



Military OneSource



DPS Technical Assistance

Personal Property Shipping Office Services

The NSA Bahrain Personal Property Shipping Office (PPSO) will begin a phased-in restoration of services for inbound and outbound personal property shipments, as well as, services associated with the Vehicle Processing Center in Bahrain.

INITIAL PHASE

Effective 19 April 2026, the PPSO will initiate personal property services for the following categories of personnel:

1. Service Members and Civilian Employees with a retirement or separation date on or before 01 May 2026.
 2. Service Members and Civilian Employees with a Permanent Change of Station (PCS) date on or before 01 May 2026.
 3. All previously booked moves scheduled to pick up on or before 15 April 2026.
 4. Deliveries for inbound personal property.
 5. POV inbound and outbound shipments (only for members currently in Bahrain).
- * Member or designated agent (other than a PPSO employee) must be available on the day of pack out or delivery.
 - * Utilize enclosure (1) to designate a non-PPSO agent (can be anyone for off base pack-outs) and provide a copy to PPSO.
 - * No pack outs or deliveries will occur on NSA Bahrain due to installation access restrictions.
 - * All movement requests must be completed within the Defense Personal Property System (DPS) using orders with valid personal property shipping entitlements.
 - * Customers that meet the criteria of this phase, but who have not completed all PPSO documentation should contact the PPSO immediately at the email address listed below. All personnel not meeting the criteria for this phase will be required to wait until follow-on phases are announced.

SECOND PHASE

The timeline for the second phase will be announced at a later date. Services for this phase will include the following:

1. Service Members and Civilian Employees with a retirement or separation date and valid orders.
 2. Service Members and Civilian Employees with a PCS date on or before 01 July 2026 and valid orders.
 3. Early Return of Dependent (ERD) shipments with valid orders.
 4. Personal property moves where a PPSO employee is the designated agent.
 5. Deliveries for inbound personal property.
 6. POV inbound and outbound shipments.
- * Member or designated agent must be available on the day of pack out or delivery.
 - * Utilize Enclosure (2) if you do not have a designated agent, PPSO will assign one at the time your booking is confirmed.
 - * Please contact PPSO at the email address below as necessary.
 - * No pack outs or deliveries will occur on NSA Bahrain due to installation access restrictions.
 - * All movement requests must be completed within the Defense Personal Property System (DPS) using orders with valid personal property shipping entitlements.
 - * Customers that meet the criteria of this phase, but who have not completed all PPSO documentation should complete all steps in DPS and contact the PPSO immediately at the email address listed below.

FINAL PHASE

The timeline for this phase will be announced at a later date. This phase includes the full restoration of the PPSO's services.

*****Customers should disregard the following automated emails until further notice:*****

Your HHG/UB temporary storage is expiring and will be converted to your expense.
Your vehicle will be impounded if not picked up from the Vehicle Processing Center (VPC).

NSA BAHRAIN PPSO CUSTOMER SERVICE Email: m-ba-nsa-personalpropertybahrain@us.navy.mil



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Are you separating or retiring?

Has your CAC expired but you still need to create a personal property shipment in DPS?

If so, your first step is to contact your local Personal Property Shipping Office (PPSO). The NSA Bahrain PPSO can help create a DPS account so you can still use your shipping entitlement before it expires!

➔ Find Step-by-Step Guides to Assist You with DPS Once Your Account is Active:

<https://www.navsup.navy.mil/NAVSUP-Household-Goods/DPS-Guides/DPS-Self-Counseling/>

If you are having problems with your username/account/login or password, please contact DPS technical assistance helpdesk at:

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

Phone: 1-800-462-2176



DPS Technical Assistance

1. Update your DPS profile (if required)
2. Create your orders information
3. Upload your orders (**USCG orders must be signed and MLINQS must be uploaded**)
4. Create your shipment (**Schedule your pack-out date at least 15 business days out**)
5. **Submit** your application
6. A PPSO counselor will **email** you to finalize all documents.

NOTE:

NO FURTHER ACTION CAN BE TAKEN UNTIL YOUR APPLICATION IS VALID AND SUBMITTED.

NSA BAHRAIN PPSO CUSTOMER SERVICE

Email: m-ba-nsa-personalpropertybahrain@us.navy.mil

DSN: 318-439-4265 / 4132

COMM: +973 1785-4265 / 4132



PERSONAL PROPERTY LETTER OF AUTHORIZATION

Personal Property Shipping Office (PPSO) , NAVSUP Fleet Logistics Center Bahrain

PURPOSE: Authorize an agent other than a PPSO employee to complete household goods/ unaccompanied baggage shipping procedures on behalf of an authorized member.

ROUTINE USE: Completion of required documents related to shipping or storing personal property. Use of this form is mandatory if the authorized member is unable to sign all shipping/storing documents in person and a power of attorney is not issued.

REFERENCE: Defense Transportation Regulation 4500.9R, Part IV, Appendix A-M

By completing this letter of authorization I,

(Rank) (Last, First MI) (DODID)

Appoint _____ to act with full authority on my behalf as is necessary to sign all shipping documentation and release my personal property in accordance with the terms listed on my travel order from:

_____ TO _____
(City & State) (City & State)

My agent is authorized to sign all necessary forms, papers, certificates, and receipts related to my personal property shipment. I acknowledge that I retain all responsibility and liability for adhering to the rules and regulations related to personal property shipments.

(Member's Signature) (Date)

Designated representative's contact information

Personal email: _____

Cell phone number: _____

PERSONAL PROPERTY LETTER OF AUTHORIZATION
Personal Property Shipping Office (PPSO), NAVSUP Fleet Logistics Center Bahrain

PURPOSE: Authorize a PPSO employee to complete household goods/unaccompanied baggage shipping procedures on behalf of an authorized member at their residence.
ROUTINE USE: Completion of required documents related to shipping or storing personal property. Use of this form is mandatory if the authorized member is unable to sign all shipping/storing documents in person and a power of attorney is not issued.
REFERENCE: Defense Transportation Regulation 4500.9R, Part IV, Appendix A-M

By completing this letter of authorization I,

(Rank) (Last, First MI) (DODID)

Appoint _____ to act with full authority on my behalf as is necessary to sign all shipping documentation and release my personal property in accordance with the terms listed on my travel order from:

_____ TO _____
(City & State) (City & State)

My agent is authorized to sign all necessary forms, papers, certificates, and receipts related to my personal property shipment. I acknowledge that I retain all responsibility and liability for adhering to the rules and regulations related to personal property shipments.

(Member's Signature) (Date)

PPSO employee's contact information

Email: _____

Cell phone number: _____

The Personal Property Shipping Office (PPSO) employee designated above is fulfilling a role under emergency circumstances only. As such, the PPSO employee will not assume ANY liability for damage to the member's residence, associated areas, personal property being packed, or accidental packing of landlord owned property. The PPSO employee will not provide any cleaning or lease termination services. They are designated to supervise government contracted moving personnel as they create a personal property inventory, pack each inventoried item, and containerize all inventoried items for shipment from Bahrain. No claim for personal property or residential damage may be made against the PPSO employee. No fee is charged or allowed for this service.

Failure to agree to these terms will result in shipment cancellation until the member is either present for the move or redesignates a non PPSO employee to act on their behalf.