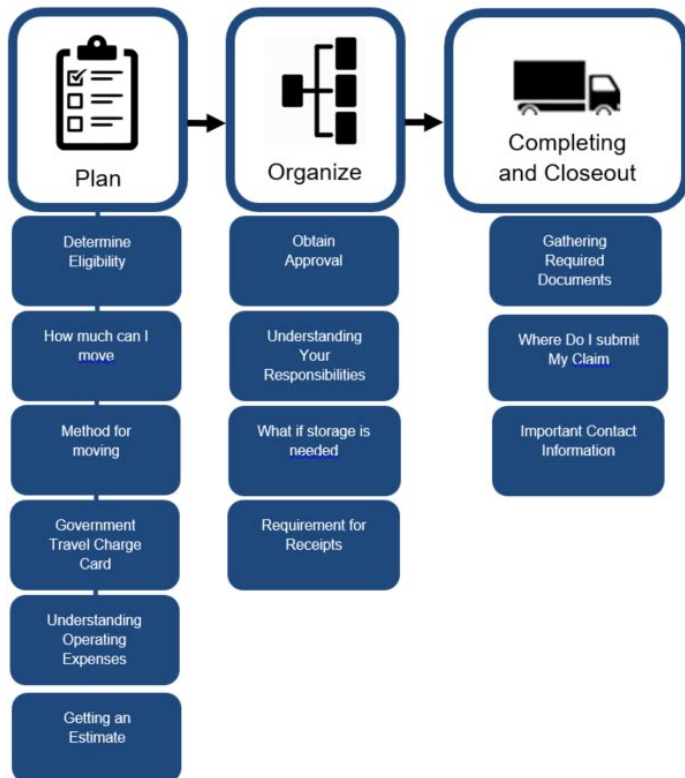


# USMC Conducting a Monetary Allowance Personally Procured Move (PPM)



### KEY LINKS/INFORMATION

**Defense Personal Property System (DPS)**  
<https://www.move.mil/tutorials/create-a-ppm-shipment>

**Find Your Local Personal Property Office**  
<http://www.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>

**Federal Motor Carrier Safety Administration**  
<https://www.fmcsa.dot.gov/protect-your-move>

**LOGCOM TVCB Website**  
<http://www.logcom.marines.mil/Capabilities/Personally-Procured-Move/>

**Navy/USMC Assistance**  
**1-855-HHG-MOVE (855-44-6683)**  
or  
[usmcpersonalproperty@usmc.mil](mailto:usmcpersonalproperty@usmc.mil)

03/01/2021

## PLAN YOUR PPM

### Am I eligible to do a PPM?

- ❖ Must have fully funded PCS Orders (**DO NOT** start the move before orders are issued or obtaining approval from a DMO).
  - You can also request a partial PPM, which is a combination of a government-arranged move and a PPM.

### How much weight can I move?

- ❖ You can move as much as you would like but compensation is based on the authorized weight allowance determined by your grade/rank and dependent status. Visit the link below to see what you are authorized.  
<https://www.move.mil/entitlements>
- ❖ An accurate estimated weight is key to understanding your baseline operating allowance and potential incentive. Weight Estimator tool found at <https://move.mil/resources/weight-estimator>.

### How can I move my household goods (HHG)?

- ❖ Self-Move via Privately Owned Vehicle (POV) with/without a trailer or rental vehicle.
- ❖ Hire a Commercial Moving company for full or partial service: Pack, load, haul, and deliver HHG to the new duty location or you load, they drive.

### Do I need insurance?

- ❖ Renter insurance or additional car insurance is highly recommended.

### Can I use my Government Travel Charge Card (GTCC)?

- ❖ Yes, use of the GTCC is mandatory when executing a PPM in conjunction a PCS (MARADMIN 373-20).
- ❖ If you don't have a GTCC but have **documented upfront cost (i.e. rental truck deposit)**, an Advance Operating Allowance (AOA) up to 60% of the Government Constructive Cost (GCC).based on the estimated weight. Visit your IPAC/S-1 to apply for the GTCC.

- **Must submit completed move for settlement within 30 days to avoid collection actions.**

### What are operating expenses?

- ❖ Operating expenses are any expense reasonably associated with the move such packing materials (boxes, tape, wrapping paper), rental vehicles/trailers, rented moving equipment/items, toll fees, weight tickets fees, gasoline, oil, etc.
- ❖ Hired labor to assist with packing, unpacking, loading and/or unloading are allowable expenses.
- ❖ Operating expenses are not reimbursed dollar for dollar but are used to offset the tax liability associated with the incentive.
- ❖ The statement of expenses on the PPM checklist is required to be filled out. Also indicate beside each expense that was paid for using the GTCC.

### How much am I paid?

- ❖ You will receive an incentive 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.
- ❖ Contact the local Personal Property Office to obtain an accurate estimated incentive.

- ❖ Keep in mind:
  - The final payment depends on the **actual** weight moved once you submit valid weight tickets.
  - 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.
  - PPM Incentives are taxed for both Federal and State (when applicable).
  - Contact your local personal property office for additional information regarding PPM allowances and procedures.
- A full weight ticket is required for each trip/load when multiple trips occur. Number each full weight ticket (i.e. Trip 1, Trip 2).
- ❖ Obtain an empty ticket when using a POV and or personal trailer when the registration doesn't indicate the weight.
  - Empty weight ticket is not required when using a commercial rental vehicle (UHaul, Penske, Budget)
- ❖ **FULL and EMPTY** weight tickets are required when a commercial moving company or a Portable Moving and Storage (POD) type container is used for the move.

## GET ORGANIZED

### How do I get approval?

- ❖ Create a PPM application via DPS self-counseling module at <https://move.mil>.
- ❖ Read all PPM specific information in its entirety in the self-counseling module in DPS and adhere to the rules of the PPM program.
- ❖ Once you complete your application, upload a complete copy of your orders in DPS.
  - If you're moving PBP&E (Pro-gear) you must disclose this upfront and provide a detailed list of items.
- ❖ Submit your application to your Personal Property Office for review and approval to do a PPM.
- ❖ Obtain a SIGNED DD Form 2278 (your signature is required on the form), DD Form 1351-2 and PPM Checklist from the Personal Property Office. **This is your authorization/approval to do a PPM**

### Your Responsibilities While Executing the Move.

- ❖ **MUST obtain a certified/legible full weight ticket that contains weigh master's signature and date along with your full name and rank.**
  - Weight ticket needs to specify full weight and what is on the scale (i.e. UHaul, UHaul w/trailer, Ford 150, Ford 150 w/trailer).

### What if I need to store my household goods?

- ❖ When executing a PPM, you're responsible for making arrangements for storage-in-transit (SIT) of HHG in a commercial storage facility open to the public.
- ❖ Reimbursement of SIT in conjunction with a PPM is limited to 90 days and limited to the Government Constructed Cost (GCC) for storage at destination. Visit your local personal property office to obtain the GCC.

### What should I do with my receipts?

- ❖ Save receipts for all moving expenses to help you fill out your Statement of Expenses and the PPM checklist.
  - Receipts from moving companies and for rental vehicles used as the mode for transporting the goods must be submitted with the package.
  - No other receipts are required to be submitted but must be maintained for IRS TAX PURPOSES.

## COMPLETING THE PPM

### What documents are required? Must be submitted in this order.

- DD Form 2278 signed by you and the Personal Property Office
- Registration for POV and or trailer
- Signed DD Form 1351-2 (Travel Voucher or Subvoucher).
- Rental Contract for any trucks, vans, or trailers
- Contract for any commercial services (packing, loading)
- Weight Tickets
- Statement of Expenses (Clearly identify those paid for using the GTCC)
- PPM Checklist
- Official Orders
- Miscellaneous documents/letters explaining multiple trips or unusual circumstances.

### Where do I submit my completed package?

- ❖ If your new duty station is a Marine Corps Installation **YOU MUST** turn the completed PPM Package into the local DMO for submission via the Document Tracking Management System (DTMS).
- ❖ Separation/Retirement moves that originated at a Marine Corps Installation, **YOU MUST** scan and email the completed PPM package back to the origin DMO for submission via DTMS. Each DMO will provide email instructions during counseling.
- ❖ If you're departing from a Marine Corps Installation and reporting to another Service's installation **YOU MUST** scan and email the completed PPM package back to the origin Marine Corps DMO for submission via DTMS. Each DMO will provide email instructions during counseling.
- ❖ All other completed claims will be submitted via email to [logcom.g8tvcbclaims@usmc.mil](mailto:logcom.g8tvcbclaims@usmc.mil) or mail to:

ASSISTANT CHIEF OF STAFF/G8  
MANAGERIAL ACCOUNTING DIV HHG  
PPM BLDG 3700 ROOM 315  
814 Radford BLVD, Suite 20262  
Albany, GA 31704-0262

### Contact Information

- ❖ HHG PPM Section Customer Service: (229) 639-6575  
M-F 0800-1130 & 1230-1600 EDT