



# Personally Procured Moves (PPM)

## What is a 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 government approval prior to performing a PPM and you must be in receipt of travel 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.

- Incentive is calculated based on the actual weight of HHG, limited to your authorized JTR weight allowance.
- For 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. Based on the method indicated in their order, they will either be reimbursed for actual expenses not to exceed government constructed cost (GCC) or the GSA 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 receipts identifying package weight, contents, shipping cost, date, origin, and destination.
  - Small package PPMs are authorized to receive actual cost reimbursement only.
    - Reimbursement will not 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. Weight tickets, storage contracts and receipts are required.

## Examples of when storage is needed:

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

## Types 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.



Where to Submit Your PPM Reimbursement Packet		
Branch of Service	Primary	Alternate
<b>USA/USAF/USSF</b> <b>(In Person/or Transportation Office E-mail)</b>	Active-Duty Personnel: New Duty Station Transportation Office  Retiring/Separating Personnel: Last Permanent Duty Station/Closest Base Transportation Office	
<b>USN</b> <b>(E-mail/Mailing Address)</b>	<a href="mailto:hgg_audit_ppm_claims.fct@navy.mil">hgg_audit_ppm_claims.fct@navy.mil</a>	HHG Audit Division Code 302 1968 Gilbert Street Suite 600 Norfolk, VA 23511-3392
<b>USMC</b> <b>(Online/In Person)</b>	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:  <a href="https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/Personally-Procured-Move-Information/">https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/Personally-Procured-Move-Information/</a>	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)
<b>USCG</b> <b>(Online/Mailing Address)</b>	<a href="https://www.uscg.mil/fincen/personal_property">https://www.uscg.mil/fincen/personal_property</a>	Commanding Officer ATTN: PPM Desk U.S. Coast Guard Finance Center 1430A Kristina Way P.O. BOX 4102 Chesapeake, VA 23326-0017