

Eligible Expenses:

- >Rental truck/trailer; moving company, etc.
 - >Rental hand/appliance dollies & furniture pads
 - >Weight fees
 - >Authorized commercial moving company services
 - >Fuel/tolls/parking fees that will NOT be reimbursed as mileage MALT (PCS/PDT) (for rental trucks, POV towing trailer)
 - >Oil & additives required for rental trucks
 - >Consumable packing materials
- 

NOT Eligible expenses:

- >auto tow dollies, auto transports
 - >any type of insurance
 - >sales tax
 - >plastic totes
 - >meals & lodging
 - >general repairs, oil change, general maintenance
 - >fuel/tolls when only POV is used to move HHG - fuel/tolls will be reimbursed for POV when travel claim is submitted to your Disbursing Office/IPAC
- 



ALL PPM INCENTIVE PAYMENTS ARE TAXED 22%

FEDERAL AND STATE TAX IF APPLICABLE

DON'T BECOME INDEBTED TO THE GOVERNMENT
Two very important things to keep in mind:

1. The most important step you can take to avoid becoming a pay checkage (owing the government money) is to accurately estimate the weight to be moved.

Visit: <https://move.mil/resources/weight-estimator>
If you over estimate and receive an advance, you may have to pay back a portion of the advance.



2. If you receive an advance and do not submit your claim for processing, you will be indebted for the advance.

STORAGE ICW A PPM

Documents Required & Order:
DD 1351-2 signed; Paid storage receipts; Storage facility contract; Weight tickets from PPM claim; Extension letter if applicable; DD Form 2278 from PPM claim & Orders



DO NOT ATTEMPT TO DEFRAUD THE GOVERNMENT BY LOADING YOUR POV, TRAILERS, RENTAL VEHICLES WITH UNAUTHORIZED ITEMS TO INCREASE YOUR WEIGHT

Help us process your claim for payment ASAP - be sure:

- *required documents submitted are signed and legible
- *registration(s) and statement of permission, if applicable, are included
- *weight ticket(s) list what is on the scale to include anything in tow when weighed full and empty
- *do not write over or highlight any information-if not legible, write to side of printed/stamped verbiage and initial
- *receipt(s) must be included if expense(s) are listed on the PPM
- Checklist and adequately descriptive (i.e., fuel for rental truck, dish pack, tape, bubble wrap, etc.) **EXPENSES ARE NOT REIMBURSED** authorized expenses reduce the amount of taxes you pay on your PPM incentive payment
- *claim is submitted in the correct order
- *a brief statement about your move is included in your claim if you feel you need to explain/provide additional information about your move

HOW TO SUBMIT YOUR PPM CLAIM FOR USMC MEMBERS

EMAIL

scan and email to logcom.g8tvcbclaims@usmc.mil in pdf file format NOT TO EXCEED 5MB. If more than 5MB, we will not receive your claim. If your claim exceeds 5MB be sure to submit claim in multiple emails: ensure your last name, EDIPI or the last 4 of your SNN is listed in the subject line, add the number of the emails sent (i.e., Marine 0123-1, Marine 0123-2, etc.)

Thoroughly review the claim before and after it is scanned in pdf file format to ENSURE THE CLAIM IS LEGIBLE. We cannot access documents using GOOGLE DRIVE, ICLOUD or zip-files/hyper-links

MAIL

United States Postal Service** FedEx or UPS to:
ASSISTANT CHIEF OF STAFF/G8
MANAGERIAL ACCOUNTING DIV HHG PPM
BLDG 3700 ROOM 315
814 Radford BLVD, Suite 20262
Albany, GA 31704-0262

** it is recommended to request Return Receipt when sending through USPS

DMO

Active Duty on USMC Base: take your completed claim to your local DMO. They will review your claim for accuracy and submit via DTMS to our office for processing.

SUPPLEMENTAL DOCUMENTS

Email to the address above in pdf file format not to exceed 5MB - ensure Supplemental documents, your last name, EDIPI or the last 4 of your SNN is listed in the subject line.
FAX to 229-639-7456 ATTN: HHG PPM Customer Service-PPM Supplemental documents, include your last name and EDIPI or last 4 of your SSN

NAVY CLAIMS

email to: hgg_audit_ppm_claims.fct@navy.mil

mail to:

COMMANDING OFFICER

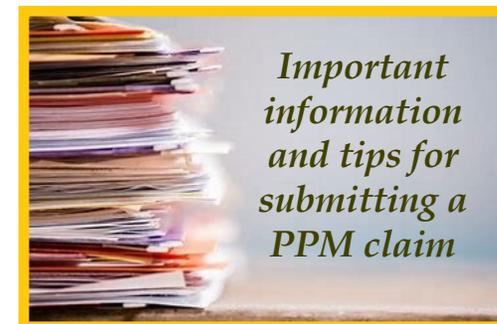
NAVSUP FLEET LOGISTICS CENTER NORFOLK BUSINESS SUPPORT
DEPARTMENT HHG AUDIT TEAM DIVISION CODE 302 1968 GILBERT
STREET SUITE 600 NORFOLK VA 23511-3392



Albany Georgia

Assistant Chief of Staff/G8
Managerial Accounting Division
Household Good (HHG) Section
Personally Procured Move (PPM)

PERSONALLY PROCURED MOVE BROCHURE FOR MARINES



Claims submitted without the required documents, information, or adequate labeling WILL experience delays in processing and payment



FOR ADDITIONAL INFORMATION VISIT OUR

Website

<http://www.logcom.marines.mil/Capabilities/Personally-Procured-Move/>
Most of your questions can be answered by visiting our website. You will find Forms, FAQs, and the date of when claims, we are currently working on, were received.

REQUIRED DOCUMENTS (SUBMIT IN THIS ORDER)

REMINDER-PLEASE DO NOT USE A HIGHLIGHTER ON ANY DOCUMENTS IN YOUR PPM CLAIM

- * **Direct Deposit Form only** if retiring or separating
- * **DD Form 2278**-Application for Do It Yourself Move
- * **Registration** for Privately Owned Vehicle/Trailer (POV/POT) and/or;
- * **Rental Contract** - for truck, van, trailer, etc.,
- * **DD Form 1351-2**-Travel Voucher
- * **Voucher for Advance** Payment (if received)
- * **Weight Tickets** - Must get a full at either origin or destination and an empty if applicable
- * **PPM Checklist** and Certification of Expenses
- * **Official Orders**
- * **Receipts**
- * **Power of Attorney (POA)** (Optional)
- * **Misc**

ADDITIONAL INFO:

***DIRECT DEPOSIT FORM:** **only** retiring/separating Marines may change their bank account information with this form included in their claim.

***DD FORM 2278:** block 10 must have wet or electronic signature of the Marine and DMO Counselor.

***RENTAL CONTRACT:** for trucks/trailers/moving company etc., must include: name, date of rental period, description of rental, amount billed/paid, pick up/drop off locations,

*NOTE: reservations will **not** be accepted in lieu of paid rental contract/invoice

***POV/POT/OTHER REGISTRATION(S):** submit copy of registration(s) for each conveyance weighed carrying HHG; if borrowed, include a signed statement from the owner giving you permission to use to move your HHG. Registration(s) are needed for boat, ATV, MC, etc., if included in the weight of your HHG. POV registration if towing rental trailer.

***TRAILERS:** your personally owned trailer (POT) can be utilized to move your HHG. However, the weight of the trailer WILL NOT be counted towards your weight allowance unless the trailer meets the specifications listed below:

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).



example of utility trailer as defined in the JTR



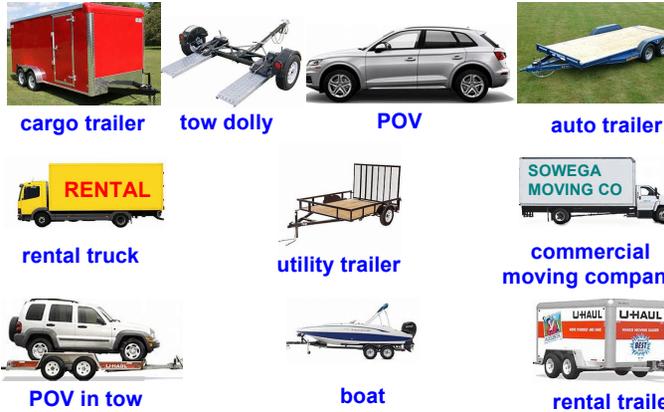
example of enclosed cargo trailer

***WEIGHT TICKETS (POLICY CHANGE JUN 2020):**

Effective immediately the weight ticket requirements associated with conducting a PPM using a rental truck require a full weight ticket only, if multiple trips/loads, a full weight ticket is required for each load.

An empty weight ticket is not required when the PPM is conducted via a POV or personally owned trailer and the vehicle/trailer registration reflects the empty or tare weight. If the registration does not reflect an empty weight, also called a tare weight, then an empty weight ticket is required to settle the claim.

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



EVERY WEIGHT TICKET MUST INCLUDE:

- >weigh station and weigh master's name, signature, and date
- >the description of the vehicle(s)/rental(s) including license number(s) as well as what is in tow (attached to the vehicle) when weighed full and empty, if applicable
- >if multiple trips are made, be sure to number i.e., trip #1 Ford F-150 full/empty, trip #2 Ford F-150 full etc.- if weight of POV is not listed on the registration, only 1 empty weight ticket is required when making multiple trips with the same vehicle

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**

***DD FORM 1351-2:** be sure you sign block 20a with wet or electronic signature.

***ADVANCE VOUCHER SHEET:** if advance amount is listed on your DD Form 2278, include this document and indicate if you did/did not received the advance and sign. If you did receive an advance, submit a copy of your pay voucher.

***PPM CHECKLIST/EXPENSE CERTIFICATION:** this document lists the required documents and provides an area to consolidate your expenses. If expenses are listed, there must be receipts/paid invoices included in your claim to validate authorized expenses.

***OFFICIAL ORDERS:** be sure the Travel Standard Document Number (SDN) is listed i.e., M7000220CTB1A2B

***RECEIPTS:** if receipts are not legible or descriptive, write to the side the amount/description of each item purchased. **FUEL: WE DO NOT ACCEPT PRE-PAID FUEL RECEIPTS** fuel receipts must list amount purchased and paid. Also list for which vehicle it was purchased. If you move your HHG with only your POV, fuel expenses/receipts do not need to be submitted with your PPM claim since you will receive compensation when you submit your travel claim.

CONSUMABLES: boxes, tape, bubble wrap, etc., must be labeled in order to be considered an authorized expense.

***POWER OF ATTORNEY (POA):** submit with claim only if someone will be contacting our office on your behalf for any of the following information:

amount of payment, bank account number(s) or any other personal information. POA must be included in your claim.

***MISC:** If you believe additional information is necessary for us to understand your move—enclose a brief statement with your claim.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) also referred to as **PRO** and **PRO-Gear** (JTR APPD A-18 3/1/2020): Includes HHG in a Service member's possession needed for the performance of official duties at the next or a later PDS. You must disclose up front to your DMO Counselor that you have pro-gear along with a detailed inventory of the items being claimed as pro-gear. Pro-gear items must be weighed separately from your other HHG items and the weight tickets must be marked "PROGEAR."

PBP&E exclude commercial products for sale or resale; sports equipment; shop fixtures; furniture; personal computer equipment and accessories; memorabilia, including awards, plaques or other objects presented for past performance; table service, including flatware, serving pieces, dishes, other utensils, and glassware; or other items of a professional nature that are not necessary at the next or a later PDS, such as text books from previous schools unrelated to future duties, or personal books.

CONTACT INFORMATION

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

NOTE: please allow 14 calendar days from submission date before inquiring the status of your claim. When leaving a message, we need your last name, EDIPI or last 4 of SSN, contact number, how your claim was submitted to our office and a brief message. Please speak slowly and clearly. All calls are returned within one government business day.