

SHIPMENTS:

Household Goods (HHG) are items associated with the home and personal effects belonging to a Service member or civilian employee, and/or dependents moved at the government's expense, on the effective date of the order or transfer.

Non-Temporary Storage (NTS): Long-term HHG storage in lieu of transportation and remain in NTS for the duration of the overseas tour.

- New set of orders required to release the NTS upon completion of overseas tour, school/TAD follow on PDS location.
- Joint Personal Property Shipping Office
- (JPPSO) responsible for NTS will notify the Service member or civilian employee when near the expiration date. If extension is required, provide proper tour extension documentation within 30-45 days from the date of expiration of the entitlement.

Non-Temporary Storage Release (NTSR): The release from the storage facility of long-term storage on official military orders. Must have a delivery physical address to request NTSR.

Unaccompanied members approved to reside off base may request for increase weight allowance upon subsequent PCS orders. Members must provide a copy of authorization to move off base, PCS orders and a formal request to DMO for additional weight allowance.

UNACCOMPANIED BAGGAGE (UB)

Part of a Service member's/employee's prescribed weight allowance of household goods that is not carried free on a ticket used for personal travel, ordinarily is transported separately from the major bulk of household goods and usually is transported by an expedited mode because its needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of household goods.

UB Weight Limitations:

- 2,000 lbs for an active-duty USMC Service member with command-sponsored family members. The 2,000 lbs weight limit is for the entire family, not for each traveler.
- 600 lbs for an unaccompanied USMC Service member assigned to barracks.

****Pro Gear** (Professional Books, Papers & Equipment (PBP&E) weight is limited to 2,000 lbs for spouse (prior approval is required for Spouse Pro Gear). Pro Gear includes items in a Service member's or employee's possession needed for the performance of official duties at the next duty station (excluding plaques and awards). Pro Gear must be declared at origin AND documented on inventories (M-Pro for member; S-Pro for spouse).

"It's your Move"



For Member



For Civilian



PERSONAL PROPERTY SHIPMENT

MCIPAC DMO
(CAO 21 May 2025)



HOW TO ACCESS PERSONAL PROPERTY SYSTEM (DPS):

Begin planning your move as soon as you receive your basic orders. Decide what type of move(s) to arrange and submit move application(s) in the Defense Personal Property System (DPS), account registration with CAC is required. Due to the large volume of moves during the peak summer PCS season, early planning, preparation, flexibility, communication, and command support are the keys to executing a successful PCS move.

First time Users:

Step 1:

- Go to www.militaryonesource.mil; under "Popular Resources", select "DPS, PCS & Military Moves". Scroll down and click the blue "Log in to DPS" button, then "Continue".

Step 2:

- You will be re-directed to the DPS registration site. "Accept", then click either "Register as a Customer", "OK", then complete and submit the request for a new account.
- Once you submit the request, you will receive an email with additional instructions (note: it can take up to 24 hours to receive the confirmation email).

Returning Users:

Step 1:

- Go to www.militaryonesource.mil; under "Popular Resources", select "DPS, PCS & Military Moves". Scroll down and click the blue "Log in to DPS" button, "Continue", "Accept", then "Log in with Certificate" or "log in With User ID".
- If you have not logged into your DPS account for more than 45 days, you will receive prompts to re-new your password. Instructions are provided on the ETA page.

HOUSE HOLD GOODS CHECKLIST:

- Log Into Personal Property System (DPS):
 - Follow the instructions in the "New User Registration" tutorial to register. After that, start your shipment briefing. DPS will guide you through how to set up your movement of choice.
 - Self-Counseling is the preferred method for DPS. Once orders are in hand, please go to <https://www.MilitaryOneSource.mil> and navigate to DPS to initiate your moves. Following information required:
 - When selecting the counseling office, you MUST select MCB Camp SD Butler. Your shipments WILL NOT be processed for pickup if you do not select Camp Butler as your counseling office.

- Schedule your HHG shipment/Storage shipment in DPS

- Follow PCS checklist provided on MOL with checklists for:
 - CONUS to CONUS (March 2024)
 - CONUS to HAWAII (January 2024)
 - CONUS to JAPAN (January 2024)
 - JAPAN to CONUS (January 2024)
 - PPM (June 2023)

Please feel free to contact your servicing DMO office for the most current available pickup dates, shipping alcohol requirements, list of restricted items, shipping privately owned vehicle, or motorcycle, and any other questions:

Camp Foster/Butler:
mcbbutlerppsodmo@usmc.mil
Phone # 645-0922.

For the northern half of Okinawa: Camp Courtney
mcbbutlerptocourtney@usmc.mil
Phone # 622-7561.

The weight allowance for HHG that may be shipped at government expense is specified in the Joint Travel Regulations (JTR 051401). These weights include the weight of all household goods you ship, placed into storage or send as unaccompanied baggage. It also includes goods you already have stored at government expense. Two factors govern the weight allowance for household goods: Pay Grade and dependents.

**** Excess weight can cost you BIG money! If household goods exceed the weight allowed, the member is required to pay for excess costs.**

TOTAL COMBINED (UB, HHG, NTS) WEIGHT ALLOWANCE (POUNDS)

Grade	With Dependents	Without Dependents
O-6 to O-10	18,000	18,000
O-5/W-5	17,500	16,000
O-4/W-4	17,000	14,000
O-3/W-3	14,500	13,000
O-2/W-2	13,500	12,500
O-1/W-1	12,000	10,000
E-9	15,000	13,000
E-8	14,000	12,000
E-7	13,000	11,000
E-6	11,000	8,000
E-5	9,000	7,000
E-4	8,000	7,000
E-1 to E-3	8,000	5,000