

## USTRANSCOM Personal Property Advisory #21-0059

**Date:** 23 April 2021

**From:** USTRANSCOM Defense Personal Property Management Office (DPMO), TCJ9, Scott AFB, IL 62225

**To:** Worldwide Personal Property Shipping Offices (PPSOs) and Personal Property Processing Offices (PPPOs)

**Subject:** Guidance on additional compensation for Personally Procured Moves (PPM) in anticipation of Defense Transportation Regulation Chapter 411 Update

1. Effective 24 April 2021, PPMs in the Defense Personal Property System (DPS) with move dates on or after 15 May 2021 are authorized additional compensation as detailed below, with a subsequent DTR update to follow.
  - 1.1. PPM applications created before 24 April 2021, regardless of the move date, will show the new compensation at the DPS PPM close out screen, but with a zero-dollar amount.
    - 1.1.1. For PPM applications with a move date 14 May or earlier, counselors do not need to recreate or recalculate and shall proceed to close out as usual. PPM Variable, Fuel Surcharge, and Accessorials will remain at a zero-dollar amount based on the 15 May effective date of authorization. No further action required.
    - 1.1.2. For PPM applications with a move date 15 May or later, counselors shall recreate the PPM applications so that it will recalculate the PPM variable and Fuel Surcharge amounts. In addition, prior to the PPM closeout, counselors will confirm with the customer if items such as bulky items/extra pickup/delivery locations are applicable.
  - 1.2. For PPM applications created on 24 April 2021 or later, DPS will calculate additional PPM compensation for the following new items.
    - 1.2.1. **Fuel Surcharge (FSC)** (based on move date),

Note 1: If the PPM is planned in the future where there is no posted monthly FSC, the Customer can proceed to submit the application but DPS will not reflect FSC compensation until the FSC rate is posted, typically at the PPM closeout.

Note 2: Services should ensure that closeout procedures account for the FSC amount posted on move.mil/sme under the USTRANSCOM Fuel Surcharge Table.
    - 1.2.2. **A PPM Variable** to include incidentals not otherwise covered by counselor approved accessorials (i.e. third party service, debris removal, miscellaneous charges). This amount is currently set at 3% of the total of all charges (except accessorials).

1.2.3. **Key West Service Charge** (if customer's move is to/from Zip3 of 330).

Note: This must be manually added by the Counselor pending a future update to DPS to automate this process.

1.2.4. **Select accessories (Bulky items, Extra Pickup/Delivery)**, added by the customer during self-counseling, or added by the counselor, where applicable.

- 1.2.4.1. Bulky items include 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, Bath Tub/Hot Tub/Jacuzzi/Spa/Whirlpool Baths > 100 cu ft.

Note: DoD Civilians are only authorized Actual Cost Reimbursement for expenses incurred or the Commuted Rate based on the GSA schedule. There is no incentive type PPM for Civilians. To calculate the New GCC for a civilian, the PPPO will have to process the PPM as an incentive in DPS or add the new GCC accessories manually to the Actual Cost calculation at closeout.

2. Accessories available to the customer during self-counseling include Bulky items (multiple) and Extra Pickup/Delivery.
3. Counselors must review and approve/adjust all accessories requested by the customer during counseling. A "Create a PPM" tutorial is posted on move.mil to assist with socialization of these new features (under the move.mil Tutorial menu).
4. Any questions/concerns regarding this compensation can be directed to your lead Service element.
5. Please report technical issues to the Military Surface Deployment and Distribution Command (SDDC) System Response Center (SRC) at:
  - 5.1. Email: [usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil](mailto:usarmy.scott.sddc.mbx.g6-src-dps-hd@mail.mil).
  - 5.2. Telephone Toll free (800) 462-2176, Commercial (618) 589-9445, Option 2.
  - 5.3. Internet: <https://src.servicenowservices.com/src>.
6. This message is approved for release by the Chief, Systems Division, Defense Personal Property Management Office, (TCJ9-I).