Personal Procured Move (PPM)
 formerly known as Do-It-Yourself or DITY

For assistance, email: householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)
TOPICS COVERED

- What Is a PPM?
- PPM Advance Limits
- What’s Needed
- Submitting a Final Claim
- Tips for filing a claim
- Navy HHG Audit Team Web Portal
- Other Service Instructions
- Informational Links

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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

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PPM Advance Limitations

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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
    - Dependency Application/Record of Emergency Data Form (Page 2)

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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.

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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.

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The official Navy 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.

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You will need to fill this form out to request a direct deposit.

Form can be downloaded from our website at https://www.navsup.navy.mil/household/move/ppm/Fast%20Start%202231-%20HHG.pdf

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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

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TIPS for Submitting a Claim:

- Direct Deposit Forms are required for processing.
- 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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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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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.

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Refer member to specific branch of service for instructions:

- **ARMY:**
  

- **AIR FORCE:**
  

- **COAST GUARD:**
  


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Thank You......

For additional information or assistance:

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