

## What is a Personally Procured Move (PPM)?

A PPM is a move that you perform yourself instead of using a DOD Transportation Service Provider (TSP). It can be done for either a full or partial move. You must obtain approval from your Transportation Office (TO) prior to performing a PPM move. Below is a list of ways to conduct a PPM:

1. Rent portable moving and storage containers
2. Rent trucks or trailers
3. Use your own vehicle and/or trailer
4. Hire a commercial moving company
5. Ship via a small package carrier\* (e.g., USPS, FedEx, UPS)

\* **For small package services you can file reimbursement for actual expenses. You must provide the receipt or Customs Declaration Form specifying each package's weight, charges paid, mailing date, contents, destination, and origin.**

**If you choose to hire a commercial mover, we recommend utilizing a mover registered with the Federal Government at <https://www.fmcsa.dot.gov/protect-your-move>.**

## What's the difference between PPM types?

### Member Elected PPM

As an incentive to participate in the program, you are authorized to receive 100% of the Government Constructed Cost (GCC) to perform a partial or full PPM. The GCC is an estimate of what the government would have paid in the event the move and/or storage was executed by a government procured TSP, including applicable accessorial. This allows the service member to receive a one-time payment from the government and keep any money not spent. The computation is based on your actual HHG weight transported and supported with weight tickets not to exceed your authorized weight entitlement. Your local TO is THE BEST resource to obtain an estimate of your incentive. Constructed move costs are based on the estimated weight to be moved and the authorized distance from the origin to destination. If you need assistance with estimating your weight there is a weight estimator tool located at <https://move.mil/resources/weight-estimator>.

### Actual Cost Reimbursement PPM

An actual cost reimbursement PPM is when government transportation is NOT available and you are approved to conduct a PPM. Reimbursement may be up to the "actual cost" regardless of the GCC Best Value. Pre-approval is required in writing from your Service HQ and mandatory for actual cost reimbursement.

**There are only two methods for PPM reimbursements for DOD civilians:**

1. **Actual Cost reimbursement**
2. **Commuted Rate reimbursement**

## Am I allowed temporary storage?

If you believe you might need temporary storage, contact your local TO to get authorization for the following:

1. Extension of rental time for your rental truck, trailer, or portable storage container
2. Use of mini-storage warehouses or commercial storage facilities

## What are my responsibilities?

- Get the necessary equipment, moving aids, packing materials, and vehicles.
- Obtain **empty and full weight tickets** (based on Service requirements) from a certified weigh station for each segment of your PPM, including multiple TDY trips enroute.
  - If using a commercial company, ensure they also conduct the weigh requirements.
  - Your TO counselor can provide you with a list of certified scales at your counseling appointment and inform you what information needs to be included on your weight tickets.
  - Scale locations can also be found by going to <https://move.mil/resources/locator-maps>.
- Purchase the appropriate amount of insurance to cover any loss or damages to your HHG, regardless if you perform a PPM (full/partial) yourself or hire a commercial moving company. You accept the risks associated with not obtaining the appropriate amount of insurance coverage to protect your personal property.
- **Retain all receipts for all expenses.** Receipts for expenses are required to file your claim and retained for tax deductions.
  - Contact a tax professional regarding deductions associated with your move.
- You **MUST** submit your paperwork for final settlement within 45 days from the start date of your PPM.
  - Keep all original documents and provide copies when filing your PPM settlement claim.
  - Provide an explanation for any missing documents. (For example, if you're missing a weight ticket due to a vehicle accident, submit a copy of the accident report.)
  - Your local TO can provide guidance on submitting your final documentation. Also see the PPM Checklist and Expense Certification form on Move.mil for additional information.

### Additional PPM Compensation Items

Effective 24 April 2021, you are authorized to get paid for the following services, as applicable:

- Key West Service Charge
- Fuel Surcharge
- PPM Variable - This covers incidentals not otherwise covered by counselor approved accessorial (i.e. third party service, debris removal, miscellaneous charges). This amount is currently set at 3% of the total of all charges (except accessorial)
- Extra Pickup and/or Delivery
- Bulky Items
  - Go-carts/Motorcycles > 250cc/Riding Golf Carts/Small Rec Vehicle/Snowmobile/Three or Four Wheelers/Riding Lawnmowers (including stand on)
  - Canoes/Jet Skis/Kayaks/Windsurfers, Boats/Dinghies/Row Boats/Sculls/Skiffs and Boat Trailers (excluding all other trailers)
  - Big Screen TVs (excluding flat screen TVs), Grand (or Baby Grand) Pianos (excluding upright pianos)
  - Tool sheds/Kennels/Play House/Shed > 100 cu ft. Bathtub/Hot Tub/Jacuzzi/Spa/Whirlpool Baths > 100 cu ft
- **Any questions regarding payment for any of these services can be directed to your local TO.**
  - You can add these yourself when performing self-counseling in DPS.
  - Counselors must review and approve/adjust all accessorial requested by you during counseling.
  - A "Create a PPM" tutorial is posted on the DPS landing page to assist with these new features (under the move.mil Tutorial menu).

## WHO TO CALL FOR HELP

1. **Local Transportation Office (TO):**  
<https://www.move.mil/resources/locator-maps>

2. **Branch of Service Customer Service:**  
Army (800) 521-9959 (253) 967-5093  
Marine Corps (855) 444-6683  
Navy (855) 444-6683

Air Force (210) 652-3357

Coast Guard (833) 551-0887

3. **USTRANSCOM Customer Support Center (Open 24 hrs)**  
Toll Free: (833) MIL-MOVE [645-6683]