



Personally Procured Moves

What is a Personally Procured Move (PPM)?

A PPM is a move that you arrange yourself in lieu of a government-arranged move. You can perform your entire move as a PPM or just a portion (known as a partial PPM). You must be counseled and obtain approval prior to performing a PPM and you must be in receipt of orders.

If you are a Military Service Member, you may be paid an incentive equal to the amount the Government would have paid a HomeSafe Alliance to perform the same move. Your incentive is calculated based on the actual weight of HHG that you move limited to your authorized JTR weight allowance. If you perform a partial PPM, your incentive payment is limited to the remaining balance of your authorized weight allowance.

- Note: Civilian employees are not authorized to receive an incentive payment but will be reimbursed for a PPM based on the method indicated in their order but will be reimbursed for actual expenses not to exceed government constructed cost (GCC) or Commuted Rate.

Approved PPM Methods

- Rent portable moving and storage containers, trucks or trailers.
- Use your own vehicle and/or trailer.
- Hire a commercial moving company to include “You load, they drive”.
 - Visit <https://www.fmcsa.dot.gov/protect-your-move> for a list of movers registered with the Federal Government.
- Ship via a small package carrier (e.g., USPS, FedEx, UPS, etc.).
 - Requires prior approval.
 - Requires receipts identifying package weight, contents, shipping cost, date, origin, and destination.
 - Small package PPM are not authorized to receive an incentive payment. Reimbursement for a PPM is based on actual cost not to exceed the GCC or the authorized weight allowance.

Am I Allowed Temporary Storage?

If you require temporary storage, contact your local TO for storage authorization and current Government storage rates. If property is placed into storage a second, PPM for storage is not authorized.

Examples of when storage is needed:

- Delay that prevents delivery of property at the destination.
- Circumstances that delay departure at origin
- Situation that halts the movement of goods in-transit.

Type of Storage Include:

- Rental extension for your rental truck, trailer, or portable storage container.
- Use of a mini-storage warehouse or other commercial storage facility.

Customer Responsibilities:

- 1) Obtain necessary equipment, materials, and vehicles to transport all property in a safe manner.
- 2) Locate certified weigh stations near your origin and/or destination and obtain legible full and empty weight tickets signed by a certified weigh master.
 - If using a commercial company, ensure they also comply with the weight ticket requirements.
- 3) If you receive an Advance Operating Allowance (AOA), be aware that your final PPM claim with all supporting documents must be submitted within 45 days of the pickup date. If not, the AOA amount will be collected from your pay.
- 4) Keep copies of all expense receipts, and a settled copy of the claims package for at least seven years (for tax purposes).
 - Note: Operating expenses are not reimbursed dollar for dollar but are used to offset the tax liability associated with the incentive.
- 5) Submit PPM reimbursement/incentive packets in accordance with Service-specific guidance (see next page).



Where to Submit Your PPM Reimbursement Packet		
Branch of Service	Primary	Alternate
USA/USAF/USSF (In Person/or Transportation Office E-mail)	Active-Duty Personnel: New Duty Station Transportation Office Retiring/Separating Personnel: Last Permanent Duty Station/Closest Base Transportation Office	
USN (E-mail/Mailing Address)	hhg_audit_ppm_claims.fct@navy.mil	HHG Audit Division Code 302 1968 Gilbert Street Suite 600 Norfolk, VA 23511-3392
USMC (Online/In Person)	All Marines MUST submit their completed package via the Travel Tab in Marine On-Line (MOL). Detailed instructions are available on the USMC PCS Resource page available at: https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/Personally-Procured-Move-Information/	If you're not able to access MOL and your duty station is a Marine Corps Installation, you can turn the completed PPM Package into the local DMO for submission via the Document Tracking Management System (DTMS)
USCG (Online/Mailing Address)	https://www.uscg.mil/fincen/personal_property	Commanding Officer ATTN: PPM Desk U.S. Coast Guard Finance Center 1430A Kristina Way P.O. BOX 4102 Chesapeake, VA 23326-0017