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 PPM OR FULL PPM 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 accessorials 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 accessorials 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) #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 accessorials 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 accessorials. The accessorials depend on a customer’s specific situation and must be validated by counselors.

3. Accessorials.
The following accessorials 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.


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.

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<td>Florida Keys</td>
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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.

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<tr>
<td>Extra Pickup</td>
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<td>Extra Delivery</td>
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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.

<table>
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<tr>
<th>Bulky Article Description</th>
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<tbody>
<tr>
<td>Bulky Article: Go-Carts, Motorcycle &gt;=250cc, Riding Golf Cart, Small Rec Vehicle, Snowmobile, Three/Four Wheelers, Riding Lawnmowers (including stand-on)</td>
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<tr>
<td>Bulky Article: Canoes, Jet Skis, Kayaks, or Windsurfers with/without associated trailer</td>
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<tr>
<td>Bulky Article: Boats &lt;= 14 Ft. Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer</td>
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<tr>
<td>Bulky Article: Boats &gt; 14 Ft. Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer</td>
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<th>Bulky Article Description</th>
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<tr>
<td>Bulky Article: Trailers Boats (excluding all other trailers used to move property (i.e. horse, utility))</td>
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<tr>
<td>Bulky Article: Big Screen TV &gt;=48 In. (excluding flat screen televisions)</td>
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<td>Bulky Article: Baby Grand Piano or Grand Piano (excluding upright pianos)</td>
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<tr>
<td>Bulky Article: Animal House/Kennel, Play House, Tool Shed, or Utility Shed &gt;100 cu ft</td>
</tr>
<tr>
<td>Bulky Article: Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths &gt;100 cu ft</td>
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d. Storage.

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.

(1) 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.

(a) 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) * (#1 SIT BVS rate) + (SIT Additional Day * cwt * Days) * (#1 SIT BVS rate) + (210A Pickup/Delivery table charge) * (#1 SIT BVS rate).

(b) 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).

(2) 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.

(a) 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 lowest cost active NTS provider in good standing.

The NTS compensation formula = (Handle in * cwt) + (Drayage in * cwt) + (Pack * cwt) + (Stg * cwt * Calendar Month) + (Handle out * cwt) + (Drayage out * cwt).

(b) 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.

e. GCC formulas in the Defense Personal Property System (DPS) are below.

(1) 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%) * (#1 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.

(2) International GCC formula in DPS= [#1 BVS SFR + (#1 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.

C. 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.

D. 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.

E. 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:

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