

**How to enter  
Active ARMY**

**Permanent Change of Station (PCS)**

**\* Pages 2-8 Conus to Conus**

**\* Pages 9-13 All Others**

**\*Page 14 SDN Creation for entry in SAC field**

**September 7, 2012**

# Defense Personal Property System (DPS)

Unclassified//FOUO-Privacy Act Applies

Home Site Map Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide  
Show: Counseling Friday, August 24, 2012 6:35:09 PM Reports Saved Queries: HELP

- Shipment Queue
  - People Finder
  - Order Finder
- Counseling Menu**
- Customer Profile
    - Customer Information
    - Point of Contact
  - Customer's Orders
    - Enter Order Information
- Order [ArmyA06]**
- Orders Details
    - Rank & Hard Copy Orders
    - Order Information
    - Duty Stations
    - Orders Selection
    - Tour Information
    - Additional Information
    - Counselor Questions
    - Summary
- Entitlements**
- PCS: 18000 lbs.  
Remaining PCS:18000 lbs.
- Useful Links**
- Limitations
  - Online Brochures
  - FAQs
  - Find a counseling office near you
  - Weight Estimator
  - Glossary / Acronyms

PPSO Outbound Supervisor: [McKeown, DBAT\_OB\_Sup -- DBAT]  
 Customer: [Fine, Larry -- United States Army -- 909999090]

Service Specific Instructions

**Accounting Information**

Department Indicator:

SDN:

AIN:

MDC:

TAC:

SAC:

**Enter Accounting Information**

**Additional Information**

\* Counselor Initials:

<< Previous      Next >>

**Accounting Data screen in DPS**

# Defense Personal Property System (DPS)

Unclassified//FOUO-Privacy Act Applies

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show: Counseling Friday, August 24, 2012 6:37:29 PM Reports Saved Queries: HELP

- Counselor Menu**
  - Shipment Queue
  - People Finder
  - Order Finder
- Counseling Menu**
  - Customer Profile
    - Customer Information
    - Point of Contact
  - Customer's Orders
    - Enter Order Information
- Order [ArmyA06]**
  - Orders Details
    - Rank & Hard Copy Orders
    - Order Information
    - Duty Stations
    - Orders Selection
    - Tour Information
    - Additional Information
    - Counselor Questions
    - Summary
- Entitlements**
  - PCS: 18000 lbs.
  - Remaining PCS:18000 lbs.
- Useful Links**
  - Limitations
  - Online Brochures
  - FAQs
  - Find a counseling office near you
  - Weight Estimator
  - Glossary / Acronyms

**Counselor Questions**

Enter Accounting Information

Customer: [Fine, Larr]

Service Specific Instr

**Accounting Information**

Department Indicator

SDN:

AIN:

MDC:

TAC:

SAC:

Enter Accounting Information

**Additional Information**

\* Counselor Initials

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator

**Step 2:** Select The Fund type

**Step 3:** Type in the appropriate fund number and click the VALIDATE button

**Step 4:** If more than one TAC is returned, select the preferred TAC

**Step 5:** If displayed information is correct, proceed to Step 7

**Step 6:** If displayed information is incorrect, click the OVERRIDE button

\*Note: You may manually enter the accounting information by clicking the OVERRIDE button

**Step 7:** When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

**Accounting Information**

\* Department Indicator: 21 - United States Army

\* Fund Type: --Select From Below--

17 - United States Navy / United States Marine Corps

21 - United States Army

57 - United States Air Force

70 - United States Coast Guard

96 - Army Corps of Engineers

97 - Office of the Secretary of Defense

\*\* Shipment Accounting Classification

Ok Cancel

**Select Department Indicator 21 for Army. Army PCS orders always have an MDC. It may be listed in the "FOR ARMY USE:" section, Accounting Classification or at the end of the last paragraph of the order.**

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=9Yypr

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show: Counseling Friday, August 24, 2012 6:38:01 PM Reports Saved Queries: HELP

**Counselor Menu**

- Shipment Queue
- People Finder
- Order Finder

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ArmyA06]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary

**Entitlements**

PCS: 18000 lbs.  
Remaining PCS: 18000 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

**Counselor Questions**

PPSO Outbound Supp

Customer: [Fine, Lar...

Service Specific Instr

**Accounting Information**

Department Indicator

SDN:

AIN:

MDC:

TAC:

SAC:

**Enter Accounting Information**

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator

**Step 2:** Select The Fund type

**Step 3:** Type in the appropriate fund number and click the VALIDATE button

**Step 4:** If more than one TAC is returned, select the preferred TAC

**Step 5:** If displayed information is correct, proceed to Step 7

**Step 6:** If displayed information is incorrect, click the OVERRIDE button

\*Note: You may manually enter the accounting information by clicking the OVERRIDE button

**Step 7:** When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

**Accounting Information**

\* **Department Indicator:** 21 - United States Army

\* **Fund Type:** --Select From Below--  
--Select From Below--  
SDN  
MDC

\*\* **Shipment Accounting Classification:** FundType

Ok Cancel

**For CONUS to CONUS shipment for Active Army member the REQUIRED fund types will be MDC or SDN - choose MDC**



DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=9Yypr

File Edit View Favorites Tools Help

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show: Counseling Friday, August 24, 2012 6:39:16 PM Reports Saved Queries: HELP

### Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

#### Enter Accounting Information

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator  
**Step 2:** Select The Fund type  
**Step 3:** Type in the appropriate fund number and click the VALIDATE button  
**Step 4:** If more than one TAC is returned, select the preferred TAC  
**Step 5:** If displayed information is correct, proceed to Step 7  
**Step 6:** If displayed information is incorrect, click the OVERRIDE button  
**Step 7:** When you have finished entering all information, click the OK button to proceed

\*Note: You may manually enter the accounting information by clicking the OVERRIDE button

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

**Accounting Information**

Department Indicator: 21 - United States Army  
Fund Type: MDC  
Enter MDC: 1EO2 **Validate**

SDN:  
AIN:  
\*\* MDC:  
TAC:

\*\* Shipment Accounting Classification:

**Ok Cancel**

Enter validation MDC code from DPS entry crosswalk listing based on the member's order and click on validate

Note: Use upper case only for MDC Entry.

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=9Yypr

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide Audit Training TOPS

Show: Counseling Friday, August 24, 2012 6:39:31 PM Reports Saved Queries: HELP

Shipment Queue  
People Finder  
Order Finder

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ArmyA06]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary

**Entitlements**

PCS: 18000 lbs.  
Remaining PCS: 18000 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs

**Enter Accounting Information**

Customer: [Fine, Lar...]  
Service Specific Instr...

**Accounting Information**

Department Indicator: 21 - United States Army  
Fund Type: MDC  
Enter MDC: 1E02 **Validate**

SDN:  
AIN:  
\*\* MDC: 1E02  
TAC: CAB2  
**Override TGET-R Information**

Ok Cancel

**Validation process will link the MDC to the actual TAC and will be displayed in the TAC field – this means the TAC was resolved from the MDC entry.**

**NOTE\*\*\*Override function in DPS means NO validation done; therefore invoices for this shipment will be manual.**

**If the MDC does NOT validate you will see an error message – at this point STOP – DO NOT OVERRIDE!!!**

Done Trusted sites | Protected Mode: Off 100%

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home | Site Map | Log Out

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Show: Counseling Friday, August 24, 2012 7:31:53 PM Reports Saved Queries: HELP

Shipment Queue  
People Finder  
Order Finder

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ARMYA06]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary

**Entitlements**

PCS: 18000 lbs.  
Remaining PCS: 18000 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

(SDN, AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator  
**Step 2:** Select The Fund type  
**Step 3:** Type in the appropriate fund number and click the VALIDATE button  
**Step 4:** If more than one TAC is returned, select the preferred TAC.  
**Step 5:** If displayed information is correct, proceed to Step 7  
**Step 6:** If displayed information is incorrect, click the OVERRIDE button  
*\*Note: You may manually enter the accounting information by clicking the OVERRIDE button*  
**Step 7:** When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

**Accounting Information**

\* **Department Indicator:** 21 - United States Army  
\* **Fund Type:** MDC  
**Enter MDC:** 1E02 **Validate**

SDN:  
AIN:  
\*\* **MDC:** 1E02  
**TAC:** CAB2  
**Override TGET-R Information**

\*\* **Shipment Accounting Classification:** 1E02 DEE1234PG12304

**Ok Cancel**

**Shipment Accounting Classification (SAC) must contain the MDC and service member's unique 14 character "SDN" data (Ref slide 14 on how to construct unique SDN)**

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?SWECmd=Login&SWEPL=1&\_sn=!

File Edit View Favorites Tools Help

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Show: Counseling Thursday, August 30, 2012 3:07:50 PM Reports Saved Queries: HELP

**Counselor Menu**

- Shipment Queue
- People Finder
- Order Finder

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ArmyA06]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary
- Shipment
  - Create New Shipment
  - Current Shipments
    - 1-HHG

**Entitlements**

PCS: 18000 lbs.  
Remaining PCS:13000 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

**Counselor Questions**

PPSO Outbound Supervisor: [Neece, OBSup -- DBAT]  
Customer: [Fine, Larry -- United States Army -- 909999090]

Service Specific Instructions

**Accounting Information**

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	1E02
TAC:	CAB2
SAC:	FIN9090PHMYA06

Enter Accounting Information

**Additional Information**

\* Counselor Initials: kt

<< Previous Next

Unclassified/FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off 100%

End result of Accounting Information Page for active military on a CONUS to CONUS HHG shipment with MDC and SAC entered (TAC will automatically populate when MDC resolves)

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Friday, August 24, 2012 7:07:53 PM

Enter Accounting Information

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator  
Step 2: Select The Fund type  
Step 3: Type in the appropriate fund number and click the VALIDATE button  
Step 4: If more than one TAC is returned, select the preferred TAC  
Step 5: If displayed information is correct, proceed to Step 7  
Step 6: If displayed information is incorrect, click the OVERRIDE button  
\*Note: You may manually enter the accounting information by clicking the OVERRIDE button  
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

\* Department Indicator: 21 - United States Army

\* Fund Type: --Select From Below--  
SDN  
TAC

Shipment Accounting Classification: FundType

Ok Cancel

Unclassified//FOUO-Privacy Act Applies

Done Trusted sites | Protected Mode: Off 100%

**For other than CONUS to CONUS shipment for Active Army member the REQUIRED fund types will be TAC or SDN - choose TAC**



DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Friday, August 24, 2012 7:08:38 PM

Enter Accounting Information

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

Step 1: Select the Department Indicator  
Step 2: Select The Fund type  
Step 3: Type in the appropriate fund number and click the VALIDATE button  
Step 4: If more than one TAC is returned, select the preferred TAC  
Step 5: If displayed information is correct, proceed to Step 7  
Step 6: If displayed information is incorrect, click the OVERRIDE button  
\*Note: You may manually enter the accounting information by clicking the OVERRIDE button  
Step 7: When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

Accounting Information

\* Department Indicator: 21 - United States Army  
\* Fund Type: TAC  
Enter TAC: CAB2 **Validate**

SDN:  
AIN:  
MDC:  
\* TAC:

Shipment Accounting Classification:

**Ok Cancel**

Unclassified//FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off

**Enter TAC from DPS Entry crosswalk listing based on the MDC on the member's order and click on validate**

Note: Use upper case only for TAC Entry.

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Show: Counseling Friday, August 24, 2012 7:09:17 PM Reports Saved Queries: HELP

### Defense Personal Property System (DPS)

Unclassified/FOUO-Privacy Act Applies

#### Counseling Menu

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

#### Order [ARMYE04]

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary

#### Entitlements

PCS: 7000 lbs.  
Remaining PCS: 7000 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

#### Useful Links

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator  
**Step 2:** Select The Fund type  
**Step 3:** Type in the appropriate fund number and click the VALIDATE button  
**Step 4:** If more than one TAC is returned, select the preferred TAC  
**Step 5:** If displayed information is correct, proceed to Step 7  
**Step 6:** If displayed information is incorrect, click the OVERRIDE button  
**Step 7:** When you have finished entering all information, click the OK button to proceed

\*Note: You may manually enter the accounting information by clicking the OVERRIDE button

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification required in addition to having a TAC.

#### Accounting Information

\* Department Indicator: 21 - United States Army  
\* Fund Type: TAC  
Enter TAC: CAB2

SDN:  
AIN:  
MDC:  
\* TAC: CAB2

Shipment Accounting Classification:

Unclassified/FOUO-Privacy Act Applies

Done Trusted sites | Protected Mode: Off 100%

Once validated the TAC will be displayed in the TAC field – this means the validation was successful.

If the TAC does NOT validate you will see an error message – at this point STOP – DO NOT OVERRIDE!!!

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Friday, August 24, 2012 7:11:11 PM

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ARMYE04]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions
  - Summary

**Entitlements**

PCS: 7000 lbs.  
Remaining PCS: 7000 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

**Accounting Information**

\*Note: Shipment Accounting Classification (SAC) may be used with or without the accounting information (SDN/AIN, MDC, or TAC). For Army Funded orders for Civilian personnel moving OCONUS, SAC is required in addition to having a TAC. If entering SAC without accounting information, please proceed to Step 7.

**Step 1:** Select the Department Indicator  
**Step 2:** Select The Fund type  
**Step 3:** Type in the appropriate fund number and click the VALIDATE button  
**Step 4:** If more than one TAC is returned, select the preferred TAC  
**Step 5:** If displayed information is correct, proceed to Step 7  
**Step 6:** If displayed information is incorrect, click the OVERRIDE button  
\*Note: You may manually enter the accounting information by clicking the OVERRIDE button  
**Step 7:** When you have finished entering all information, click the OK button to proceed

For Army Funded orders for Civilian personnel moving OCONUS, Shipment Accounting Classification is required in addition to having a TAC.

**Department Indicator:** 21 - United States Army  
**Fund Type:** TAC  
Enter TAC: CAB2 **Validate**

**SDN:**  
**AIN:**  
**MDC:**  
**TAC:** CAB2  
**Override TGET-R Information**

**Shipment Accounting Classification:** 1AO2 DEE1234PG12304

**Ok Cancel**

Unclassified//FOUO-Privacy Act Applies

Trusted sites | Protected Mode: Off

100%

**Shipment Accounting Classification (SAC) must contain the MDC and service member's unique 14 character "SDN" data (Ref slide 14 on how to construct unique SDN)**

DPS - Test - 1.4.09.912 - V3 - Windows Internet Explorer

https://dpstest.sddc.army.mil/finsechannel\_enu/start.swe?S

File Edit View Favorites Tools Help

Home | Site Map | Log Out

Home 2DMSL DPS Analytics Customer Surveys Forms Rates Counseling Tracking Shipment Mgmt DPS User Satisfaction Consignment Guide

Show: Counseling Friday, August 24, 2012 7:11:28 PM Reports Saved Queries: HELP

Order Finder

**Counseling Menu**

- Customer Profile
  - Customer Information
  - Point of Contact
- Customer's Orders
  - Enter Order Information

**Order [ARMYE04]**

- Orders Details
  - Rank & Hard Copy Orders
  - Order Information
  - Duty Stations
  - Orders Selection
  - Tour Information
  - Additional Information
  - Counselor Questions**
  - Summary

**Entitlements**

PCS: 7000 lbs.  
Remaining PCS: 7000 lbs.  
UB: 500 lbs.  
Remaining UB: 500 lbs.

**Useful Links**

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

**Service Specific Instructions**

**Accounting Information**

Department Indicator:	21 - United States Army
SDN:	
AIN:	
MDC:	
TAC:	CAB2
SAC:	DEE6202PHMYE04

**Enter Accounting Information**

**Additional Information**

\* Counselor Initials: kt

<< Previous Next

Unclassified//FOUO-Privacy Act Applies

Done Trusted sites | Protected Mode: Off 100%

End result of Accounting Information Page for active military on other than CONUS to CONUS HHG shipment with TAC automatically populated and SAC entered

## **How to build the unique “SDN” that will be entered (by counselors) in the Shipment Accounting Classification (SAC) field**

**SDN will eventually be added to the Army active military member’s order, until then this field will need to be assembled and entered by the counselor:**

**SDN – Standard Document Number (14 Characters) ( EX: JOH1234PN34101)**

**1-3 = Last name (first 3 characters of last name)**

**4-7 = Last 4 of SSN**

**8 = P is for PCS (constant, always a “P” in this position)**

**9 = Alpha (A-M) for the month of the order date ( see below)**

**10-14 = Last 5 digits of travel order number - Omit dashes, spaces, etc.**

<b>Oct = A</b>	<b>Feb = E</b>	<b>Jun = J</b>
<b>Nov = B</b>	<b>Mar = F</b>	<b>Jul = K</b>
<b>Dec = C</b>	<b>Apr = G</b>	<b>Aug = L</b>
<b>Jan = D</b>	<b>May = H</b>	<b>Sept = M</b>

**For questions on the SDN – contact  
Linda Waln DSN 699-4101**