



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 MilMove

When uploading documents in MilMove the system will prompt the member to upload weight tickets and receipts during the initiation of the closeout.

All other **REQUIRED** documents should be uploaded to the **SUPPORTING DOCUMENTS** tab.

MilMove will only accept PDF, JPG, or PNG with a maximum file size of 25MB per file.

Uploading documents that are **NOT** the proper format will result in a delay in the claim being paid.

REQUIRED DOCUMENTS:

MilMove will prompt you to upload the below items:

- Weight Tickets
 - Ensure they are legible
 - Include customer identification on each
 - Empty and Full, for each trip/leg
- Any rental contracts (paid in full)
 - Storage, truck/trailer, moving equipment, moving company etc.
- All applicable receipts (gas, packing material, etc.)

You need to upload into the SUPPORTING DOCUMENTS tab:

- Travel Authorization (DD Form 1351-2; fill out blocks 1-8 and sign block 20 a./b.)
- Electronic Funds Transfer Form (FMS form 2231 or NPPSC 7000-1)
- If moving from Home of Record (HOR) or Place of Entry (PLEAD): provide Enlistment Contract or Officer's Report
- 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)

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