



Personally Procured Moves

What is a personally procured move (PPM)?

A PPM is a move that you perform or arrange yourself instead of using a DOD arranged Transportation Service Provider (TSP). It can be done for either a full or partial move. You must obtain approval from your Transportation Office (TO) prior to performing a PPM move. Below is a list of ways to conduct a PPM:

- Rent portable moving and storage containers Rent trucks or trailers
 - Use your own vehicle and/or trailer Hire a commercial moving company
 - Ship via a small package carrier² (e.g., USPS, FedEx, UPS)
1. If you choose to hire a commercial mover, please discuss the details with your transportation office. Additionally, we recommend utilizing a mover registered with the Federal Government at <https://www.fmcsa.dot.gov/protect-your-move>. This site offers free resources and tools to protect yourself from a "rogue" mover who may underbid your move, increase prices after picking up your property, and hold your property hostage until you pay prior to performing delivery.
 2. For small package services you do not need prior approval from your transportation office. You can file reimbursement for actual expenses not to exceed the Government Constructed Cost (GCC) and must provide the receipt or Customs Declaration Form specifying each package's weight, charges paid, mailing date, contents, destination, and origin

Am I allowed temporary storage?

If you believe you might need temporary storage, contact your local transportation office to get authorization for the following:

- Extension of rental time for your rental truck, trailer, or portable storage container
- Use of mini-storage warehouses or commercial storage facilities.

What's the difference between PPM types?

1. Customer Elected PPM

As an incentive for conducting a PPM, you are authorized to receive 100% of the Government Constructed Cost (GCC) to perform a partial or full PPM. The GCC is the cost the government would have paid in the event the move and/or storage was executed by a government procured TSP, including applicable accessorial. This allows you to receive a one-time payment from the government and keep any money not spent minus taxes. The computation is based on your actual household goods (HHG) weight transported and supported with weight tickets not to exceed your authorized weight entitlement. Your local transportation office is THE BEST resource to obtain an estimate of your incentive. Incentive estimates are based on the estimated weight to be moved and the authorized distance from origin to destination.

2. Actual Cost Reimbursement PPM

An actual cost reimbursement PPM is when government procured transportation is NOT available and you are approved to conduct a PPM in writing by the transportation office. Reimbursement may be up to the "actual cost," not to exceed your authorized weight entitlement.

Pre-approval is required and mandatory for Actual Cost Reimbursement, in accordance with Service Branch publication.

There are only two methods for PPM reimbursements for DOD civilians:

- Actual cost reimbursement (not to exceed the Government Constructed Cost)
- Commuted rate reimbursement



Personally Procured Moves (Cont.)

What are my responsibilities?

- Get the necessary equipment, moving aids, packing materials, and vehicles.
- Obtain empty and full weight tickets (based on Service Branch requirements) from a certified weigh station for each segment of your PPM, including multiple TDY trips en route.
 - If using a commercial company, ensure they also conduct the weigh requirements.
 - Privately-owned truck weight scales locations are available for required vehicle weight tickets when conducting a full or partial PPM. There are companies that offer these weight scales and you can search the internet to find a location near you. Check with your local transportation office to get more details on weighing your vehicle.
- Consider purchasing insurance to cover any loss or damages to your HHG, regardless whether you perform a PPM (full/partial) yourself or hire a commercial moving company.
- You accept the risks associated with not obtaining the appropriate amount of insurance coverage to protect your personal property.
- Retain all receipts for all expenses. Receipts for expenses are required to file your claim and must be retained for tax deductions. ◦ Contact a tax professional regarding deductions associated with your move.
- If you received an advance payment from finance you MUST submit your paperwork for final settlement within 45 days from the start date of your PPM. ◦ Keep all original documents and provide copies when filing your PPM settlement claim. ◦ Provide an explanation for any missing documents. (For example, if you're missing a weight ticket due to a vehicle accident, submit a copy of the accident report.)
- Your transportation office can provide guidance on submitting your final documentation. Also see the PPM Checklist and Expense Certification form generated by the Defense Personal Property System during your transportation office counseling appointment.