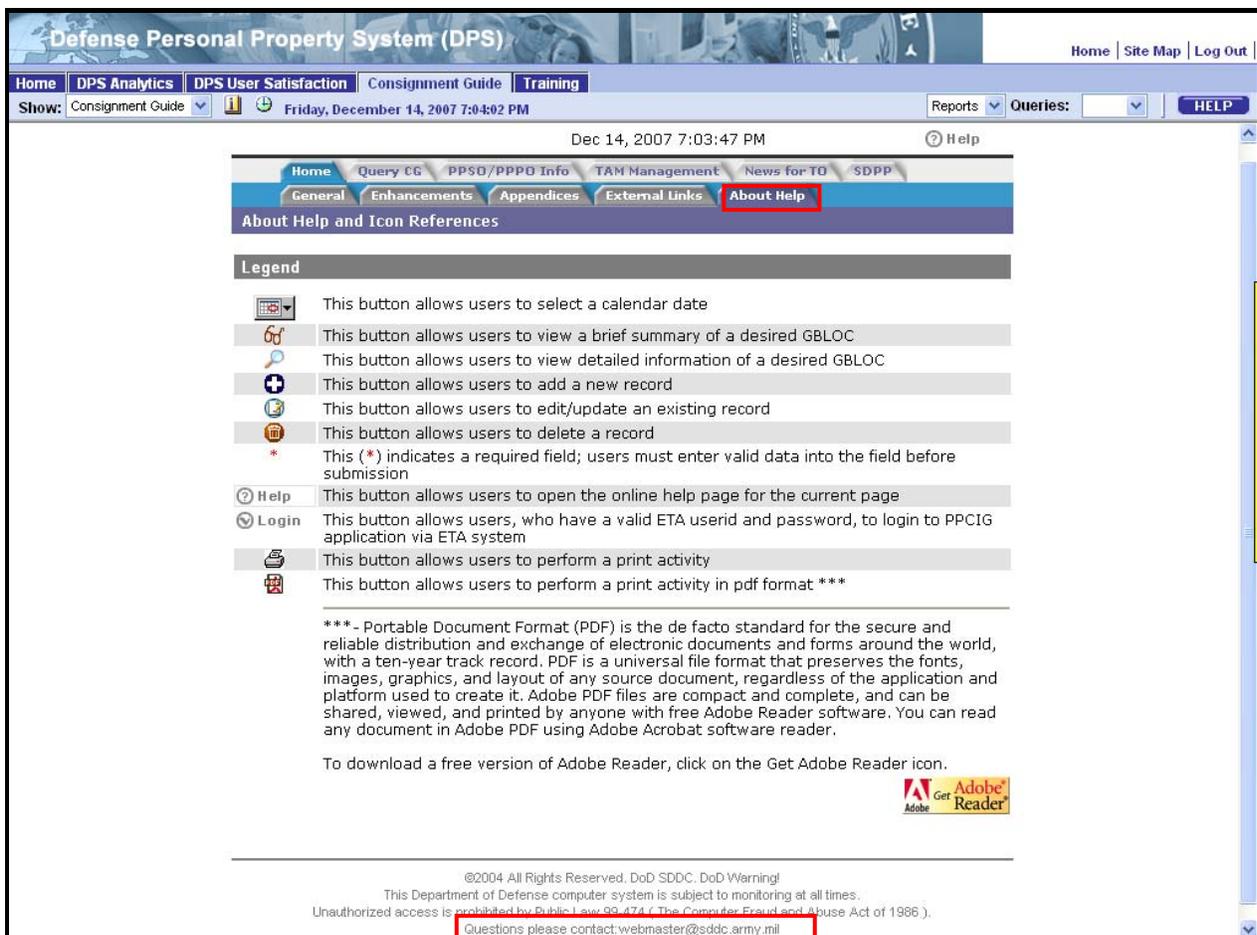


Figure 2-17. About Help Page

2.4 QUERY CG

To query the online Consignment Guide, click the **Query CG** tab. The Query CG page (Figure 2-18) appears with the following sub tabs:

- Domestic PPSO
- International PPSO
- Country Instructions
- GBLOC/DODAAC
- Modified CG.

The screenshot displays the Defense Personal Property System (DPS) interface. At the top, the title bar reads "Defense Personal Property System (DPS)" with navigation links for Home, Site Map, and Log Out. Below this is a secondary navigation bar with tabs for Home, DPS Analytics, DPS User Satisfaction, Consignment Guide, and Training. The "Consignment Guide" tab is active, and a sub-menu is visible with "Query CG" highlighted in red. Other sub-menu items include Domestic PPSO, International PPSO, Country Instructions, GBLOC/DODAAC, and Modified CG. The "Query CG" sub-tab is selected, showing a "Query Domestic Consignment Guide" section. This section includes a description: "This page provides the capability to query the Consignment Guide for a single, domestic PPSO, a group of domestic PPSOs or all domestic PPSOs. It also provides the capability to query the entire domestic Consignment Guide." Below the description is a "Domestic PPSO" section with a "Custom Selection" radio button selected. This section contains dropdown menus for State (set to ALL), City, and County, and a text field for Effective Date (set to 12/14/2007). There is also an "All Domestic Consignment Guides" radio button. At the bottom of the form are "Reset" and "Submit" buttons.

Figure 2-18. Query CG Page

2.4.1 Domestic PPSO

When you click the **Query CG** tab, the Domestic PPSO page appears as the default, as shown in Figure 2-19. This page allows you to query the Consignment Guide for Domestic PPSOs by selecting the Custom Selection or All Domestic Consignment Guides option button.

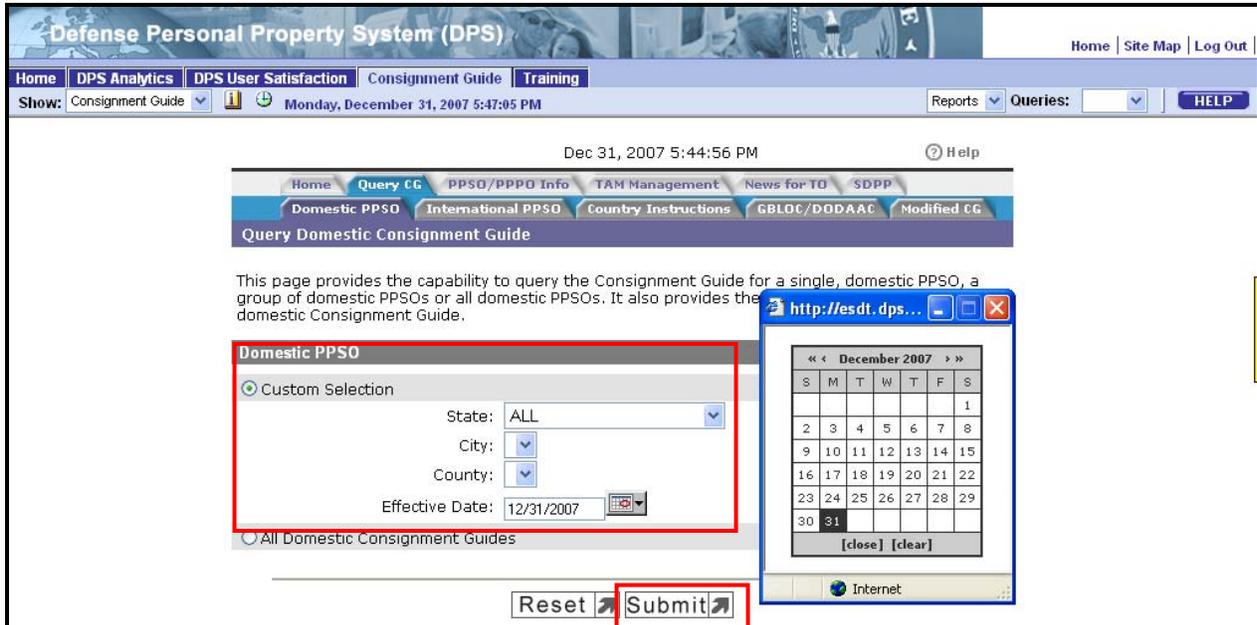


Figure 2-19. Query CG Page—Domestic PPSO

2.4.1.1 Custom Selection

You can filter information by selecting the **Custom Selection** option button (which is the default), selecting the appropriate criteria, and clicking the **Submit** button, as shown in Figure 2-19. The available filtering options are:

- **State:** Select the state using the drop-down list
- **City:** Select the city using the drop-down list
- **County:** Select the county using the drop-down list
- **Effective Date:** To query by the effective date, click the calendar icon. A calendar box appears and allows you to choose a date, as shown in Figure 2-19 (the default is the current date). You can also type the date into the fields using the *mm/dd/yyyy* format.

2.4.1.2 All Domestic Consignment Guides

- To query all Domestic PPSOs, select the **All Domestic Consignment Guides** option button and click the **Submit** button. This opens a Portable Document Format (PDF) with detailed information on all domestic PPSOs.

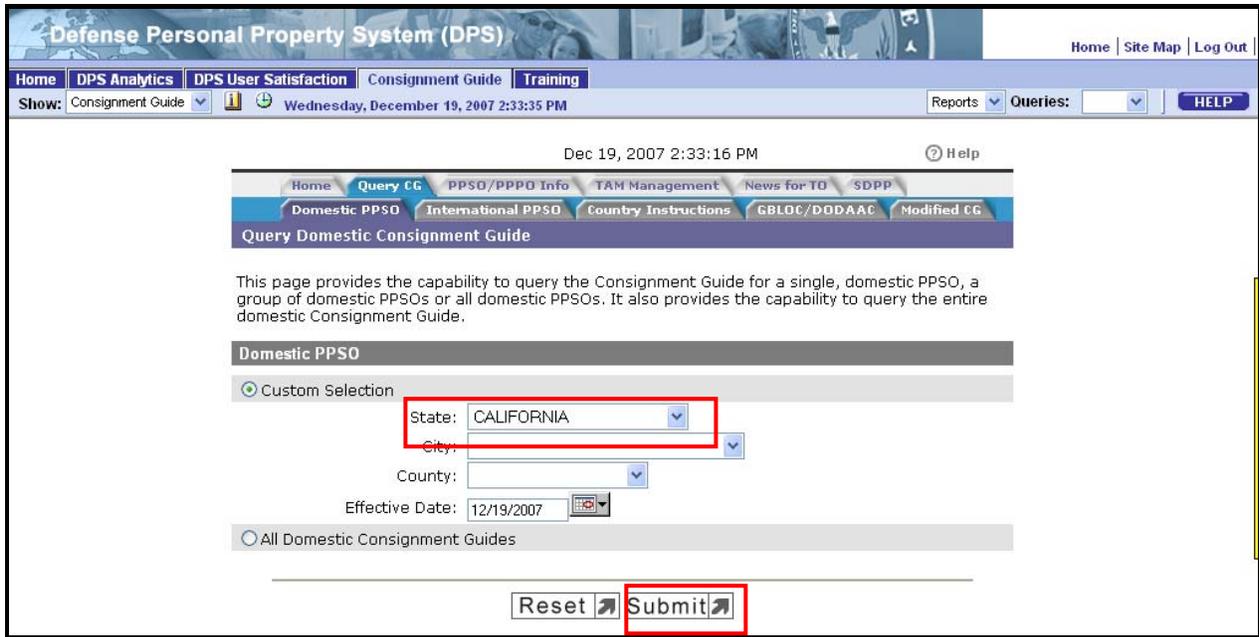


Figure 2-20. Query CG Page—Example: California

For example, select “California” from the State drop-down list and click the **Submit** button, as shown in Figure 2-20.

A query results page appears (Figure 2-21).



Figure 2-21. Query Results Page—Example: California

The result of the query shows a number of GBLOCs for domestic shipping offices for the selected location. This page also enables you to view the summaries or details of the installation by clicking the appropriate icon. Click a Summary icon to see a summary of its corresponding installation, as shown in Figure 2-22.

Note: Clicking a Summary icon always shows you a summary of the details for the item to the left of the icon.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Friday, December 14, 2007 7:19:13 PM | Reports | Queries: | HELP

Dec 14, 2007 7:19:11 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDPP

Domestic PPSO | International PPSO | Country Instructions | GBLOC/DODAAC | Modified CG

Query Results

GBLOC	Installation Name	Last Viewed	Summary	Detail
1. KDML:	MCAS, YUMA, AZ			
	GBLOC: KDML			
	DODAAC: M62974			
	TWX: MCAS YUMA AZ//CODE 3KH//			
2. KKFA:	JPPSO-COLORADO SPRINGS, CO		6f	
3. LDNP:	FISC, VENTURA COUNTY SITE		6f	
4. LENL:	PPSO NAVAL AIR FACILITY EL CENTRO CA		6f	

Figure 2-22. Query Results Summary—Example: California

Click a Detail icon to see the detailed information for its corresponding installation. The details page appears with specific information pertaining to the GBLOC chosen, as shown in Figure 2-23.

Note: Clicking a Detail icon always directs you to the details page for the item to the left of the icon.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Friday, December 14, 2007 7:19:28 PM | Reports | Queries: | HELP

Dec 14, 2007 7:19:23 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDPP

Domestic PPSO | International PPSO | Country Instructions | GBLOC/DODAAC | Modified CG

Query Results

PDF | Print

MCAS, YUMA, AZ MCAS, YUMA, AZ

Last Modified: Dec 7, 2006

1. General

a. GBLOC: KDML

b. DODAAC: M62974

c. TWX: MCAS YUMA AZ//CODE 3KH//

d. MAIL: TRAFFIC MANAGEMENT OFFICER
ATTN HOUSEHOLD GOODS
PO BOX 99138
YUMA, AZ 85369-9138 US

e. E-MAILS:

Usage	Email Address
f. PHONES: Commercial	

Figure 2-23. Query Results Detail Page—Example: California

To print this page as a PDF file, click the PDF icon, as shown in Figure 2-23.

Note: Throughout the module, the PDF icon allows you to print the page you are viewing as a PDF document.

2.4.2 International PPSO

Click the **International PPSO** sub tab, as shown in Figure 2-24 and the International PPSO page appears. This page provides the capability to query the Consignment Guide for a single international PPSO, a group of international PPSOs, or all international PPSOs. It also allows you to query the entire international Consignment Guide.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Monday, January 28, 2008 4:03:33 PM | Reports | Queries: | HELP

Jan 28, 2008 4:03:20 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDPP

Domestic PPSO | **International PPSO** | Country Instructions | GBLOC/DODAAC | Modified CG

Query International Consignment Guide

This page provides the capability to query the Consignment Guide for a single, international PPSO, a group of international PPSOs or all international PPSOs. It also provides the capability to query the entire international Consignment Guide.

International PPSO

Country

Country: ALL

City Name:

Effective Date: 01/28/2008

OCONUS State

State: ALL

City Name:

Effective Date: 01/28/2008

All International Consignment Guides

Reset | Submit

Figure 2-24. Query CG Page—International PPSO

You can make three types of queries to the Consignment Guide for International PPSO: Country Selection, Outside of the Continental United States (OCONUS) State Selection, and All International Consignment Guides.

2.4.2.1 Country Selection

You can filter information by selecting the Country option button (default), selecting the appropriate criteria, and clicking the **Submit** button. The available filtering options are:

- **Country:** Select the country using the drop-down list
- **City Name:** Enter the city name
- **Effective Date:** Select the calendar icon next to the date field and select the effective date from the calendar window. You can also type the date into this field using the *mm/dd/yyyy* format (the default is the current date).

2.4.2.2 OCONUS State Selection

You can filter information by selecting the OCONUS State option button, selecting the appropriate criteria, and clicking the **Submit** button. The available filtering options are:

- **State:** Select the state (Alaska or Hawaii) using the drop-down list
- **City Name:** Enter the city name
- **Effective Date:** Select the calendar icon next to the date field and enter a range of delivery dates from the calendar window. You can also type the date into this field using the *mm/dd/yyyy* format (the default is the current date).

2.4.2.3 All International Consignment Guides

- Select the All International Consignment Guides option button and click the **Submit** button. This opens a PDF with detailed information on all International PPSOs.

The International PPSO page functions like the Domestic PPSO page. After filtering the information, you are directed to a page that allows you to view summary and detailed information about the selection.

2.4.3 Country Instructions

Click the **Country Instructions** sub tab as shown in Figure 2-25. The Country Instructions page allows you to query the country instructions by selecting the Country Instruction, OCONUS State Instruction, or All Country Instructions option button.

Figure 2-25. Country Instructions Page

2.4.3.1 Country Instruction

You can filter information by selecting the Country Instruction option button (default), selecting the appropriate criteria, and clicking the **Submit** button. The available filtering options are:

- **Country:** Select the country using the drop-down list
- **City:** Enter the city name.

2.4.3.2 OCONUS State Instruction

You can filter information by selecting OCONUS State Instruction option button, selecting the appropriate criteria, and clicking the **Submit** button. The available filtering options are:

- **State:** Select the state using the drop-down list
- **City:** Enter the city name.

2.4.3.3 All Country Instructions

- Select the All Country Instructions option button and click the **Submit** button. This opens a PDF of detailed information on all Country Instructions.

The Country Instructions page functions like the Domestic and International PPSO pages. After filtering the information, you are directed to a page that allows you to view detailed information about the selection. From this page, you can edit the information by clicking the **Edit** button as you did to edit the glossary.

2.4.4 GBLOC/DODAAC

Click the **GBLOC/DODAAC** sub tab, as shown in Figure 2-26. This page allows you to query the Consignment Guide by specific GBLOC/DODAAC or a group of GBLOCs/DODAACs.

Figure 2-26. GBLOC/DODAAC Page

Select the GBLOC or DODAAC option button, enter the desired GBLOC or DODAAC, and click the **Submit** button.

Figure 2-27. GBLOC/DODAAC Page—Example: GSAT

For example, type “GSAT,” which is the GBLOC for Fort Leonard Wood, Missouri, into the GBLOC field and then click the **Submit** button, as shown in Figure 2-27. The results page appears, allowing you to view summary and detailed information and edit that information; click the **Submit** button to save your edits.

Note: Simply selecting the GBLOC option button and leaving the field blank queries all GBLOCs, and selecting the DODAAC option button and leaving the field blank queries all DODAACs.

2.4.5 Modified CG

Click the **Modified CG** sub tab, as shown in Figure 2-28. This page provides the capability to query the Consignment Guide for all modified PPSOs (domestic and international) for a specified period of time.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The main navigation bar includes 'Home', 'DPS Analytics', 'DPS User Satisfaction', 'Consignment Guide', and 'Training'. The 'Consignment Guide' sub-menu is active, showing options for 'Domestic PPSO', 'International PPSO', 'Country Instructions', 'GBLOC/DODAAC', and 'Modified CG' (highlighted in red). The page title is 'Query Modified Consignment Guide'. Below the title, a message states: 'This page provides the capability to query the Consignment Guide for all modified PPSOs (domestic and international), for the specified period of time.' The 'Consignment Guides modified within last:' section contains radio buttons for 'One Month' (selected), 'Two Months', 'Three Months', 'Four Months', 'Five Months', and 'Six Months'. To the right, the 'Date Range' section includes the text 'Set up your timeframe to query modified Consignment Guides' and two input fields labeled 'From:' and 'To:'. At the bottom, there are 'Reset' and 'Submit' buttons.

Figure 2-28. Modified CG Page

To conduct a query of Monthly Time Period, select the option button for the desired period from One Month to Six Months and then click the **Submit** button.

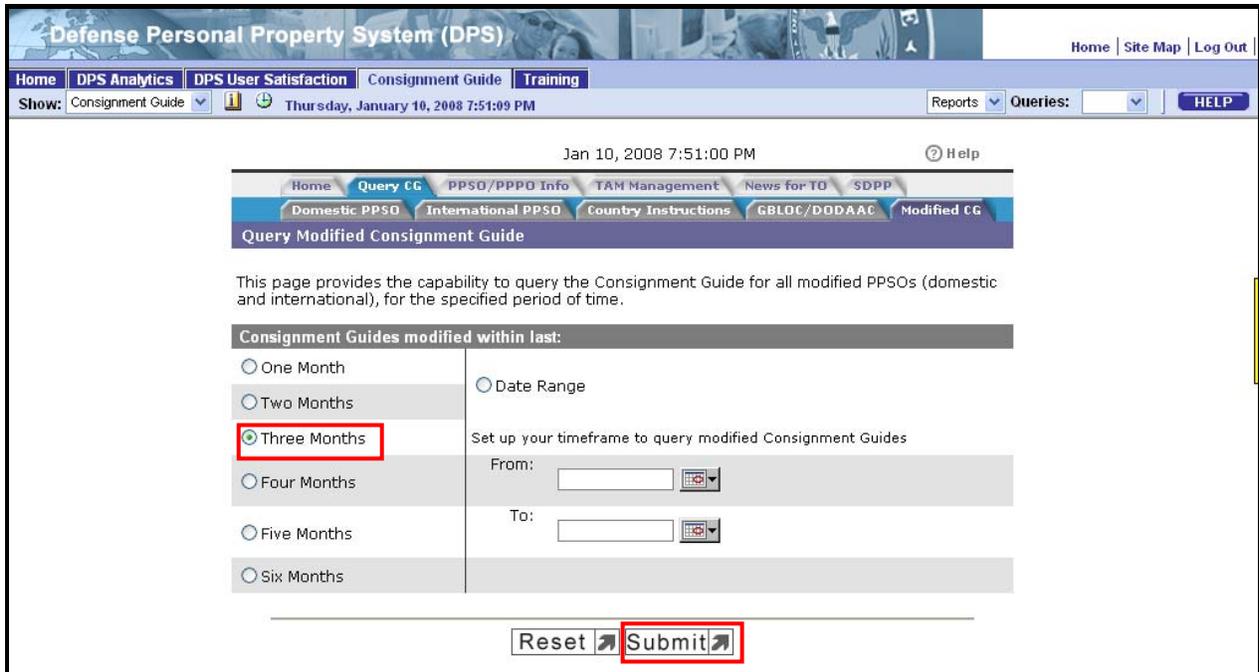


Figure 2-29. Modified CG Page –Three Months Selection

For example, select the Three Months option button, as shown in Figure 2-29, and click the **Submit** button. The query results page appears (Figure 2-30).

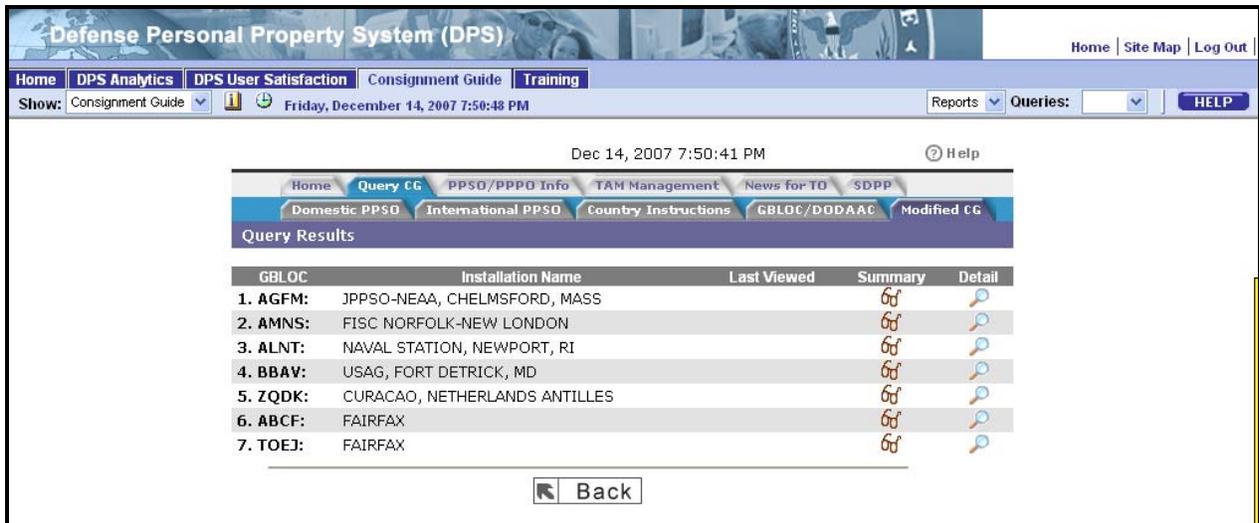


Figure 2-30. Modified CG Page—Query Results

You can view summary or detailed information by clicking the appropriate icon. After you click the Detail icon, the GBLOC details page appears. From here, you can edit the information by clicking the **Edit** button, making the edits you want, and then clicking the **Submit** button.

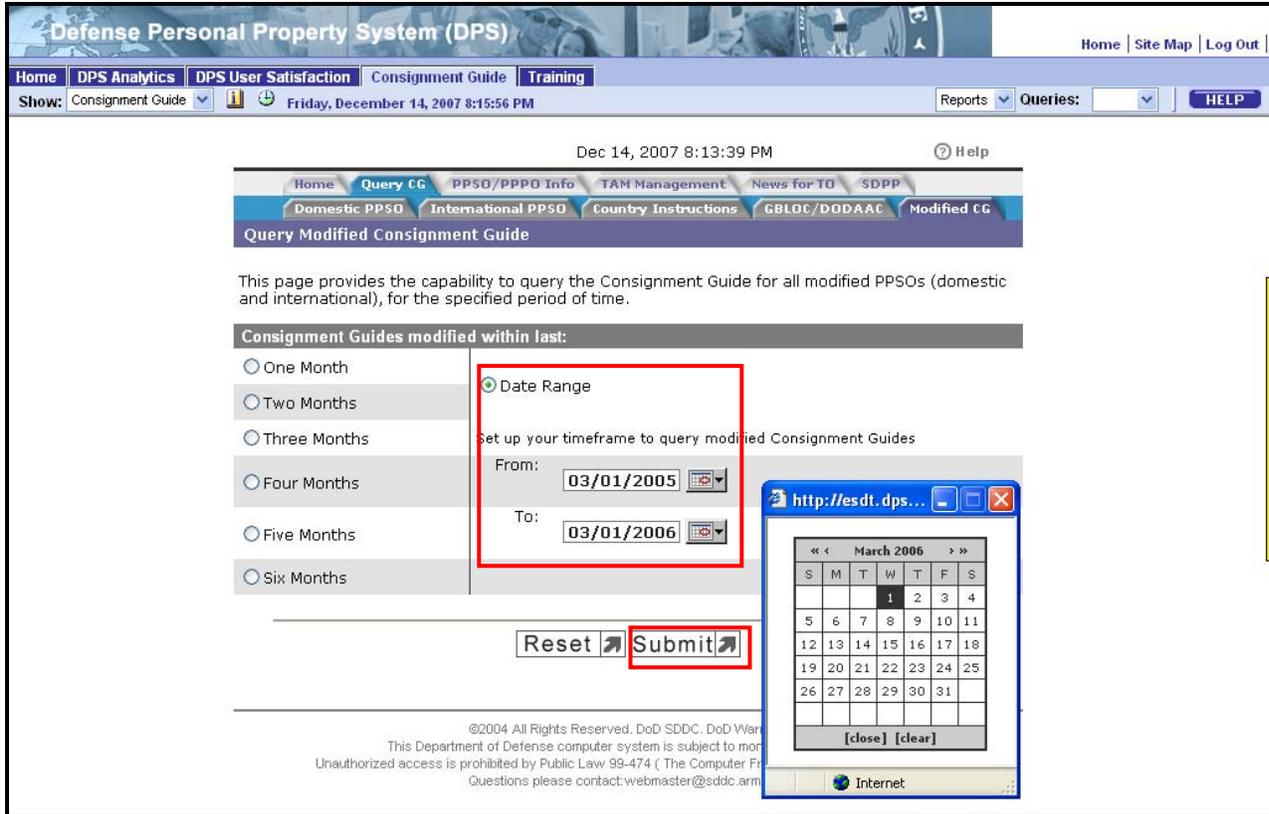


Figure 2-31. Query Modified Consignment Guide Page –Date Range

To query by Date Range, select the Date Range option button (this deselects the option buttons to query by month), and then click the calendar icon. A calendar box appears, as shown in Figure 2-31, from which you can choose the date range. You can also type the dates into the From and To fields using the *mm/dd/yyyy* format. After selecting the Query dates, click the **Submit** button. The Query Results page appears (Figure 2-32).

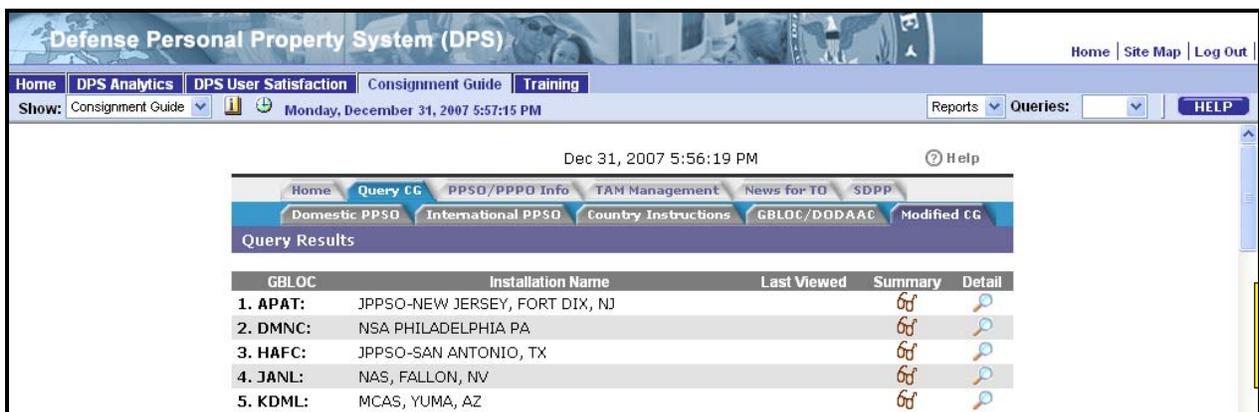


Figure 2-32. Query Results Page—Example: March 1, 2006 to March 1, 2007

To view the summary or details for a specific GBLOC, click the Summary icon or Detail icon to the right of that GBLOC.

You can edit the information on the Details page by clicking the **Edit** button, making the edits you want, and then clicking the **Submit** button.

2.5 PPSO/PPPO INFO

Click the **PPSO/PPPO Info** tab, as shown in Figure 2-33. The PPSO/PPPO Information page appears with the following sub tabs:

- Manage
- Info
- Zone
- Vendors
- Direct Procurement Method (DPM) Contracts
- Counseling Office
- CG
- Notes
- Holidays.

In order to access the sub tabs, you must first select a GBLOC from the list under the **Manage** sub tab by clicking the Edit icon next to the GBLOC that you want to access. Each sub tab then displays information as it pertains to that GBLOC. To change GBLOCs, return to the **Manage** sub tab and click the Edit icon next to a new GBLOC. This is the only way to change GBLOCs under the **PPSO/PPPO Info** tab.

2.5.1 Manage

The **Manage** sub tab appears by default (Figure 2-33). This sub tab allows you to edit information about a specific GBLOC, delete an existing GBLOC, or add a new GBLOC.

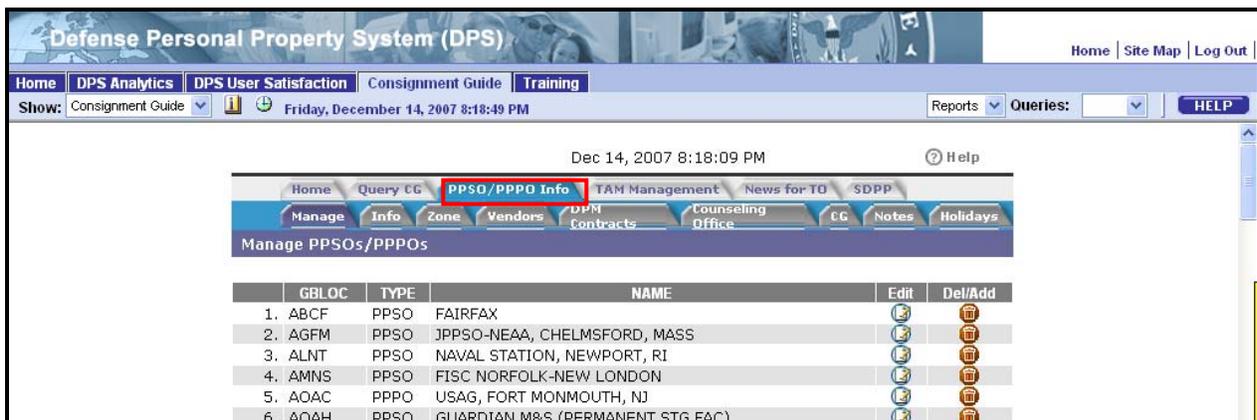


Figure 2-33. Manage Page

To edit the information for a specific GBLOC, click the Edit icon to the right of the GBLOC Name. This redirects you to the **Info** sub tab (Figure 2-35), where you can make changes to the information available on a specific GBLOC. To delete an existing GBLOC, click the Delete icon to the right of the GBLOC name.

To access any of the sub tabs for a specific GBLOC, click the Edit icon next to that GBLOC and then click the sub tab to which you want to navigate.

To change GBLOCs, click the **Manage** sub tab and then scroll down to the next GBLOC that you want to edit and click the Edit icon to the right of that GBLOC. You cannot change GBLOCs without returning to the Manage page and clicking the Edit icon next to the new GBLOC.



Figure 2-34. Manage PPSOs/PPPOs Page—Add GBLOC

To add a new GBLOC, scroll to the bottom of the page, enter the name of the new GBLOC in the New GBLOC field, and click the Add icon to the right of the field, as shown in Figure 2-34. This redirects you to the **Info** sub tab (Figure 2-35).

2.5.2 Info

Click the **Info** sub tab, as shown in Figure 2-35. This page allows you to edit information on an existing GBLOC and add new information about that GBLOC.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | **DPS User Satisfaction** | Consignment Guide | Training

Show: Consignment Guide | Monday, January 14, 2008 6:59:21 PM | Reports | Queries: | HELP

Jan 14, 2008 6:59:14 PM | Help

Home | Query CG | **PPSO/PPPO Info** | TAM Management | News for TO | SDPP

Manage | **Info** | Zone | Vendors | DPM Contracts | Counseling Office | Ports | CG | Notes | Holidays

PPSO/PPPO Information | GBLOC:EKEA

General Info

Installation Name*:

Command*:

Organization Type*: PPSO PPPO

DODAAC:

TWX:

Office Symbol:

Transport Officer:

Transport Officer Title:

Postal Address

Addressee*:

Address 1*:

Address 2:

City*:

State*:

Zip*: Zip Ext:

APO: FPO:

Country*:

Time Zone*:

Emails

Usage	Email Address						
	No Emails Available						

Phone:Commercial

Usage	Country	Region	Prefix	Suffix	Extension	Notes
	No Commercial Phones Available					

Phone:DSN

Usage	Region	Prefix	Suffix	Notes
	No DSN Phones Available			

FAX:Commercial

Usage	Country	Region	Prefix	Suffix	Notes
	No Commercial Faxes Available				

FAX:DSN

Usage	Region	Prefix	Suffix	Notes
	No DSN Faxes Available			

Figure 2-35. Info Page

You can edit the General Info and Postal Address data by entering the new information and clicking the Submit button.

To edit email addresses, telephone numbers, and fax numbers, click the **Edit** button next to the information that you want to update, as shown in Figure 2-35. After you click the **Edit** button, the editable PPSO Emails, Phones, and Faxes page appears (Figure 2-36).

The screenshot displays the 'PPSO Emails, Phones, and Faxes' page for GBLOC: AGFM. The page includes a navigation bar with tabs for Home, Query CG, PPSO/PPPO Info, TAM Management, News for TO, and SDPP. Below the navigation bar, there are sub-tabs for Manage, Info, Zone, Vendors, DPM Contracts, Counseling Office, CG, Notes, and Holidays. The main content area is divided into three sections:

- Emails:** A table with columns Usage, Email Address, and Del/Add. The 'Tracing' row is highlighted with a red box.
- Phone:Commercial:** A table with columns Usage, Country, Region, Prefix, Suffix, Extension, Notes, and Del/Add. The 'Tracing' row is highlighted with a red box.
- Phone:DSN:** A table with columns Usage, Region, Prefix, Suffix, Notes, and Del/Add.

Figure 2-36. Info Page—Add, Edit, or Delete Emails, Phones, and Faxes

Scroll to the field you want to edit (Emails, Phone: Commercial, Phone: DSN, Fax: Commercial, or Fax: DSN), enter the new information into the applicable field(s) and/or select the new information from the drop-down lists, and click the **Submit** button (not shown).

You can also add new contact information on this page by selecting the Usage and Country (for commercial phone or fax only) or Usage and Region (for DSN phone or fax only) from the drop-down lists, entering the new information into the applicable field(s), and clicking the Add icon to the right of the information, as shown in Figure 2-36.

To delete contact information, click the Delete icon to the right of the information you want to delete.

2.5.3 Zone

Click the **Zone** sub tab, which allows you to view the Area of Responsibilities (AOR) for a specific GBLOC, and edit, delete, or add a new DPM Zone for that GBLOC. All AORs initially belong to Zone00.

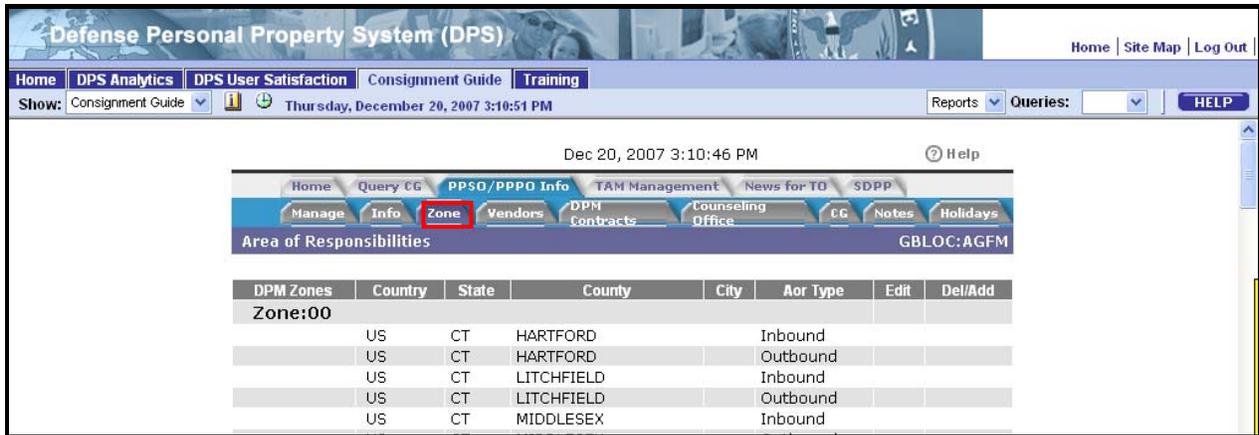


Figure 2-37. Zone Page

To add a new DPM Zone, enter the Zone number and click the Add icon at the bottom of the page to the right of the Zone field, as shown in Figure 2-38.

To edit a DPM Zone, click the Edit icon on the right side of the screen, as shown in Figure 2-38. To delete a DPM Zone, click the Delete icon.

Note: Zone00 never has an Edit icon next to it; however, you can add a new Zone and move AORs from Zone00 to that new Zone by clicking the Edit icon next to the new Zone. This is the only way to edit Zone00.

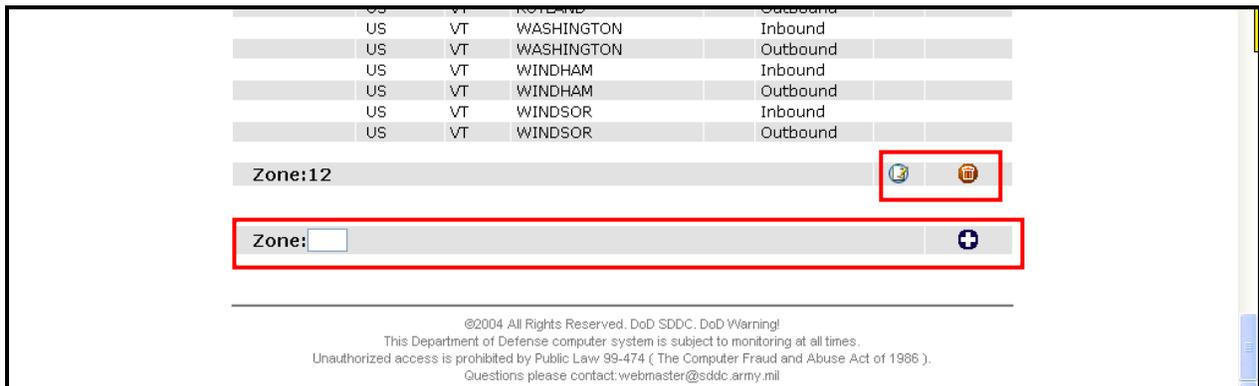


Figure 2-38. Zone Page—Add, Edit, or Delete Zone

When you click the Edit icon, the Add/Remove AORs page appears (Figure 2-39).

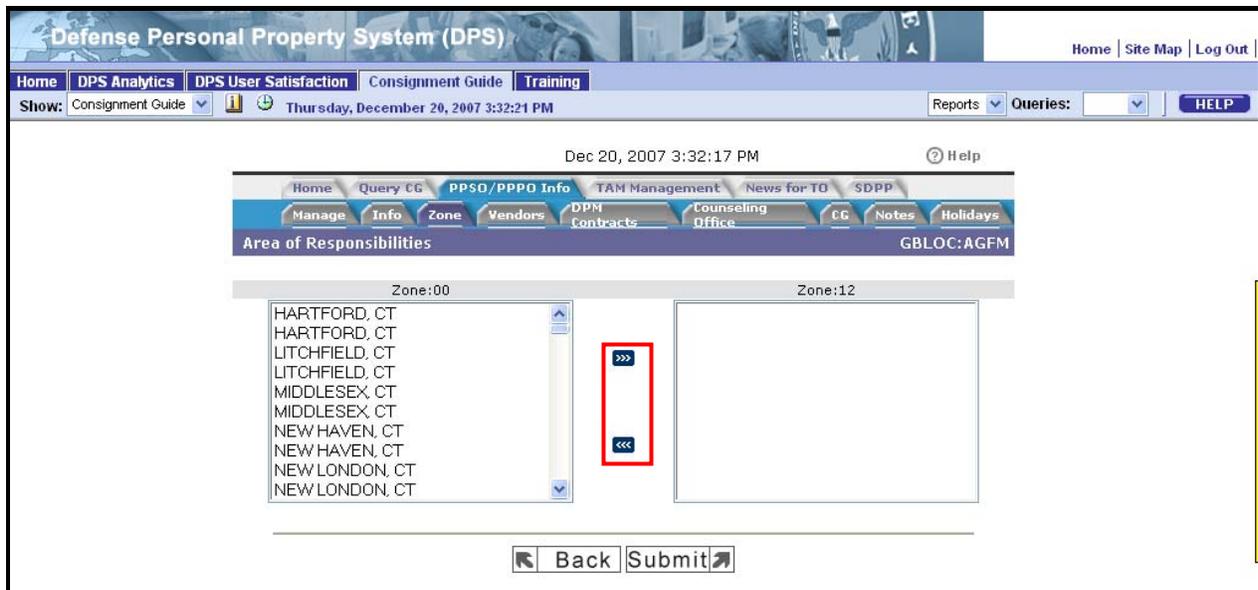


Figure 2-39. Zone Page—Add/Remove AORs

This page allows you to add AORs from Zone00 to another zone. To add an AOR, select the AOR that you want to add from the list on the left and click the top Arrow icon, as shown in Figure 2-39. This adds the AOR to the new zone (but does not remove it from the original zone, Zone00).

To add multiple AORs, press and hold down the **Ctrl** key on your keyboard while you select each AOR.

To remove an AOR from the new zone, select the AOR(s) you want to remove from the list on the right and click the bottom Arrow icon, as shown in Figure 2-39.

When you are finished adding AORs, click the **Submit** button.

2.5.4 Vendors

Click the **Vendors** sub tab. This page, shown in Figure 2-40, allows you to edit or delete an existing DPM Contractor's information for a specific GBLOC or add a new DPM Contractor.

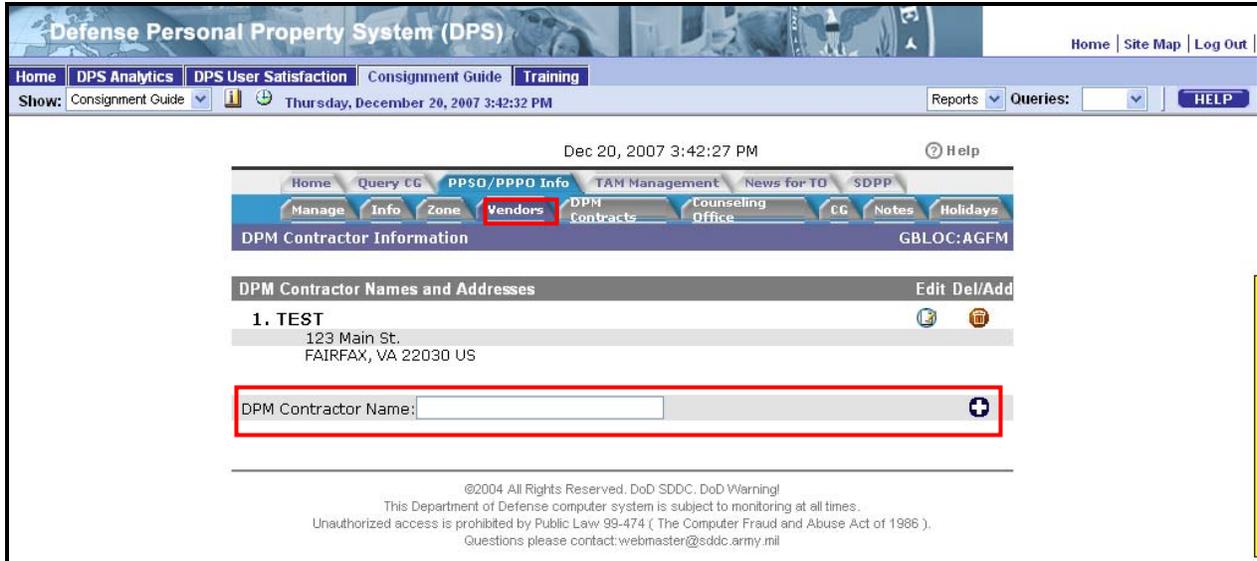


Figure 2-40. Vendors Page

To edit an existing DPM Contractor's information, click the Edit icon to the right of the DPM Contractor Name. To delete a DPM Contractor, click the Delete icon.

To add a new DPM Contractor, enter the DPM Contractor Name and click the Add icon. After you click the Add icon, the editable DPM Contractor Information page appears (Figure 2-41).

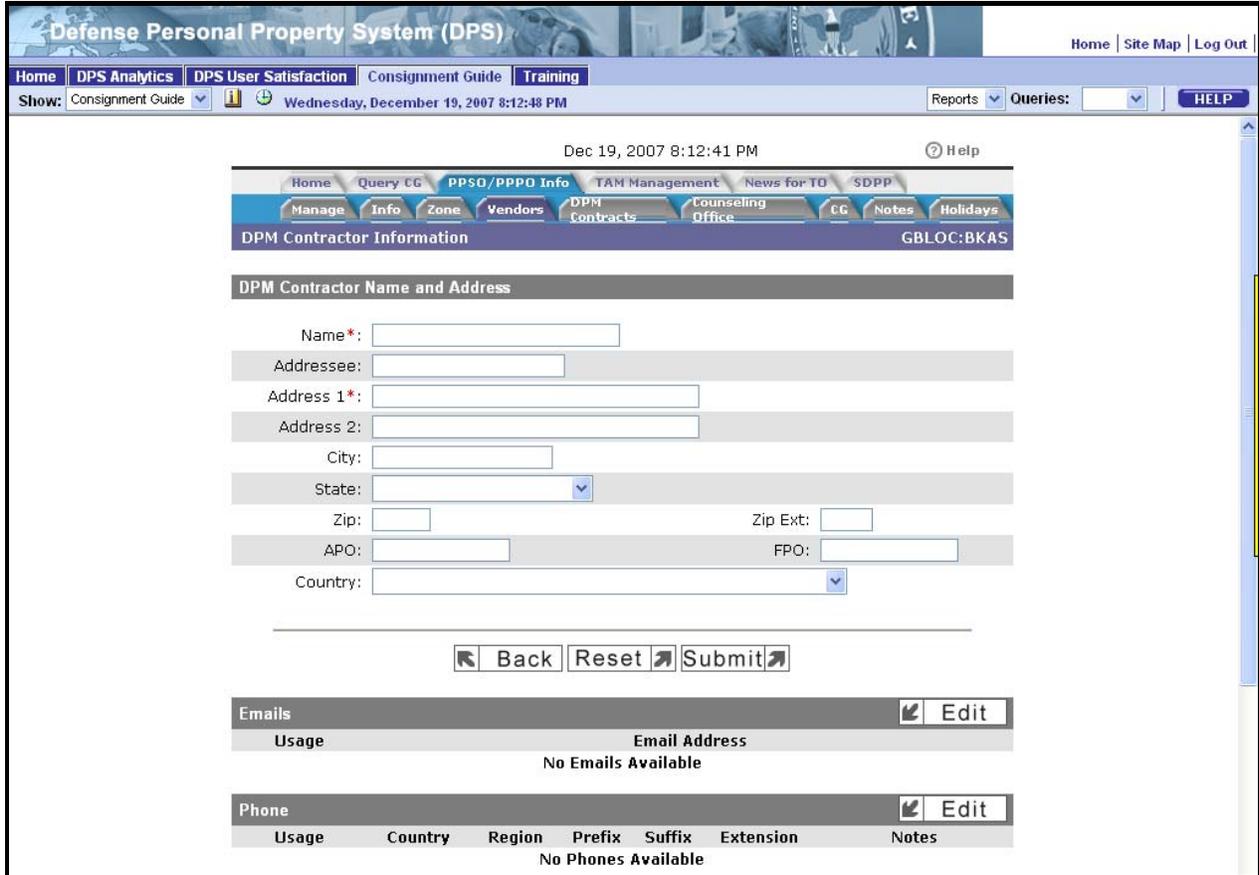


Figure 2-41. Vendors Page—Edit DPM Contractor Information

Enter the DPM Contractor name and address. If you do not want to make changes to emails, phone, and fax at this time, click the **Submit** button.

If you want to edit email, phone, and fax information, click the **Edit** button to the right of the information you want to change. This directs you to the editable DPM Contractor Email, Phone, and Fax Information page (Figure 2-42).

Defense Personal Property System (DPS) Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide Wednesday, December 19, 2007 8:17:01 PM Reports Queries: HELP

Dec 19, 2007 8:16:57 PM Help

Home Query CG PPSO/PPPO Info TAM Management News for TO SDPP
 Manage Info Zone Vendors DPM Contracts Counseling Office CG Notes Holidays

DPM Contractor Email, Phone, and Fax Information GBLOC:BKAS

DPM Contractor Name and Address

Vendor Name:
 Address:

Emails

Usage	Email Address	Del/Add
Customer Service	abc@def.com	Del/Add
		Del/Add

Phone

Usage	Country	Region	Prefix	Suffix	Extension	Notes	Del/Add
800 Number	1	800	123	4567			Del/Add
							Del/Add

FAX

Usage	Country	Region	Prefix	Suffix	Notes	Del/Add
Commercial	1	866	987	6543		Del/Add
						Del/Add

Back Reset Submit

Figure 2-42. Vendors Page—Add, Edit, or Delete DPM Contractor Emails, Phones, and Faxes

To add information, enter the information that you want to add (email, phone, and/or fax) and click the Add icon. If you want to add multiple email addresses, phone numbers, or fax numbers, you must do so one at a time, clicking the Add icon after each new address or number you enter.

You can also edit existing information by selecting a new usage from the drop-down list and/or entering new text in the applicable field(s).

When you are finished adding and editing information, click the **Submit** button.

To delete an entry, click the Delete icon to the right of the entry.

2.5.5 DPM Contracts

Click the **DPM Contracts** sub tab, as shown in Figure 2-43. This page allows you to edit and delete existing DPM Contractor Assignments, as well as add new DPM Contractor Assignments.

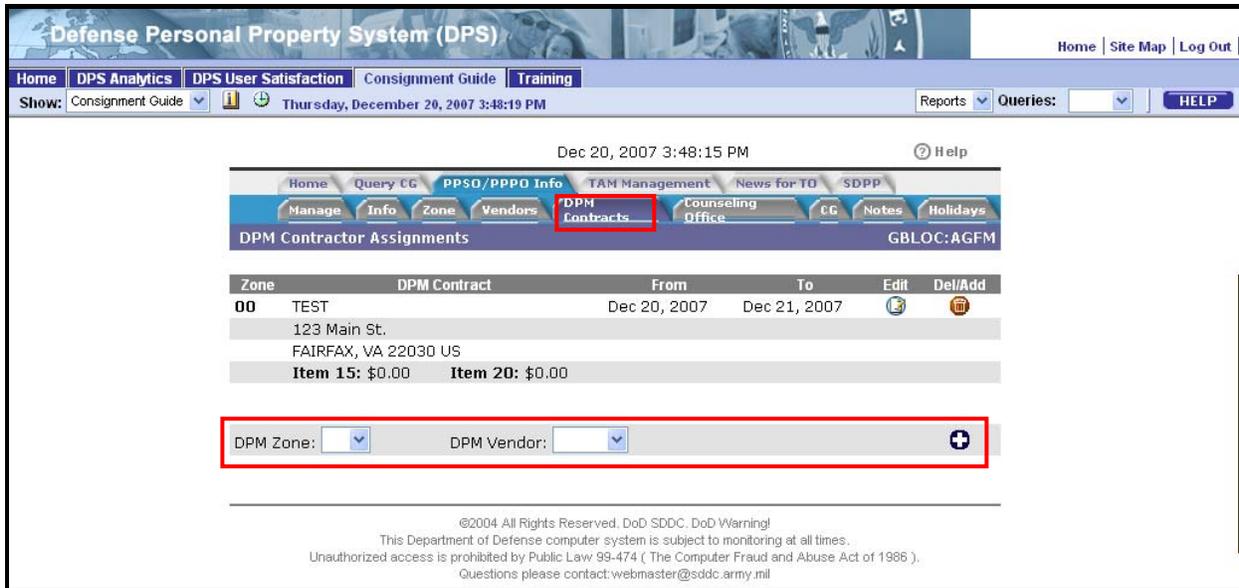


Figure 2-43. DPM Contracts Page

To edit an existing DPM Contractor Assignment, click the Edit icon to the right of the DPM Zone and DPM Vendor. To delete a DPM Contractor Assignment, click the Delete icon.

To add a new DPM Contractor Assignment, select the DPM Zone and DPM Vendor from the drop-down lists and click the Add icon, as shown in Figure 2-43. The Add New DPM Contractor Assignments page appears (Figure 2-44).

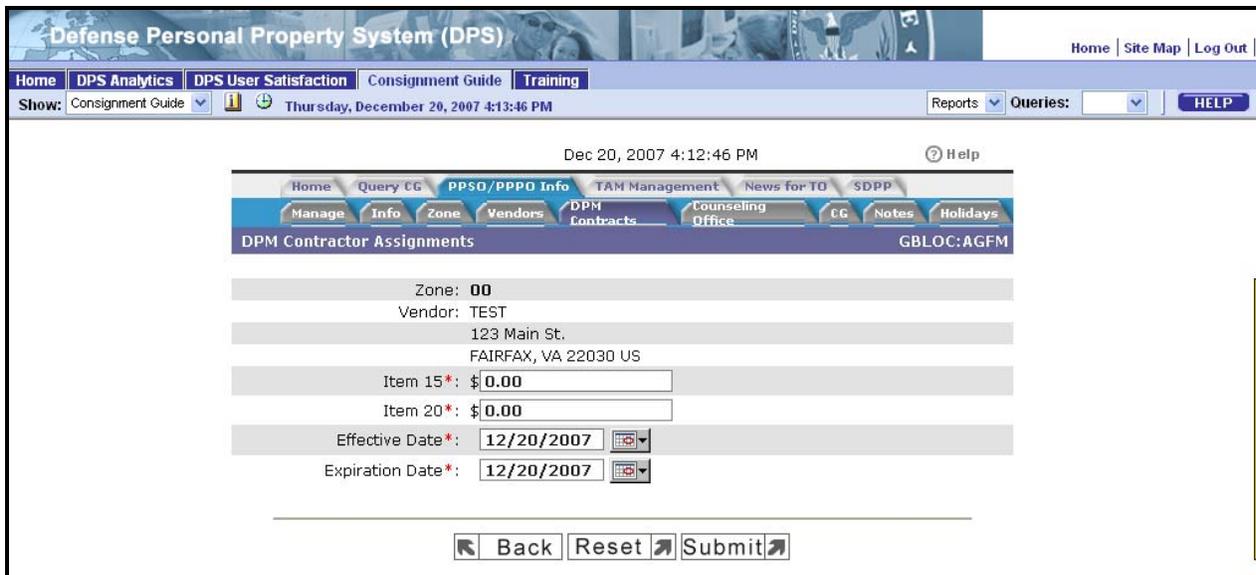


Figure 2-44. DPM Contracts Page—Add New DPM Contractor Assignments

Enter dollar amounts for Items 15 and 20. Select the Effective Date and Expiration Date either by typing the dates into the fields in *mm/dd/yyyy* format or by clicking the calendar icons and choosing dates from the calendar windows. When you have entered all of the required information, click the **Submit** button.

2.5.6 Counseling Office

Click the **Counseling Office** sub tab, as shown in Figure 2-45. This page allows you to edit and delete existing Counseling Office Information, as well as add new Counseling Office Information.

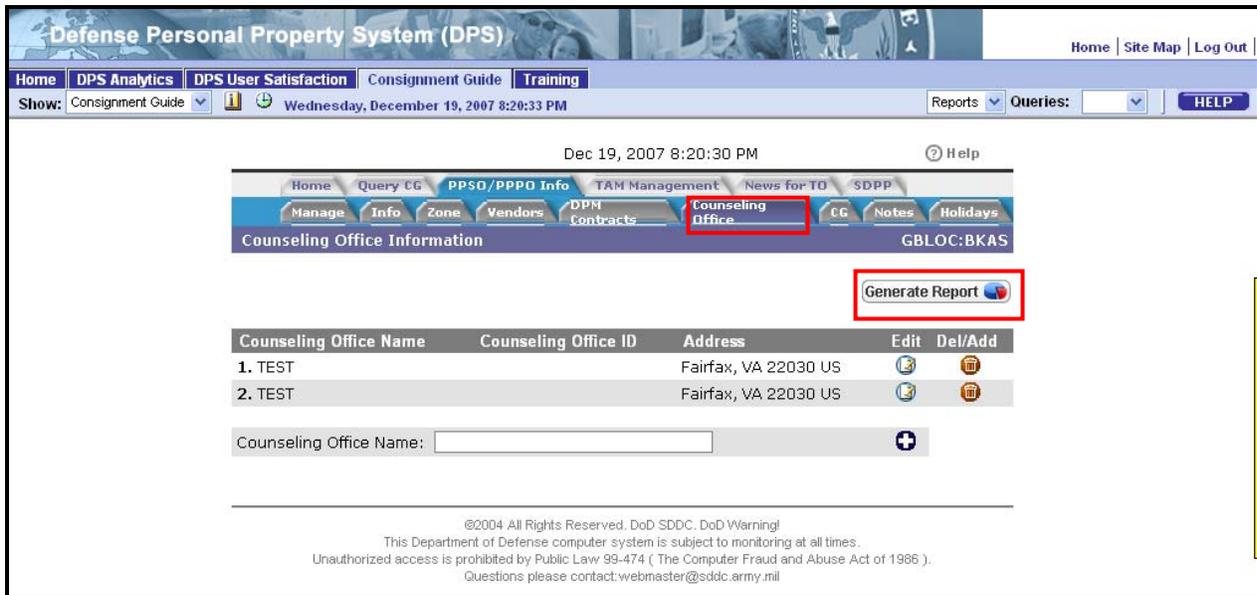


Figure 2-45. Counseling Office Page

To edit existing Counseling Office Information, click the Edit icon to the right of the Counseling Office Name. To delete Counseling Office Information, click the Delete icon.

You can create a printable PDF of the report for the GBLOC that you are looking at by clicking the Generate Report button, as shown in Figure 2-45.

The counseling office report is used to list all of the counseling offices that fall under a given GBLOC. DPS generates a counseling office ID for each Counseling Office created. Counseling Office ID is a required field for registering a counselor user role in ETA. Since this is a DPS-generated ID, the report must be distributed to each counseling office within a GBLOC.

The first part of the Counseling Office Report contains the following information about the PPSO:

- GBLOC
- DODAAC
- TWX
- Mail (postal mailing address)
- Emails
- Quality Control (QC)/Quality Assurance (QA) Inbound
- QA Outbound
- Customer Service
- Commercial Phones
- Commercial Faxes
- Inbound
- Outbound

- QC/QA
- DSN Phones
- DSN Faxes.

The second part of the Counseling Office Report contains the following detailed information about all the counseling offices related to the PPSO itself:

- Counseling Office ID
- Mail (postal mailing address)
- Emails
- Commercial Phones
- Commercial Faxes
- DSN Phones
- DSN Faxes.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The main content area is titled 'Counseling Office Information' and includes a 'Generate Report' button. Below this is a table with the following data:

Counseling Office Name	Counseling Office ID	Address	Edit	Del/Add
1. TEST		Fairfax, VA 22030 US		
2. TEST		Fairfax, VA 22030 US		

At the bottom of the page, there is a form field labeled 'Counseling Office Name:' followed by an empty text input box and an Add icon (+). A red rectangular box highlights this input field and the Add icon.

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Figure 2-46. Counseling Office Page—Add New Counseling Office

To add new Counseling Office Information, enter the Counseling Office Name in the field at the bottom of the screen and click the Add icon, as shown in Figure 2-46.

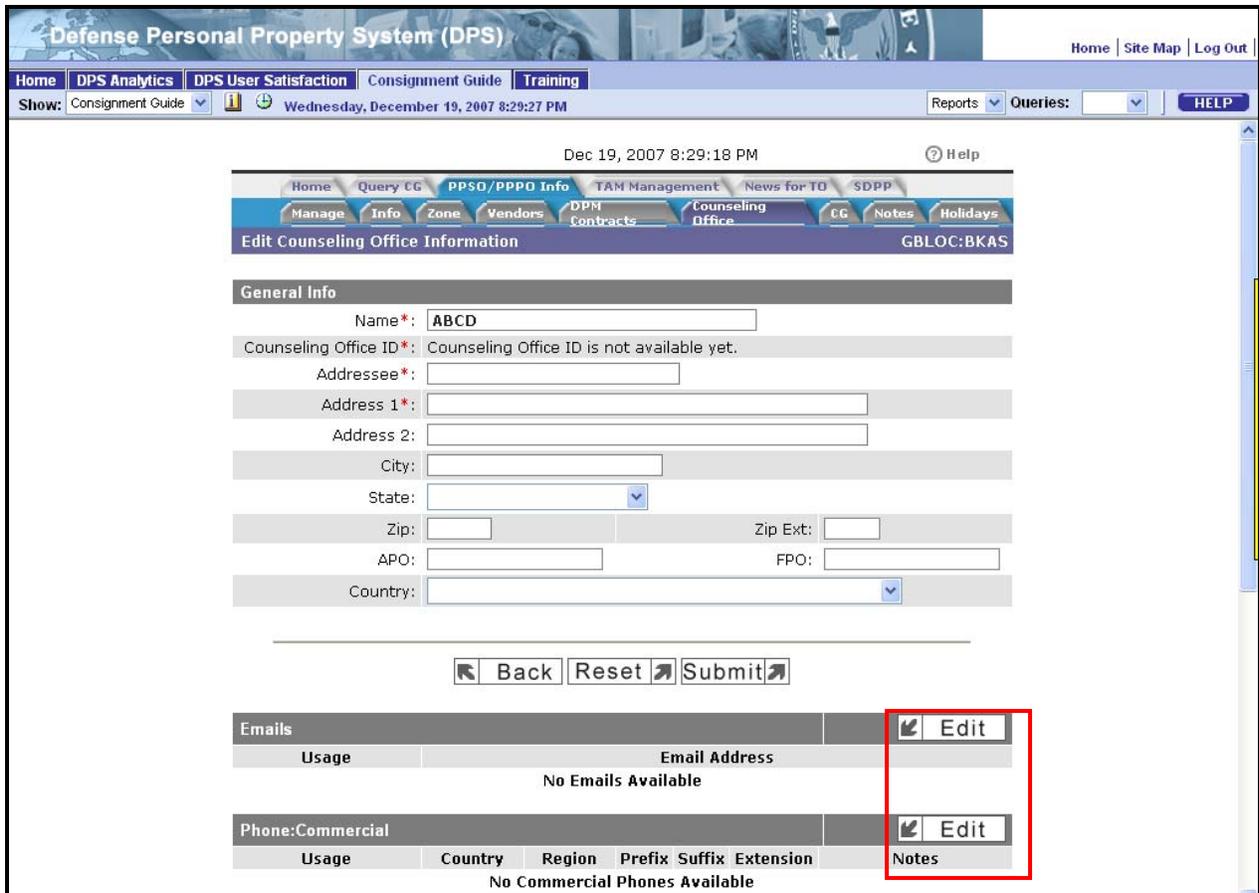


Figure 2-47. Counseling Office Page—Add New Counseling Office

When you click the Add icon, the Edit Counseling Office Information page appears (Figure 2-47). Enter data into the General Info fields and click the **Submit** button.

To edit contact information for the counseling office, click the **Edit** button to the right of the contact information that you want to update (emails, phones, or faxes). The Edit Counseling Office Email, Phone, and Fax Information page appears (Figure 2-48).

Dec 19, 2007 8:33:45 PM

Home Query CG PPSO/PPPO Info TAM Management News for TO SDPP
 Manage Info Zone Vendors DPM Contracts Counseling Office CG Notes Holidays

Edit Counseling Office Email, Phone, and Fax Information GBLOC:BKAS Counseling Office ID:N/A

General Info

Name:
 Address:

Emails

Usage	Email Address	Del/Add
<input type="text"/>	<input type="text"/>	<input style="float: right;" type="button" value="+"/>

Phone:Commercial

Usage	Country	Region	Prefix	Suffix	Extension	Notes	Del/Add
<input type="text"/>	<input style="float: right;" type="button" value="+"/>						

Phone:DSN

Usage	Region	Prefix	Suffix	Notes	Del/Add
<input type="text"/>	<input style="float: right;" type="button" value="+"/>				

FAX:Commercial

Usage	Country	Region	Prefix	Suffix	Notes	Del/Add
<input type="text"/>	<input style="float: right;" type="button" value="+"/>					

FAX:DSN

Usage	Region	Prefix	Suffix	Notes	Del/Add
<input type="text"/>	<input style="float: right;" type="button" value="+"/>				

Figure 2-48. Edit Counseling Office Email, Phone, and Fax Information Page

This page allows you to edit the contact information for the counseling office in the same way that you edited DPM Contractor contact information in Section 2.5.5.

2.5.7 CG

Click the **CG** sub tab, as shown in Figure 2-49, to edit the following information:

- Direct Procurement Household Goods and Baggage
- Through Government Bill of Lading Household Goods
- High Value Personal Property
- Parcel Post Personal Property.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Wednesday, December 19, 2007 8:37:31 PM | Reports | Queries: | HELP

Dec 19, 2007 8:37:26 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDPP

Manage | Info | Zone | Vendors | DPM Contracts | Counseling Office | **CG** | Notes | Holidays

Consignment Guide | GBLOC:BKAS

Direct Procurement Method Household Goods and Baggages

Through Government Bill of Lading Household Goods

Consign to member or member's agent at delivery address if known; otherwise, consign to member at destination city/installation where member will reside/is assigned. Annotate PPGBL: "Carrier will notify TO, Ft Bragg, NC, at (910) 396-0331/0332, prior to delivery or placing in storage."

High Value Personal Property

Consign to member or member's agent at address if known and member or agent will be available to accept shipment upon arrival. Annotate PPGBL "Carrier will notify TO, Ft Bragg, NC, at (910) 396-0331/0332, prior to delivery or placing in storage." Otherwise, consign same as DPM HHG.

Parcel Post Personal Property

Do not mail to TO. Parcel post shipments must be marked for and consigned to member or member's agent at residence address or unit of assignment if known; otherwise, select another method of shipment.

Back | Reset | Submit

Figure 2-49. CG Page

After entering the information in the field(s) you want to edit, click the **Submit** button.

2.5.8 Notes

Click the **Notes** sub tab, as shown in Figure 2-50. This page allows you to edit or delete existing special instructions for a given GBLOC, or add new instructions.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. The main navigation bar includes 'Home', 'DPS Analytics', 'DPS User Satisfaction', 'Consignment Guide', and 'Training'. The 'Notes' sub-tab is highlighted in red. The page title is 'Special Instructions' for 'GBLOC:AGFM'. The instructions are listed as follows:

- 1. 1**
No SIT available for mobile homes in the area of responsibility of JPPSO-Northeast (MA, CT, NH, ME, NY, VT).
- 2. 2**
CANADA: (Canadian Shipments can not be processed in TOPS for the JPPSO-Northeast AOR-PPSO must process manual DD1299S/PPGBLS). DO Not ship DPM. Contract services are not available in Canada. Provinces in the AOR of JPPSO-Northeast: Newfoundland (to include Labrador), New Brunswick, Prince Edward Island, Nova Scotia, Quebec, Ontario (Toronto and all points east). Block 18 of GBL (consignee) should be address where member will reside. Block 20 of GBL should read JPPSO-Northeast, 100 Apollo Drive, Chelmsford, MA 01824. See International Rate Solicitation, Chapter 10, for Special Rate Solicitations to Canada. Code 1 or 2 for Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Quebec and Ontario (Toronto and all Points east), Code 2 only for Newfoundland. Shipments from overseas points to Canada, OTO Code 4. No increased valuation as Canada is International. North Bay Canada refer to PPCIG Vol II, 722 Support Squadron, CFB North Bay Canada. US Embassy, Ottawa Canada: For personnel assigned for embassy duty only, refer to PPCIG, Vol 1. 2. Dependent entry certificate not required for Navy Personnel.
- 3. 3. Personnel assigned to duty at Boston area colleges**
Housing in the Boston area is typically very small. Recommend household goods be held at origin until member determines how much property can be accommodated in housing at destination. NTS should be utilized for excess property. SIT destination for length of school is not authorized.
- 4. Brooklyn New York**
There are three cities of Brooklyn in New York. Zip codes 11201 through 11256 are in New York City area, Kings County, and should be consigned to Fort Hamilton New York. JPPSO-Northeast only handles Brooklyn in Cattaaraugus and Delaware counties.
- 5. Islands of Martha's Vineyard and Nantucket**
Please be advised that pickups and deliveries to these islands require reservations for the ferry service. There can be NO DIRECT DELIVERIES. Ferry reservations during the months of May, June, July, August and into September can take three to four weeks, may be restricted to weekends, and the times may not accommodate the normal business hours of 8am to 5pm. Deliveries out of storage in transit are also affected by these reservation restrictions. Ferry service is also dictated by weather conditions and service may be cancelled if the conditions warrant.

At the bottom, there is a 'Note Title:' field with an 'Add' icon (+).

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Figure 2-50. Notes Page

To edit Special Instructions, click the Edit icon next to the Special Instruction that you want to change. To delete Special Instructions, click the Delete icon next to the Special Instruction that you want to delete.

To add a new Special Instruction, enter a title for the note in the Note Title field and click the Add icon.

2.5.9 Holidays

Click the **Holidays** sub tab, as shown in Figure 2-51. This page shows the Holiday Schedule for a given GBLOC.

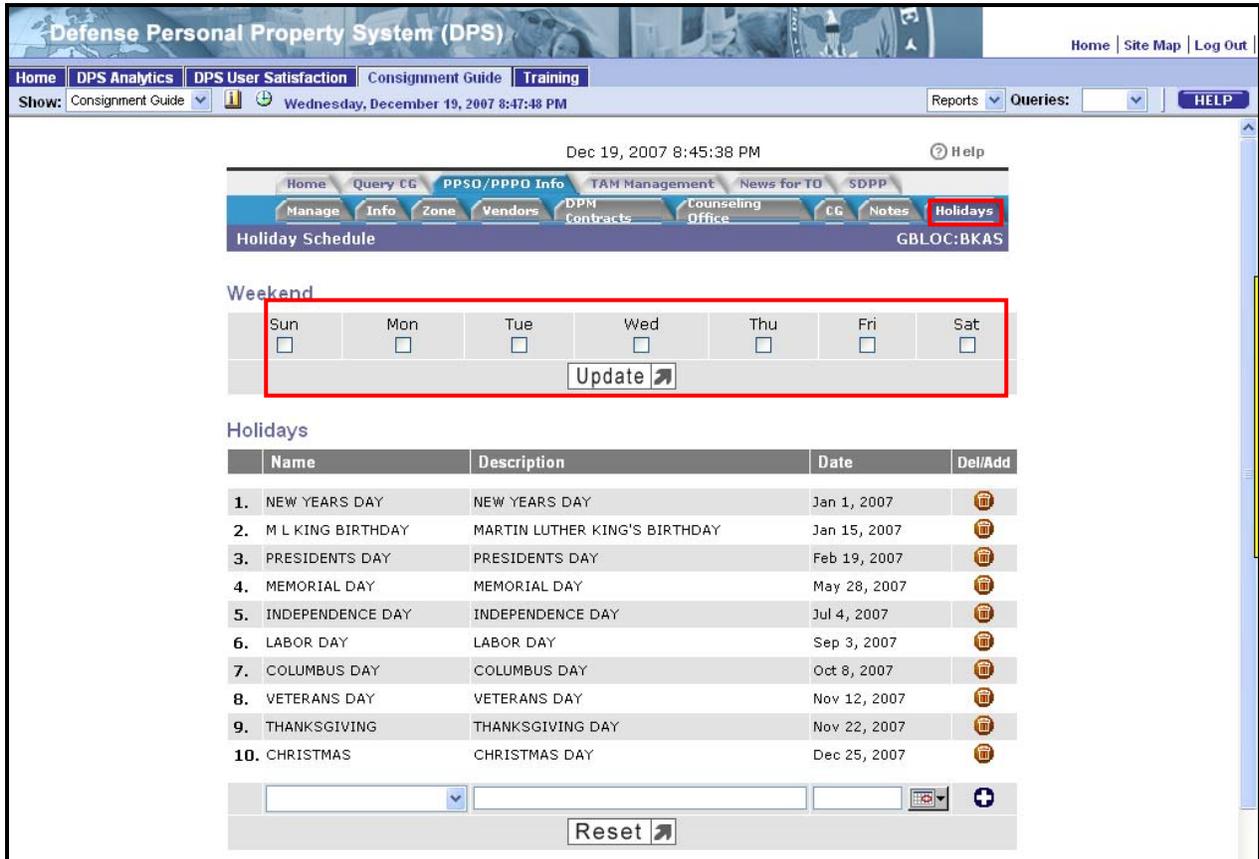


Figure 2-51. Holiday Page—Update Weekend

To update the weekend, select the check box for the day that you want to add or clear the check box for the day that you want to remove (not shown). Then select the **Update** button, as shown in Figure 2-51.

To delete an existing holiday, click the Delete icon next to the holiday that you want to remove.

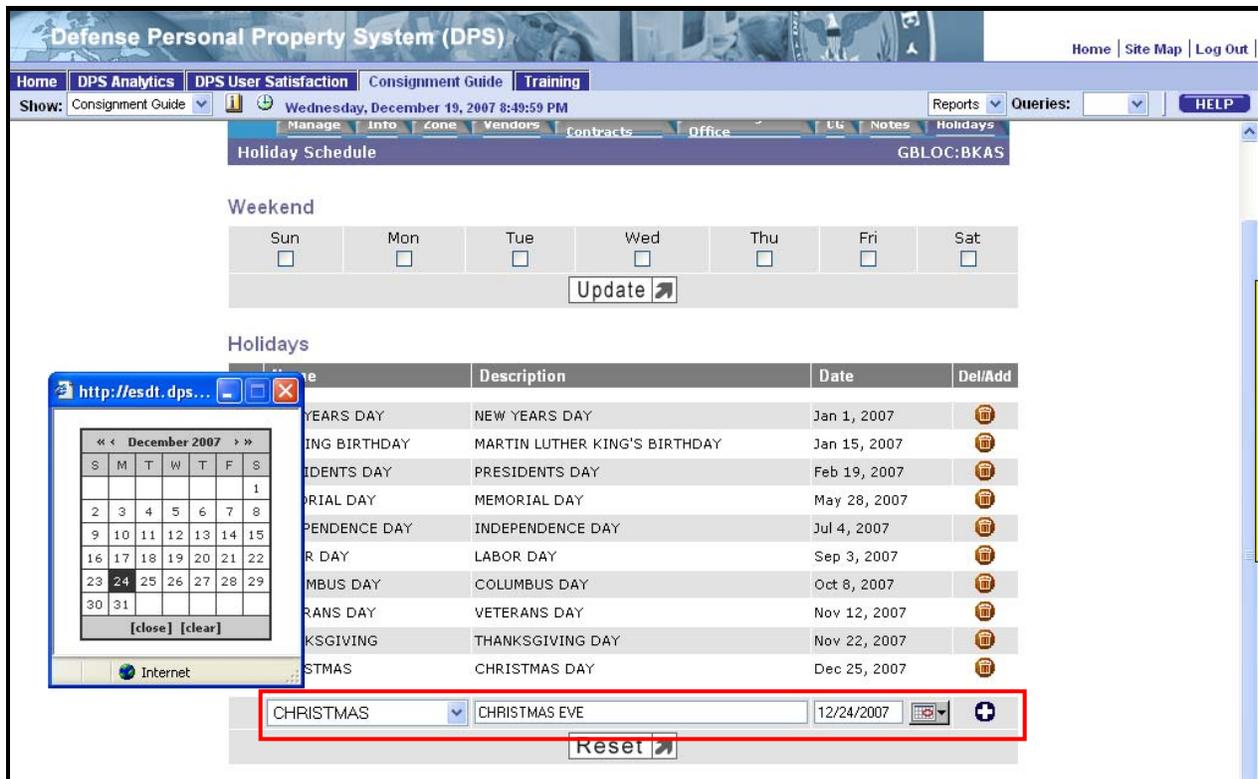


Figure 2-52. Holiday Page—Add Holiday

To add a new holiday, select the holiday name from the drop-down list and enter a description of the holiday. Enter a date by clicking the calendar icon. A small calendar box appears, allowing you to choose a date, as shown in Figure 2-52. You can also type the date into the Date field in the *mm/dd/yyyy* format. After you enter the date, click the Add icon to add the holiday.

For example, select “Christmas” from the drop-down list and enter “Christmas Eve” in the Description field, as shown in Figure 2-52. Enter December 24, 2008 as the date by either selecting it in the calendar window or entering it manually. Click the Add icon.

2.6 TAM MANAGEMENT

Click the **TAM Management** tab, which has only one sub tab: **View**.

The **View** sub tab, which appears as the default, allows you to view the current TAMs, as shown in Figure 2-53.

Defense Personal Property System (DPS) Home | Site Map | Log Out

Home DPS Analytics DPS User Satisfaction Consignment Guide Training

Show: Consignment Guide Wednesday, January 02, 2008 3:10:20 PM Reports Queries: HELP

Jan 2, 2008 3:10:08 PM Help

Home Query CG PPSD/PPPO Info **TAM Management** News for TO SDPP

View
View TAM

Title	Author	Date Modified	View
1. TEST	refe0002	Dec 31, 2007	
2. TEST21	mana0018	Dec 31, 2007	

Print

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Figure 2-53. TAM Management Page

Click the Detail icon to view details for a specific TAM.

2.7 NEWS FOR TRANSPORTATION OFFICE (TO)

Click the **News for TO** tab, as shown in Figure 2-54. This page also consists of only one sub tab: **View**.

The **View** sub tab is automatically shown when you select the **News for TO** tab. This sub tab allows you to view the current TO messages.

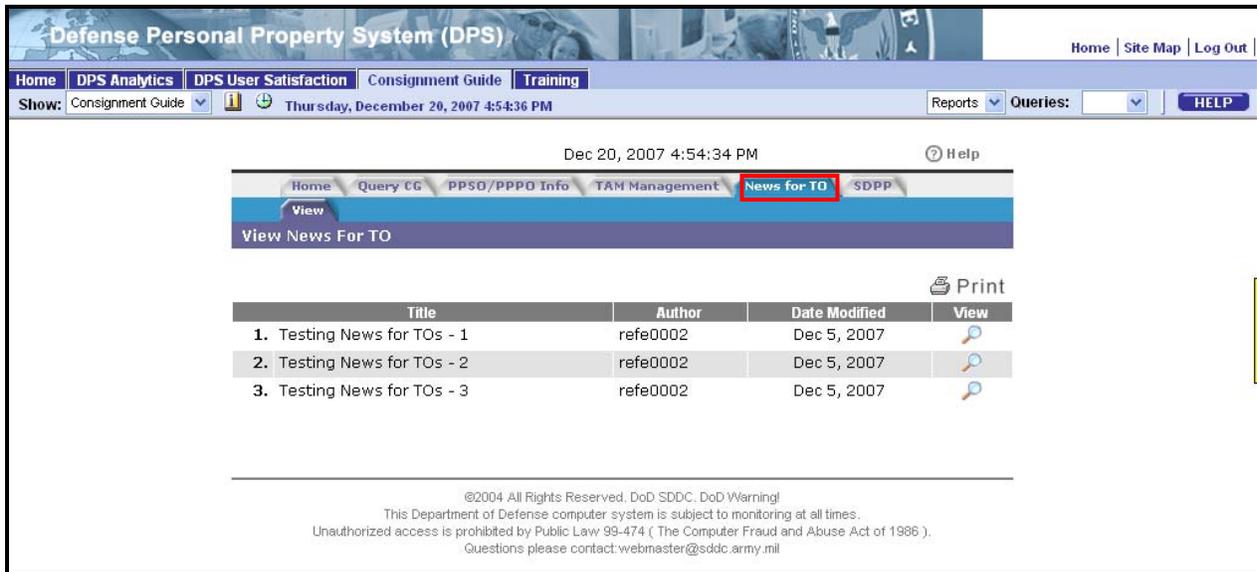


Figure 2-54. News for TO Page

Click the View icon to view details of a specific TO message.

2.8 SDPP

Click the **SDPP** tab and the SDPP page appears with the following sub tabs:

- GBLOC
- AOR Workqueue
- Continental United States (CONUS)
- CONUS AOR
- OCONUS
- OCONUS AOR
- Orphaned Area
- Country.

2.8.1 GBLOC

After you click the **SDPP** tab, the GBLOC page appears as a default (Figure 2-55). This page allows you to edit or delete existing GBLOCs, as well as add new GBLOCs.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Thursday, December 20, 2007 4:58:38 PM | Reports | Queries: | HELP

Dec 20, 2007 4:56:29 PM | Help

Home | Query CG | PPSO/PPPO Info | TAM Management | News for TO | SDDP

GBLOC | AOR Workqueue | CONUS | CONUS AOR | OCONUS | OCONUS AOR | Orphaned Area | Country

Manage GBLOCs

	GBLOC	TYPE	NAME	Edit	Del/Add
1.	ABCF	PPSO	ABCF		
2.	AGFM	PPSO	JPPSO-NEAA, CHELMSFORD, MASS		
3.	ALNT	PPSO	NAVAL STATION, NEWPORT, RI		
4.	AMNS	PPSO	FISC NORFOLK-NEW LONDON		
5.	AOAC	PPPO	USAG, FORT MONMOUTH, NJ		
6.	AOAH	PPSO	GUARDIAN M&S (PERMANENT STG FAC)		
7.	AONL	PPPO	NAES, LAKEHURST, NJ		
8.	APAT	PPSO	JPPSO-NEW JERSEY FORT DIX NJ		

Figure 2-55. GBLOC Page

To delete an existing GBLOC, click the Delete icon to the right of the GBLOC that you want to delete. To edit an existing GBLOC, click the Edit icon. This takes you back to the page that appears in the **Info** sub tab under the **PPSO/PPPO Info** tab.

To add a new GBLOC, scroll to the bottom of the page and enter the GBLOC name into the New GBLOC field and then click the Add icon, as shown in Figure 2-56.

375.	ZJAK	PPSO	US MIL GRP, MONTEVIDEO, URUGUAY		
376.	ZJDK	PPSO	AMER EMB, MONTEVIDEO, URUGUAY		
377.	ZKAK	PPSO	US MIL GP, CARACAS, VENEZUELA		
378.	ZKDK	PPSO	AMER EMB, CARACAS, VENEZUELA		
379.	ZLDK	PPSO	AMER EMB, GEORGETOWN, GUYANA		
380.	ZMCA	PPSO	USDAO, PARAMARIBO, SURINAME		
381.	ZPDZ	PPSO	AE, PORT OF SPAIN, TRINIDAD & TOBAGO		
382.	ZQDK	PPSO	CURACAO, NETHERLANDS ANTILLES		

New GBLOC:

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Figure 2-56. Add New GBLOC

This redirects you to the **Info** sub tab under the **PPSO/PPPO Info** tab, as shown in Figure 2-57. From this page, you can add address and contact information for the new GBLOC, as you did in Section 2.5.2.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home DPS Analytics DPS User Satisfaction Consignment Guide Training

Show: Consignment Guide Monday, January 14, 2008 6:59:21 PM Reports Queries: HELP

Jan 14, 2008 6:59:14 PM Help

Home Query CG PPSO/PPPO Info TAM Management News for TO SDPP

Manage Info Zone Vendors DPM Contracts Counseling Office Ports CG Notes Holidays

PPSO/PPPO Information GBLOC:EKEA

General Info

Installation Name*:

Command*:

Organization Type*: PPSO PPPO

DODAAC:

TWX:

Office Symbol:

Transport Officer:

Transport Officer Title:

Postal Address

Addressee*:

Address 1*:

Address 2:

City:

State:

Zip: Zip Ext:

APO: FPO:

Country:

Time Zone:

Figure 2-57. Add New GBLOC Information

2.8.2 AOR Workqueue

Click the **AOR Workqueue** sub tab, as shown in Figure 2-58. This page allows you to query requests by status and GBLOC, as well as make and approve requests for GBLOCs to be associated with certain areas.

PPCIG provides users with the ability to create new Geographical (GEO) Areas. A GEO Area must be associated with a rate area with effective and expiration dates. Every GEO Area has to be an AOR of at least one PPSO. It is possible for two PPSOs to share a GEO Area for different purposes, such as Inbound and Outbound.

The GEO Area is associated with only one rate area, but a rate area can be associated with multiple GEO Areas. If a GEO Area is associated with a rate area, the GEO Area cannot be associated with another rate area with an effective and/or expiration date that overlaps with the existing one. The new association must start after the expiration date of the existing association of the GEO Area and rate area.

The PPSO PPCIG Manager can request to add any GEO Area to become its AOR in PPCIG. The request must be reviewed by the SDDC PPCIG Manager or SDDC Manager, who determines whether the request should be approved or rejected. While the request is in review, the status of the request shows as Pending in the PPSO PPCIG Manager's Area management work queue. As soon as the request is approved or rejected by the SDDC PPCIG Manager or SDDC Manager, the new status is reflected in the queue instantly.



Figure 2-58. AOR Workqueue Page

To review a pending request, click the **Review** button to the right of the request, as shown in Figure 2-58.

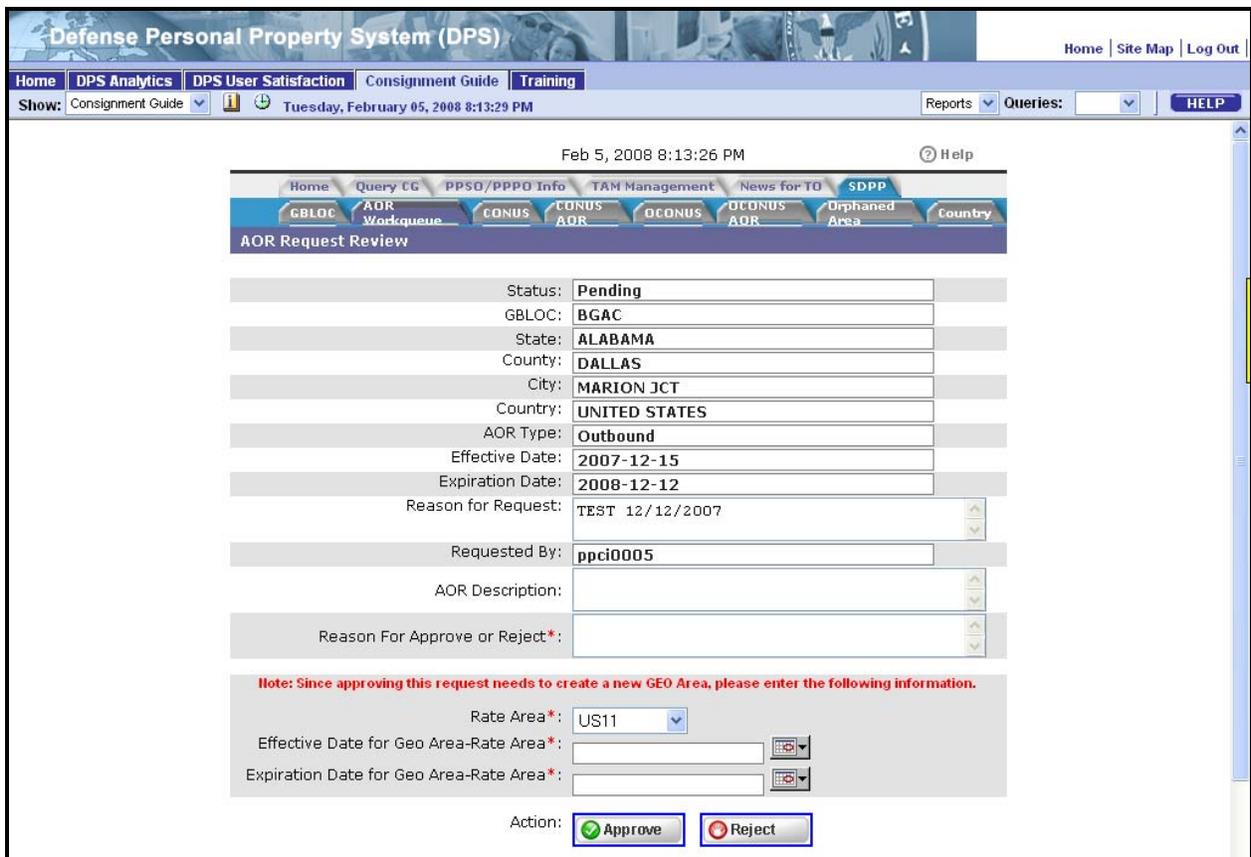


Figure 2-59. AOR Request Review Page

This directs you to the AOR Request Review page, where you can approve or reject the pending request. Required fields are marked with a red asterisk (*). When you have entered the required information, click

the **Approve** or **Reject** buttons, depending on whether you are approving or rejecting the request. The AOR Workqueue page reappears.

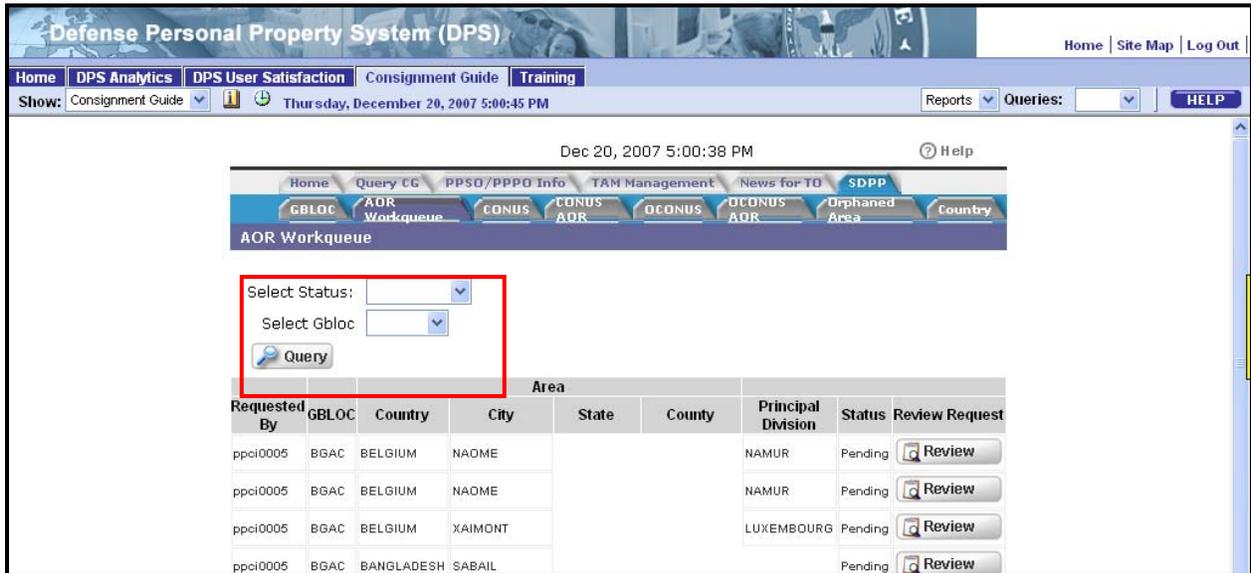


Figure 2-60. AOR Workqueue Page

To run a query, select the Status and/or the GBLOC that you want to query from the drop-down lists at the top of the page and click the **Query** button, as shown in Figure 2-58. You can query by both Status and GBLOC, or by only one of these options.



Figure 2-61. AOR Workqueue Page—Rejected Results

Figure 2-61 shows the results of a query run on rejected requests for all GBLOCs. To view details of the request, click the **Review** button to the right of that request, as shown in Figure 2-61.

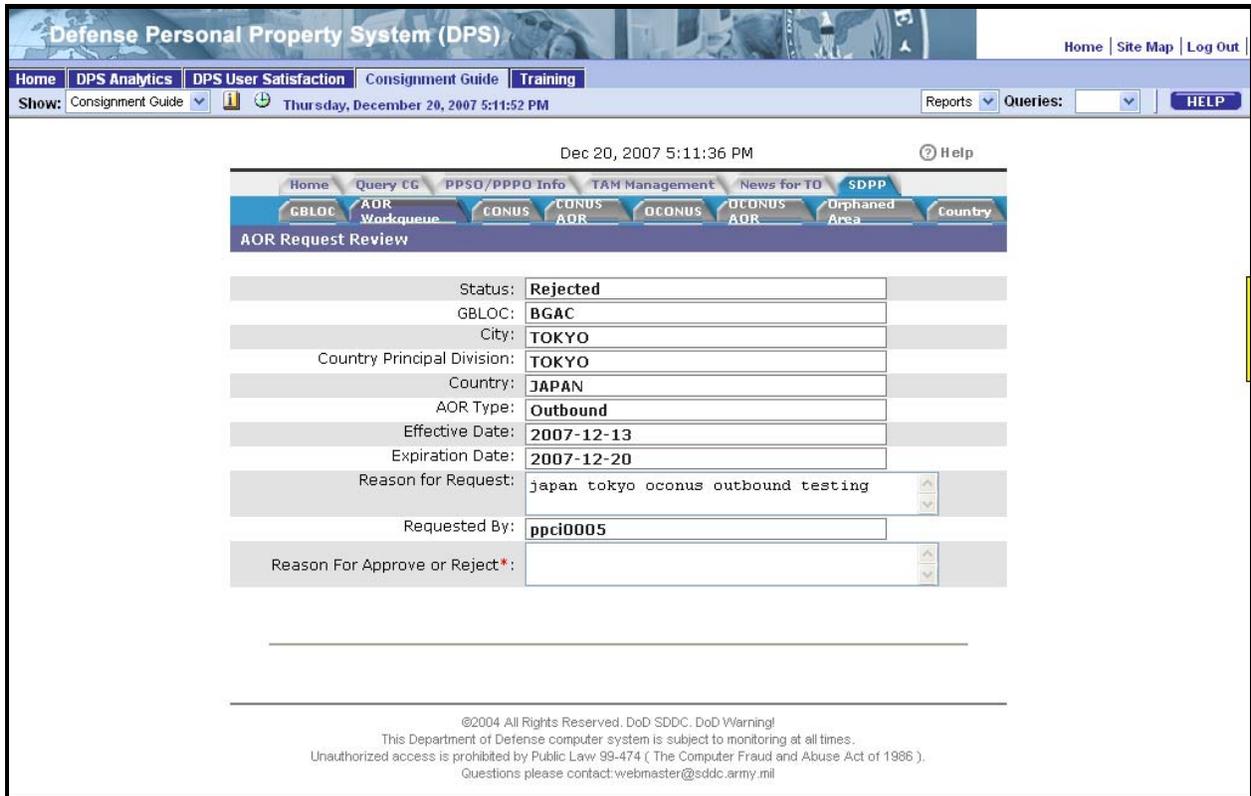


Figure 2-62. AOR Request Review Page

When you click the **Review** button, the AOR Request Review page appears (Figure 2-62).

2.8.3 CONUS

Click the **CONUS** sub tab, as shown in Figure 2-63. This page allows you to view details on CONUS Areas, as well as add new CONUS Areas.

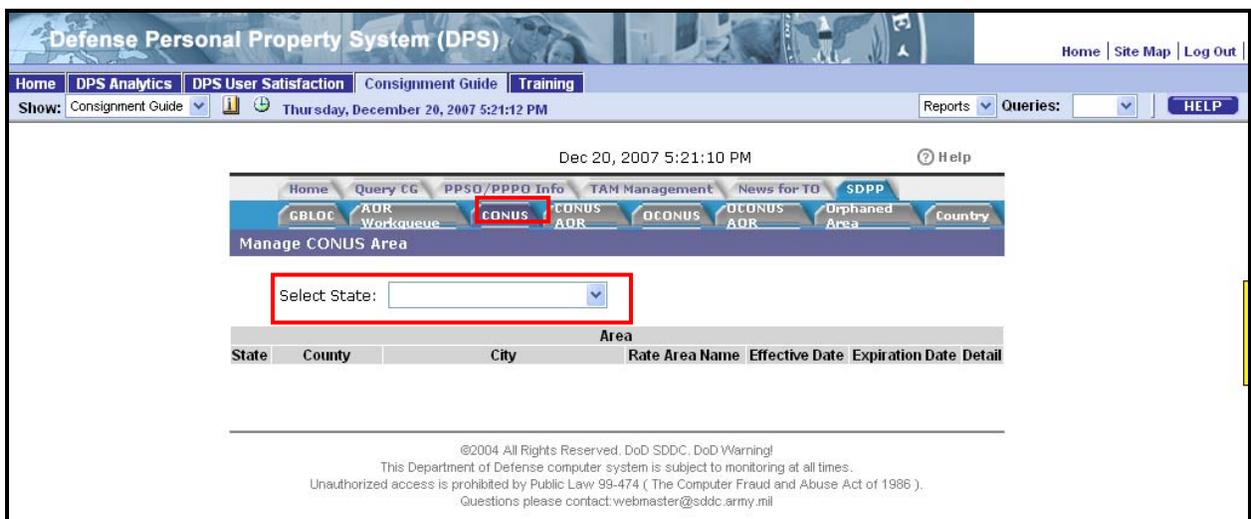


Figure 2-63. CONUS Page

Select a state from the drop down menu, as shown in Figure 2-63.

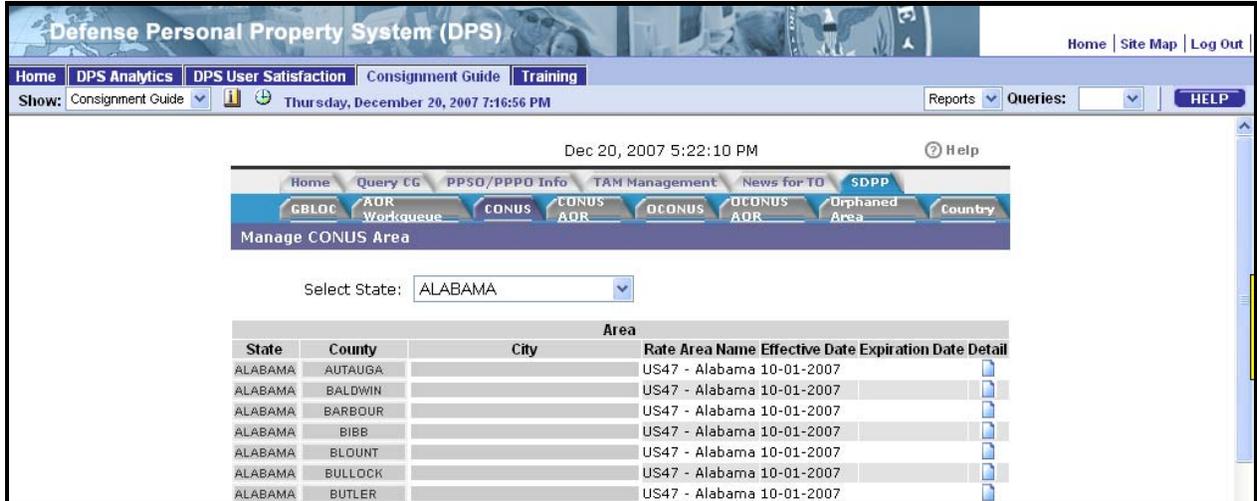


Figure 2-64. CONUS Page—Example: Alabama

Figure 2-64 shows the Manage CONUS Area page for the state of Alabama. You can view more detailed information about each area by clicking the Detail icon to the right of the area (Figure 2-65).

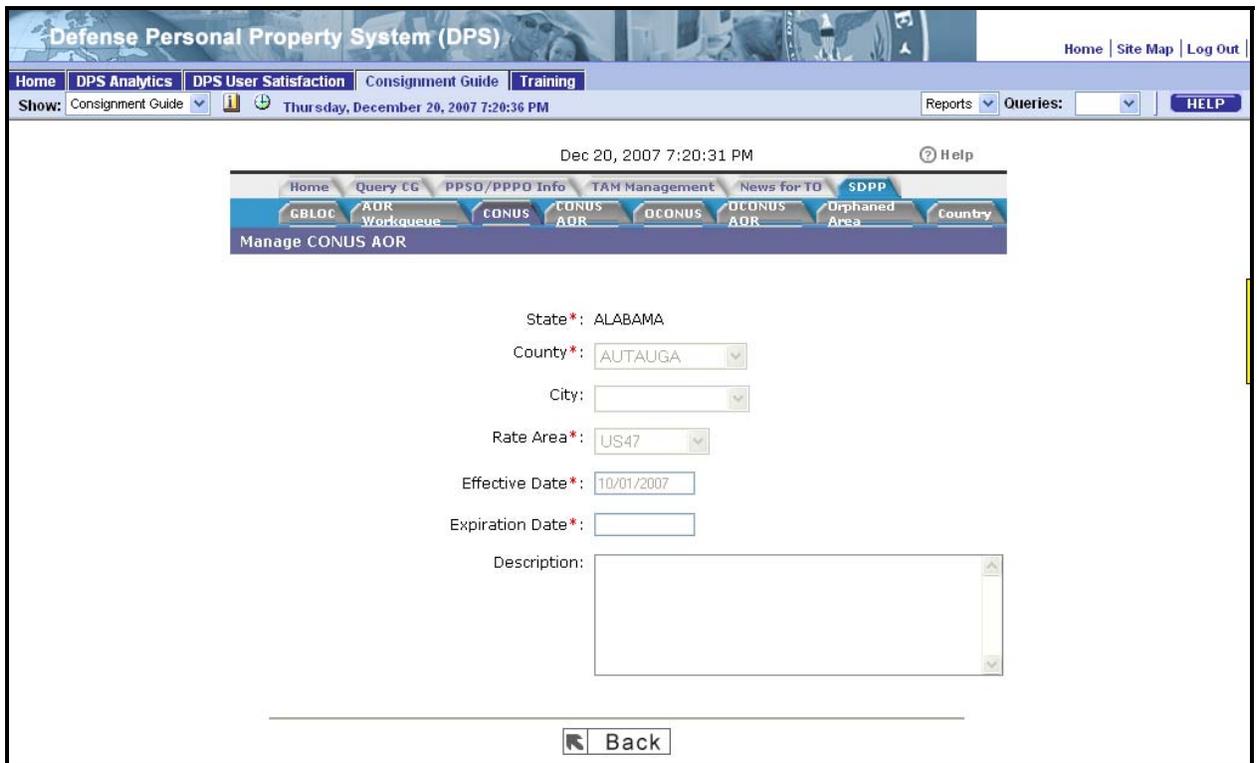


Figure 2-65. CONUS Page—Example: Alabama

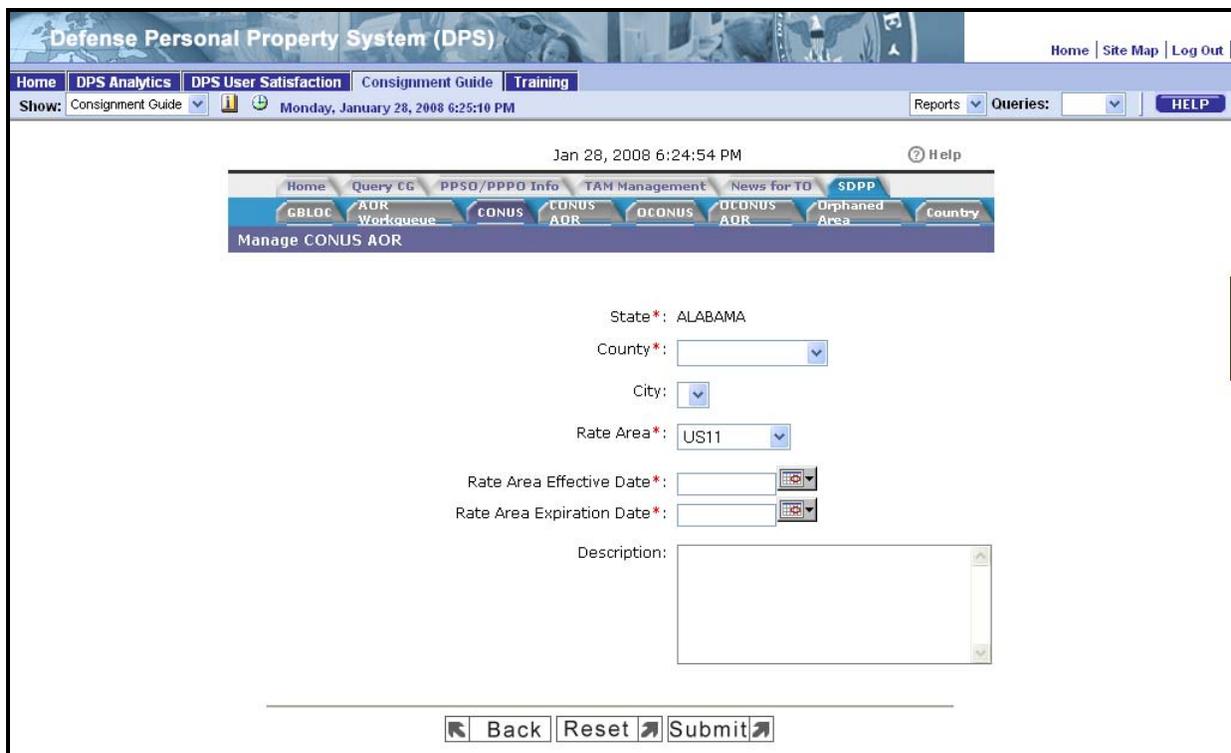
ALABAMA	SUMTER	US47 - Alabama 10-01-2007	
ALABAMA	TALLADEGA	US47 - Alabama 10-01-2007	
ALABAMA	TALLAPOOSA	US47 - Alabama 10-01-2007	
ALABAMA	TUSCALOOSA	US47 - Alabama 10-01-2007	
ALABAMA	WALKER	US47 - Alabama 10-01-2007	
ALABAMA	WASHINGTON	US47 - Alabama 10-01-2007	
ALABAMA	WILCOX	US47 - Alabama 10-01-2007	
ALABAMA	WINSTON	US47 - Alabama 10-01-2007	

New Area: 

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Figure 2-66. Manage CONUS AOR Page—Add New Area

To add a new area from the **CONUS** sub tab main page, click the Add icon located at the end of the list, as shown in Figure 2-66.



Jan 28, 2008 6:24:54 PM Help

[Home](#) [Query CG](#) [PPSO/PPPO Info](#) [TAM Management](#) [News for TO](#) [SDPP](#)
[GBLOC](#) [AOR Workqueue](#) [CONUS](#) [CONUS AOR](#) [OCONUS](#) [OCONUS AOR](#) [Orphaned Area](#) [Country](#)

Manage CONUS AOR

State*: ALABAMA

County*:

City:

Rate Area*: US11

Rate Area Effective Date*:

Rate Area Expiration Date*:

Description:

Figure 2-67. CONUS Page—Add New Area

After you click the Add icon, the Manage CONUS AOR page displays editable fields for adding a CONUS AOR (Figure 2-67). Select the County, City, and Rate Area from the drop-down lists, enter the Effective and Expiration Dates in the *mm/dd/yyyy* format (or click the calendar icon to select the dates), and enter a description of the area. Click the **Submit** button.

2.8.4 CONUS AOR

Click the **CONUS AOR** sub tab, as shown in Figure 2-68. This page allows you to edit and delete existing CONUS AORs, as well as add new CONUS AORs.

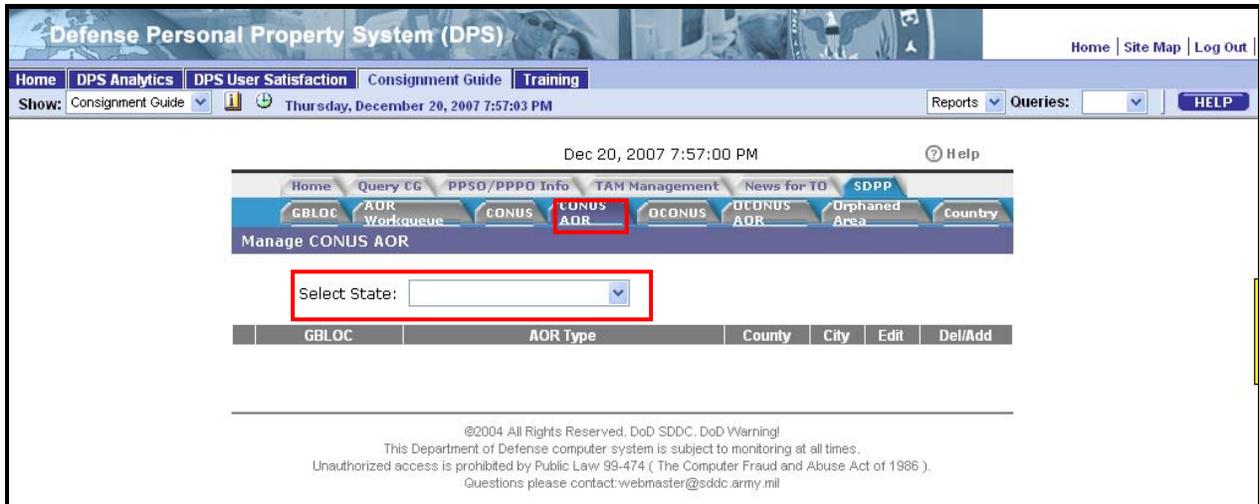


Figure 2-68. CONUS AOR Page

Select a state from the drop-down list, as shown in Figure 2-68.

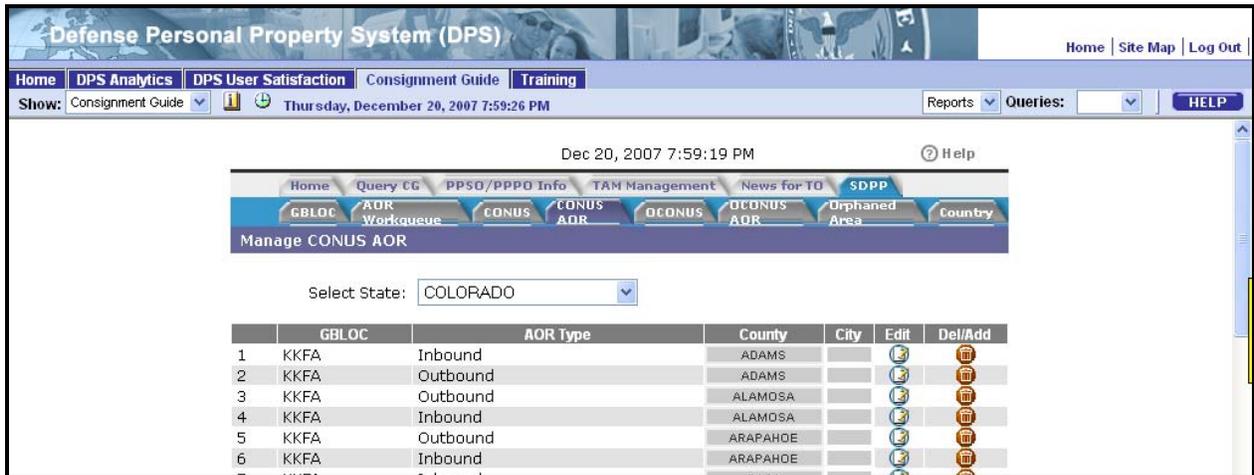


Figure 2-69. CONUS AOR Page—Example: Colorado

Figure 2-69 shows the results of a query performed on the state of Colorado. To edit an existing AOR, click the Edit icon to the right of the GBLOC. To delete an AOR, click the Delete icon.

To add a New Area from the **CONUS AOR** sub tab, click the Add icon at the bottom of the page as you did under the **CONUS** sub tab (not shown).

2.8.5 OCONUS

Click the **OCONUS** sub tab, as shown in Figure 2-70. This page allows you to view details on OCONUS Areas, as well as add new OCONUS Areas.

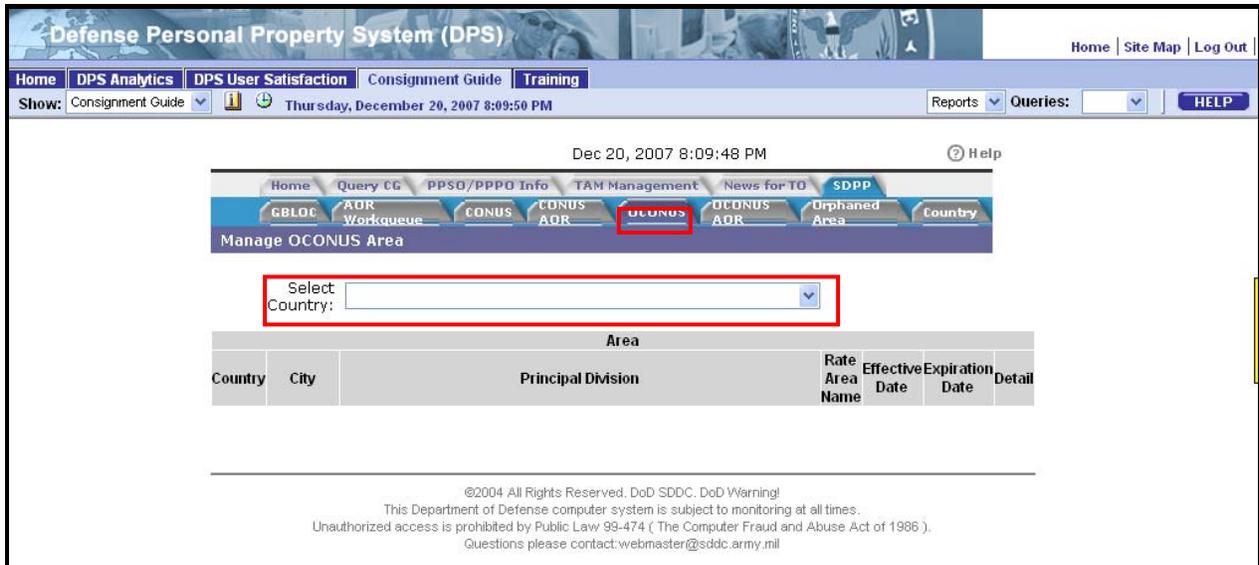


Figure 2-70. OCONUS Page

Select a country from the drop-down list, as shown in Figure 2-70.

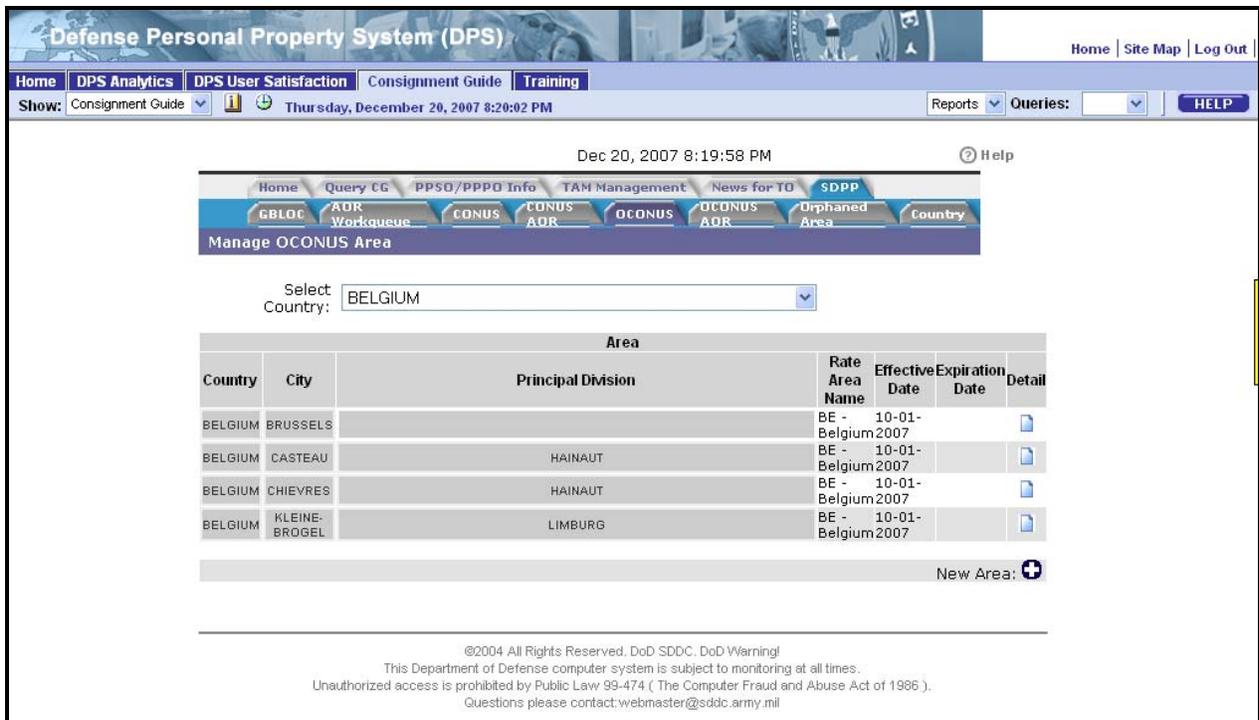


Figure 2-71. OCONUS Page—Example: Belgium

Figure 2-71 shows the results of a query run on the country of Belgium. You can view more detailed information about each area by clicking the Detail icon to the right of the Area. To add a new area, click the Add icon.

2.8.6 OCONUS AOR

Click the **OCONUS AOR** sub tab, as shown in Figure 2-72, to edit and delete existing OCONUS AORs, as well as add new OCONUS AORs.

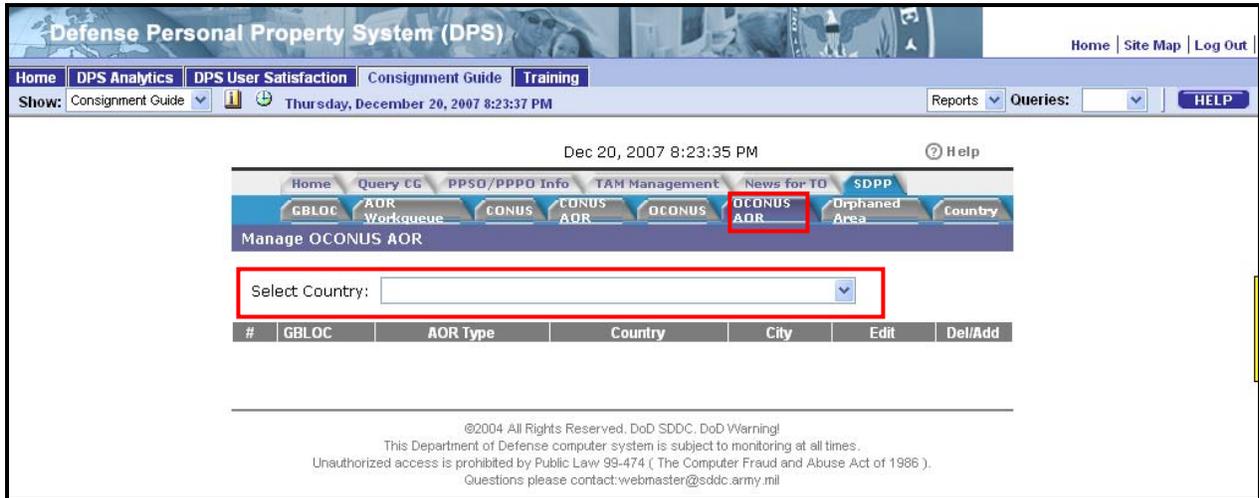


Figure 2-72. OCONUS AOR Page

Select a country from the drop-down list, as shown in Figure 2-72.

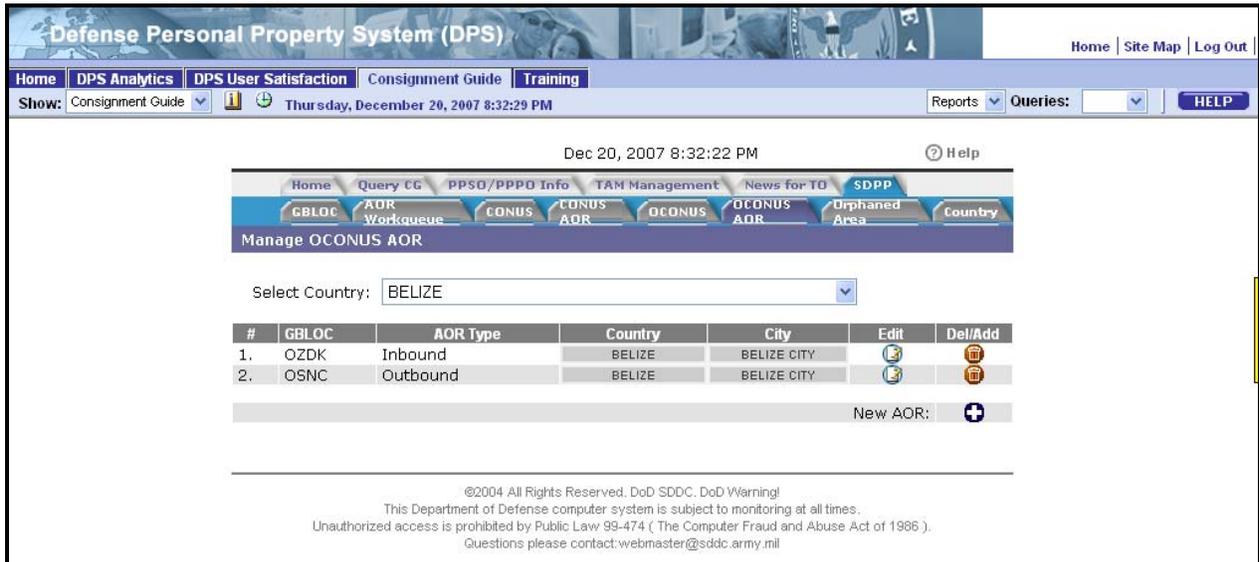


Figure 2-73. OCONUS AOR Page—Example: Belize

Figure 2-73 shows the results of a query run on the country of Belize. To edit an existing AOR, click the Edit icon to the right of the GBLOC. To delete an AOR, click the Delete icon.

To add a New Area, click the Add icon at the bottom of the page.

2.8.7 Orphaned Area

Click the **Orphaned Area** sub tab, as shown in Figure 2-74. This page allows you to view areas that are not assigned to an AOR or GBLOC.

Orphaned Area indicates a GEO Area that does not belong to any GBLOC as an AOR. PPCIG provides users, including the SDDC Reference and SDDC PPCIG Manager users, the ability to see a list of the orphan records displayed on the screen or in the form of a printable report.

Dec 20, 2007 9:28:37 PM

Home Query CG PPSD/PPPD Info TAM Management News for TO SDDP
 GBLOC AOR Workqueue CONUS CONUS AOR OCONUS OCONUS AOR Orphaned Area Country

Orphaned Areas

PDF | Print

State	County	City	Country	Country Principal Division
DISTRICT OF COLUMBIA	DISTRICT OF COLUMBIA	PENTAGON	UNITED STATES	
MAINE	CUMBERLAND	FREEPORT	UNITED STATES	
MARYLAND	MONTGOMERY	N POTOMAC	UNITED STATES	
MISSISSIPPI	HOLMES	PICKENS	UNITED STATES	
MISSOURI	CEDAR	CAPLINGER MILLS	UNITED STATES	
VIRGINIA	CAMPBELL	CONCORD	UNITED STATES	
VIRGINIA	CHESAPEAKE CITY	SOUTH NORFOLK	UNITED STATES	
WEST VIRGINIA	MCDOWELL	JOLO	UNITED STATES	
		A-N-EGESES	ALGERIA	
		B. SILVA	ANGOLA	
		ONSLow	AUSTRALIA	WESTERN AUSTRALIA
		OUIDAH	BENIN	ATLANTIQUE
		WALDO	BOLIVIA	LA PAZ
		BALLIVIAN		
		YAOUNDE	CAMEROON	CENTRE
		TA TA CREEK	CANADA	
		AL KHARJ	SAUDI ARABIA	AR RIYAD
		OAD STREET	UNITED KINGDOM	
		OAKLEY GREEN	UNITED KINGDOM	
		RAASAY HOUSE	UNITED KINGDOM	
		HARARE	ZIMBABWE	EAST MASHONALAND

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 This Department of Defense computer system is subject to monitoring at all times.

Figure 2-74. Orphaned Area Page

You can print this page by clicking the Print icon or convert the page to a PDF by clicking the PDF icon.

2.8.8 Country

Click the **Country** sub tab, as shown in Figure 2-75. This page provides the capability to edit and delete existing countries, as well as add new countries.

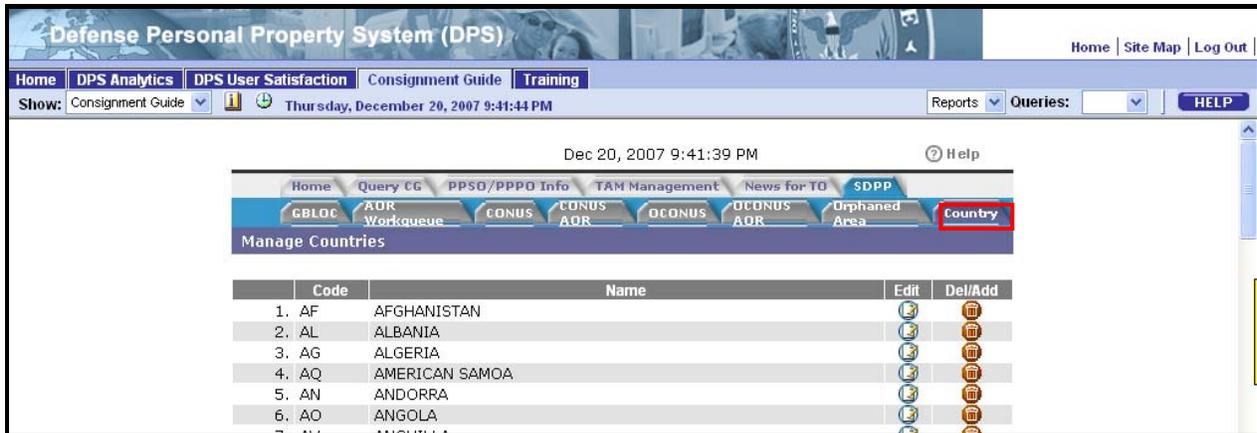


Figure 2-75. Country Page

Click the Edit icon to edit the country name or code. Click the Delete icon to delete a country.

To add a new country, enter the country name and code in the fields at the bottom of the page and click the Add icon (not shown). This redirects you to a confirmation page (Figure 2-76).

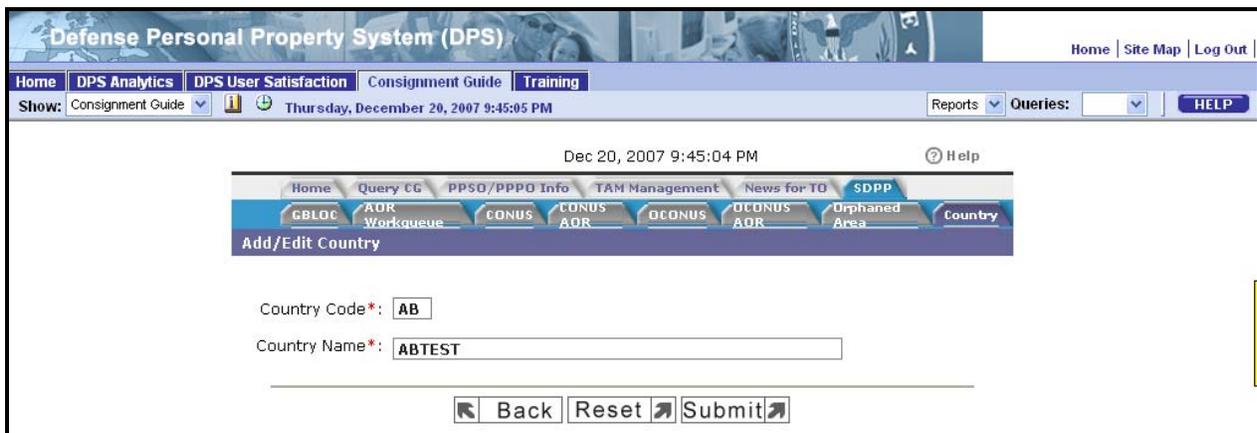


Figure 2-76. Country Page—Add/Edit Country

Confirm that the country code and name are correct. If they are not, edit the fields. When the name and code are correct, click the **Submit** button.

3 PPSO PPCIG MANAGER

The PPSO user sees most, but not all, of the same main tabs and sub tabs as the SDDC user. The PPSO user sees some tabs that the SDDC user does not, and vice versa.

The main tabs that available for use by the PPSO PPCIG Manager user with read-update-create capabilities are:

- **Home**
- **Query CG.** See Section 2.4 for instructions for using this tab
- **PPSO/PPPO Info.** This tab does not include the **Manage** sub tab that is available to the SDDC user
- **Base Realignment and Closure Program Management (BRAC PM).** This tab is available only to PPSO PPCIG Manager users
- **TAM Management.** See Section 2.6 for instructions for using this tab
- **News for TO.** See Section 2.7 for instructions for using this tab
- **SDPP.** This tab has only four sub-tabs: **CONUS AOR Request**, **OCONUS AOR Request**, **Orphaned Area**, and **Country**.

3.1 PPSO INFO

Click the **PPSO/PPPO Info** tab, as shown in Figure 3-1. The sub tabs that the PPSO user sees do not include the **Manage** sub tab that is available to the SDDC user; everything else is identical to what is seen by the SDDC user.

The screenshot displays the 'Defense Personal Property System (DPS)' interface. At the top, there is a navigation bar with tabs: Home, DPS Analytics, DPS User Satisfaction, Consignment Guide, and Training. Below this is a sub-navigation bar with tabs: Home, Query CG, PPSO/PPPO Info (highlighted with a red box), BRAC PM, TAM Management, News for TO, and SDPP. The main content area is titled 'PPSO/PPPO Information' and contains two sections: 'General Info' and 'Postal Address'. The 'General Info' section includes fields for Installation Name (*), Command (*), Organization Type (*), DODAAC, TWX, Office Symbol, Transport Officer, and Transport Officer Title. The 'Postal Address' section includes fields for Addressee (*), Address 1 (*), Address 2, City, State, Zip, Zip Ext, APO, FPO, Country, and Time Zone.

Figure 3-1. PPSO/PPPO Info Page

3.2 BRAC PM

The **BRAC PM** tab, which is not available to the SDDC user, consists of one sub tab: **Select GBLOC**. This sub tab displays the page for querying the Losing GBLOCs, as shown in Figure 3-2.

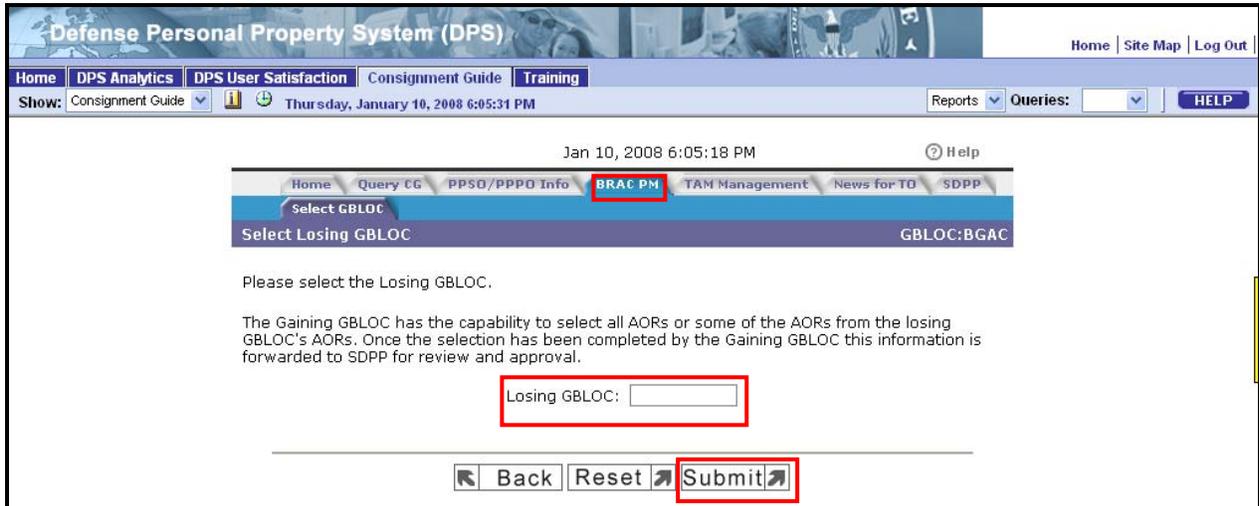


Figure 3-2. BRAC PM: Select Losing GBLOC Page

To query a losing GBLOC, enter a specific and valid GBLOC. Click the **Submit** button, as shown in Figure 3-2 and the results page appears (Figure 3-3).

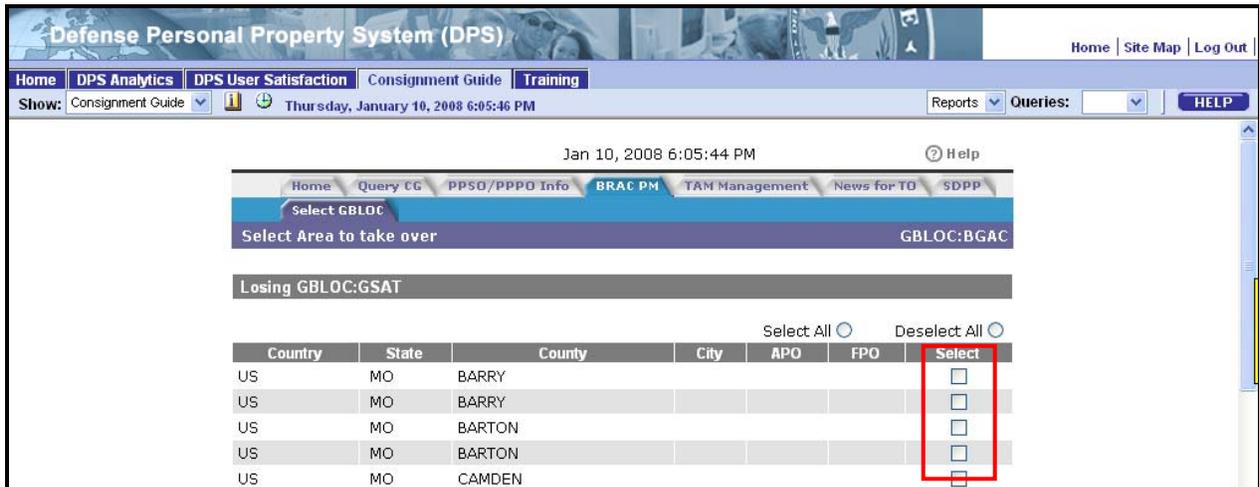


Figure 3-3. BRAC PM Page—Example: GSAT

Check the box next to a state and county, as shown in Figure 3-3, and click the **Submit** button at the bottom of the page (not shown) to edit the effective dates for that area. The Select Effective Dates page appears (Figure 3-4).

The screenshot shows the Defense Personal Property System (DPS) interface. The main navigation bar includes 'Home', 'DPS Analytics', 'DPS User Satisfaction', 'Consignment Guide', and 'Training'. The current page is 'BRAC PM' under the 'Consignment Guide' section. The page title is 'Select Effective Dates' for 'GBLOC:BGAC'. The user is logged in as 'Losing GBLOC:GSAT'. The form displays the following information:

Country	State	County	City	APO	FPO
US	MO	BARRY			

Below the table, the 'Effective Dates' section includes the following fields:

Effective Dates	Inbound	Outbound-Domestic	Outbound-International	NTS
	01/10/2008	01/10/2008	01/10/2008	01/10/2008

At the bottom of the form, there are buttons for 'Back', 'Reset', and 'Submit'.

Figure 3-4. BRAC PM Page—Select Effective Dates—Example: GSAT

To select the effective date, enter the date in *mm/dd/yyyy* format or click the calendar icon, choose the date from the calendar window, and then click the **Submit** button.

3.3 SDPP

The PPSO user has only four sub tabs under the **SDPP** tab:

- CONUS AOR Request
- OCONUS AOR Request
- Orphaned Area
- Country.

3.3.1 CONUS AOR Request

Click the **CONUS AOR Request** sub tab, as shown in Figure 3-5. This page provides details on CONUS AOR requests and provides the capability to add new requests.

The PPSO PPCIG Manager can request to add any GEO Area to become its AOR in PPCIG. The request is reviewed by the SDDC PPCIG Manager or SDDC Manager, who approves or rejects the request.

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Thursday, December 20, 2007 10:12:24 PM | Reports | Queries: | HELP

Dec 20, 2007 10:12:21 PM | Help

Home | Query CG | PPSD/PPPO Info | BRAC PM | TAM Management | News for TO | SDPP

CONUS Aor Request | DCONUS Aor Request | Orphaned Area | Country

CONUS Aor Request

Requested By	Area			AOR Type	Status	Effective Date	Expiration Date
	State	County	City				
ppci0005	ALABAMA	DALLAS	MARION JCT	Outbound	Pending	2007-12-15	2008-12-12
ppci0005	ALABAMA	DALLAS	MARION JCT	Outbound	Rejected	2007-12-15	2008-12-12
ppci0005	ARIZONA	COCONINO	FREDONIA	Inbound	Pending	2007-12-11	2009-12-31
ppci0005	MARYLAND	CECIL	NORTH EAST	Outbound	Pending	2007-12-14	2008-12-11

Figure 3-5. CONUS AOR Request Page

To add a new AOR request, click the Add icon at the bottom of the page (not shown). The Create CONUS AOR Request page appears (Figure 3-6).

Defense Personal Property System (DPS)

Home | Site Map | Log Out

Home | DPS Analytics | DPS User Satisfaction | Consignment Guide | Training

Show: Consignment Guide | Monday, January 28, 2008 6:28:33 PM | Reports | Queries: | HELP

Jan 28, 2008 6:28:30 PM | Help

Home | Query CG | PPSD/PPPO Info | BRAC PM | TAM Management | News for TO | SDPP

CONUS Aor Request | DCONUS Aor Request | Orphaned Area | Country

Create CONUS AOR Request

State*:

County*:

City:

AOR Type*:

Effective Date*: 01/28/2008

Expiration Date: 01/28/2008

Reason*:

Figure 3-6. CONUS AOR Request Page—Create CONUS AOR Request

Select the State, County, City, and AOR type from the drop-down lists. Enter the Effective and Expiration dates in *mm/dd/yyyy* format (or click the calendar icons and select the dates from the calendar windows). Enter the Reason for the request and click the **Submit** button.

3.3.2 OCONUS AOR Request

Click the **OCONUS AOR Request** sub tab, as shown in Figure 3-7. This page provides details on OCONUS AOR requests and provides the capability to add new requests.

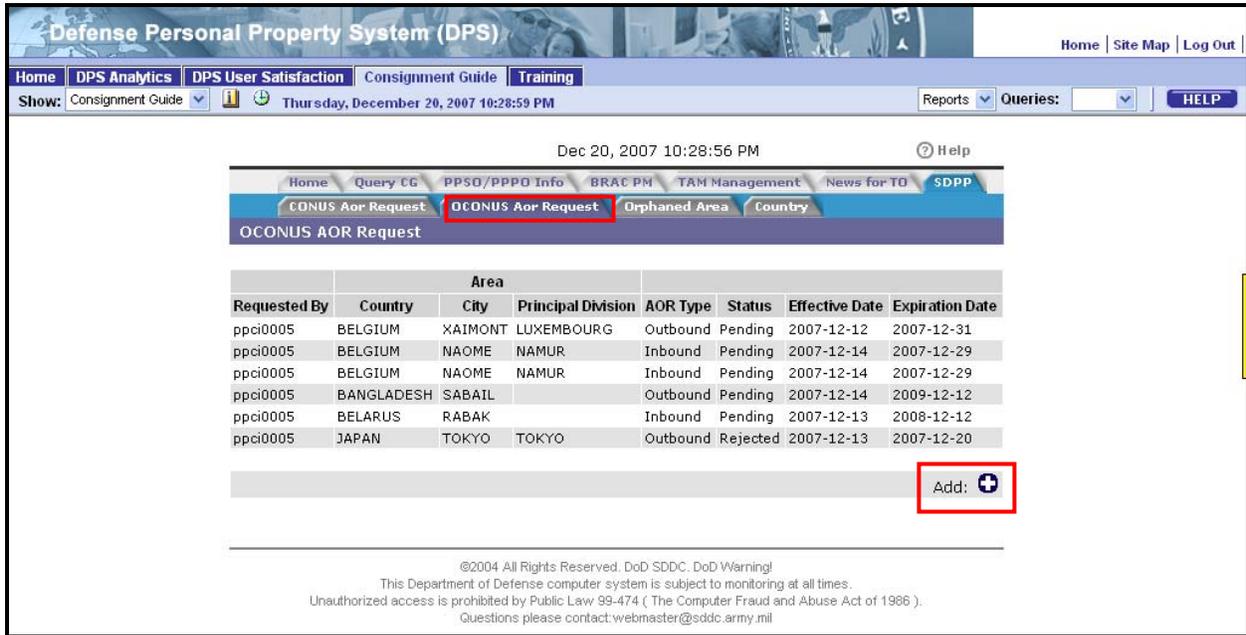


Figure 3-7. OCONUS AOR Request Page

To add a new AOR request, click the Add icon, as shown in Figure 3-7.

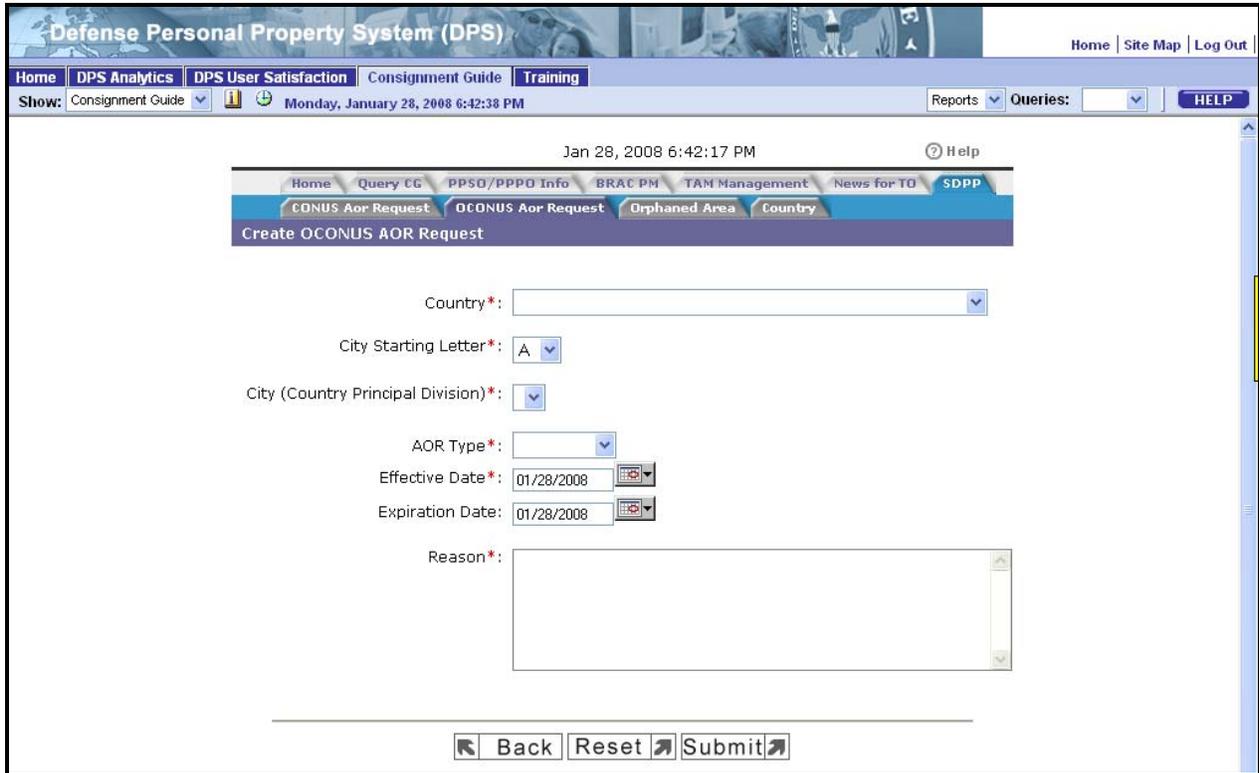


Figure 3-8. Create OCONUS AOR Request Page

Select the Country, City Starting Letter, City, and AOR type from the drop-down lists. Enter the Effective and Expiration Dates in *mm/dd/yyyy* format or by clicking the calendar icons and selecting dates from the calendar windows. Enter the Reason for the request and click the **Submit** button.

3.3.3 Orphaned Area

Click the **Orphaned Area** sub tab, as shown in Figure 3-9. This page allows you to view areas that are not assigned to an AOR or GBLOC.



Figure 3-9. Orphaned Area Page

You can print this page by clicking the Print icon. Clicking the PDF icon allows you to convert the page to a PDF.

3.3.4 Country

Click the **Country** sub tab, as shown in Figure 3-10. This page provides the capability to edit and delete existing countries, as well as add new countries.

	Code	Name	Edit	Del/Add
1.	AF	AFGHANISTAN		
2.	AL	ALBANIA		
3.	AG	ALGERIA		
4.	AQ	AMERICAN SAMOA		
5.	AN	ANDORRA		
6.	AO	ANGOLA		
7.	AV	ANGUILLA		
8.	AY	ANTARCTICA		
9.	AC	ANTIGUA AND BARBUDA		

Figure 3-10. Country Page

Click the Edit icon to the right of a country name or code that you want to edit. Click the Delete icon to delete a country.

To add a new country, enter the country name and code in the fields at the bottom of the page and click the Add icon (not shown). This redirects you to a confirmation page like the one seen by the SDDC user. On this page, confirm that the country code and name are correct. If they are not, you can edit the fields. When the name and code are correct, click the **Submit** button.

APPENDIX A**ACRONYMS**

<u>Acronym</u>	<u>Definition</u>
AOR	Area of Responsibility
APO	Army Post Office
BRAC PM	Base Realignment and Closure Program Management
BVS	Best Value Score/Scoring
CG	Consignment Guide
CONUS	Continental United States
DCN	Document Control Number
DFAS	Defense Finance and Accounting Service
DODAAC	Department of Defense Activity Address Code
DOJ	Department of Justice
DPM	Direct Procurement Method
DPS	Defense Personal Property System
DTOD	Defense Table of Official Distance
DTR	Defense Transportation Regulation
EBP	Electronic Billing and Payment
ECP	Engineering Change Proposal
ETA	Electronic Transportation Acquisition
FPO	Fleet Post Office
FOUO	For Official Use Only
GBLOC	Government Bill of Lading Office Code
GEO Area	Geographical Area
GSA	General Services Administration
HQ	Headquarters
ID	Identification
IE	Internet Explorer
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
OCONUS	Outside the United States
OSD	Office of the Secretary of Defense
OTO	One-Time-Only
PDF	Portable Document Format
PPCIG	Personal Property Consignment Instruction Guide

PPPO	Personal Property Processing Office
PPROL	Personal Property Rates On-Line
PPSO	Personal Property Shipping Office
QA	Quality Assurance
QC	Quality Control
RSMO	Regional Storage Management Office
SDDC	Surface Deployment and Distribution Command
SDPP	Deputy Chief of Staff for Passenger & Personal Property
TAM	Traffic Advisory Message
TO	Transportation Office
USTC	United States Transportation Command
VPC	Vehicle Processing Center