



NAVY HOUSEHOLD GOODS AUDIT

1-855-HHG-MOVE (444-6683), option 1
PPM Status email: hhgaudit_ppmstatus@us.navy.mil

PERSONALLY PROCURED MOVE (PPM) DOCUMENTS Defense Personal Property System (DPS) Aug 2025

DO NOT EMAIL ANY DOCUMENTS WITH PII WITHOUT USING DoD SAFE.

ACTIVE DUTY WITH CAC: Upload your documents using DoD SAFE at <https://safe.apps.mil/>.
Send to: hhgaudit.ppmclaims@us.navy.mil.

RETIREE/SEPARATEES WITHOUT CAC: Send an email to hhgaudit.ppmclaims@us.navy.mil with Subject of: "NO CAC DOD SAFE LINK NEEDED". You will be sent a link to upload your documents into DoD SAFE.

If mailing in your claim, please mail the claim to:

Commanding Officer
NAVSUP Fleet Logistics Center Norfolk
Business Support Department
HHG Audit Division Code 452
1968 Gilbert St. Suite 600
Norfolk, VA 23511-3392

REQUIRED DOCUMENTS:

- DD form 2278 (provided at the time of counseling from the personal property office)
- Travel Authorization (DD Form 1351-2; fill out blocks 1-8 and sign in block 20 a./b.)
- Electronic Funds Transfer Form (FMS form 2231 or NPPSC 7000-1)
- All applicable orders and modifications.
 - If moving from Home of Record (HOR) or Place of Entry (PLEAD), provide Enlistment Contract or Officer's Report
- Weight Tickets
 - Ensure they are legible
 - Include customer identification on each
 - Empty and Full, for each trip/leg
- Registration/Title for any privately owned POVs or trailers used for moving
 - If using a POV/POT in another individual's name, a signed note authorizing the use of conveyance for the PPM move is required (along with registration/title)
- Any rental contracts (paid in full)
- Storage, truck/trailer, moving equipment, moving company etc.
 - All applicable receipts (gas, packing material, etc.)
- PPM Checklist, filled out and signed

NOTE: You can find forms at: <https://www.navsup.navy.mil/NAVSUP-Household-Goods/PPM/Navy-Audit-Documents/>