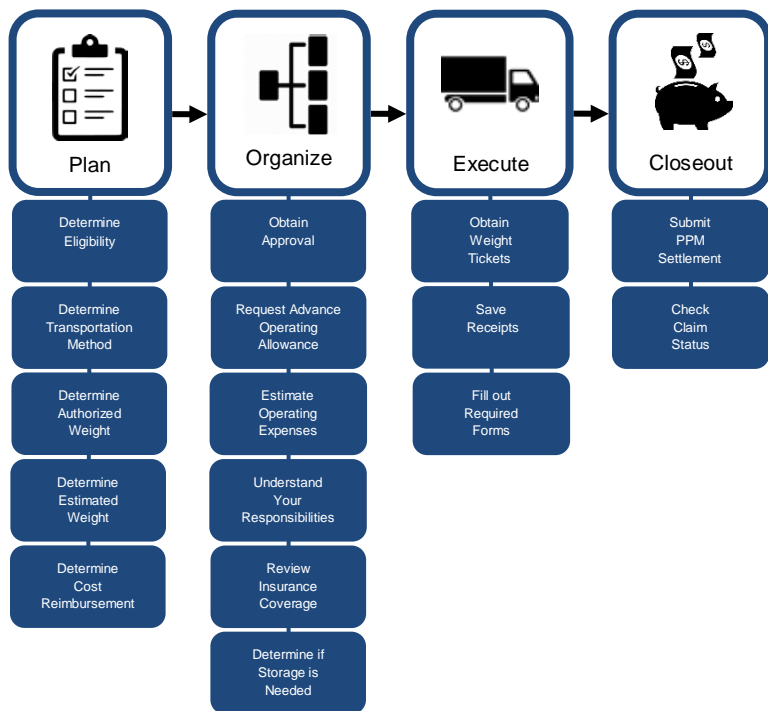


Conducting a Navy Personally Procured Move (PPM)



Defense Personal Property System (DPS)
<https://www.move.mil/tutorials>

Navy HHG Website
https://www.navsup.navy.mil/public/navsup/hhg/time_to_move/ppm

Find Your Local Personal Property Office
<http://move.mil/resources/locator-maps>

Weight Estimator Tool
<http://www.move.mil/resources/weight-estimator>

PPM Estimator Tool (Cost Estimate)
<http://www.move.mil/resources/ppm-estimator>

Government Approved Transportation Providers (TSPs)
<https://www.ustranscom.mil/dp3/docs/hhg/Domestic%20Approved%20TSPs.pdf>
 (Request Local Moving Company Information – Stateside only)

Federal Motor Carrier Safety Administration
<https://www.fmcsa.dot.gov/protect-your-move>

Navy Assistance
 1-855-HHG-MOVE (855-44-6683)
 or
householdgoods@navy.mil

Submit Your PPM Final Claim
hhg_audit_ppm_claims.fct@navy.mil

Check the status of Your PPM Final Claim
 Email: pptas.fiscn@navy.mil
 or
 Contact: 888-742-4467

7/2/2019

V. 2

PLAN YOUR PPM

Am I eligible to do a PPM?

- ❖ You must have a valid set of orders (household goods shipping entitlement and Line of Accounting) to be eligible to do a PPM.
- ❖ You cannot start a PPM before orders are issued or request reimbursement without obtaining approval.

How can I move my household goods (HHGs)?

- ❖ Self-Move: Use Privately Owned Vehicle (POV) with/without a trailer (provide copy of POV registration) or rent a vehicle to complete the move.
 - You can also request a partial PPM, which is a combination of a government-arranged move, and a PPM.
- ❖ Hire a Transportation Service Provider (TSP) for full/partial service: Pack, load, haul, store and deliver HHGs to the new duty location or you load, they drive.

Note: For small package shipments, check with your local Personal Property Office and the Navy HHG website, PPM tab, (website address above) for additional information.

How much weight am I allowed to move?

- ❖ You can move up to the authorized weight allowance based on your orders, grade/rank and dependent status.

How can I estimate my HHGs weight?

- ❖ To help you estimate the weight of your shipment, use the move.mil Weight Estimator tool found at <https://move.mil/resources/weight-estimator>.

How much am I paid?

- ❖ Self-move: The government will pay you an incentive up to 95% of the authorized government constructive cost (GCC) to move your HHGs.
 - The payment depends on the **actual** weight moved once you submit valid weight tickets.
 - You can receive an Advance Operating Allowance up to 60% of the authorized GCC.
 - If your moving expenses exceed 95%, you can receive payment NTE 100% of the GCC with receipts. A new DD Form 2278 is needed. Contact your Personal Property Office.

- If you move more than your authorized weight, you will only get paid the max authorized allowance equal to 100% GCC.

- ❖ Hire a TSP: The government will pay you up to 100% of the authorized GCC to move your HHGs by providing a TSP service contract or estimate.

- Two certified weight tickets are required: one empty & one full.

Note: For an ESTIMATE of your incentive payment, see PPM Estimator tool (website address above).

GET ORGANIZED

How do I get approval?

- ❖ Create a PPM application using the DPS self-counseling module. Go to <https://move.mil/tutorials> to help you get started.
- ❖ Once you complete your application, upload a complete copy of your orders in DPS.
- ❖ Submit your application to your Personal Property Office for review and approval to do a PPM.
- ❖ Obtain a SIGNED DD Form 2278 at the Personal Property Office. Your signature is also required on the form.

What is an Advance Operating Allowance?

- ❖ An Advance Operating Allowance is a percentage of the authorized government cost that you request upfront to assist with PPM expenses.
- ❖ If your PPM expenses are less than the Advance Operating Allowance paid to you, you will owe the government money.
- ❖ The following personnel are NOT ELIGIBLE for a PPM advanced operating allowance:
 - Personnel separating (not retiring) from the military.
 - Navy members moving HHGs to their first Permanent Duty Station.

How do I request an advance?

- ❖ Submit a set of orders and a counselor signed copy of your DD 2278 and NPPSC Travel; Electronic Funds Transfer (EFT)-Form 7000/1 (02-2017) to your Command Pay and Personal Administrator (CPPA) to receive an Advance Operating Allowance via Direct Deposit.

What are operating expenses?

- ❖ Operating expenses are expenses to complete the move: packing materials (boxes, tape, wrapping paper), rental vehicles/trailers, rented moving equipment/items, toll fees, weight tickets fees, gasoline, oil, etc.
 - Cost for POV service/repairs are not considered operating expenses. See PPM checklist (https://www.navsup.navy.mil/site/public/household/documents/PPM_Checklist_24_Jul_18.pdf) for addition information.
- ❖ Operating expenses are part of your incentive payment but the amount is not taxed. The difference is considered profit for tax purposes.

Understand Your Responsibilities.

- ❖ Obtain authorization/approval to do a PPM from your local Personal Property Office.
- ❖ Read all PPM specific information in its entirety in the self-counseling module in DPS

(<https://www.move.mil/tutorials>) and adhere to the rules of the PPM program.

- ❖ Obtain necessary equipment, materials, and vehicles to transport all property in a safe manner.
- ❖ Obtain a certified/legible full and empty weight tickets.
- ❖ If you received an Advance Operating Allowance, submit a final PPM claim with all supporting documents within **45 days** of the pickup date. If not, the Advance Operating Allowance amount will be collected from your pay.
 - Keep copies of all expense receipts, and a settled copy of the claims package for at least seven years (for tax purposes).

Do I need insurance?

- ❖ Insurance is highly recommended. The most common need for extra insurance is if your car insurance does not cover trailers pulled behind your car.
- ❖ The government will not reimburse the cost of buying extra insurance.

What if I need to store my household goods?

- ❖ You are responsible for making arrangements for storage-in-transit (SIT) or non-temporary storage (NTS) HHGs in a commercial storage facility open to the general public.
- ❖ SIT: Initial SIT is 90 days. For additional SIT, see your local Personal Property Office for approval.
- ❖ NTS: Storage for duration of tour of duty authorized on the order.
- ❖ Storage (SIT or NTS) is an actual cost reimbursable expense not to exceed the GCC. See your local Personal Property Office for the GCC.

EXECUTE MOVE

What is a weight ticket and what are weight ticket requirements?

- ❖ Weight Ticket: A certificate stating the weight of a vehicle and HHGs.

- ❖ You must obtain empty and full weight tickets either at origin or destination or any combination.
- ❖ Tickets MUST be from a CERTIFIED weight scale and signed by the WEIGH MASTER.
- ❖ No passengers can be in the vehicle when weighing vehicles and should reflect status of gas tank (i.e., full, 3/4 tank, etc.).
- ❖ Empty weigh tickets for RVs/5th wheels must include all factory installed appliances and equipment.
- ❖ If towing a POV behind a rental vehicle, detach the POV before obtaining weight tickets.
- ❖ Locate weigh scales at https://www.move.mil/locator_maps.

What should I do with my receipts?

- ❖ Save all authorized move expense receipts to help you fill out your expense checklist.

What documents do I need?

- ❖ DD Form 2278 (Application for Do it Yourself Move and Counseling Checklist) signed by you and the Personal Property Office.
- ❖ Signed DD Form 1351-2 (Travel Voucher or Subvoucher).
- ❖ NPPSC Travel; EFT-Form 7000/1 (02-2017). Download: https://www.navsup.navy.mil/site/public/household/documents/NPPSC7000_1_02_2017.pdf
- ❖ Two weight tickets for each vehicle moving HHG: one empty & one full.
- ❖ If you are missing a document, provide an explanation. Example: Missing a weight ticket due to a vehicle accident then provide the accident report.

LAST STEP: CLOSEOUT PPM

How do I submit my settlement?

- ❖ Email your PPM final claim packet for settlement to: hhg_audit_ppm_claims.fct@navy.mil

How can I check my claim status?

- ❖ Request the status of your claim via email at pptas.fiscn@navy.mil or call 888-742-4467.