



PERSONALLY PROCURED MOVES USING MILMOVE

Disclaimer: Before making any moving arrangements or commitments, it is imperative you follow the steps outlined in this fact sheet and receive prior approval to ensure you understand your options and reimbursement as those might be different than in the past.

What is a Personally Procured Move (PPM)?

A PPM is a move you perform or arrange yourself instead of utilizing a government-arranged shipment. PPMs can be conducted for either a full or partial move. As the DOD phases in locations to the Global Household Goods Contract (GHC), they are also shifting to the use of the new MilMove system to submit PPM requests and process required documentation for reimbursement.

Below is a list of common ways to conduct a PPM:

1. Rent portable moving and storage containers
2. Rent trucks or trailers
3. Use your own vehicle and/or trailer
4. Hire a commercial moving company
5. Ship via a small package carrier (e.g., USPS, FedEx, UPS)

You may also utilize temporary storage, which includes:

- Extension of rental time for your rental truck, trailer, or portable storage container
- Use of self-storage or commercial facilities

Note: Before making any arrangements, confirm your shipping and storage options with your TO as some options may not be authorized based on location or situation.

How do I request a PPM in MilMove?

After you receive your orders, visit MilitaryOneSource.mil/PersonalProperty and click on the Defense Personal Property System (DPS) link. You will be asked a series of questions, and if your new shipment is selected to move in MilMove, you will be automatically directed to the system. Once in MilMove, simply follow the prompts and select the PPM option during the “set up shipments” step.

If you are requesting a partial PPM, first select the government-arranged household goods (HHG) shipment option and import your info. Then, return to the “Set Up Shipments” page and select “add another shipment” at the bottom of the “review your details” page via the Move Setup section. Do all this before submitting your move request. This will ensure the government knows you want to utilize both options for your move.

After submitting your PPM request via MilMove, the TO will review your info and grant approval if accepted. Look for confirmation emails with follow-up about PPM approval, counseling, submitting documents, reimbursement options, etc.

What are my responsibilities?

Secure the necessary equipment, moving aids, packing materials, and vehicles. Collect all required documents while performing your PPM and use MilMove to submit your documentation for processing and payment. See additional info below:

- Obtain empty and full weight tickets (based on Service Branch requirements) from a certified weigh station for each segment of your PPM, including multiple TDY trips enroute.
 - If using a commercial company, ensure they also provide weight tickets.
 - Privately-owned weight scale locations are available for obtaining weight tickets. Search the internet for your nearest location.
- Keep all original documents and provide copies when filing for reimbursement.
 - Provide justification for any missing documents (e.g. vehicle accident with copy of accident report).
 - Note: Most weight stations can provide a reprint of a lost weight ticket.
- Retain all receipts for your expenses.
 - Receipts are used to offset the taxable portion of your incentive payment and must be retained for tax deductions when filing your state and federal taxes. Contact a tax professional regarding deductions associated with your move.
- For advance payment, you might be required to settle in a specific number of days. Contact your finance office for more info.
- Consider obtaining insurance coverage to protect from loss or damages to your belongings.

How are PPMs reimbursed?

Service Members

For all PPM shipment methods (except small package carrier shipments), service members will most likely be authorized to conduct a Member Elected PPM. Under this option you will receive 100% of the government constructed cost (GCC) to perform a partial or full PPM, minus any applicable taxes. The GCC is the cost the government would have paid in the event the move and/or storage was conducted by the GHC single move manager, HomeSafe Alliance.

Pre-approval is mandatory for a Member Elected PPM. You can use MilMove to get a pre-move incentive estimate for your PPM and contact your TO with questions regarding that estimate. Incentive estimates are based on the estimated weight to be moved (not to exceed your authorized weight entitlement) and the authorized distance from origin to destination.

If approved by the TO, you can select one of the following ways to receive reimbursement:

1. Before conducting your PPM, request an advance payment based on your pre-move incentive estimate. This advance should cover a portion of your total moving expenses. After your PPM is complete, use MilMove to submit weight tickets and other documents to confirm your final incentive payment and request approval on additional qualifying expenses. Your TO will review and determine if you are owed further reimbursement. If your advance ends up being more than the final calculated incentive, you will need to repay the difference.
2. Wait to request payment after completing your PPM. Submit weight tickets and other documents to your TO via MilMove. The TO will use this documentation to determine your reimbursement.

Note: Before making a selection, you should discuss the above reimbursement options with the TO to help determine the best choice for your move. Depending on your situation, you may not be authorized to get an advance payment.

For small package carrier shipments, you can file reimbursement for actual expenses provided you have not exceeded your authorized weight allowance and the GCC for any other shipment methods made under your current orders. You must provide receipts and/or customs declaration forms specifying the mailing date, origin, and destination; each package's contents and weight; and the charges paid for the total weight of the shipment plus any packing material and labels.

For temporary storage, you are authorized reimbursement for up to 90 days, not to exceed the GCC. Weight tickets, storage contracts and receipts are required.

DOD Civilians

DOD civilians are reimbursed differently than service members. You are authorized an actual expenses reimbursement up to the GCC for actual weight moved, not to exceed your weight entitlement. You are also authorized up to 60 days of temporary storage. Consult with your TO for more details.

Beware of Rogue Operators

If you plan to perform a PPM by hiring a commercial moving company, please be cautious of companies that may seek to take advantage of you and your family for financial gain. These "rogue" operators may entice you by underbidding your move, increasing their prices after pickup, or holding your property hostage for payment before delivery. You don't want to get caught in this situation, so do your research.

Below are some ways to assist you:

- Use a mover registered with the Federal Motor Carrier Safety Administration (FMCSA) at www.fmcsa.dot.gov/protect-your-move. This site offers free resources and tools to protect yourself from moving fraud. Listed moving companies are registered with, but not endorsed by, the federal government.
- Contact your state movers association to assist with finding a reputable moving company. See the FMCSA website for contact info.
- Visit the Better Business Bureau's website to read online customer reviews at www.bbb.org.

Note: If you hire a mover for a PPM you are not provided the same legal protections as if DOD conducts your move.



WHO TO CALL FOR HELP

1. Local Transportation Office (TO):

<https://installations.militaryonesource.mil/search?program-service=39/view-by=ALL>

2. Branch of Service Customer Call Centers:

Army: 800-521-9959
Navy & Marine Corps: usmcpersonalproperty@usmc.mil or 703-946-7660

Air Force: PPAHQ.AF.Workflow@us.af.mil

Coast Guard: Contact your local TO

3. MilMove System Response Center:

Help Desk (toll free): 800-462-2176
usarmy.scott.sddc.mbx.G6-SRC-MilMove-HD@army.mil