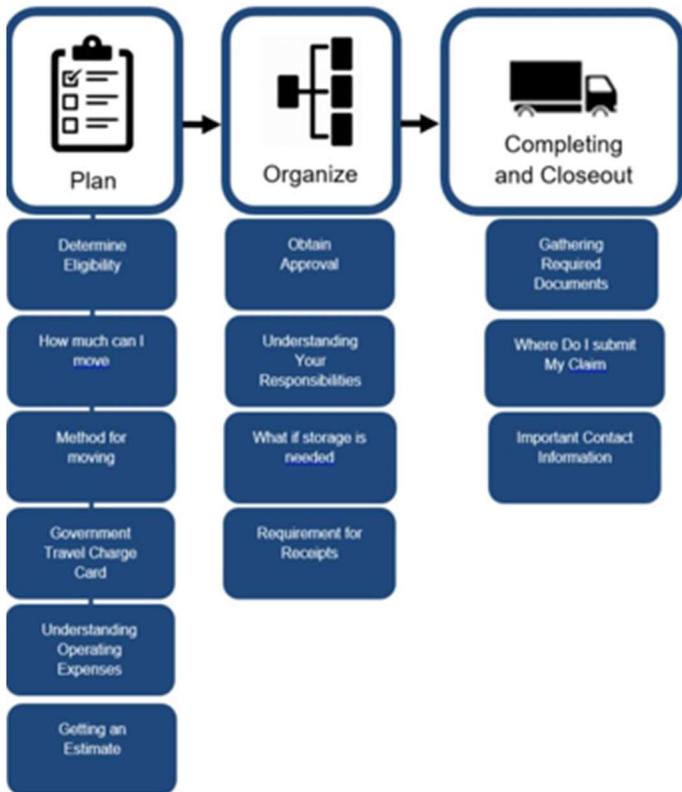


USMC Conducting a Monetary Allowance Personally Procured Move (PPM)



KEY LINKS/INFORMATION

USMC PCS Resources

<https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/Personally-Procured-Move-Information/>

Defense Personal Property System (DPS)

<https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves/>

Find Your Local Personal Property Office

<https://installations.militaryonesource.mil/?looking-for-a=program/program-service=2/focus=program>

Weight Estimator Tool

<http://www.ustranscom.mil/dp3/weightestimator.cfm>

Government Approved Transportation Providers (TSPs)

https://www.ustranscom.mil/dp3/docs/otherpdfs/0900+Household_Goods/Domestic%20Approved%20TSPs%2014%20Jan%202022.pdf

Federal Motor Carrier Safety Administration

<https://www.fmcsa.dot.gov/protect-your-move>

Navy/USMC Assistance

1-855-HHG-MOVE (855-444-6683) or usmcpersonalproperty@usmc.mil

LOGCOM TVCB Website

<https://www.logcom.marines.mil/Marines/Personally-Procured-Move/>

01/17/2023

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 for more information.
<https://www.militaryonesource.mil/moving-housing/moving/planning-your-move/military-pcs-entitlements/>
- ❖ An accurate estimated weight is key to understanding your baseline operating allowance and potential incentive. See link in Key Links.

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.

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.**
 - **Separating/Retiring Marines are not authorized AOA, except by exception approved through LPD-2.**

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.

Do I need insurance?

- ❖ Renter insurance or additional car insurance is highly recommended

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.

GET ORGANIZED

How do I get approval?

- ❖ Create a PPM application via DPS self-counseling module via link provided in Key Links.
- ❖ 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, rank and EDIPI.**
 - 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).
 - 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.
- ❖ RVs/5th wheels **are not** considered HHG but can be used as a mode of transporting the goods.
- ❖ Obtain weight for any approved PBP&E.
- ❖ There is no requirement to obtain weights at both origin and destination.

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.

- ❖ 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 (see Key Links).
- ❖ 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).

Contact Information

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

IMPORTANT INFORMATION

LIST WHAT IS ON THE SCALE WHEN YOU WEIGH TO INCLUDE WHAT IS IN TOW



cargo trailer



tow dolly



POV



auto trailer



rental truck



utility trailer



commercial moving company



POV in tow



boat



rental trailer

MARINE 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).



examples of utility trailer as defined in the JTR



examples of enclosed cargo trailer

HOW I MOVED MY HHG

Rental truck only
POV

POV w/rental trailer

Commercial Moving Co.

You pack they haul

WHAT I NEED TO SUBMIT

Full weight ticket
Full weight Ticket
POV registration with weight listed
Empty weight ticket if not listed
Full weight ticket
POV & trailer registration w/ wt listed
Empty weight ticket if not listed
Full & Empty weight ticket
Full & Empty weight ticket

BOTTOM LINE - IF THE WEIGHT IS NOT LISTED ON YOUR REGISTRATION(S) BE SURE TO WEIGH EMPTY AND SUBMIT WEIGHT TICKET

> if the weight or other pertinent information is not legible, please write the weight(s) to the side of the stamped/written weight, date, ticket number, and indicate empty or full to the side. **DO NOT WRITE OVER WEIGHTS**