



NAVY HOUSEHOLD GOODS AUDIT

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

PERSONALLY PROCURED MOVE (PPM) DOCUMENTS Feb 2026

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 with 7 days before it expires. Additionally, if you create a passphrase, email the passphrase to hhgaudit_ppmclaims@us.navy.mil.

RETIREEE/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:

- Signed PPM Checklist
- DD form 2278 (provided at the time of counseling from the personal property office)
- Signed DD Form 1351-2 (fill out blocks 1-8 and sign in block 20 a./b.)
- Complete and sign 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
 - 2 CERTIFIED weight tickets
 - One empty and One full, for each trip/leg
 - Obtained at origin, destination or anywhere in between
 - Ensure they are legible and include customer name and last 4 of SSN
- 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.)
- Spouse Pro Gear, if applicable

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

To check status of your reimbursement package:

Email: hhgaudit_ppmclaims@us.navy.mil or

Call: 855/444-6683 option 1, M – F 0800 – 1600 ET excluding Federal holidays