Personally Procured Move (PPM)
Topics Covered

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- Submitting a Final Claim
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- USMC TVCB Contact Information
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Navy entitlement assistance: householdgoods@navy.mil / 855-HHG-MOVE (444-6683)
Marine Corps entitlement assistance: usmcpersonalproperty@usmc.mil / (703) 695-7765
What is a PPM?

A Personally Procured Move (PPM) is an alternate means of moving property.

- Members move their HHG on their own and request reimbursement (up to the Government’s Constructive Cost)

- Member’s are authorized to move property by:
  - Privately owned POV and/or Trailer
  - Hire a commercial company
  - Rent a truck and/or trailer
  - Hire a “You-Load/They-Drive” method
  - Parcel Post
Personnel **NOT** eligible for PPM advance funds:
- Members separating in a non-pay status (not retiring)
- 1st Permanent Change of Station move
- Member using a Privately Owned Vehicle and not renting a truck/trailer
- Member not hiring a Transportation Service Provider (TSP aka moving company)
- Moving to a unique location that requires the Personal Property Office to obtain a One-Time-Only rate without prior approval from NAVSUP HQ.

All other **Navy** members must provide a copy of a vehicle rental reservation or TSP estimate before funds advance is authorized.
Members must submit clear legible weight tickets that contains your name and date.

List what is being weighed to include anything in tow (trailer, boat, auto trailer, etc…)

Weight Ticket Requirements

- Must obtain one (1) empty AND one (1) full weight ticket at origin
- Must obtain one (1) full weight ticket at destination
- MUST be obtained from a certified scale

Note: Some companies use other methods besides actual weight to determine cost for moving HHG, such as per running foot, per cubic foot, etc.; however, these methods are not acceptable to determine the weight of the HHG for the purposes of paying the incentive. When you file your PPM, you must provide actual weight tickets for your move to receive reimbursement. Any other method for determining the weight of your property may result in limited reimbursement.
What’s needed?

- Must submit an application in DPS
- Must provide documents supporting request:
  - Current orders (including any amendments and/or modifications), and, if necessary:
    - Power Of Attorney (POA)
    - Enlistment Contract or Officers Report
  - **NAVY ONLY REQUIREMENT:** Dependency Application/Record of Emergency Data Form (Page 2)
The information on this form is populated once the origin counseling office processes the application.

Members must obtain approval and a signature from a counselor at the ORIGIN office.

Members must sign the DD Form 2278 after reviewing for accuracy.
The information on this form is populated once the application has been processed.

- The member must sign this form – the spouse cannot sign by POA unless the form is listed.
- Member should review the form for accuracy.
The official PPM Checklist is provided by the origin counseling office.

The counselor assigned to process the application will let the member know when their packet is available for pickup.

The counselor and member sign the checklist after reviewing the information.

REQUIRED FOR NAVY:
Form can be downloaded at: https://www.navsup.navy.mil/site/public/household/downloads/Fast%20Start%202231-%20HHG.pdf

OPTIONAL FOR USMC
*Only Marines who are retiring/separating can change bank account information with this form included with their PPM Claim. All other Marine must contact IPAC

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Navy members submit claims to Navy HHG Audit Team: https://applications.navsup.navy.mil/pptcs/

- Choose only one method to submit claim i.e., fax, email, USPS (multiple submissions may delay claim)
- Print member name and last four of SSN on all documents/receipts submitted
- Keep copies of all documents submitted
- Allow ten (10) days before checking status
Marines located on a Marine Corps Installation will submit claim to local DMO to be uploaded into DTMS.

Retiring/Separating Marines or Marines not located on a Marine Corps Installation will scan and email to logcom.tvcbclaims@usmc.mil. Attachments can’t exceed 5 MB in size or will need to be sent in multiple emails. Use last name, last 4 of SSN and number of emails in subject line (i.e. Marine 0123-1).

Files sent via GOOGLE DRIVE or ICLOUD are not accessible.

Mail (USPS), FedEx, or UPS to:
Assistant Chief of Staff G8
Managerial Accounting Division Household Goods PPM
BLDG 3700 RM 315
814 RADFORD BLVD SUITE 20262
ALBANY GA 31704-0262

Keep copies of all documents submitted.

Allow 14 calendar days before checking status.
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TIPS for Submitting a Claim:

- Direct Deposit Forms are required for processing all Navy PPM Claims.
- A complete claim packet is required. Use your PPM Checklist to make sure you are including everything.
- The "check out" and "return in" receipts for rental trucks is needed.
- For those using PODS, please be sure to provide a copy of the Transaction Summary Sheet. (PODS will provide upon request.)
- If you already executed your move and did not get three weight tickets but only got two, be sure to send an explanation to Audit in your claim packet to review.
- Audit is not authorized to reimburse for pre-paid storage.
- Only submit claim packets once using one method. Multiple submissions may delay the processing of the claim.
- When requesting an advance, claims not submitted within the 45 days will be placed in collections. Be sure to submit your claim in time to avoid that action.

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Accept

Acknowledge Warning Statement

Once you have your required forms filled in and all your items gathered, you will send your entire packet to the Navy HHG Audit Team for review. Members name and last four of SSN must be included on all documents and receipts. *Make sure you keep a copy of all your paperwork you submit.

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Personally Procured Moves
Public Web Portal

Welcome to the Personally Procured Moves (PPM) public web portal. This site allows Navy members access to information pertaining to household goods moves.

Please select from the following options:

- **Contact Audit Team**
  - Contact a Household Goods Audit team member.

- **Documents**
  - View documents required to file a household goods claim.

- **Check Status**
  - Check the status of a household goods claim.

Select an option

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Marine Corps entitlement assistance: usmcpersonalproperty@usmc.mil / (703) 695-7765
Transportation Voucher Certification Branch HHG PPM
Customer Service: 229-639-6575 M – F 0800-1600 EST

NOTE: Please allow 14 calendar days from submission date before inquiring on status.

- When leaving a message we need your name, last 4 of SSN, contact number, and a brief message.
- Please speak slowly and clearly.
- All calls returned within one Government Business Day!

USMC PPM Website (lists date claims were received and currently being processed):
http://www.logcom.marines.mil/Capabilities/Personally-Procured-Move
AIR FORCE:
- Phone: 210-652-3357 (DSN: 487-3357)
- Email: ppahq.ppec.customerservice@us.af.mil

COAST GUARD:
- Phone: 1-800-462-2176
- Web: www.fincen.uscg.mil/dity.htm

NAVSUP P 490:  


POV Locator:  https://pcsmy pov.com/


Personal Property Office Locator:  http://www.move.mil/resources/locator-maps

Weight Scale Locator:  http://www.move.mil/resources/locator-maps

Weight Estimator Form:  http://www.move.mil/resources/weight-estimator

“It’s Your Move” booklet (Military):  http://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf

For assistance email:  householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)
Thank You......

We hope you found this presentation informative and helpful.

If you have any suggestions for future topics or if you have any questions regarding the material you have just viewed, please email us at householdgoods@navy.mil.