Navy and USMC Personally Procured Move (PPM)

Presented by:
NAVSUP HQ HHG

March 2019
Topics Covered

- What Is a PPM
- PPM Advance Requests/Limits
- What’s Needed
- Submitting a Final Claim
- Tips for filing a claim
- Navy HHG Audit Team Web Portal
- USMC TVCB Contact Information
- Other Service Instructions
- Resources
A Personally Procured Move (PPM) is an alternate means of moving property.

- Members move their HHG on their own and request reimbursement (up to 95% of the Government’s Constructive Cost)
- Member’s are authorized to move property by:
  - Privately owned POV and/or Trailer
  - Rent a truck and/or trailer (i.e. U-Haul)
  - Hire a commercial company
  - Hire a “You-Load/They-Drive” method (i.e. PODS, Pack-Rat)
  - 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.
Per NAVSUP HHG Advisory 2018-05:

- Members requesting a PPM advance operating allowance must submit the completed and processed DD 2278, NPPSC 7000/001 (01-2017), “Electronic Funds Transfer Information” and a vehicle rental reservation or commercial carrier written estimate to their CPPA (Command Pay/Personnel Administrator) or PSD (Personnel Support Detachment), if on site, and provide a copy of official orders.

- The DD 2278 must be signed by the member and the counselor that processed the request.
What’s Needed

- Must submit an application in Defense Personal Property System (DPS)
  - DPS how-to guides can be found at: https://www.navsup.navy.mil/public/navsup/hhg/dps_guides/
  - Must provide documents supporting request:
    - Current orders (including any amendments and/or modifications) and, if necessary:
      - Power Of Attorney (POA)
      - Enlistment Contract (Page 1) or Officer’s Appointment or Commissioning Letter
    - NAVY ONLY REQUIREMENT: Dependency Application/Record of Emergency Data Form (Page 2)

NO ORDERS = NO MOVE!
Overestimating and underestimating your weight can have adverse effect on your reimbursement

- **Overestimating your weight:**
  - Can result in lower reimbursement than what is shown on the DD2278 (ex: if you requested an advance at the full 60% allowance, you may end up owing money)

- **Underestimating your weight:**
  - May result in a higher reimbursement than what is shown on the DD2278 (ex: if you requested an advance, the amount will be lower and places a higher initial cost to the member)

- Members can request a lower percentage for the advance in DPS

- Utilize weight estimator to better calculate your weight
  

  *TIP: a great rule of thumb is to estimate 1,000 lbs. per room*
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.

Member must sign BEFORE submitting package to Navy Audit team.
The information on this form is populated once the application has been processed.

The member must sign this form before submitting package to Navy Audit.

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.

- Member completes and signs the checklist before submitting entire package to Navy HHG Audit team.

Form located at: https://www.navsup.navy.mil/public/navsup/hhg/navy_audit/navy_audit_documents/
NPPSC Travel Electronic Funds Transfer (EFT) Form 7000/1

REQUIRED FOR NAVY:
Form can be downloaded at: https://www.navsup.navy.mil/public/navsup/hhg/navy_audit/navy_audit_documents/

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
Weight Ticket Requirements

- Members must submit clear legible weight tickets that contains members’ name and last four digits of SSN.
- List what is being weighed to include anything in tow (trailer, boat, auto trailer, etc…)
- Certified Weight Ticket Requirements
  - Must obtain one (1) empty **AND** one (1) full weight ticket
    - (weight tickets can be from origin OR destination OR a combination thereof
  - MUST be **signed** by a weigh master

**WARNING:** 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.
Navy members submit claims to Navy HHG Audit Team:

- Audit contact information can be found at:
- Choose only one method to submit claim i.e., 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) government business days before checking status
Submitting a USMC Claim

- **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

Email: householdgoods@navy.mil / Phone: 855-HHG-MOVE (855-444-6683)
Tips for Submitting a Claim

- Direct Deposit Forms are required for processing all Navy PPM Claims.
- A complete/signed claim packet is required. Use your PPM Checklist to make sure you are including everything.
- Empty and full weight tickets (obtained from origin, destination or a combination of both)
- Paid receipts for rental truck and/or trailer, commercial carrier or PODs, etc.
- Audit is not authorized to reimburse for pre-paid storage.
- *If you requested an advance*, claims **must** be submitted within 45 days. Be sure to submit your claim within that time to avoid being placed into collections.
Navy HHG Audit Team

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

**NAVY AUDIT DOCUMENTS**
List of required documents for:
- Personally Procured Move claims
- Storage in Transit (SIT) claims (temporary storage - 90 days or less)
- Non-Temporary Storage (NTS) claims (long-term storage)

**CHECK STATUS**
Check Status of a Household Goods Claim

Phone number
Email addresses
Mailing address

Please wait 10 days before checking the status of your PPM reimbursement.
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):
- [https://www.logcom.marines.mil/Capabilities/Personally-Procured-Move](https://www.logcom.marines.mil/Capabilities/Personally-Procured-Move)
Other Service POCs

- **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](http://www.fincen.uscg.mil/dity.htm)
Resources & Links

- PPM Estimator Tool: [https://move.mil/resources/ppm-estimator](https://move.mil/resources/ppm-estimator)

  *NOTE: PPM Estimator may not reflect current PPM rates; actual reimbursement amount may be different than provided by the estimator tool*

- “It’s Your Move” booklet (Civilian): [https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf](https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf)