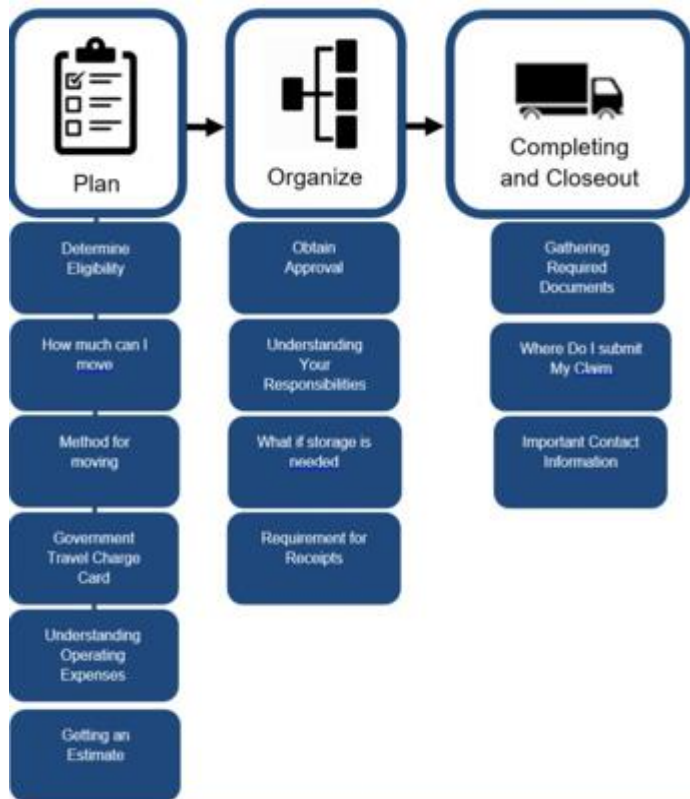


United States Marines Corps

Conducting a Monetary Allowance Personally Procured Move (PPM)

EFFECTIVE 28 JUNE 2024



KEY LINKS

USMC LPD-2 PCS MOVE RESOURCES WEBSITE:
<https://www.1and1.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/>

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%204%20March%202022.pdf

Navy/USMC Assistance
 1-855-HHG-MOVE (855-444-6683) or usmcpersonalproperty@usmc.mil

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

HQMC-LPD2 Organizational Mailbox:
usmcpersonalproperty@usmc.mil

Revision 06/28/2024

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.

Do I need insurance?

- ❖ Renter insurance or additional car insurance is highly recommended.

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 costs (e.g., 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 PPM for settlement within 45 days to avoid collection actions!**
 - **Separating/Retiring Marines are not authorized AOA, except by exception approved through HQMC-LPD2 Organizational Mailbox (see KEY LINKS)**

What are operating expenses?

- ❖ Operating expenses are any expense reasonably associated with the move such packing materials (boxes, tape, wrapping paper, totes), 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.

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 empty and full weight tickets that contains weigh master signature and date along with your full name, rank and EDIPI.**
 - Weight tickets need to specify if empty or full and what is on the scale (e.g., UHaul, UHaul w/trailer, Ford F150, Ford F150 w/trailer, etc.). You can use photos to verify your loads!!

- 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).
- ❖ Always obtain empty and full weight tickets when using a POV and or personal trailer when the registration doesn't indicate the weight.
 - Empty and full weight tickets are required when using a commercial rental vehicle (UHaul, Penske, Budget)
- ❖ **Empty and Full** 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 origin and destination. Recommend use of base scales if available for your weight tickets!

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.
 - Recommend submission of receipts for \$75 or greater but no other receipts are required to be submitted. You must maintain a copy of your receipts and the PPM Claim for IRS TAX PURPOSES at least 10 years.

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 with an active CAC **must** submit their completed package via the Travel Tab in Marine On-Line (MOL). Detailed instructions are available on the USMC PCS Move Resources page (see KEY LINKS).
- ❖ If you cannot submit your PPM Claim via MOL Travel Tab or just need assistance with submission of the Claim, you **may** turn the completed PPM Package into the local DMO for submission via the Document Tracking Management System (DTMS).
- ❖ All other completed claims will be submitted via email to - logcom.g8tvcbclaims@usmc.mil no larger than 5 MB, multiple emails must be marked 1 of 2, 2 of 2, etc., or you may mail the claim to the below address:

ASSISTANT CHIEF OF STAFF/G8
MANAGERIAL ACCOUNTING DIV
HHG PPM BLDG 3700 ROOM 315
814 Radford BLVD, Suite 20262
Albany, GA 31704-0262

TVCB CONTACT INFORMATION: HHG PPM AND PPM STORAGE CUSTOMER SERVICE (229) 639-6575

AND
HOURS OF OPERATION: M-F
0800-1130 & 1230-1600 EDT