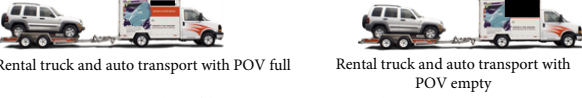


**MOST COMMON ERRORS AND OTHER INFORMATION**

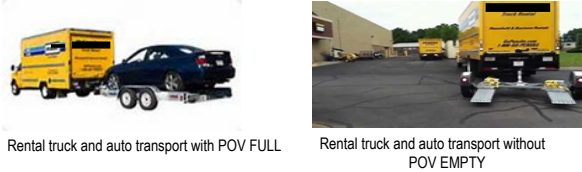
**EXPENSES ARE NOT REIMBURSED**  
Authorized expenses reduce the amount of taxes you pay on your PPM incentive payment

example of the correct method to weighing HHG



Rental truck and auto transport with POV full      Rental truck and auto transport with POV empty

example of how NOT to weigh HHG



Rental truck and auto transport with POV FULL      Rental truck and auto transport without POV EMPTY


If you have weighed your HHG in this way, you will need to weigh your POV empty and include the weight ticket in your claim along with a copy of the POV registration  
**MUST HAVE A TRUE APPLE TO APPLE COMPARISON!**

**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: [http://www.move.mil/dod/before\\_you\\_begin/weight\\_allowance.cfm](http://www.move.mil/dod/before_you_begin/weight_allowance.cfm) Then access the "Weight Estimator" tab. 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.

**\*\*ALL PPM INCENTIVE PAYMENTS ARE TAXED 25%\*\***



**STORAGE ICW A PPM**  
Documents Required & Order:  
DD 1351-2 - signed  
paid storage receipts  
storage facility contract  
weight tickets from PPM  
extension letter if applicable  
DD Form 2278 from PPM  
orders

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



**Eligible Expenses:**

- \*Rental hand/appliance dollies & furniture pads
- \*Weight fees
- \*Authorized moving company services
- \*Fuel/tolls/parking fees that will NOT be reimbursed as mileage MALT (PCS/PDT)
- \*Oil & additives required for rental trucks
- \*Packing materials

**NOT Eligible expenses:**

- \*auto tow dollies, auto tow bars/hitches, auto transports
- \*any type of insurance
- \*sales tax
- \*general repairs, general maintenance
- \*meals & lodging
- \*POV gas and/or tolls that will be reimbursed in conjunction with travel (i.e., mileage allowance for travel)

**Tips for your PPM claim being processed for payment in a timely manner**

- \*submit all required documents
- \*all documents are signed
- \*make sure all documents are legible
- \*all receipts submitted are adequately descriptive (i.e., fuel for rental truck, dish pack, tape, bubble wrap, etc.)
- \*all weight tickets are adequately descriptive (list what is on the scale to include anything in tow when weighing full and empty)
- \*all registrations and statement of permission, if applicable, are included in claim
- \*claim submitted in the correct order



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.



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



**The following documents & information are required for a PPM claim to be processed for payment in a timely manner. PPM Claims submitted without these documents/information WILL experience delays in payment.**

**BE SURE TO KEEP A COPY OF YOUR CLAIM AND ALL SUPPORTING DOCUMENTS FOR YOUR RECORDS FOR AT LEAST 6 YEARS**

# REQUIRED DOCUMENTS (SUBMIT IN THIS ORDER)

- \* **Direct Deposit Form** (Optional)
- \* **DD Form 2278**
- \* **Registration** for Privately Owned Vehicle/Trailer (POV/POT) and/or
- \* **Rental Agreement** for truck, van, trailer, etc.,
- \* **DD Form 1351-2**
- \* **Voucher for Advance** Payment (if received)
- \* **Weight Tickets** - Must get a full & empty at origin & full at destination
- \* **PPM Checklist** and Certification of Expenses
- \* **Orders** (with travel SDN listed)
- \* **Receipts**
- \* **Power of Attorney** (POA) (optional)
- \* **Misc**

## ADDITIONAL INFO:

\***DIRECT DEPOSIT FORM:** only retiring/separating Marines can change their bank account information with this form included in their claim. All others must contact their IPAC

\***DD FORM 2278:** block 5-must have current mailing address; block 10 must have wet or electronic signature of the Marine and DMO Counselor

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

\***TRAILER:** can be utilized to move your HHG. However, the weight of the trailer WILL NOT be counted towards your weight allowance unless the trailer used 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).*

If the trailer you are using does NOT meet these specs, you will need to be sure to include the weight of the trailer in your empty weight.

If state does not require trailers to be registered, include a signed written statement to that effect.

## \*RENTAL TRUCKS/TRAILERS/MOVING CO. ETC.,

**CONTRACTS:** Must include: Name, Date of rental period, Description of rental, Amount billed/paid, Pick up/Drop off locations, POV registration if towing rental trailer NOTE: reservations will not be accepted in lieu of paid rental contract/invoice

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

\***ADVANCE VOUCHER SHEET:** submit if advance is listed on your DD Form 2278 and indicate if you did/did not received the advance and sign.

## \*TRAVEL VOUCHER-TRAVEL VOUCHER FROM MYPAY:

-Advance received - submit along with the Advance Voucher Sheet.

-If no advance is listed on DD Form 2278: the Advance Voucher Sheet for PPM is not needed in claim.

## \*WEIGHT TICKETS: \*\*CHANGED AUG 2016\*\*

**MUST** obtain EMPTY and FULL weight tickets at origin for each vehicle/trailer/rental truck etc., used to transport household goods (HHG)

**MUST** obtain a FULL weight ticket at destination (3-tickets total for each conveyance)

**EXCEPTION TO 3 WEIGHT TICKETS:** You load/ they drive and commercial services, only one legible full weight ticket and one legible empty weight ticket for each container.

**EVERY WEIGHT TICKET MUST:** be labeled with the make, model, license plate number, and what is in tow, attached to the vehicle when weighed full and empty.

If weight tickets are not legible, please write the weights listed, date, ticket number, and indicate empty or full to the side. DO NOT WRITE OVER WEIGHT

\***PPM CHECKLIST/EXPENSE CERTIFICATION:** lists the required documents and provides area to consolidate expenses - receipts/paid invoices must be included in claim to validate authorized expenses.

\***ORDERS:** Travel SDN must be listed on orders; original orders, USMC web orders, or NAVMC 11060

\***RECEIPTS:** If receipts are not legible or descriptive, write to the side the amount/description of item purchased. **FUEL: PRE-PAY RECEIPTS FOR FUEL ARE NOT ACCEPTED-** each receipt must list the amount purchased and paid

**CONSUMABLES (BOXES, TAPE, ETC):** items purchased must be labeled in order to be considered an authorized expense.

**DO NOT WRITE OVER OR HIGHLIGHT ANY  
INFORMATION IN THE CLAIM**

## \*POWER OF ATTORNEY (POA):

Submit with claim only if someone will be contacting HHG-PPM (TVCB) for information regarding the amount of payment, bank account information or any personal information -- we will only speak to you or the person designated by the POA included in PPM claim.

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

## How to Submit USMC PPM claims:

-Active Duty Marines on USMC Base: take claim to DMO - they will review your claim for accuracy and submit via DTMS to HHG PPM (TVCB) for processing

-Retiring, Separating or Marines not stationed on USMC Base: scan and email to logcom.tvcbclaims@usmc.mil in pdf file format NOT TO EXCEED 5MB. If more than 5MB, submit claim in multiple emails: ensure your last name and the last 4 of your SSN 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 OR ICLOUD

## OR

Mail via United States Postal Service (USPS)\*\*, FedEx or UPS to:

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

\*\*NOTE: it is recommended to send Return Receipt Request with regular USPS mail

Supplemental documents: scan and email to the address above in pdf file format not to exceed 5MB per email or FAX to 229-639-5704 ATTN: HHG PPM Customer Service, include your last name and last 4 of your SSN

## CONTACT INFORMATION

HHG PPM (TVCB) customer Service: (229) 639-6575 M-F 0800-1600 EST NOTE: please allow 14 calendar days from submission date before inquiring on status - when leaving a message, we need your last name, 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.

## SUBMIT NAVY CLAIMS

email to: [hhg\\_audit\\_ppm\\_claims.fct@navy.mil](mailto:hhg_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