



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON COMMAND, FT BRAGG
2175 REILLY ROAD, STOP A
FORT BRAGG, NORTH CAROLINA 28310

REPLY TO
ATTENTION OF:

28 JUL 2011

IMSE-BRG-LGT

MEMORANDUM FOR Personal Property Shipping Office Personnel and Customers

SUBJECT: Personal Property Shipping Office (PPSO) Standing Operating Procedure (SOP)

1. The enclosed PPSO SOP establishes procedures for the shipping and storing of personal property and Privately Owned Vehicles (POVs) for all military Service Members, Department of Defense civilians, and their dependents.

2. References:

- a. AR 55-46, Travel Overseas, 20 Jun 94.
- b. AR 385-10, Army Safety Program, 14 Jun 10.
- c. Defense Transportation Regulation, Part IV, (4500.9R), 23 Feb 10.
- d. Joint Federal Travel Regulations (Volume 1), Change 289, 1 Jan 11.
- e. Joint Travel Regulations (Volume 2), Change 543, 1 Jan 11.
- f. SDDC PAM 55-12, Transportation and Travel Commercial Containers for Department of Defense Household Goods Shipments, May 04.
- g. MCO 4600.39, Marine Corps Personal Property Transportation Manual, 12 Jul 95.

3. The point of contact for this SOP is Ms. Mary Jordan at (910) 432-8746 or e-mail: mary.a.jordan@us.army.mil.

ROBERT F. FRANKS
Director of Logistics

Encl

Personal Property Shipping Office (PPSO) Standing Operating
Procedure (SOP)

1. Purpose. To establish procedures for shipping and storing personal property and Privately Owned Vehicles (POVs), stateside and overseas, during Permanent Change of Station (PCS), Temporary Change of Station (TCS), Expiration Term of Service (ETS), and retirement.

2. Scope. The procedures outlined in this SOP apply to all branches of the military and civilian employees of the Department of Defense and their families within the Fort Bragg Area of Responsibility (AOR).

3. General. The PPSO is located in the Soldier Support Center, building 4-2843, 1st floor, room 1-N-22 and operates Monday - Friday, excluding federal holidays, from 0730 to 1830, with the ability to expand operating hours as needed. The Defense Personal Property System (DPS) Lab is open for customer use from 0800-1800. One may authorize another individual (spouse, Family Member, etc.) to act on one's behalf through the use of a power of attorney.

4. Procedures.

a. Outbound. Upon receipt of orders, all personnel should report to the transportation PPSO as soon as possible to schedule an outbound briefing. This briefing is normally held Monday - Friday, 1230-1330.

(1) Prior to scheduling an outbound briefing, one must be in receipt of movement orders.

(2) General Officers may schedule a deskside briefing with an outbound counselor to ensure all entitlements and applicable restrictions are briefed and acknowledged.

(3) Casualty Assistance Officers for deceased active duty Service Members, Warriors in transition through the Wounded Warrior Transition Battalion (WTB), and those in the ranks of O-6, CW5, and E-9 are seen upon arrival or through appointment by a counselor.

b. Scheduling Your Shipment.

(1) DPS is a procedural system that requires all individuals to conduct self-counseling and schedule their own property pickup date with an authorized transportation service provider using an individual's home computer. One must register and obtain a user password. For a complete overview and registration instructions, go to www.move.mil.

(2) The Transportation Office has established a DPS Lab with computers to assist those with incompatible home computers such as the MAC. The lab is located adjacent to the reception area. Additionally, transportation personnel are available to assist those experiencing difficulties.

(3) In order to protect equipment and provide customer service, food, drinks, and unattended children are not allowed in the DPS Lab area.

c. Personally Procured Move (PPM), formerly known as a Do-It-Yourself (DITY) move, allows requesting individuals to move themselves and receive government rate reimbursement. Coordinate with a PPSO counselor prior to selecting a PPM.

d. Non-Temporary Storage (NTS) Release/Mail-in and Mail-out Personal Property Shipment Request. If property is located outside the Fort Bragg AOR, PPSO counselors will process a request for shipment or storage and send to the appropriate Transportation Office upon receipt of documents. If requesting the release of property from NTS, one must send a written request to our office e-mail (ppcig@conus.army.mil), providing a name and an address, or one may come into the office and request the release of property.

e. Inbound Personnel. It is recommended that all newly assigned personnel to Fort Bragg report to the Transportation Office at first opportunity to arrange property disposition. Certain situations may require inbound personnel property to go into storage until an established delivery date is obtained.

f. Deploying Personnel. Deploying and redeploying personnel are authorized special storage. To determine eligibility, an individual or unit coordinator can call (910) 396-1855.