

## CHAPTER 411

### PERSONALLY PROCURED TRANSPORTATION

#### A. GENERAL

For Department of Defense (DoD) Personally Procured Moves (PPM), see the Joint Travel Regulations (JTR), Paragraph 051502, Personally Procured HHG Transportation, for military member entitlements and Paragraph 054305 for civilian employee entitlements and DoD Component publications for policies and procedures. For Coast Guard employees, see the Federal Travel Regulation, Chapter 302, Subchapter D. The Transportation Office (TO) must be familiar with PPM guidance to Service members in DTR Part IV, Appendix K, Attachment K1 “It’s Your Move” Armed Forces Members.

#### B. MEMBER ELECTED PPM (PARTIAL OR FULL) IN LIEU OF DOD PROVIDED TRANSPORTATION

The Government Constructed Cost (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 transportation service provider, including the base rate, Fuel Surcharge (FSC), a PPM Factor, and any applicable accessorial listed in paragraph B.3. The customer receives payment of a monetary allowance equal to 100% of the Government’s constructed “Best Value” cost for the actual Household Goods (HHG) weight transported and/or stored up to the Service member’s maximum authorized weight allowance. Regardless of the actual cost of the HHG shipment, a Service member receives 100% of the “Best Value”.

1. The GCC automatically includes the following items.
  - a. Domestic PPMs (Reference the 400NG Appendix A).
    - (1) Base Rate which consists of Linehaul (LHS), Origin & Destination Service Charges, Full Pack and Full Unpack.
    - (2) FSC (based on the actual PPM move date).
    - (3) The PPM Factor takes into account irregular accessorial paid to industry (Miscellaneous Service, Third Party Service, and Debris Removal) and will be updated as needed by United States Transportation Command (USTRANSCOM).
  - b. International PPMs (Reference the International Tender).
    - (1) Best Value Score (BVS) Single Factor Rate (SFR) for the surface Code of Service (or air if surface is not available).
    - (2) FSC for any domestic portion of the above. FSC for international PPMs must be manually calculated at this time.
    - (3) PPM Factor (a percentage of the SFR set by the Department to ensure compensation to DoD customers aligns with compensation to industry). International PPM Factor must be manually calculated at this time.
- NOTE:** The PPM Factor takes into account irregular accessorial paid to industry (Miscellaneous Service, Third Party Service, and Debris Removal) and will be updated as needed by USTRANSCOM.
2. In addition to the baseline elements, a GCC may include optional accessorial. The accessorial depend on a customer’s specific situation and must be validated by counselors.

3. Accessorials.

The following accessorial costs may be included in the PPM calculation, if applicable. These accessorials should be captured at Self-Counseling/Counseling and included in PPMs. Counselors will approve/deny members request before processing. Reference the 400NG and International Tender for rates.

- a. Florida Keys Surcharge (Item 35B/517A Service Chg: Florida Keys -Domestic and International).

This item will be added/removed by the counselor based on Origin/Destination Zip Code of the PPM application. Any shipment that is originating from or arriving in a Zip Code with the first three digits of 330 will be authorized the Florida Keys Surcharge.

Description
Florida Keys

- b. Extra Pickup or Delivery (Item 28/509-Domestic and International – International must be manually calculated).

Counselors will approve/deny members request before processing. Mail or small parcel reimbursement will not include Extra Pickup or Extra Delivery authorization.

Description
Extra Pickup
Extra Delivery

- c. Bulky Articles. (Domestic Only)

Below are the only Bulky items that may be considered for PPM shipments. Counselors will approve/deny members request before processing. Counselors can authorize more than one Bulky Article, dependent on what the customer has identified they are shipping. Bulky Articles are only authorized for domestic PPM moves as they are included in the SFR in the International program which is already included in the compensation methodology.

Bulky Article Description
Bulky Article: Go-Carts, Motorcycle >=250cc, Riding Golf Cart, Small Rec Vehicle, Snowmobile, Three/Four Wheelers, Riding Lawnmowers (including stand-on)
Bulky Article: Canoes, Jet Skis, Kayaks, or Windsurfers with/without associated trailer
Bulky Article: Boats <= 14 Ft. Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer
Bulky Article: Boats > 14 Ft. <input type="checkbox"/> Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer

Bulky Article Description
Bulky Article: Trailers Boats (excluding all other trailers used to move property (i.e. horse, utility))
Bulky Article: Big Screen TV >=48 In. (excluding flat screen televisions)
Bulky Article: Baby Grand Piano or Grand Piano (excluding upright pianos)
Bulky Article: Animal House/Kennel, Play House, Tool Shed, or Utility Shed >100 cu ft
Bulky Article: Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths >100 cu ft

## C. COMPENSATION FORMULAS

1. Storage is reimbursable for actual cost, not to exceed the government's cost at the authorized location.

**NOTE:** Reimbursement can only be requested once services are performed or paid for. Example: Storage can only be reimbursed once the member has a receipt for storage cost.

- a. Temporary Storage. Storage in Transit (SIT) is included as part of the HHG transportation unless specifically prohibited (see JTR Section 0518). PPM SIT must have prior approval from the TO before placing into storage. If additional storage is required in excess of 90 days, written approval from the TO is required.
    - (1) For Domestic SIT compensation includes (185A) SIT 1st day, (185B) SIT Additional Days, (210A) Local delivery from SIT.  
The Domestic SIT compensation formula= (1st Day SIT Charge \* cwt) \* (SIT BVS rate) + (SIT Additional Day \* cwt \* Days) \* (SIT BVS rate) + (210A Pickup/Delivery table charge) \* (SIT BVS rate).
    - (2) For International SIT compensation includes (518A) SIT Additional Days and (518B) SIT 1st Day when shipment is within Continental United States (CONUS), (518D) SIT Additional Days and (518C) SIT 1st Day when shipment is Outside Continental United States (OCONUS).  
The International SIT compensation formula when shipment is located within CONUS=(518B 1st Day SIT Charge \* cwt) + (518A SIT Additional Day \* cwt \* Days).  
The International SIT compensation formula when shipment is located OCONUS=(518C 1st Day SIT Charge \* cwt) + (518D SIT Additional Day \* cwt \* Days).
  - b. Non-Temporary Storage (NTS). NTS may result from an entitlement for long term storage or may be authorized/approved as an alternative to HHG transportation for any or all of a Service member's HHG when storage is in the Government's best interest. A PPM FSC must have prior approval from the TO before placing into storage and may not exceed the originally defined duration without a prior approved extension from the TO.
    - (1) NTS includes necessary packing, crating, unpacking, uncrating, transportation linehaul to and from the storage locations, storage, and other directly related services necessary to place the HHG in the designated storage facility. The NTS rates used are the rates on file for the average cost active NTS provider in good standing.  
The NTS compensation formula= (Pack \* cwt) + (Drayage in \* cwt) + (Handle in \* cwt) + (Stg \* cwt \* Calendar Month) + (Handle out \* cwt) + (Delivery \* cwt) + (Unpacking \* cwt).
    - (2) NTS storage compensation is based on whole, or half month increments based on the amount of time the shipment is in storage. For shipments stored for 15 days or less the compensation is one-half month's storage. For shipments stored over 15 days, the compensation is a full calendar month.  
  
NTS storage compensation is based on whole, or half month increments based on the amount of time the shipment is in storage. For shipments stored for 15 days or less the compensation is one-half month's storage. For shipments stored over 15 days, the compensation is a full calendar month.
2. GCC formulas in the Defense Personal Property System (DPS) are below.

- a. Domestic GCC formula in DPS= [Base rate (Line Haul, Origin & Destination Service Charges, Full Pack and Full Unpack) + (LHS \*Y) + ((Base rate + (LHS\*Y))\*X%) \* (BVS rate)] + Accessorials (if applicable), where Y is the FSC percent In Accordance With (IAW) USTRANSCOM Fuel Policy) and X is the PPM Factor that incorporates additional accessorials costs (not identified in B.3) as a percentage of the entire base rate.
- b. International GCC formula in DPS= [BVS SFR + (BVS SFR + (Domestic LHS\*Y)) \*X%)] + Accessorials (if applicable), where Y is the FSC percent (IAW USTRANSCOM Fuel Policy) for any domestic leg of an OCONUS move and X is the PPM Factor that incorporates additional accessorials costs (not identified in B.3) as a percentage of the base rate.

#### **D. PERSONALLY PROCURED TRANSPORTATION DOCUMENTATION**

DoD Component publications detail documentation requirements. The DD Form 2278, Application for Personally Procured Move and Counseling Checklist, [Figure 411-1](#), is provided for Component use.

#### **E. ACTUAL COST REIMBURSEMENT (ACR)**

ACR is a PPM where government transportation is NOT available and the member is approved to procure a PPM, reimbursements may be up to the “actual cost” regardless of the government’s GCC Best Value. Pre-approval is required and mandatory for ACR, IAW with Service publication.

**NOTE:** Employees must obtain prior approval in writing from their Agency for PPM.

#### **F. PPM REIMBURSEMENT FOR DOD CIVILIANS WHEN HHG SHIPMENT IS AUTHORIZED ON TRAVEL ORDER**

There are two methods for PPM reimbursements for DoD Civilians; Government Bill of Lading (GBL)/ACR or Commuted Rate reimbursement. DD Form 1614, [Request/Authorization for DoD Civilian Permanent Duty](#), Block 15a will identify which method will be used when calculating the PPM reimbursement for a DoD Civilian.

1. GBL is directed by the Authorizing/Orders Issuing Official.
  - a. A DoD Civilian is limited to ACR for expenses incurred, not to exceed the 100% GCC for government movement of that weight.
  - b. Do not use DD Form 2278 when counseling DoD Civilians as no incentive is calculated.
    - (1) Incentive reimbursement only applies to Service Members.
    - (2) Use of the DD Form 2278 may result in false information provided to the DoD Civilian on the amount they may be reimbursed for. Installation Transportation Office (ITO) memo submitted to Defense Finance Accounting System (DFAS) will include GCC so DFAS has the maximum ceiling for the ACR that the DoD Civilian could be reimbursed for.
    - (3) DFAS requires orders, ITO memo, moving contract, rental truck and/or trailer receipts as applicable, fuel receipts for rental vehicle, weight tickets, and all miscellaneous receipts related to the move to calculate reimbursement.
2. Commuted Rate is authorized by the Authorizing/Orders Issuing Official.

- a. Reimbursement is based on the GSA Commuted Rate Schedule using the authorized points on the orders.
- b. Commuted Rate table for movement of the HHGs is located at:  
<https://www.gsa.gov/policy-regulations/policy/employee-relocation-management-policy/reimbursable=relocation-expenses-and-rates>.
- c. Reimbursement packet with all documents listed in E.1.b(3).
- d. Commuted rate reimbursement could possibly exceed the 100% GCC for government arranged move.
- e. ITOs should check with Orders Issuing Authority to ensure they selected the correct method for reimbursement on the DD Form 1614.

APPLICATION FOR PERSONALLY PROCURED MOVE AND COUNSELING CHECKLIST <small>(Read Privacy Act Statement on back before completing form.)</small>				1. DATE PREPARED (DD MMM YYYY)		2. SHIPMENT NUMBER	
<b>3. CUSTOMER INFORMATION</b>							
a. NAME (Last, First, Middle Initial)			b. RANK/GRADE		c. SSN/EIN		d. AGENCY
<b>4. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:</b>							
a. TYPE ORDERS (X one) <input type="checkbox"/> LOCAL <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY		b. DATE OF ORDERS (DD MMM YYYY)		c. ISSUED BY			
		d. NEW DUTY ASSIGNMENT		e. ORDERS NO		f. NUMBER OF MILES	
g. NAME OF PREPARING OFFICE				h. PAYING OFFICE (See back)			
5. SEND CHECK TO: (Complete Address)						a. STATE OF LEGAL RESIDENCE	
<b>6. ENTITLEMENTS (X and complete as applicable)</b>				<b>7. CUSTOMER RESPONSIBILITY (X and complete as applicable)</b>			
<input type="checkbox"/> a. Type of vehicle (i.e., Truck, Trailer, Rental, etc.)				<input type="checkbox"/> a. Operating allowance			
<input type="checkbox"/> b. PPM move authorized from To: PPM move actual from To:				<input type="checkbox"/> b. Start date of move (DD MMM YYYY):			
<input type="checkbox"/> c. Maximum authorized weight.				<input type="checkbox"/> c. Empty/loaded weight tickets (Required).			
<input type="checkbox"/> d. Estimated weight of HHGs, including PBP&E.				<input type="checkbox"/> d. Customer's Name, last four digits of SSN or complete EIN, and Weighmaster's signature required on each weight ticket.			
<input type="checkbox"/> e. Unauthorized items (POV's, flammables, etc.).				<input type="checkbox"/> e. Trailers weighed attached to prime moving vehicle (no passengers aboard - weigh entire unit at the same time).			
<input type="checkbox"/> f. Power of Attorney, if required.				<input type="checkbox"/> f. PPM requires submission of DD Form 1351-2.			
<input type="checkbox"/> g. Loss or damage (See back of form for more information).				<input type="checkbox"/> g. DD Form 2276 and weight tickets must be submitted to paying office (see back) to receive incentive payment.			
<input type="checkbox"/> h. Temporary storage, if pre-approved.							
<b>8. COST COMPUTATION</b>							
a. ESTIMATED CONSTRUCTIVE COSTS				b. ADVANCED VOUCHER			
(1) Government Constructive Cost		\$		(1) Paid by DSSN			
(2) Advance Operating Allowance		\$		(2) Voucher No.		(3) DATE (DD MMM YYYY)	
(3) Gross Incentive (100%)		\$		(4) I agree to furnish two weight tickets within 45 days from the start of this move. If I fail to do so, I voluntarily consent to collection of all government costs of this move from my pay. I also voluntarily consent to collection of any unearned advance operating allowance up to a maximum of \$ from my pay.			
(4) Incentive/Reimbursement		\$					
<b>NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS.</b>							
<b>9. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THIS FORM.</b>							
a. DATE SIGNED		b. SIGNATURE OF CUSTOMER/AGENT		c. DATE SIGNED		d. SIGNATURE OF COUNSELOR	
<b>10. CERTIFICATION OF PPSO/PPPO: A. ACTUAL CONSTRUCTIVE COSTS</b>							
(1) Move Type: <input type="checkbox"/> Incentive Move <input type="checkbox"/> Actual Cost Reimbursement				(4) Gross Incentive (100%)		\$	
(2) Actual Weight				(5) Advanced Payments		\$	
(3) Government Constructive Cost		\$		(6) Reimbursement Amount		\$	
<b>11. FUNDING DATA</b>							
a. OFFICE PERFORMING CLOSEOUT		b. TYPED OR PRINTED NAME OF INDIVIDUAL		c. DATE SIGNED		d. SIGNATURE	

DD FORM 2278, JULY 2021  
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by:  
CUI Category: Privacy  
LDC:  
POC:

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Figure 411-1. DD Form 2278, Application for Do It Yourself Move and Counseling Checklist



<b>PRIVACY ACT STATEMENT</b>	
<p><b>AUTHORITY:</b> 10 U.S.C. 113, Secretary of Defense; DTR 4500.9-R, Defense Travel Regulation, chapter 4; and E.O. 9397 SSN (as amended).</p> <p><b>PRINCIPAL PURPOSE(S):</b> This is the application and counseling checklist for shipment of personal property under the Personally Procured Move (PPM) program. This form documents that you are familiar with the requirements of the PPM and is used to submit your request for reimbursement. The form is used by finance offices to provide shipment/costing/payment information for review in case where excessive costs may have been paid.</p> <p><b>ROUTINE USE(S):</b> DoD Blanket Routine Use (1) Law Enforcement Routine Use found at: <a href="https://dpold.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx">https://dpold.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx</a> may apply to these records.</p> <p><b>DISCLOSURE:</b> Voluntary; however, if information is not provided, personal property may not be authorized for movement under the PPM program or your claim may not be paid by DFAS.</p>	
<b>CUSTOMER RESPONSIBILITY</b>	
<p>1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.</p> <p>2. If my orders are modified or canceled and affect this shipment, I will immediately notify the responsible shipping office indicated in block 4g.</p> <p>3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.</p> <p>4. I agree to furnish weight tickets within 45 days of the start of the move to preclude issuance of DD Form 139 for collection of all charges paid by the government.</p> <p>5. The cost computations in Block 8 are estimates only. Final amounts will be determined when you submit all required documents.</p> <p>6. I understand the government will not be responsible for goods remaining in storage after the expiration of the authorized period.</p> <p>7. Reimbursement/Incentives will be processed by:</p>	<p><b>NAVY</b> - Forward documents to: Primary: hhg_audit_ppm_claims.fct@navy.mil Alternate: HHG AUDIT DIV CODE 302 NAVSUP FLC NORFOLK 1968 GILBERT ST STE 600 NORFOLK VA 23511-3392</p> <p><b>MARINE CORPS</b> - Forward documents to: ASSISTANT CHIEF OF STAFF/G8 MANAGERIAL ACCT DIVISION HHG PPM SECTION BLDG 3700 RM 315 814 RADFORD BLVD STE 20262 ALBANY GA 31704-0262</p> <p><b>AIR FORCE</b> - Consult with the Origin or Destination Personal Property Office.</p> <p><b>ARMY</b> - Consult with the Origin or Destination Personal Property Office.</p> <p><b>COAST GUARD</b> - Forward documents to: Commanding Officer USCG Finance Center P.O. Box 4102 Chesapeake VA 23327-4102</p>
<b>LOSS AND DAMAGE</b>	
<p>A claim for loss and/or damage to personal property during a PPM is cognizable under the Military Personnel and Civilian Employees Claims Act (PCA) (31 U.S.C. Section 3721) provided the member is free from negligence. The PCA provides limited compensation and should not be considered a substitute for private insurance. The PCA statutory limit is \$40,000, but can be waived up to \$100,000 for extraordinary circumstances. Coverage under the PCA is limited to depreciated coverage only and payment limitations are applied to items within certain categories. Members are strongly encouraged to ensure their personal property is properly insured by purchasing Full Replacement Value coverage for the entire shipment.</p>	
<b>CERTIFICATION BY CUSTOMER</b>	
<p>I certify that I completed my shipment under the PPM Program and that my shipment consisted of household goods and personal effects that were authorized to be moved at Government expense. These goods belonged to me and were used by myself (or family) before the effective date of change of station orders. I also certify that I have not received previous payments relating to this move (excluding operating or mileage monetary in lieu of transportation for dependents).</p>	
<p>DD FORM 2278, JULY 2021 PREVIOUS EDITION IS OBSOLETE.</p>	

CUI (when filled in)

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**Figure 411-1. DD Form 2278, Application for Do It Yourself Move and Counseling Checklist, (Back) (Cont'd)**

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