



# NAVY HOUSEHOLD GOODS AUDIT

1-855-HHG-MOVE (444-6683), option 1  
PPM Status email: [hhgaudit\\_ppmstatus@us.navy.mil](mailto:hhgaudit_ppmstatus@us.navy.mil)

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

### DO NOT EMAIL ANY DOCUMENTS WITH PII.

If emailing your documents, please send an email to [hhgaudit.ppmclaims@us.navy.mil](mailto:hhgaudit.ppmclaims@us.navy.mil) to request a DoD SAFE link to electronically send the **REQUIRED** documents.

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/>