



Relocation Personnel Roles and Responsibilities

MC&FP

Plan My Move &
Military INSTALLATIONS

May, 2008

What is my job?

- Apply for DIMS Account
 - Read Content Manual
 - Research and write content
 - Review content at least quarterly
 - Keep photos up-to-date
 - Keep contacts up-to-date
 - Keep major unit listings up-to-date
-

DIMS User Orientation

- Purpose
 - Signing in
 - Sending a message
 - Replying to a message
 - Report functionality
-

Welcome Screen

The screenshot shows a Microsoft Internet Explorer browser window displaying the Military Homefront website. The browser's address bar shows the URL: <https://apps.mhf.dod.mil/pls/DIMS/f?p=106:101:466995700858715>. The website header features the "Military HOMEFRONT" logo with an American flag, the tagline "Supporting our Troops & their Families", and the date "Saturday March 24, 2007". Navigation tabs include "Troops & Families", "Leadership", and "Service Providers". A search bar is present with a "Search" button. A red banner at the top right reads "Military OneSource 24/7 family assistance 1-800-342-9647". Below the navigation, a "Defense Installation Messaging System" banner is visible. The main content area contains a "Welcome" message with links for "Print", "Login", "Contact US", and "User Guide". A central section titled "Please acknowledge below." contains a privacy notice: "The information on this site is protected by the Privacy Act of 1974. Information can only be used for an official purpose. Penalties for knowingly misusing this data may include a \$5,000.00 fine per record. This site records every data access and its requester." Below this notice are two radio button options: "I do not agree" (unselected) and "I have read and understood the statement and I agree to comply with all applicable regulations concerning use of the information from this web site." (selected). Two buttons are provided: "First Time User" and "Proceed to DIMS Login". A link "Click here to review the Users Guide" is located below the buttons. At the bottom of the page, there is a "TISA.gov" logo, a "508" accessibility icon, and a footer with links for "About US", "Privacy Policy & Security", "Disclaimer", and "Subscriptions". The Windows taskbar at the bottom shows the Start button, an open "Inbox - Microsoft Out...", two instances of "Internet Explorer", and "Microsoft Word". The system tray on the right shows the time as "8:07 AM".

DIMS Purpose

- Used by installation relocation staff to communicate with DoD editors
 - Improve quality and speed of response
 - 24 Topics
 - Contacts in 55 MI Directories
 - Major Unit Listings
 - Photo Galleries
-

Getting Access to DIMS

- DoD Common Access Card (CAC) *only access to DIMS.*
 - URL <https://apps.mhf.dod.mil/DIMS>.
 - On this page select “I have read and agree” for the terms and conditions, then select “first time user.”
 - You only need to register once.
 - Registration becomes inactive after 90 days if not used.
 - If you get a new CAC
<https://sso.mhf.dod.mil/pls/cssso/f?p=202> select “authenticate” and go through the “Update CAC/ECA Certificate” process
 - Issues call Help Desk 1-888-363-6431.
-

CAC Card Registration Screen

DIMS - Security - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://apps.mhf.dod.mil/pls/DIMS/f?p=106:7:466995700858715::NO:::>

Google

Bookmark DIMS | [Military Homefront](#) | [Site Map](#) | [Feedback](#)

Military HOMEFRONT Supporting our Troops & their Families

Saturday March 24, 2007

Troops & Families Leadership Service Providers Search

Defense Installation Messaging System Military OneSource 24/7 family assistance 1-800-342-9647

Welcome [Print](#) [Login](#) [Contact US](#) [User Guide](#)

Common Access Card (CAC) Registration Procedures

The Military Community and Family Policy (MC&FP) Program Support Group has implemented the use of DoD Public Key Infrastructure (PKI) authentication for the Defense Installation Messaging System (DIMS) in accordance with DoD policy. DIMS is for authorized users only and requires a valid CAC.

First time visitors must register to gain access. The registration and approval process for access to this section could take up to 24 hours.

REGISTRATION PROCESS:

1. Ensure that your CAC is functioning correctly in your browser. If you are having any difficulties, please contact your network administrator or local help desk.
2. When your certificate has been imported, you may click on the link below to register your certificate and request access to DIMS.
3. After clicking on the link below, you will be prompted to select a PKI Certificate.

- In registering a CAC certificate, be aware that you may have multiple certificates in the dialog box.
- **Make sure that you do not select the e-mail certificate. Look in the lower half of the screen at the "Issued by:" field; ensure it does not contain the word E-Mail.**
- Once the correct certificate is selected, click OK to continue with the registration process.

Done Internet

start Inbox - Microsoft Out... 2 Internet Explorer DIMS_Users_Guide_v... 8:12 AM

Features of the DIMS

- **Bookmark DIMS** – Select this link to add the DIMS URL to your Favorites list.
 - **Print** – Allows you to print the contents of the current page on your local printer.
 - **Contact US** - Tells you how to contact the Help Desk. The Help Desk phone number is 1.888.363.6431 (DoDMHF1) or use the “contact us” link at the top of the page.
 - **User Guide** – Allows you to download a PDF file of the current DIMS User Guide
 - **PMM/MI Content Manual** – Allows you to download a PDF of the current content manual
 - **Newsletter** – Archive of newsletters
 - **Frequently Asked Questions** – Allows you to research some answers to issues and problems.
 - **Logout** - Logs you out of DIMS and closes the browser window for the current session.
-

Features of Create Message Screen

- The **Create Message** tab contains the **Submit Request** form. This looks and functions like a standard e-mail system. Note the following features:
 - **Installation Name** – dropdown menu
 - **Topic** – dropdown menu
 - **Subject** – line is an open field.
 - **Request/Change** - area that includes a character counter and Spell Check function.
 - **Attachment** - area with **Browse** button – Word, rich text file, and text file documents and image files only may be attached.
 - **Reset** – button will delete all information in the message field
 - **Submit Request** – button to send request
-

Create a Message Screen

The screenshot shows a Microsoft Internet Explorer browser window titled "DIMS - Create Message - Microsoft Internet Explorer". The address bar displays the URL: <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:2:2660847717941911::NO>. The browser's toolbar includes standard navigation and utility icons.

The website header features the "Military HOMEFRONT" logo with the tagline "Supporting our Troops & their Families". The date "Monday, October 22, 2007" is displayed in the top right corner. Navigation tabs include "Troops & Families", "Leadership", and "Service Providers". A search bar is present with a "Search" button. A red banner provides the contact information: "Military OneSource 24/7 family assistance 1-800-342-9647".

The main content area is titled "Defense Installation Messaging System". A welcome message reads: "Welcome Linda Rothleder" followed by links for "Print", "Contact US", "User Guide", "PMM/MI Content Manual", "How To Submit a Change (Simulation)", "FAQs", and "Logout". Below this is a navigation bar with tabs for "Create Message", "Messages", "Contact Information", and "Reports".

The "Create Message" section contains a "Submit Request" form. At the top of this section are "Reset" and "Submit Request" buttons. The form includes two dropdown menus: "Installation" with the placeholder "[Select an Installation]" and "Topic" with the placeholder "[Select a Topic]". Below these is a "Subject" text input field. The main body of the form is a rich text editor with a toolbar containing various formatting options such as bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, and insert link. The text area below the toolbar is currently empty.

The Windows taskbar at the bottom shows the Start button, several open applications including "America Online 9.0...", "Internet Explorer", "Microsoft Office...", and "DIMS_Users_Guide...", and the system tray displaying the time as 8:07 AM on 10/22/2007.

Submitting a Request

- To submit a request or change through DIMS:
 - **Step 1: Select Installation and Topic** – Use the dropdowns to indicate the Topic to which the change applies or if you need to change photos, major unit listings or contacts. If this change is applicable to more than one topic, please be specific in your e-mail to the editors.
 - **Step 2: Enter Subject and Request/Change Text** -- Indicate the specific subject and the requested change in the **Subject** and **Request/Change** areas on the **Submit Request** form. You do this by selecting the area (e.g., by clicking on it) and entering your text.
 - Messages are limited to 32,000 **Characters in the text box only. No limit on attachments**
 - Use the **Spell Check** button to check your spelling at any time.
 - **Note:** *Do not select the **Reset** button unless you need to completely clear (start over) the **Submit Request** form.*
 - Your message must clearly describe the change that needs to be made to the content. You must:
 - **Include the name of the installation for which you are requesting a change.**
 - **Show the current text that is in place and the requested changes to the text.**
 - **Include a commercial phone number where you can be reached.**

Recommended Ways to Make Changes

- Simple changes insert into DIMS message
 - More complex changes in a MS Word document using “Tools”, “Track Changes” or colors to denote changes.
 - Must show changes
 - Do not send replace the entire text if only a few words have changed
 - Combine all of your information into one Word file following the content manual
 - Do not send contacts one at a time
-

Choose File for Attachment

The screenshot shows a Microsoft Internet Explorer window titled "ITC Messaging - Microsoft Internet Explorer". The main content area displays a "Request" form with a "Browse..." button next to an "Attachment" field. A "Choose file" dialog box is overlaid on the browser, showing a list of folders. The "White Sands Missile Range" folder is selected. The dialog box includes a "File name" field with "White Sands Missile Range" and a "Files of type" dropdown set to "All Files (*.*)".

Select **Browse... to bring up the **Choose File** dialog if you need to add an attachment**

Rules for Attachments

- Narrative
 - Word file (*.doc)
 - Rich text format file (*.rtf)
 - Text file (*.txt)
 - Images
 - JPEG (*.jpg) preferred
 - GIF (*.gif)
 - Maximum file size
 - 100KB per image
 - 640 x 480 pixels (307,200 pixels total)
 - Scanned photos
 - Original should be 4x4 or 4x6
 - 300 dots per inch (dpi)
 - One attachment per message – narrative and image changes require two messages
 - Title of attachment must be limited to 85 characters or the system will strip the attachment. No limit on characters in attachment.
-

Contact Information Tab

- Can see complete e-mail addresses
 - Verify if e-mails are working from your computers
 - Send changes through DIMS
 - Can verify web sites from this page
 - See Hours of Operation
 - Can copy this page into Word and update using track changes
-

Contact Information Homepage

The screenshot shows a Microsoft Internet Explorer browser window displaying the DIMS (Defense Installation Messaging System) Contact Information page. The browser's address bar shows the URL: <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:10:2660847717941911::NO::>. The page features a navigation menu with tabs for Troops & Families, Leadership, Service Providers, and a search bar. A red banner at the top right provides the Military OneSource 24/7 family assistance number: 1-800-342-9647. The main content area includes a welcome message for Linda Rothleder and a "Contact Information" tab. Below this, there is a text box with instructions on how to view installation contacts and a "Search Criteria" section with input fields for Search, Program or Service, and Installation, along with a "Go" button. At the bottom, the "Contact Results" section shows a "Number of rows to Display" dropdown set to 10. The Windows taskbar at the bottom shows the Start button, several open applications (America Online 9.0, Internet Explorer, Microsoft Office), and the system tray with the date and time (11:26 AM).

DIMS - Contact Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:10:2660847717941911::NO::> Go Links

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Troops & Families Leadership Service Providers Search 2007

Defense Installation Messaging System Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Linda Rothleder [Print](#) [Contact US](#) [User Guide](#) [PMM/MI Content Manual](#) [How To Submit a Change \(Simulation\)](#) [FAQs](#) [Logout](#)

Create Message Messages **Contact Information** Reports

To view your installation contacts, select a program or service and select your installation. Select "Go" and the contacts will display 10 at a time. If you want to display more than 10, change the "number of rows to display" dropdown.

This is a read only display. If you want to make changes/updates, copy the contact(s) into a DIMS message and indicate the changes that you desire. You may test your web sites from this page. Most importantly, you can now see your e-mail addresses for your contacts. It is important to include e-mail addresses in all of your contacts.

A couple of tips:

1. To see "All" of your contacts leave the "Program or Service" blank.
2. The "Location" contact is your installation location and the default contact for MI.

Search Criteria

Search

Program or Service

Installation

Go

Contact Results

Number of rows to Display 10

Done Internet

start America Online 9.0 ... 3 Internet Explorer 2 Microsoft Office ... DIMS_Users_Guide... 37 68° 11:26 AM

Select Installation and Program or Service

DIMS - Contact Information - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:10:2660847717941911::NO:::>

Troops & Families Leadership Service Providers Search

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Linda Rothled

[How To Submit a Change \(Simulation\) FAQs Logout](#)

[Create Message](#)

To view your installation list, click on the "Installation" link in the left navigation pane. Select "Go" and the contacts will display a "Installation" dropdown.

This is a read only view of the installation list. Any changes that you make to your contacts. It will be reflected in the next time you log in.

A couple of tips:

1. To see "All" of the installations, select "All" in the "Installation" dropdown.
2. The "Location" dropdown will filter the results by location.

Search Criteria

Search

Program or Service

Installation

Contact Results

Number of rows to Display 10

702nd MUNSS -- Buechel
Aberdeen Proving Ground
Altus AFB
Andersen AFB
Andrews AFB
Anniston Army Depot
Ansbach, United States Army Garrison
Aviano Air Base
Bamberg, United States Army Garrison
Barksdale Air Force Base
Baumholder, United States Army Garrison
Beale AFB
Bolling AFB/AF Pentagon
Brooks City-Base
Buckley AFB
COMFLEACTS Chinhae
Camp Lejeune
Camp Pendleton
Camp S D Butler
Camp Zama
Cannon AFB
Carlisle Barracks
Charleston AFB
China Lake, CA - Naval Air Weapons Station
Clear AS
Columbus AFB
Community Utility, etc. Numbers
DLA McNamara HQC
Darmstadt, United States Army Garrison

Done Internet

start America Online 9.0 ... 3 Internet Explorer 2 Microsoft Office ... DIMS_Users_Guide... 37 68° 11:28 AM

Search Results Page

DIMS - Contact Information - Windows Internet Explorer

https://apps.mhf.dod.mil/pls/psgprod/f?p=106:10:1350070884510787::NO:::

File Edit View Favorites Tools Help

Google C Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

DIMS - Contact Information

results

ows to Display 10

Service	Installation	Program or Service	Hours of Operation	Contact
es Army	Fort Campbell	Location	Monday - Friday 7:30 a.m. - 4:30 p.m. Saturday & Sunday - closed Federal Holidays - closed	87556 - Installation Address 5661 Screaming Eagle Boulevard Fort Campbell, KY US 42223 Phone1: 270-798-9322 Fax: 270-798-6299 DSN Phone: 312-635-9322 DSN Fax: 312-635-6299 mary.younq4@us.army.mil http://www.fortcampbellmwr.com/acsn
es Army	Fort Campbell	Adult Education Centers	Monday - Thursday 7:00 a.m. - 10:00 p.m. Friday 7:00 a.m. - 8:00 p.m. Saturday 8:30 a.m. - 11:00 a.m. Sunday - closed	97080 - Sgt Glenn English, Army Ed 202 Bastogne Avenue Fort Campbell, KY US 42223 Phone1: 270-798-3201/4918/6988 Fax: 270-798-7951 DSN Phone: 312-635-3201/4918/6988 DSN Fax: 312-635-7951 cathv.owens@us.army.mil http://www.campbell.army.mil/aec/index
				97267 - Automotive Centers/Air As Center 5670 Airborne Street Fort Campbell, KY US 42223

Internet 100% 11:12 AM

DIMS Automated Messages

- DIMS will automatically send an e-mail to the address you provided when you registered as a DIMS user when:
 - The editors have a clarification question
 - Your request is complete.
 - The status of your request will change as it is reviewed and processed by the Editors. When editorial actions on your request have been completed, you will receive a final status message that tells you that the status of your request is “Completed.”
-

Responding to DIMS Messages

- You may receive e-mail requiring a response
- These e-mail notifications include a hyperlink to DIMS

A Defense Installation Messaging System (DIMS) message was sent to you from linda.rothleder@mhf.dod.mil. To view this message in DIMS, click on the link below.

https://apps.itc.dod.mil/pls/DIMS/f?p=106:1:::NO::P1_ID:261

- Follow hyperlink to view and reply
 - You must respond to these messages within 30 days or they will be closed
-

Message Reply Clarification

The screenshot shows a Microsoft Internet Explorer browser window titled "DIMS - Message Reply - Microsoft Internet Explorer". The address bar displays the URL: https://apps.mhf.dod.mil/pls/psgprod/f?p=106:1:2660847717941911::NO::P1_ID:5902. The browser's toolbar includes buttons for Back, Forward, Stop, Home, Search, Favorites, and various utility icons. Below the toolbar, there are options for Google, Go, Bookmarks, Popups okay, Check, AutoLink, AutoFill, Send to, and Settings.

The main content area of the browser displays an email message with the following details:

- Installation:** Ansbach, United States Army Garrison
- * Topic:** Overview
- * Message Status:** Response Sent
- Subject:** Answer to Linda's message

From: Linda Rothleder (20-OCT-07 09.04.52.000000 AM)
CC:

Diana,

Please look at the entire message chain. I sent you a reply on a website, but I am not sure that you received it.

Linda

From: Linda Rothleder (20-OCT-07 08.48.59.000000 AM)
CC:

Diana,

This website for the USAREUR Driver's Handbook is not working. Can you please send us another link?
<http://rmv.hqusareur.army.mil/newregs.htm>

Best,

Linda

The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom displays the Start button, several open applications (America Online 9.0, Internet Explorer, Microsoft Office), and system tray icons including the clock showing 8:36 AM on 10/20/07.

Replying to a Clarification

DIMS - Message Reply - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://apps.mhf.dod.mil/pls/DIMS/f?p=106:1:3833910241087105::NO::P1_ID:562

Google Go Links

CC:
Attachment: [F27314/Spouse Employment Data.doc \(Download\)](#)
I75 is now closed, please change directions to delete reference to I75

Reply

We will do this for you by March 15, 2007.

42 of 32000

CC

DIMS Editors
Linda Rothleder
Stephen Greber

Attachment

start America Onli... DIMS_Users... Microsoft... DIMS - List M... DIMS - Mess... 42 25° 3:00 PM

Reports in DIMS

- **Available by installation**
 - **Available by time frame selected**
 - **Three types of reports**
 - **Message Counts** -- shows the number of DIMS messages received for the time frame selected.
 - **Statistics** – this report has 2 pages. A summary page for the entire application followed by an installation specific page.
 - **Users by Service** – identifies the DIMS users by installation.
-

Reports Tab Homepage

The screenshot shows a Microsoft Internet Explorer browser window titled "DIMS - Message Counts - Microsoft Internet Explorer". The address bar displays the URL: <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:11:4184518666857519:::>. The page content includes a navigation menu with "Create Message", "Messages", and "Reports" (the active tab). A sidebar on the left contains a "Reports" section with links for "Message Counts", "Statistics", and "Users by Service". The main content area features a "Criteria" section with date pickers for "Start Date" (01-MAY-2007 00:00) and "Ending Date" (20-SEP-2007 23:59), and a "Go" button. Below this is a "Messages" table with columns for "Service", "Installation", and "# of Messages".

Defense Installation Messaging System

Welcome Linda Rothleder [Print](#) [Contact US](#) [User Guide](#) [PMM/MI Content Manual](#) [How To Submit a Change \(Simulation\)](#) [FAQs](#) [Logout](#)

[Create Message](#) [Messages](#) **[Reports](#)**

Reports

- Message Counts**
- [Statistics](#)
- [Users by Service](#)

Criteria

Start Date: (DD-MON-YYYY HH24:MI)

Ending Date: (DD-MON-YYYY HH24:MI)

Messages

Service ▲	Installation	# of Messages
ARMY	Aberdeen Proving Ground	1
	Anniston Army Depot	0
	Ansbach, United States Army Garrison	5
	Bamberg, United States Army Garrison	0
	Baumholder, United States Army Garrison	0
	Camp Zama	0
	Carlisle Barracks	6
	Darmstadt, United States Army Garrison	19
	Dugway Proving Ground	10
	Fort Belvoir	0
	Fort Benning	0
	Fort Bliss	0

Statistical Homepage

DIMS - Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Tab abc

Address <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:13:4184518666857519::NO::> Go Links

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Defense Installation Messaging System

Military OneSource 24/7 family assistance 1-800-342-9647

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[Create Message](#) [Messages](#) **[Reports](#)**

[Home](#) > DIMS - Statistics

Reports

- [Message Counts](#)
- [Statistics](#)**
- [Users by Service](#)

Criteria

Start Date (DD-MON-YYYY HH24:MI)

Ending Date (DD-MON-YYYY HH24:MI)

[View Topics](#) [View Pages](#)

Number of Visitors: 13976
Number of Hits: 130784

Installations

	Installation	Hits	Visitors
1	Aberdeen Proving Ground	2707	182
2	Schofield Barracks/Fort Shafter	1203	388
3	Fort Hood	1132	376
4	Fort Lewis	1002	306
5	Fort Bragg	982	329
6	Ramstein AB	927	212
7	Heidelberg, Schwetzingen, Germersheim	927	277

start MC&FP Program Su... DIMS - Statistics - M... Document1 - Micros... DIMS Reports Scree... 72° 12:28 PM

Topic Usage Table

DIMS - Statistics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:13:4184518666857519::NO::> Go Links

Google Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

Report total: 67499
Download 1 - 261

Topics [Back to Top](#)

	Topic	Hits ▼	Visitors
1	Housing - Government	2694	1822
2	Housing - Overview	2214	1547
3	Check-in Procedures	1305	876
4	Housing - Temporary	1072	716
5	Motor Vehicles	866	611
6	Relocation Assistance	798	556
7	Directions to Installation	748	443
8	Household Goods - Overview	738	493
9	Employment - Overview	694	496
10	Education - Local Schools	670	475
11	Child Care	569	390
12	Household Goods - Shipping Pets	555	378
13	Education - Training (College/Technical)	529	373
14	Health Care - Overview	489	358
15	Education - General Overview	453	323
16	Deployment Support	371	233
17	Loan Closet	314	198
18	Youth Services	272	187
19	Financial Assistance	269	164
20	Health Care - Special Needs	260	158
21	Education - Special Education/EIS	179	95
22	Legal Assistance	175	92
23	Emergency Assistance	158	82

start MC&FP Program Su... DIMS - Statistics - M... Document1 - Micros... DIMS Reports Scree... 72° 12:29 PM

Plan My Move Pages Totals

The screenshot shows a Microsoft Internet Explorer browser window with the title 'DIMS - Statistics - Microsoft Internet Explorer'. The address bar contains the URL: <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:13:8634446495088616::NO::>. The page content is divided into two main sections: a table of statistics for various services and a table of page statistics.

Table 1: Service Statistics

ID	Service Name	Hits	Visitors
17	Loan Closet	179	159
18	Youth Services	158	132
19	Financial Assistance	125	107
20	Health Care - Special Needs	99	87
21	Education - Special Education/EIS	89	81
22	Legal Assistance	79	67
23	Emergency Assistance	72	59
24	Mortgages Made Easy	7	6
25	Preparing Children for an Overseas Move	3	3
report total:		11077	

[Download](#) 1 - 25

Pages [Back to Top](#)

Table 2: Page Statistics

Page ID	Name	Hits	Visitors
1	Installation Overview	25521	13251
2	Plan My Move - Installation Information	14547	5705
3	Plan My Move - Calendar	5551	2221
4	Installation Photo Gallery	1411	1087
5	Major Units	1251	1086
6	Plan My Move Booklet	1207	1002
7	Contact Information	749	642
8	Plan My Move - Installation Information Page 2	125	80
9	Plan My Move - Installation Information Page 3	10	8
report total:		50372	

[Download](#) 1 - 9

The browser's taskbar at the bottom shows the Start button, several open applications (Inbox, Call Tom..., Internet Explorer, Links with co..., Microsoft Po...), and the system tray with the date and time: 5:13 PM.

Topic Report by Installation

Close Window

Topics for Naval Base Kitsap - Bangor

	Topic	Hits ▼	Visitors
1	Housing - Government	36	7
2	Housing - Overview	20	2
3	Household Goods - Overview	7	3
4	Health Care - Special Needs	7	2
5	Relocation Assistance	7	2
6	Household Goods - Shipping Pets	7	4
7	Child Care	6	3
8	Housing - Temporary	6	3
9	Financial Assistance	5	3
10	Directions to Installation	5	1
11	Deployment Support	5	2
12	Employment - Overview	5	2
13	Education - Local Schools	4	2
14	Education - Special Education/EIS	4	1
15	Motor Vehicles	3	2
16	Check-in Procedures	3	3
17	Education - Training (College/Technical)	2	2
18	Education - General Overview	2	1
19	Loan Closet	2	1
20	Health Care - Overview	1	1
21	Legal Assistance	1	1
22	Emergency Assistance	1	1
report total:		139	49

[Download](#)

1 - 22

start America ... 2 Micro... DIMS_Us... 2 Micro... 8 Inter... Microsoft... 43 9:14 AM

Plan My Move Pages by Installation

Report

DIMS - Installation Topics - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://apps.mhf.dod.mil/pls/psgprod/f?p=106:14:5128254145065968::NO::P14_INST_ID,P14_INST_NAME,P14_DATE_STRING:5095%2CNaval%20Base%20Kitsap Go Links

Google Go Bookmarks Popups okay Check AutoLink AutoFill Send to Settings

11	Deployment Support	5	2
12	Employment - Overview	5	2
13	Education - Local Schools	4	2
14	Education - Special Education/EIS	4	1
15	Motor Vehicles	3	2
16	Check-in Procedures	3	3
17	Education - Training (College/Technical)	2	2
18	Education - General Overview	2	1
19	Loan Closet	2	1
20	Health Care - Overview	1	1
21	Legal Assistance	1	1
22	Emergency Assistance	1	1
report total:		139	49
Download		1 - 22	

Pages for Naval Base Kitsap - Bangor

	Name	Hits	Visitors
1	Installation Overview	381	56
2	Plan My Move - Installation Information	170	24
3	Contact Information	11	3
4	Installation Photo Gallery	10	6
5	Major Units	8	3
6	Plan My Move Booklet	4	4
7	Plan My Move - Installation Information Page 2	3	2
report total:		587	98
Download		1 - 7	

Internet

start America ... 2 Micro ... DIMS_Us ... 2 Micro ... 8 Inter ... Microsoft ... 43 9:15 AM

Critical Pages in PMM for Reporting and Evaluation

- *Installation Overview* -- the overviews may be accessed from MI, MHF or other means
 - *Plan My Move – Installation Information* -- means the number of times the overview is accessed from the calendar specifically
 - *Major Units*
 - *Contact Information*
 - *Installation Photo Gallery*
 - *Plan My Move Booklet*
-

Messages Report

DIMS - Messages - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address <https://apps.mhf.dod.mil/pls/psgprod/f?p=106:6:727766589238929::NO> Go Links

Military HOMEFRONT Supporting our Troops & their Families

Wednesday September 19, 2007

Bookmark DIMS | Military Homefront | Site Map

Troops & Families Leadership Service Providers Search

Defense Installation Messaging System Military OneSource 24/7 family assistance 1-800-342-9647

Welcome Patricia Johnson [Print](#) [Contact US](#) [User Guide](#) [PMM/MI Content Manual](#) [How To Submit a Change \(Simulation\)](#) [FAQs](#) [Logout](#)

Create Message Messages Reports

Search

Installation ALL Show Completed Requests

Messages

	Subject	From	Installation	Topic	Last Update	Attachment
View Message	Installation Specific Information - Contact Information	Tammy Fox	Naval Station Everett	Overview	18-SEP-07 08:48:51.000000 PM	

[Download List of Messages](#) 1 - 1



Start | hom... Inbo... Re: ... Multi... TRD... Micro... Fact ... FW: ... DIM... | Internet 9:58

Log out

The screenshot shows a web browser window titled "America Online 9.0 Security Edition SE" with the address bar containing the URL https://apps.mhf.dod.mil/pls/psgprod/f?p=106:PUBLIC_PAGE:2106800494204587. The browser toolbar includes icons for Read, Write, IM, People, Safety, Settings, Music, Finance, Pictures, Expressions, Help, Remind Me, Greetings, MovieFone, Radio@AOL, Shopping, My Mobile, and Add an icon. The main content area displays a "Log out" page for the "DIMS" system. The page header includes "Supporting our Troops & their Families" and the date "Wednesday, July 04, 2007". A navigation menu contains "Troops & Families", "Leadership", "Service Providers", and a search box. A red banner below the menu reads "Military OneSource 24/7 family assistance 1-800-342-9647". The main text area says "You are logged out!" and "Thank you for using MC&FP PSG's DIMS System." A "Microsoft Internet Explorer" error dialog box is overlaid on the page, displaying the message: "The Web page you are viewing is trying to close the window. Do you want to close this window?" with "Yes" and "No" buttons. The page footer includes links for "About US / Privacy Policy & Security / Disclaimer / Subscriptions" and "Link to Us / Plug-Ins", along with the version number "07.02.07.3" and a Department of Defense seal. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time "4:11 AM".

Content Manuals

- Major Installations
 - Small Installations (separate content instructions)
 - Must follow guidance as presented
 - MHF editor review continuous
 - Quarterly review requirement
 - Proactive
 - Must affirm that you have reviewed and send message through DIMS
 - Some flexibility
 - Includes Standardized Text
 - Cannot be edited
 - Can include installation specific information under Standardized Text
-

Parts of Content Manual

- Checklist
 - Part I describes new tools and transition from SITES
 - Part II - DIMS Users Guide
 - Part III - guide to content pay topic with checklists and includes standardized text
 - Part IV - guide to contacts and major units
 - Part V – photo information
 - Appendix 1 - Standardized text
 - Appendix 2 – Contact Directories
-

Review

- DIMS is used to send changes to your installation information
 - Explain change in your message
 - Attach narrative or image (only one per request)
 - Respond to clarification questions promptly
 - Gather statistics for reports
-

Getting Help

- MHF will have a Relocation Service Providers page
 - Contains all current materials: Users Guide, Content Manual; Marketing Materials, Training Materials; Important Messages
 - Download and Read User Guide
 - Read Newsletter Archives
 - E-mail Help Desk
 - support@mhf.dod.mil
 - Call the Help Desk
 - 1-888-363-6431
-

Help with Content

- Send request through DIMS
 - Can contact
Linda.Rothleder@rothlederassociates.com or
Linda.Rothleder.ctr@mhf.dod.mil or
301-384-5696
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