

CHAPTER B-407

PERSONALLY PROCURED MOVES

A. INTRODUCTION

This chapter prescribes procedures and guidance for use and payment of Personally Procured Moves (PPM) for Department of Defense (DoD) Service members, DoD civilians, and U.S. Coast Guard (USCG) members and their families (collectively referred to herein as “customers”). This chapter does not apply to USCG civilian employees as their allowances are prescribed by the Federal Travel Regulation and Homeland Security policy.

B. GENERAL

For Department of Defense (DoD) Personally Procured Moves (PPM), see the Joint Travel Regulations (JTR), Paragraph 051502, Personally Procured Household Goods (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 Customers in DTR Part IV, Appendix D, Attachment D1 “It’s Your Move” Armed Forces Members and Attachment D2 “It’s Your Move” DoD Civilian Employees.

C. CUSTOMER ELECTED PARTIAL 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 the government’s Prime Contractor and any Personal Property Shipping office (PPSO) approved service requests and accessorial(s) listed in Paragraph C.2. The customer receives payment of a monetary allowance equal to 100% of the GCC for the actual authorized personal property weight transported and/or stored up to the customer’s maximum authorized weight allowance.

1. If authorized, the customer may select a partial or full PPM personal property shipment option to move their own property.
 - a. The customer will receive PPM counseling IAW DTR Part IV, Chapter B-402 from either a Government Counselor or the Prime Contractor.
 - b. The estimated and actual (final) cost is based on the customer’s PPM weight or the remaining weight of customers entitlement executed against all combined shipment weight totals, whichever is less.
2. PPM Service Item Request Requiring Government Pre-Approval.
 - a. Crating and uncrating.
 - (1) Items such as mirrors, paintings, glass or marble tabletops and similar fragile articles, and taxidermy when crates are not provided by the customer or when the customer provided crates are not serviceable.
 - (2) This does not include cases, footlockers, passenger bags, cartons, boxes, tri-wall containers, lift vans, and barrels.

- b. Shuttle.
 - (1) Shuttle services to pick up or deliver shipments when the origin or destination delivery location is inaccessible due to building design, nonexistent or inaccessible roadway, inadequate or unsafe public or private road, overhead obstruction, deterioration of roadway due to rain, flood, or snow; construction, or other obstacles preventing the linehaul truck from accessing the pickup or delivery location.
 - (2) A shuttle is a truck-to-truck transfer between a larger and smaller vehicle (or vice versa) that allows for safe pickup or delivery from the nearest safely accessible point to the pickup or final delivery, not a truck-to-warehouse or warehouse-to-truck transfer.
- 3. PPM Accessorial(s) Requiring Government Pre-Approval.
 - a. Storage-In-Transit.
 - (1) Temporary storage is reimbursable for actual cost, not to exceed the GCC at the authorized location. The counselor will advise the customer the estimated GCC for SIT.
 - (2) 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.

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.

D. PPM REIMBURSEMENT

- 1. Service Member.
 - a. The reimbursable amount for a PPM will be based on 100% of the GCC.
 - b. The GCC estimate will be provided at time of counseling and updated once the customer has completed the PPM and provided empty and full weight tickets and all official receipts based on authorized reimbursable cost associated to the PPM.
 - c. The estimate will be provided at time of counseling and customer is required to provide changes based on counseling services.
 - (1) Transportation Office.
 - (a) Customer is required to contact and provide changed to their PPM shipment to the responsible transportation office.
 - (b) Once the customer has completed the PPM shipment, they are required to provided empty and full weight tickets, as well as any authorized receipts.
 - (2) Prime Contractor.
 - (a) Customer is required to contact and provide changed to their PPM to the Prime Contractor POC.
 - (b) Once the customer has completed the PPM, they are required to provided empty and full weight tickets, as well as any authorized receipts.

2. Civilian.

- a. If the customer is authorized to arrange his or her own transportation, reimbursement is based on the GSA Commuted Rate table, regardless of the actual cost of their move.

NOTE: Please refer to the JTR, Chapter 5, Section 0543 for additional Civilian PPM entitlements.

- b. The GCC estimate will be provided at time of counseling and updated once the customer has completed the PPM and provided empty and full weight tickets and all official receipts based on authorized reimbursable cost associated to the PPM.
- c. The estimate will be provided at time of counseling and customer is required to provide changes based on counseling services.

(1) Transportation Office.

- (a) Customer is required to contact and provide any changes to their PPM shipment to the responsible transportation office.
- (b) Once the customer has completed the PPM shipment, they are required to provide empty and full weight tickets, as well as any authorized receipts.

(2) Prime Contractor.

- (a) Customer is required to contact and provide changes to their PPM to the Prime Contractor POC.
- (b) Once the customer has completed the PPM, they are required to provide empty and full weight tickets, as well as any authorized receipts.

3. ACTUAL COST REIMBURSEMENT (ACR)

- a. ACR PPM applies when the government procured transportation is not available and the service member receives approval to procure a PPM.
- b. ACR pre-approval is required through the Secretarial process once it has been confirmed government procured transportation is not available.
- c. If approved by the Secretarial process, reimbursements may be up to the actual cost regardless of the government's GCC Best Value.

4. GHC Prime Contractor Self-Move Portal for PPMs.

Upon receipt of a move task order, the Prime Contractor's "Self-Move Portal" will be available to all authorized customers. This portal will provide a secure repository of information, to include budgetary information, for customers to reference when considering an authorized PPM shipment.

- a. Customer is advised to notify the Prime Contractor POC if the Self-Move Portal is not accessible.
- b. If the access issue is not resolved, the customer can elevate the accessibility issue to the responsible TO for assistance. The responsible TO should verify and elevate IAW the TO's customer service resolution process.

E. PERSONALLY PROCURED TRANSPORTATION DOCUMENTATION

DoD Component publications detail documentation requirements. The Defense Personal Property Program (DP3) MilMove system generated "Shipment Summary Worksheet (SWW)", [Figure B-407-1](#) (example of system generated SSW), will be utilized for official records.

CONTROLLED UNCLASSIFIED INFORMATION



Preparation date

Shipment summary worksheet

Customer information

Name Last, first, middle initial

Preferred email		Preferred phone	
DOD ID	Rank/grade	Service branch/agency	

Mailing address for IRS form W-2

Orders & accounting information

Order issue date	Order type/order number
Issuing branch/agency	New duty assignment

Entitlements & move summary

Move summary

Authorized origin	Authorized destination	POV shipment authorized	Max SIT storage entitlement
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Maximum weight entitlement

Entitlement (lbs)	Pro-gear (lbs)	Spouse pro-gear (lbs)	Total weight (lbs)
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Shipments

Shipment number/type	Pick-up date	Shipment weight (lbs)	Current shipment status
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Storage

Shipment number/type	Entry date	Delivery date	Total days in storage
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Maximum obligations

100% GCC (lbs)

SIT

Max advance

Actual obligations Based on above shipments and storage

100% GCC (lbs)

SIT

Advance

Figure B-407-1. DP3 MilMove Shipment Summary Worksheet

CONTROLLED UNCLASSIFIED INFORMATION



Preparation date

Shipment summary worksheet

Current payment request

Member-paid expenses	Claimable expenses	Member-paid	GTCC-paid
	Contracted expenses		
GTCC-paid expenses	Consumable packing materials		
	Weighing fees		
Remaining PPM incentive (pre-tax)	Gas		
	Tolls		
Member-paid SIT	Oil		
	Other		
GTCC-paid SIT	Total	\$0.00	\$0.00

*Any money paid to member above the amount of claimable expenses listed above will be subject to tax at standard rate (estimated 22%). SIT reimbursements are not subject to tax.

Disbursement	Pick-up date	Shipment weight (lbs)	Current shipment status

Trusted agents Allowed to act on customers behalf via letter of authorization

Name Last, first, middle initial	Authorization date (YYYYMMDD)	Email	Phone

Legal agreements / privacy act – customer

Financial liability

If this shipment(s) incurs costs above the allowance I am entitled to, I will pay the difference to the government, or consent to the collection from my pay as necessary to cover all excess costs associated by this shipment(s).

Advance obligations

I understand that the maximum advance allowed is based on the estimated weight and scheduled departure date of my shipment(s). In the event less weight is moved or my move occurs on a different scheduled departure date, I may have to remit the difference with the balance of my incentive disbursement and/or from the collection of my pay as may be necessary.

If I receive an advance for my PPM shipment, I agree to furnish weight tickets within 45 days of final delivery to my destination. I understand that failure to furnish weight tickets within this time frame may lead to the collection of my pay as necessary to cover the cost of the advance.

Enclosed documentation

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|---|---|--------------------------------|
| <input type="checkbox"/> Orders (with all amendments) | <input type="checkbox"/> Weight ticket (other) | <input type="checkbox"/> Other |
| <input type="checkbox"/> Origin weight ticket (empty) | <input type="checkbox"/> Receipts for reimbursable expenses | |
| <input type="checkbox"/> Origin weight ticket (full) | <input type="checkbox"/> Vehicle registration | |
| <input type="checkbox"/> Destination weight ticket (full) | <input type="checkbox"/> DD-FMS-2231 direct deposit form | |

Signatures

Signature of customer or trusted agent	PPPO/PPSO representative	Date signed

Figure B-407-1. DP3 MilMove Shipment Summary Worksheet (Cont'd)