



**Transportation Voucher
Certification Branch (TVCB)
Personally Procured Move (PPM)**

How to correctly assemble and submit your PPM Claim



The following will show the correct information to submit for a PPM/DITY claim. This information is required to process a claim for payment in a timely manner.
PPM Claims received without this information **WILL** experience delays in payment.

Voucher for Advance Payment:

- If advance is listed on DD Form 2278, whether it was received or not, the Advance Voucher Sheet or the Travel Voucher showing the advance must be submitted.
- If an advance was neither received nor listed on the DD Form 2278, this form is not required.

Weight Tickets: **CHANGED**

- Obtain EMPTY and FULL weight tickets at origin for each vehicle/trailer/rental truck etc., used to transport household goods (HHG) plus a FULL weight ticket at destination (3-tickets)
- Label each weight ticket with the make, model, license plate number, and “full” or “empty.”
- If weight is not legible, please write the weights listed, date, ticket number, and indicate empty or full to the side. DO NOT WRITE OVER
 - *If only rental truck is weighed full, only rental truck should be weighed empty.*
 - *If rental truck, trailer and POV are weighed full, weigh the truck, trailer and POV empty.*
- * If empty weight is without POV on a trailer and full weight is with POV on trailer, an empty weight ticket for the POV is required along with the registration.

Orders:

- Original Orders
- USMC Web Order
- NAVMC 11060

Receipts:

- Must have receipts for all authorized expenses. If receipts cannot be located for fuel, bank statements are acceptable. ALL AUTHORIZED PURCHASES MUST BE LABELED AND ADEQUATELY DESCRIPTIVE.

Power of Attorney:

- If someone other than the Marine will be contacting TVCB for updates on the PPM, current POA is required.

MISC:

- If you believe additional information is necessary to understand your move—enclose a brief statement with your claim

DO NOT LOAD YOUR POV, POT, RENTAL VEHICLES OR TRAILERS WITH UNAUTHORIZED ITEMS TO INCREASE YOUR WEIGHT. HERE ARE A FEW EXAMPLES OF WAYS MEMBERS ATTEMPTED TO DEFRAUD THE GOVERNMENT.



FOR ADDITIONAL INFORMATION VISIT OUR

Website:

www.logcom.marines.mil/capabilities/personnally-procured-move/

Revised 6 Oct 16



How to submit USMC PPM claims:

- Local USMC DMO via DTMS
- For retiring or separating Marines scan and email to logcom.tvcbclaims@usmc.mil in pdf file not to exceed 5mb. If more than 5mb, submit claim in multiple emails. Be sure your last name and the last 4 of your SSN is listed in the subject line. We cannot access documents attached using GOOGLE DRIVE OR ICLLOUD
- For supplemental documents: scan and email-email address above or Fax (229) 639-7367 ATTN: TVCB Customer Service
- If above options are not available:
USPS**

*Commanding General
Marine Corps Logistics Command
Transportation Voucher Certification Branch (TVCB)
814 Radford BLVD, Suite 20262
Albany, GA 31704-0262*

FEDEX or UPS

*Commanding General
Marine Corps Logistics Command
814 Radford Blvd
Programs & Resources Dept, TVCB, Bldg 3700 Room 315
Albany GA 31704-0262*

TVCB PPM/DITY Line: (229) 639-6575 M-W-F 8 am – 3 pm
T & TH 8 am—12 pm EST **NOTE: Allow 45 days from submission before checking the status of your claim**

How to submit Navy PPM claims:

- HHG-Audit_PPM_Claims.fct@navy.mil
- (USPS)**, FedEx, or UPS to:
BUSINESS SUPPORT DEPARTMENT
FISCN IN HHG AUDIT TEAM DIVISION CODE 302
1968 GILBERT STREET SUITE 600
NORFOLK VA 23511-3392

Transportation Voucher Certification Branch (TVCB) Personally Procured Move (PPM)

REQUIRED DOCUMENTS:

(In this order)

- Direct Deposit Form (Optional): ONLY Marines who are retiring/separating can change banking information with this form-all others contact IPAC
- DD form 2278; obtain via move.mil (DPS); signed and dated blocks 10(a-d)
- Privately Owned Vehicle/Trailer (POV/POT) registration and/or paid-in-full rental agreement for truck, van, trailer, etc.
- DD form 1351-2; signed and dated block 20(a-b)**
- Voucher for advance payment (if received)
- Weight tickets (certified/legible/adequately descriptive)
- Personally Procured Move (PPM) checklist and certification of expenses; signed**
- Separation or Web Orders (with travel SDN)
- Receipts (fuel, tolls, weight tickets, packing supplies, etc.) **ALL RECEIPTS MUST BE LABELED** gas: (rental truck, Ford F150 towing trailer, etc) supplies: (box, tape, bubble wrap, must be specific) tolls: (rental truck, POV, etc) weight tickets: (rental truck, make model of POV with/without trailer; with/without POV on trailer, etc) **IF RECEIPTS ARE NOT LEGIBLE OR LABELED YOUR CLAIM WILL BE DELAYED**
- Power of Attorney (POA) (if someone other than the Marine will be inquiring about PPM)

** Forms can be found at:

www.logcom.marines.mil/capabilities/personally-procured-move/forms.aspx

POV Registration:

- Must submit POV registration
- If anything is borrowed, include signed statement of permission from the owner.
- Registration is needed if moving a boat, motorcycle, ATV (etc.)

POT Registration:

- Marine can utilize an enclosed trailer but weight of the trailer will not be counted towards your weight allowance. Empty weight ticket must include trailer.
- If state does not require trailers to be registered, include a signed written statement by the owner to that effect.
- **MARINES CAN RECEIVE THE WEIGHT OF THEIR PERSONALLY OWNED UTILITY TRAILER AS HHG AS DEFINED BY THE JTR: utility trailers, with or without beds, with a single axle, and an overall length of no more than 12 feet (from rear to trailer hitch), and no wider than 8 feet (outside tire to outside tire). Side rails/body no higher than 28 inches (unless detachable) and ramp/ gate for the utility trailer no higher than 4 feet (unless detachable).**

Rental Contracts/Invoices:

- Must show size of the truck/trailer
- Must show paid in full
- PODS/You-Pack/We-Drive company contracts/invoices must list/itemize all charges & payments.
- Make sure all pertinent information is legible: *Name, rental location, destination, date, expenses, amount billed, paid in full, etc.*