



# HOUSEHOLD GOODS MOVING TIPS

1-855-HHG-MOVE (444-6683) or email: [householdgoods@us.navy.mil](mailto:householdgoods@us.navy.mil)

Customer website: <https://www.navsup.navy.mil/hhg>

## TOP 10 THINGS TO CONSIDER WHEN DECIDING TO DO A PERSONALLY PROCURED MOVE (PPM)

Are you considering packing and moving your personal items? Before making the final decision, consider the below items before starting the Personally Procured Move (PPM) process.

- 1) Options for a PPM:
  - a. Your Privately Owned Vehicle (POV) and/or trailer
  - b. Rent a truck and/or trailer (i.e. U-Haul, Penske, etc.)
  - c. Hire a company that does “You load/they drive” (i.e. PODS, Pack-Rats, etc)
  - d. Parcel post – mailing boxes to your new address
  - e. Hiring a commercial company to do the entire packing/driving/delivery process
- 2) You **MAY** receive up to 100% of what it would cost the government to move the same items/weight, or up to 100% actual cost if your documented expense exceeds 95%.
- 3) The following personnel are **ineligible** to receive advance funds, see below:
  - a. Members separating in a non-pay status
  - b. If this is your 1<sup>st</sup> time moving with the government
  - c. If you decide to use your POV for the PPM but you’re NOT renting a truck/trailer
  - d. If moving to a unique location that requires the local Personal Property Office to request special rates

**Note: Performance of PPM’s OCONUS are highly discouraged**
- 4) If you are renting a truck or trailer, you are required to provide a copy of the rental contract or commercial company estimate BEFORE a funds advance will be authorized.
- 5) Two (2) certified/signed legible weight tickets are required. One empty and one full from either origin/destination or combination thereof.
- 6) “Buyer Beware” Protect yourself from moving fraud. A free checklist is available from the Department of Transportation – [www.ProtectYourMove.gov](http://www.ProtectYourMove.gov)
- 7) Some commercial companies use other methods to determine weight, i.e. per running foot, per cubic foot, etc. The government ONLY uses actual weight tickets. Any other weight method is not payable.
- 8) You must have orders before starting a PPM. Create a PPM move application in the Defense Personal Property System (DPS) that will be reviewed by a counselor. After the counselor reviews all required paperwork, you will either go into the office or receive an email from the counselor with the necessary documents to assist with your submission/claim. Within DPS there is a PPM Checklist to assist you through the process.
- 9) If you received a funds advance, you have 45 days to submit your completed/signed package to Navy HHG Audit Team, to: [hgaudit.ppmclaims@us.navy.mil](mailto:hgaudit.ppmclaims@us.navy.mil). Failure to submit your paperwork could result in your pay going into a collection status.
- 10) If you have any questions about your claim paperwork, you can call the Navy Audit team at [hgaudit\\_ppmstatus@us.navy.mil](mailto:hgaudit_ppmstatus@us.navy.mil) or 888-742-4467 during normal business hours.

To avoid mistakes, always consult with your Personal Property Office for counseling before initiating a Personally Procured Move (PPM).



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