

THE PERSONALLY PROCURED MOVE (PPM)

Know the steps to take, forms to fill, and resources available to you

What is a PPM?

The **Personally Procured Move (PPM)**, formerly known as a do-it-yourself, (DITY) move, allows you to receive reimbursement for 100% of what your moving would have cost the government. In a PPM, you will perform or arrange the move yourself instead of using a DOD arranged Transportation Service Provider (TSP). You must obtain approval from your Transportation Office (TO) prior to performing a PPM move! Below are the two ways to conduct a PPM:

Member Elected PPM. After you complete your move with personal funds, you will receive a one-time payment from the government. This payment will be based on the GCC, not your actual expenses, so you keep any money not spent!

Actual Cost Reimbursement PPM is allowed when government procured transportation is NOT available to meet your needs & the transportation office approves your PPM. Payment may be up to the "actual cost," not to exceed your weight entitlement.

The Process

1) Visit your Local Transportation Office - After you receive your PCS orders, you can apply for your PPM by scheduling with your installation's TO and filling out your PPM shipment request through the Defense Personal Property System (DPS). Every service branch has a slightly different process; ensure the TO walks you through the process. You should receive, collect, or create the following forms as they apply.

- DD Form 2278 - Application for Move and Counseling Checklist
- DD Form 1351-2 - Travel Voucher or Subvoucher
- DD Form 1351-3 - Statement of Actual Expenses (Actual Cost Reimbursement PPM)
- DFAS 9098 - Claim for Temporary Lodging Expense
- DFAS 9114 - PCS and TDY Enroute Travel Advance Request
- SF 1199-A - Direct Deposit Sign-up Form
- Statement in Lieu of Actual Receipts (Actual Cost Reimbursement PPM)



Visit MIL-MOVE.com to view, fill, and download updated versions of all required forms for your PCS.

2) Arrange for Rental Equipment/Moving Services - You may utilize any one or a combination of the following movement types:

- (A) Commercial Mover (B) Personally Owned Vehicle (POV) (C) Rental Vehicle (D) Portable Containers (E) Package Carrier (i.e. USPS, FedEx, UPS)
- Consider utilizing a mover registered with the Federal Government at <https://www.fmcsa.dot.gov/protect-your-move> and discuss with your TO
 - For small package services you need to visit your TO to obtain the estimated costs and complete an application. You can file reimbursement for actual expenses provided you have not exceeded your authorized weight allowance and GCC. You must provide the receipt or Customs Declaration Form specifying each package's weight, charges paid, mailing date, contents, destination, and origin.

3) Confirm your Insurance Coverage - Make sure you are up to date on your car and accident insurance. If you use a trailer, check your auto insurance policy to make sure you're covered. State laws regarding liability for accidents during a PPM vary, so if you're involved in an accident while performing a PPM, you should contact the legal office at the nearest military installation as soon as possible.

4) Weigh your Vehicle - When your vehicle (whether you own it or are renting) is ready, calculate the total weight of what you are moving. This is extremely important, as your PPM payment will be based on this weight ticket. To calculate the weight of your shipment, follow this formula.

Empty weight = your vehicle with a full tank of gas, but with no drivers or passengers inside
Loaded weight = your vehicle with a full tank + all of your property and no drivers or passengers

Use USTRANSCOM's weight estimator to plan ahead at:

<https://www.ustrancom.mil/dp3/weightestimator.cfm>

Loaded weight - empty weight = **Net Weight of Property**

Additional Compensation Items

- PPM Factor - This covers incidentals not covered by approved accessories (i.e. debris removal, miscellaneous charges, etc.)
- Shipment of Bulky Items
 - Big Screen TV (not flatscreen)
 - Small Rec Vehicles
 - Sheds/Kennels/Play Sets
 - Water Vehicle/ Tubs
- Key West Service Charge
- Extra Pickup/Delivery
- Fuel Surcharge

5) Keep and Organize all Receipts - Only your profit will be taxed, so be sure to record everything to maximize your profit. Include:

- Rental truck/trailer and moving equipment
- Packing material (Furniture pads, tie-downs, boxes, tape, etc.)
- Hired labor
- Travel allowances under certain circumstances
- Gas and oil expense (but not an oil change)
- Tolls, weight tickets and any other transportation expense

6) Movement and Settlement - Once you complete your move, you have 45 days to submit a claim for full payment of your PPM allowance to include HHG, MALT, DLA and Per Diem. Confirm details on what you need to submit with your transportation office, but it could include the following:

- Any applicable documents from Step (1) above
- Empty and loaded weight tickets (two copies of each)
- PPM move certification (attach all receipts for moving expenses)
- PCS orders
- Vehicle/trailer rental contract
- Any other paperwork as advised by your PPO

Visit www.personallyprocuredmovecalculator.com for estimated compensation



Resources

JTR Chapter 5 -
PCS Allowances

Call the USTRANSCOM
Customer Support Center at
(833) MIL-MOVE (645-6683)

Visit us at www.mil-move.com for
forms, regulations, guides, and all of
your and Real Estate Needs

Find installation specific travel information at
<https://installations.militaryonesource.mil/>

Register and apply for your HHG move at
<https://dps.move.mil/cust/standard/user/home>.