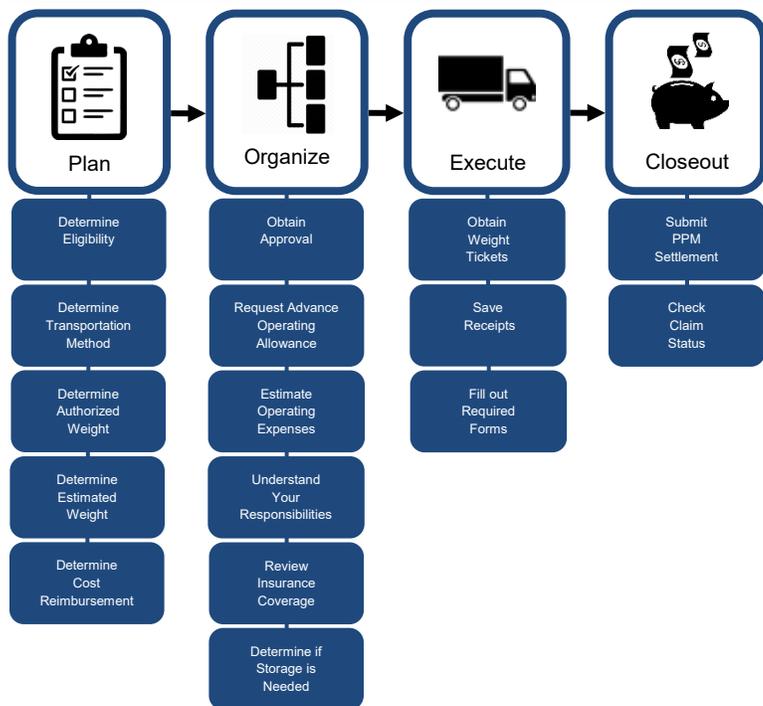


Conducting a Navy Personally Procured Move (PPM)



Defense Personal Property System (DPS)
https://www.move.mil/tutorials/create_a_ppm_shipment

Navy HHG Website
https://www.navsup.navy.mil/public/navsup/hhg/time_to_move/ppm

Find Your Local Personal Property Office
http://move.mil/resources/locator_maps

Weight Estimator Tool
http://www.move.mil/resources/weight_estimator

Government Approved Transportation Providers (TSPs)
<https://www.ustranscom.mil/dp3/docs/hhg/Domestic%20Approved%20TSPs.pdf>
 (Request Local Moving Company Information Stateside only)

Federal Motor Carrier Safety Administration
https://www.fmcsa.dot.gov/protect_your_move

Navy Assistance
 1-855-HHG-MOVE (855-444-6683)
 or
householdgoods@navy.mil

Submit Your PPM Final Claim
hhg_audit_ppm_claims.fct@navy.mil

Check the status of Your PPM Final Claim
 Email: pptas.fiscn@navy.mil
 or
 Contact: 888 742 4467

01/04/2021

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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 before orders are issued or request reimbursement without obtaining approval.

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, which is a combination of a government-arranged move, and a PPM.
- ❖ 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, check with your local Personal Property Office and the Navy HHG website, PPM tab, (website address above) 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 dependent status.

How can I estimate my HHG weight?

- ❖ To help you estimate the weight of your shipment, use the move.mil Weight Estimator tool found at <https://move.mil/resources/weight-estimator>.

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 **APPROVAL** to do a PPM 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 using the DPS self-counseling module. Go to <https://move.mil/tutorials/create-app-shipment> to help you get started.
- ❖ Once you complete your application, 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.
- ❖ Obtain a **SIGNED** DD Form 2278 at the Personal Property Office. Your signature is also required on the form.

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: packing materials (boxes, tape, wrapping paper), rental vehicles/trailers, 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 for additional information: https://www.navsup.navy.mil/sit_e/public/household/documents/PPM_Checklist_24_Jul_18.pdf
- ❖ Operating expenses are part of your incentive payment but the amount is not taxed. The difference is considered profit for tax purposes.

Understand Your Responsibilities.

- ❖ Obtain authorization/approval to do a PPM from your local Personal Property Office.
- ❖ Read all PPM specific information in its entirety in the self-counseling module in DPS and adhere to the rules of the PPM program: <https://move.mil/tutorials>

- ❖ Obtain necessary equipment, materials, and vehicles to transport all property in a safe manner.
- ❖ Obtain a certified/legible full and empty 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.
- ❖ The government will not reimburse the cost of buying extra insurance.

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.
- ❖ 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 and should reflect status of gas tank reading (i.e., full, 3/4 tank, etc.).
- ❖ Empty weight tickets for RVs/5th wheels must include all factory installed appliances and equipment.
- ❖ If towing a POV behind a rental vehicle, detach the POV before obtaining weight tickets.
- ❖ Locate weight scales at: <https://move.mil/resources/locator-maps>

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.
- ❖ Signed DD Form 1351-2 (Travel Voucher or Subvoucher).
- ❖ NPPSC Travel; EFT-Form 7000/1 (02-2017). Download: https://www.navsup.navy.mil/site/public/household/documents/NPPSC7000_1_02_2017.pdf
- ❖ 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 hgg_audit_ppm_claims.fct@navy.mil.

How can I check my claim status?

- ❖ Request the status of your claim via email at pptas.fiscn@navy.mil or call 888-742-4467.