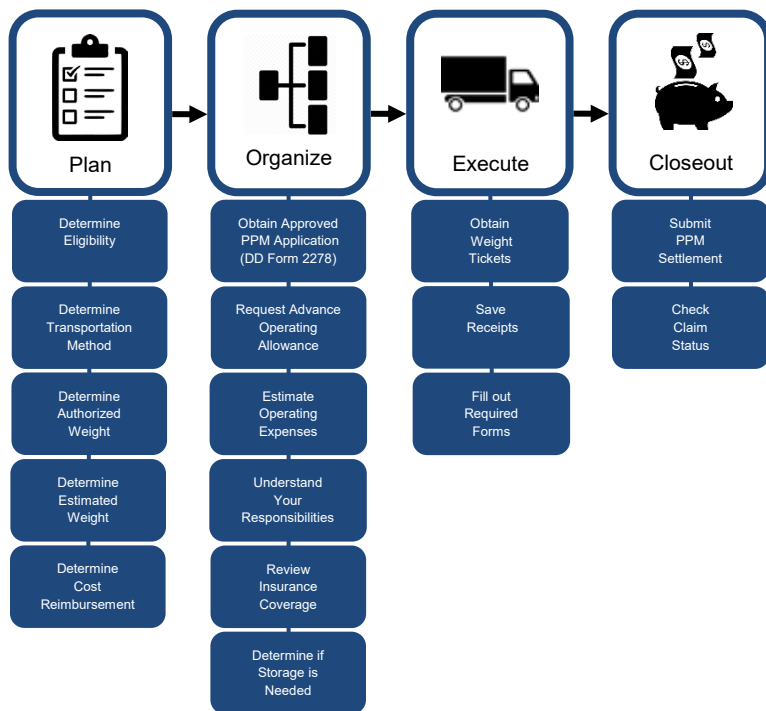


Conducting a NAVY Personally Procured Move (PPM)



Defense Personal Property System (DPS)
<https://dps.move.mil/cust/standard/user/home.xhtml>

Find Your Local Personal Property Office
militaryonesource.mil/resources/millife-guides/preparing-to-move-or-pcs/

Federal Motor Carrier Safety Administration
<https://www.fmcsa.dot.gov/protect-your-move>

Navy Assistance
 1-855-HHG-MOVE (855-444-6683)
 or
 Email: <https://www.navsup.navy.mil/NAVSUP-Household-Goods/Home/>

Submit Your PPM Final Claim
 Email: hsgaudit.ppmclaims@us.navy.mil

Check the status of Your PPM Final Claim
 Email: hsgaudit_ppmstatus@us.navy.mil
 or
 Contact: 888-742-4467

PLAN YOUR PPM

Am I eligible to do a PPM?

- ❖ You must have a valid set of orders (household goods shipping entitlement and Line of Accounting) to be eligible to do a PPM.
- ❖ You cannot start a PPM or request reimbursement for PPM expenses before orders are issued.

How can I move my household goods (HHG)?

- ❖ **Self-Move:** Use Privately Owned Vehicle (POV) with/without a trailer (provide copy of POV registration) or rent a vehicle to complete the move.
 - You can also request a partial PPM in conjunction with a government-arranged move.
- ❖ Hire a Transportation Service Provider (TSP) for full or partial service: Pack, load, haul, store and deliver HHG to the new duty location or you load, they drive.

Note: For small package shipments (USPS, etc.), keep receipt with the weight, contents, shipping cost & date, origin and destination. Check with your local Personal Property Office for additional information.

How much weight am I allowed to move?

- ❖ You can move up to the authorized weight allowance based on your orders, grade/rank and dependents.

How can I estimate my HHG weight?

- ❖ Use the "Weight Estimator" Excel Spreadsheet to help you estimate the weight of your HHG: militaryonesource.mil/resources/tools/personal-property-resources/

How much am I paid?

- ❖ You will receive payment equal to 100% of what the government would have paid to move the same HHG by a TSP, not to exceed your authorized weight allowance. Keep in mind:
 - The final payment depends on the **actual** weight moved once you submit valid weight tickets.
 - To help with expenses, you can receive an Advance Operating Allowance up to 60% of the authorized Government Constructive Cost (GCC).
 - If you move more than your authorized weight allowance, you will only be paid the

maximum authorized allowance equal to 100% of the authorized government cost.

- You need an approved PPM Application (DD Form 2278) with a **VALID** set of orders.
- Your earned income is taxed.
- Contact your local personal property office for additional information regarding PPM allowances and procedures.

GET ORGANIZED

How do I get approval?

- ❖ Create a PPM application in DPS: militaryonesource.mil/moving-pcs/moving-personal-property/#schedule-your-move. To help you create the application: on the upper right-side of the DPS landing page, click on Quick Reference Guides, "Shipment Information, Create PPM Shipment."
- ❖ Once you complete, sign your application, and upload a complete copy of your orders in DPS.
- ❖ Submit your application to your Personal Property Office for review and **approval** to do a PPM.

What is an Advance Operating Allowance?

- ❖ An Advance Operating Allowance is a percentage of the authorized government cost that you request upfront to assist with PPM expenses.
- ❖ The following personnel are **NOT ELIGIBLE** for a PPM advanced operating allowance:
 - Personnel separating (not retiring) from the military.
 - Navy members moving HHG to their first Permanent Duty Station.

How do I request an advance?

- ❖ Submit a set of orders and a counselor signed copy of your DD 2278 and NPPSC Travel; Electronic Funds Transfer (EFT)-Form 7000/1 (02-2017) to your Command Pay and Personal Administrator (CPPA) to receive an Advance Operating Allowance via Direct Deposit.

What are operating expenses?

- ❖ Operating expenses are expenses to complete the move: boxes, tape, wrapping paper, rental vehicle and/or trailer, rented moving equipment/items, toll fees, weight tickets fees, gasoline, oil, etc.
- ❖ Cost for POV service/repairs are **not** considered operating expenses. See PPM checklist and Expense Certification for additional information—provided when applying for a PPM.
- ❖ Operating expenses are part of your incentive payment but this amount is not taxed. Any amount above the expenses is considered profit (wages) for tax purposes.

Understand Your Responsibilities

- ❖ Obtain **authorization/approval** to do a PPM from your local Personal Property Office.
- ❖ Read the PPM information in the “It’s Your Move” Armed Forces Members handout:
https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf.
- ❖ Obtain necessary equipment, materials, and vehicles to transport all property in a safe manner.

- ❖ Obtain a certified/legible full and empty **SIGNED** weight tickets.
- ❖ If you received an Advance Operating Allowance, submit a final PPM claim with all supporting documents within **45 days** of the pickup date. If not, the Advance Operating Allowance amount will be collected from your pay.
 - Keep copies of all expense receipts, and a settled copy of the claims package for at least seven years (for tax purposes).

Do I need insurance?

- ❖ Insurance is highly recommended. The most common need for extra insurance is if your car insurance does not cover trailers pulled behind your car or rental vehicle insurance.
- ❖ The cost of buying extra vehicle insurance is not reimbursable, but can be claimed as an operating expense so the amount is not taxed.

What if I need to store my household goods?

- ❖ You are responsible for making arrangements for storage-in-transit (SIT) or non-temporary storage (NTS) HHG in a commercial storage facility open to the general public.
- ❖ SIT: Initial SIT is 90 days. For additional SIT, contact your local Personal Property Office for approval.
- ❖ NTS: Storage for duration of tour of duty authorized on the order.
- ❖ Storage (SIT or NTS) is an actual cost reimbursable expense not to exceed the GCC. Contact your local Personal Property Office for the GCC.

EXECUTE MOVE

What is a weight ticket and what are weight ticket requirements?

- ❖ Weight Ticket: An official certificate stating the weight of a vehicle and HHG and Pro-gear (if declared).
- ❖ You must obtain an empty and full weight ticket either at origin or destination or any combination.
- ❖ Weight tickets **MUST** be from a **CERTIFIED** weigh station and **SIGNED** by the **WEIGH MASTER**.

- ❖ No passengers can be in the vehicle when weighing vehicles. Fuel tank(s) on the vehicle shall be full at the time of each weighing or no fuel may be added between the two weighing when the tare weighing is the first weighing performed.
- ❖ RVs/5th wheels are not considered HHG but can be used as a mode of transporting HHG. An empty weight ticket is required.
- ❖ If towing a POV behind a rental vehicle, detach the POV before obtaining weight tickets.
- ❖ Locate a certified weight station online by typing: Certified weigh station near me.

What should I do with my receipts?

- ❖ Save all authorized move expense receipts to help you fill out your expense checklist.

What documents do I need?

- ❖ DD Form 2278 (Application for Do it Yourself Move and Counseling Checklist) **signed by you and the Personal Property Office**.
- ❖ A signed DD Form 1351-2 (Travel Voucher or Subvoucher).
- ❖ A signed NPPSC Travel; EFT-Form 7000/1 (02-2017):
<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms>
- ❖ Two certified weight tickets for each vehicle moving HHG: one empty & one full.
- ❖ If you are missing a document, provide an explanation. Example: Missing a weight ticket due to a vehicle accident then provide the accident report.

LAST STEP: CLOSEOUT PPM

How do I submit my settlement?

- ❖ Email your PPM final claim packet (pdf file format/attachment - 10 MB limit) for settlement to hhgaudit.ppmclaims@us.navy.mil

How can I check my claim status?

- ❖ Request the status of your claim via email at hhgaudit_ppmstatus@us.navy.mil or call 888-742-4467 (7:30 am to 4:00 pm EST).