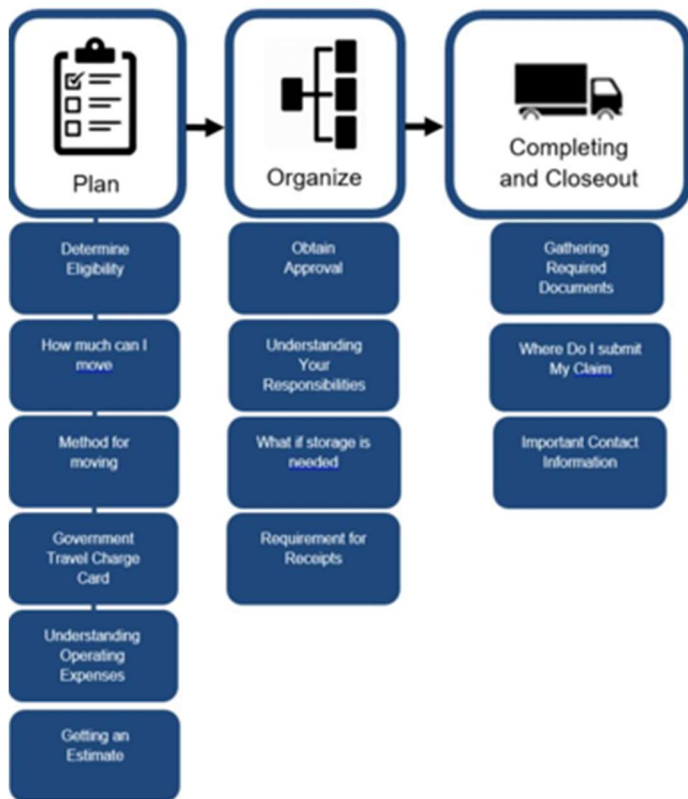


USMC Conducting a Monetary Allowance Personally Procured Move (PPM)

March 2023



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).



example of utility trailer as defined in the JTR



example 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**