

SDDC-PP Advisory #17-0038

Date: 06 January 2017

From: HQ SDDC, Scott AFB, IL

To: Military Service Headquarters Representatives and Worldwide Personal Property Shipping Offices (PPSO)

Subject: Personally Procured Move (PPM) Document Upload Workaround

1. This is a coordinated message between HQ SDDC and the Defense Personal Property System (DPS) Program Management Office (PMO). Please ensure widest dissemination as appropriate.

2. System Change Request 657 (Electronic Data Management - Document Imaging), released in DPS v3.5.0, does not allow users to upload PPM-related documents, i.e., the DD Form 2278, DD Form 1351-2, actual cost reimbursements, or the PPM Checklist. This functionality will be delivered with DPS release 3.9.0 under System Change Request 7809 (corrects "documents have not been uploaded" errors), which is tentatively planned for September 2017. In the interim, please follow the guidelines below to successfully upload documents into the DPS Counseling module:

a. DD Form 2278 and DD Form 1351-2. Upload these forms under the existing "DD1299" document upload link.

b. Permanent/Temporary Change of Station Orders. Upload all pages, modifications, and/or attachments under the existing "Orders" document upload link.

c. Actual Cost Reimbursements, PPM Checklists, and Other Miscellaneous Documents. Upload these documents under the existing "MISC" document upload link.

d. Counselors should always verify that all documents are attached in the Counseling module before submitting the PPM application.

3. Continue reporting technical issues to the SDDC Systems Response Center (SRC):

a. Email: usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil.

b. Telephone: Toll free (800) 462-2176; Commercial (618) 589-9445, Option 5.

c. Internet: <https://src.service-now.com/src>.

4. For questions regarding this message, please email army.sddc.safb.ppcf@mail.mil.

5. This advisory was approved for release by the Chief, Personal Property Systems Integration Division, HQ SDDC.