

USTRANSCOM Personal Property Advisory # 21-0074

Date: 21 May 2021

From: USTRANSCOM Defense Personal Property Management Office (DPMO), Scott AFB, IL 62225

To: Military Service Headquarters Representatives, Worldwide Personal Property Shipping Offices (PPSO), Personal Property Processing Offices (PPPO)

Subject: Defense Personal Property System (DPS) Collection of Customer's DoD ID Number

- 1.** On 23 April 2021, DPS implemented a change in the counseling module making it mandatory to input the DoD ID number when using the DPS Counselor role.
- 2.** This change may create delays for customers who do not know their DoD ID number and/or have no Common Access Card (CAC) (e.g. separatees, cadets, ROTC, civilian new appointees); however, a DoD ID number is issued prior to a CAC being issued for Cadets, ROTC personnel, and civilian new appointees. In addition, separate DoD ID numbers remains in DEERS indefinitely.
- 3.** The following are solutions to obtain DoD ID number for input into DPS and to avoid counseling delays, regardless of Common Access Card (CAC) status:
 - 3.1.** Obtain from member orders (e.g. USMC shows DoD ID numbers on all orders)
 - 3.2.** Obtain through the Global Address List (GAL), click "Properties" to locate in the member's email address (e.g. AF and Active duty members and civilian employees DoD ID numbers can only be retrieved from the AF GAL). Coast Guard can locate their customer DoD ID only on the Coast Guard GAL. Other Branches of Service may be able to obtain in a similar manner.
 - 3.3.** Direct customers to create an account (DS Logon) to access their DEERS records by visiting <https://myaccess.dmdc.osd.mil/identitymanagement/>. Choose "DS Logon" then "Need an Account" to proceed without a CAC.
 - 3.4.** Direct customers to contact their personnel office to obtain the DoD ID.
- 4.** DoD Customers completing self-counseling are not required to input their DoD ID number at this time; however, a mid to late July DPS release (pending successful testing) will enable customers to enter this and temporarily make all DoD ID entries optional.
- 5.** Until the new function is deployed, if a counselor or PPSO user changes or reviews an existing customer's profiles created prior to 23 April 2021, DPS will require entry of the DoD ID.
- 6.** Any questions/concerns with this message can be e-mailed to the System Team: transcom.scott.tcj9.mbx.i@mail.mil
- 7.** This advisory was approved for release by the USTRANSCOM Chief, Systems Division, Defense Personal Property Management Office, (TCJ9-I).