

## BASE PORTSMOUTH AY18 HOUSEHOLD GOODS WORKSHOPS

Base Portsmouth is pleased to offer HHG workshops that will assist you and your family with your upcoming PCS travel arrangements. Please note detailed guidance below about what you will need and how to register/RSVP.

Base Portsmouth Personal Property Processing Office will be conducting a series of Household Goods (HHGs) workshops for members in receipt of AY18 orders.

**When:** Every Wednesday, starting 14 Feb – 27 Jun 18.

**Where:** Rittichier Building (Admin); Multi-Purpose Room (B4 on Map)

**Time:** 0800 - 1100

**Purpose:** The focus of this workshop will be to assist members and their families who will be executing a PCS transfer, retiring, or separating from the service in calendar year 2018. During this workshop you will complete your HHGs shipment setup in move.mil/DPS system.

**Note:** Attendees **MUST** bring a copy of their orders to the workshop. If you do not have a copy of your approved/ready to execute orders, please contact your unit admin to obtain a copy. Prior to attending the workshop, members must also obtain a user name and password from [Move.mil](http://Move.mil) where job aids and other useful informational links are available. Please note - overseas entry approval is required for all overseas shipments outside the continental U.S. (OCONUS).

We have 10 reservations available for each class. Spouses are encouraged to attend. Unfortunately, no childcare services are available. Please RSVP online at the following site: [Base Portsmouth Training Site](http://Base Portsmouth Training Site). If you have trouble making your reservation, please contact the HHGs office below or reply to this email.

All HHG shipments to and from Hampton Roads, the Eastern Shore, and Northeastern North Carolina are booked through a single scheduling point and this creates a high volume of shipments that are required to be scheduled in this area. Therefore, please maximize flexibility when considering your HHGs pick-up and/or delivery date(s).

Members who choose to complete a full or partial personally procured move (PPM) (formerly known as a Do It Yourself Move/DITY) should also attend.

The Personal Property Processing Office Portsmouth's point of contacts for the HHGS workshop are Mrs. Mae Turner or YN2 Chelsea Jacobs. They can be contacted via email at [baseportsmouthpsdhhg@uscg.mil](mailto:baseportsmouthpsdhhg@uscg.mil) or by phone at 757-686-4190 or x4118.