PERSONALLY PROCURED MOVE

AGENDA

- Types of PPMs
- What is a Personally Procured Move (PPM)?
- Avoid Excess Costs
- Authorized Locations
- Authorizations
  - -Storage
  - -HHGs
- Weight Tickets
- Moving Expenses
- Safety
- Local information
- Insurance
- Paperwork
- Submitting your Completed Packet

WHAT IS A PPM?

- Personally procured transportation, limited to the actual cost of the transportation and to what it would have cost had the Government furnished the transportation (GCC)– JTR
- An Incentive program based on the total weight of household goods (HHG) moved by you.
- It is NOT a reimbursement program. No expenses are refunded.
- Partial PPM → Not processed until HHG shipment is delivered.

Why PPM?

- More control
- Incentive payment (100% GCC)

RESPONSIBILITIES

1. Receive counseling PRIOR to moving any household goods
2. Obtain necessary equipment, materials, and vehicles to transport all property in a safe manner.
3. Obtain Certified weight tickets (Empty & Full Weights) for each vehicle & segment of your move.
4. Submit all required documentation applicable to your move.
5. Submit and Retain "CLEAN" receipts for expenses IAW Service and IRS requirements.
   (Only claimable items on receipt- No food, drink, etc.)

7. Maintain copies of all contracts, receipts, etc. for at least seven years (for tax purposes).

ADVANCE OPERATING ALLOWANCE- 1

- ONLY AUTHORIZED IF STATED ON ORDERS
  - If not able to obtain GTCC- MEMO is required from Unit GTCC Program Manager
  - Not authorized when utilizing a POV solely
  - **Not authorized** for Seperatees after separation from service

- Must provide Rental Truck Reservation at time of request

- 60% of PPM monetary allowance.
  - Overestimating your HHG weight may cost you.
  - Not taxed

ADVANCE OPERATING ALLOWANCE- 2

- **ONLY AUTHORIZED IF STATED ON ORDERS OR WITH A MEMO FROM COMANDER EXPLAINING THE ABSENCE OF A GOVERNMENT TRAVEL CREDIT CARD (GTCC)**
- Identified in block 9a.4 on DD form 2278
- Must Complete DFAS form 9114
- **MUST** provide Rental truck Reservation at time of requesting advance
- Receive **60%** of Government Constructed cost for the estimated weight of move (block 7c on DD form 2278)
- 10-14 government business days to process
- **NOT TAXED** until *after* the claim is filed
- Letter of Indebtedness will be sent out if claim is not filed within **45 days** from the start of the move. Will go against credit history. *Reference: DD form 2278 Block 9.e.*
- ***OVER-ESTIMATING*** weight will result in **EXCESS COST,** and you will owe the government any funds in excess that was borrowed.
- Advance Operating Allowance is **NOT** authorized when a POV is used to move HHGs.

GOVERNMENT TRAVEL CARD (GTCC)

- All DOD personnel are encouraged to use GTCC to pay for all costs related to Official Travel – Can usually be found on paragraph ‘E’ of PCS orders

- Be sure GTCC is activated and in PCS status prior to move.

- GTCC must be enrolled in Mission Critical status to avoid interest rates, late fees and letters of indebtedness.
  - Program Manager (usually S8).

- Exclusions – Accession and separations / retirements.

****All GTCC questions should be addressed with Finance****

GUIDELINES

NEED TO KNOW

- NO Payment for HHGs moved PRIOR to the date your orders were published
- **No Weight Tickets = No Payment** (stated above block 10 on DD form 2278)
- Average processing times from receipt of complete packet.
  - Peak Season approx. 2 weeks
  - Non-Peak Season approx. 1-2 weeks
- Check your Email!! Notifications of missing documentation will be sent via email
- HHGs must have belonged to you prior to move
- Limited to your max Weight Allowance according to your grade and dependent status IAW JTR
- False or Fraudulent claims will be sent for investigation and can result in UCMJ actions and/or prosecution

UNAUTHORIZED ITEMS

- ✓ POV’s (Operational & Non-Operational)
- ✓ Live Animals
- ✓ Building Materials
- ✓ HHG’s for commercial use, disposal, resale
- ✓ Airplanes
- ✓ Campers
- ✓ Horse Trailer
- ✓ Farming Equipment

METHODS OF TRANSPORT- 1

Privately Owned Vehicles	• Valid Vehicle Registration that covers duration of move from start to finish.
Privately Owned Trailer	• Valid Vehicle Registration that covers duration of move from start to finish. • Letter of authorization by owner with contact information • Weight of Utility Trailer may be utilized one time, if owned by service member prior to the issue date of order and **meets specifications per DTR**.
Boat / Motorcycle	• BOAT- Requires Valid Registration that covers duration of move from start to finish. • Off Road motorcycle- Title may be provided in lieu of registration
Borrowed Vehicle/Trailer	• A Letter of Authorization by owner prior to move with Contact Information. • Submission of LOA to Transportation Office prior to move. • Valid Vehicle Registration that covers duration of move from start to finish.

METHODS OF TRANSPORT- 2

Parcel Post Shipments	• Shipping from duty location to duty location. • Itemized list of items shipping • Dimensions and weight must be reflected on receipts
Rental Equipment	• Copy of complete (signed) Contract including Check-In, Check-Out w/ mileage
You Load/They Drive (PODs)	• Company must provide you with an ICC number, and State or Federal Regulations numbers. • You must request they provide Weight Tickets.
3rd Party Moving Company	• HIGHLY recommend utilizing a mover registered with the Federal Government. ***https://www.fmcsa.dot.gov/protect-your-move*** • Check the Better Business Bureau ***https://www.bbb.org*** • **Limited to 100% GCC**

HIRING MOVERS – NEED TO KNOW

IMPORTANT

Be sure to read all paperwork thoroughly

- **Check to see if your Movers are registered and review their rating**
  - https://www.fmcsa.dot.gov/protect-your-move
  - https://www.bbb.org
- **Movers must provide Basic Information before your move**
  - Written Estimate (Never sign a blank or incomplete estimate)
  - Ready to Move Brochure https://fmcsa.dot.gov/protect-your-move/consumer-rights
  - Information about Movers arbitration program
  - Written Notice about access to Mover's tariff
  - Claims Process
  - Rights and Responsibilities handbook
  - Ensure to get everything in writing

*** Call FMCSA to find out if your movers are rated (202)366-9805 for licensing and (866)637-0635 for insurance information.***

Weight Allowance Chart

Pay Scale	With Dep	Without Dep	TDY
O-10 to O-6	18,000	18,000	800-1,000
O-5/W-5	17,500	16,000	800
O-4/W-4	17,000	14,000	800
O-3/W-3	14,500	13,000	600
O-2/W-2	13,500	12,500	600
O-1/W-1	12,000	10,000	600
E-9	15,000	13,000	600
E-8	14,000	12,000	500
E-7	13,000	11,000	400
E-6	11,000	8,000	400
E-5	9,000	7,000	400
E-4	8,000	7,000	400
E-1 to E3	8,000	5,000	225
Aviation Cadets	8,000	7,000	

PROGEAR

- ✓ Must provide a detailed list of ProGear at time of counseling (DD3168)
- ✓ Complete DD Form 3168
- ✓ Must be weighed separately from HHGs or constructed weight utilized
- ✓ Must be certified/approved prior to move
- ✓ Subject to Inspection by Government QA
- ✓ Declaration of ProGear “After the Fact” is not authorized

WEIGHT TICKET REQUIREMENTS - 1

- **WEIGHT TICKETS –** Weight of HHG transported is established with certified weight certificates from a public weigh master or Government scales.
  - The public weigh master is the person who issues the weight certificates.
- WEIGHT TICKETS are MANDATORY! No incentive will be paid w/o EMPTY AND FULL weight tickets. It is your responsibility to obtain weight tickets, and/or advise TSP to provide weight tickets.
- You must obtain empty and full weight tickets at origin, destination, or a combination thereof for each vehicle, and each segment of your trip. (AR 55-48)
- State operated weigh scales found along side the interstate, highways, are not necessarily certified scales, and are generally not operated by a certified weigh master.
- Weight tickets cannot be dated prior to issuance of orders and will be rejected by DFAS

WEIGHT TICKET REQUIREMENTS - 2

- **Obtain weight tickets** and/or advise the commercial carrier to provide weight tickets
  - Weight tickets must be legible
  - Weight tickets must be obtained from certified government, commercial, or public scales

- **Weight Ticket must contain the following:**
  - Imprint of official stamp
  - Company header containing address, telephone number, signature and title of the official certifying the weight
  - Legible weight and date
  - Identification of weight entries (i.e. tare, gross, and net weights)
  - Members Name
  - Identification of vehicle(s) being weighed
  - If multiple trips (Trip No.)

- **Vehicle Theft**
  - If weight tickets are unavailable due to theft, claim must include police report supporting incident

WEIGHT TICKET REQUIREMENTS - 3

- PPMs that were conducted that have weight tickets obtained at a location other than origin or destination require a statement from the SM explaining why the weight tickets were not obtained as required.
- Weight tickets must be signed by weigh master to be certified
- https://www.publicscaleslocator.com/

WEIGHT TICKETS

** Be sure to use only a Government Certified Weigh Scale, If weight tickets do not contain required information they will not be processed **

94960834
TICKET NUMBER

CAT SCALE

CERTIFIED AUTOMATED TRUCK SCALE

CAT SCALE COMPANY
P.O. BOX 630
WALCOTT, IA 52773
(563) 284-6263
www.catscale.com

HE CAT SCALE G

The CAT Scale Comp … that our s … weight. What makes us different from o … is th … e with cash.©

E PAY"®

If you get an overweig … AT Scales showed a legal weight, we will immediately check our s
(1) Reimburse you for the … r scale is wrong, OR
(2) A representative of CAT S … r in court WITH the driver as an expert witness if we believe our scale was correct.

WEIGHMYTRUCK. M
WEIGH U NG
Y UR
PHONE!

IF YOU SHOULD GET AN OVERWEIGHT E, YOU SHOULD DO THE FOLLOWING TO GET THE PROBLEM RESOLVED:

1) Post bond and request a court date.
2) Call CAT Scale Company direct 24 hours a day at 1-877-CAT-SCALE, ext. 7 (Toll Free) or visit www.catscaleguarantee.com for instructions.
3) IMMEDIATELY send a copy of the citation, CAT Scale Ticket, your name, company, address, and phone number to CAT Scale Company Attn: Guarantee Department.

*The four weights shown below are separate weights. The GROSS WEIGHT is the CERTIFIED WEIGHT and was weighed on a full length platform scale. All weights are guaranteed by CAT Scale.

DATE: 3-16-2016
APPROXIMATE TIME: 2009
SCALE 94960834 LOCATION: 2609
PILOT 206
I 20 EXIT 406
WEATHERFORD TX

PUBLIC WEIGHMASTER'S CERTIFICATE OF WEIGHT & MEASURE

STEER AXLE	3020 lb
DRIVE AXLE	2000 lb
TRAILER AXLE	00 lb
*GROSS WEIGHT	5020 lb

This is to certify that the following merchandise was weighed, counted, or measured by a public weigher, and when properly signed shall be prima facia evidence of the accuracy of the weight shown as prescribed by law.

DRIVER IN TRUCK UNLESS CHECKED HERE:

DEPARTMENT OF AGRICULTURE TEXAS

LICENSE#: 0612641

LIVESTOCK, PRODUCE, PROPERTY, COMMODITY, OR ARTICLE WEIGHED FREIGHT ALL KINDS

COMPANY BAILEY TRACTOR # 1 TRAILER # 0

WEIGH NUMBER 0785

FEE $2.00

WEIGHER SIGNATURE AND LICENSE NUMBER # GUNNER LEGATE

FULL WEIGH TICKET # (IF REWEIGH) 94960785

©CAT Scale® TX 3057 07/15

CUSTOMER COPY

X NO SEAL
X NO CONTACT INFO FOR WEIGH LOCATION
X NO SM INFORMATION
X NO VEHICLE INFORMATION
X NO TIME OR DATE

ELECTRONIC SCALE TICKET

No.

DATE

SELLER
BUYER JOHN SMITH

ADDRESS

CITY STATE ZIP

COMMODITY

PRICE $5.00

REMARKS

3240 lbs.

DRIVER ☐ ON ☐ OFF

WEIGHER

Form ES-1

TEMPORARY STORAGE (SIT)

❑ <u>Storage-in-Transit- Destination</u>

- 90 days self-procured Temporary Storage is authorized at destination for actual cost reimbursement, not to exceed GCC for actual weight stored.
- HHG must be stored in commercial storage facility. Reimbursement is not authorized when stored in garage, basement, or private residence, etc.
- HHG's must be unloaded into self-procured storage facility upon initial arrival at destination in order to utilize storage entitlement. HHG's may not be unloaded and reloaded for transport to storage facility.

❑ <u>Storage-in-Transit- Origin</u>

- Storage at Origin may be approved when situations warrant
- Must be approved in advance by origin PPPO
- Must receive Letter of Authorization from PPPO with local rates and costing estimate
- Combined Origin/Destination storage may not exceed 90 days.

***** Exception: HHG's released out of NTS are not entitled to any additional storage at destination.*****

STORAGE CLAIMS

❑ Required Documentation

- Signed Storage Agreement/Contract (signature of both parties)
- Monthly Storage Receipts
  - Must have Company Header and Contact Information
- Paid Invoices / Proof of payment
  - *Bank/CC Statements are not accepted by DFAS*
- Claim for reimbursement form

SAFETY

- Most Trucks/Trailers have their unladen (empty) and maximum gross (full) weight rating (GVW) labeled on the truck/trailer or listed in the owner's manual.

- Pay attention to "Max Payload" amounts listed on Rental Contract Agreements.

- Specifications that are listed on contracts are what has been determined to be limitations for safe operation of the vehicle/equipment.

- The equipment will operate with more weight, but the company does not recommend it, and in the case of an accident, would not allow any claims that would be presented.

- ***It shall be unlawful for any person to operate any vehicle or combination of vehicles with a gross weight in excess of the limitations set forth in article 19 of chapter 8 of Kansas Statutes.***

EXCEEDING MAX PAYLOAD

** DANGER **

- Exceeding recommended load capacity and the GVWR of your moving truck impacts the vehicles safe operation, change the handling characteristics of the vehicle and cause added stress on drivetrain components.
    - Engine
    - Tires
    - Transmission
    - Braking capabilities
- Exceeding company's recommended load capacity of your moving truck can void your insurance.
- If you have any HHG Item(s) you believe to be excessively heavy (gun safe) please advise you're your counselor at time of brief.

OPERATING EXPENSES

Authorized	Not Authorized
Truck & Cargo Trailer Rental	Auto Transporter/Hauler
Safe Move & Safe Tow Insurance	Purchase of Dolly
Hand Truck & Dolly Rental	Extra Drivers
Furniture Pads	Oil Change/Lube
Boxes/Totes/Tape	Meals/Lodging
Oil/Fuel/Tolls	Hitch Fees/Tow Bars
Hired Labor	Routine Maintenance
Rope/Tarps/Tie-Downs/Tie Straps	Storage
Packing Material	Locks
Weight Ticket Fees	Tire Chains
Portable Storage Containers (PODS)	
Environmental Fees	* All OPE must be validated by Paid Receipts *
Sales Tax	

RECEIPTS & OPERATING EXPENSES

Benefit of Saving your receipts

Claiming eligible expenses <u>minimizes</u> how much of your claim will get taxed.

Expenses NOT Claimed | Expenses Claimed

W/O	ELIGIBLE OPERATING EXPENSES	WITH
$0	Minus UHAUL Expense	$520
$0	Boxes & Tape from Home Depot	$200
$0	Weigh Fees	$12
$0	Gas for the Uhaul	$103
$0	ESTIMATED OPERATING EXPENSE	$835

W/O	TAXABLE AMOUNT CALCULATION	WITH
$4,500	Estimated Payout	$4,500
$0	Less Expenses	$835
$4,500	ESTIMATED TAXABLE AMOUNT	$3,665

W/O	TAX CALCULATION	WITH
$4,500	Taxable Amount	$3,665
$990.00	22% Fed. Tax	$806.40
	Local & State Tax	
$990.00	ESTIMATED TAXES DUE	$806.40

W/O	ESTIMATED PAYOUT	WITH
$4,500	Estimated Payout	$4,500
$990.00	Less 22% Fed. Tax	$806.40
	Less Local & State Tax	
$3,510.00	ESTIMATED NET PAYOUT	$3,693.60

Eligible Expenses are all added up

Sum of Eligible Expenses is deducted from the estimated payout

Taxes are calculated based on the Taxable amount, not the full amount

Taxes are subtracted from the Estimated Payout

WHAT IS A VALID RECEIPT?

DoD Financial Management Regulation (DoD FMR), Vol. 9, Definitions

A legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, provided to the customer.

❑ **To be considered valid, a receipt must contain:**

- Name of the entity providing the good(s)/service
- Date(s) that the good(s)/service was/were provided/purchased
- Price of the good(s)/service, any tax levied
- Total monetary amount due
    - Must indicate that the total monetary amount due was paid.

❑ <u>Always Retain All Receipts: Properly label with Name, Vehicle, and Trip Number (if applicable).</u>

LOCAL TRUCK RENTALS

Midwest Ace Hardware
602 Caroline Ave
Junction City, Ks
(785) 209-3818

Tim's Auto Sales
350 Grant Ave
Junction City, Ks
(785) 762-4439

Waters Inc.
338 Seth Child Rd.
Manhattan, Ks
(785) 776-3139

YOG-N-Jackson
2321 N Jackson St
Junction City, Ks
(785) 530-5434

Neighborhood Storage
1120 S Madison St
Junction City, Ks
(785) 238-1467

Road Trip
1601 N Washington St
Junction City, Ks
(785) 238-8893

Waters True Value
129 E 6th St
Junction City, KS
(785) 338-7615

All Bout Grinding LLC
1036 W 6th St
Junction City, Ks
(785) 762-6550

https://www.uhaul.com

https://www.pensketruckrental.com

ADDITIONAL RENTAL OPTIONS

PODS

https://www.pods.com

UNITS

https://www.UNITSnekansas.com

U-PACK

https://www.upack.com

CERTIFIED WEIGH SCALES

SAPP BROTHERS TRUCK STOP
1913 LACY LANE
JUNCTION CITY, KS 66441
(785) 238-1600
OPEN 24/7

GEARY GRAIN ELEVATOR
340 EAST 13TH STREET
JUNCTION CITY, KS 66441
(785) 238-4177

HOWIE'S RECYCLING
625 S. 10TH STREET
MANHATTAN, KS 66502
(785) 776-8352
(Use 9 AM - 5 PM only)

SHELL TRAVEL CENTER
321 E. CHESTNUT STREET
JUNCTION CITY, KS 66441
(785) 762-7722
OPEN 24/7

MANHATTAN PUBLIC SCALES
615 S. 11TH STREET
MANHATTAN, KS 66502

MIDWEST CONCRETE (MCM)
701 S. 4TH STREET
MANHATTAN, KS 66502
(785) 776-8811

PPM PACKET

Personally Procured Move

210 CUSTER AVE, ROOM 004, FORT RILEY, KS | 785-239-6683 / 6603 | usarmy.riley.407-afsb-lrc.mbx.personal-property@army.mil

PPM TURN IN DATE:

PPM TURN IN TIME:

INCOMPLETE PACKETS WILL RESULT IN HAVING TO RESCHEDULE YOUR TURN IN APPOINTMENT. FAILING TO PROVIDE PHOTOCOPIES OF WEIGHT TICKETS, RECEIPTS & REGISTRATION CONSTITUTES AN INCOMPLETE PACKET

Checklist

- ☑ 1. Form DD2278 *(Provided by PDS; generated by Move.mil)*
- ☑ 2. Form DD1351-2 *(Provided by PDS; generated by Move.mil)*
- ☑ 3. Official Travel Orders (SRB if this is your first move)
- ☑ 4. PPM Expense & Certification Checklist *(Provided by PDS; generated by Move.mil)*
- ☐ 5. PHOTOCOPIES and originals of Certified Weight Tickets for **EACH** vehicle used
  - ☐ 5a. Empty
  - ☐ 5b. Full
  - ☐ Descriptive (i.e. full, empty, 2008 Dodge Ram Pick Up with Trailer)
  - ☐ Include Last Name, Last four
- ☐ 6. Copy of **FULL** Contracts (UHAUL, Penske, Budget, etc.):
  - ☐ 6a. Pick up contract
  - ☐ 6b. Drop off contract; paid in full
- ☐ 7. PHOTOCOPIES of paid receipts eligible for expenses
  - ☐ Include Last Name, Last four
- ☐ 8. PHOTOCOPIES of POV, Motorcycle, Trailer, Boat registration
  - ☐ Any vehicle towed and / or weighed with household goods
- ☐ 9. Borrowed vehicles **MUST** have registration AND a notarized letter of authorization

PPM Paperwork

✓ Forms included in your packet

Ensure all applicable documentation is provided at time of submission to prevent delays.

These documents will be turned it at your next duty station

Full Name, Last 4

PERSONALLY PROCURED MOVE (PPM)

STATEMENT OF UNDERSTANDING

1. ____I have been counseled on my PPM move and understand that I will be paid **100%** of what it would cost the government to ship my property.

2. ____I understand that if I am separating or retiring, I will be forfeiting my 6-month/1-year storage entitlement (respectively) once I relocate my property from Fort Riley, KS.

3. ____I understand that I will **not** receive payment for any expense and/or movement of property prior to the date my orders were published.

4. ____I understand that if I am separating or retiring, the final payment of my PPM move will not be made until after the effective date of my separation or retirement.

5. ____If I am NOT separating or retiring, I understand that the processing time for my PPM packet can vary and may be increased during Peak Season months of May thru September. (Average 30 days)

6. ____I understand that the PPM is taxed at a federal income tax rate of 22%.

7. ____ I understand rental truck/trailer, and fuel expenses are not a reimbursement, but a tax deduction.

8. ____I understand that the weight of a POV, Tow Dolly, or any Auto Transport, is not authorized as household good weight, and may **NOT** be claimed as part of my PPM weight.

9. ____I understand that the figures on the DD form 2278 are only estimates. The final settlement will be made when my completed PPM paperwork is turned in for processing.

10. ____I understand that if I utilize a government move in addition to my PPM, my PPM will not be processed until the official weight of my government move(s) has been recorded in DPS. The remainder of my JTR weight allowance will become the maximum I can be paid for on the PPM.

11. ____If requesting a PPM advance, I acknowledge:
    - ____I do not have a GTCC, and I am not able to obtain one.
    - ____I am utilizing a contracted Rental Truck/Trailer to complete my move.
    - ____My advance is not taxed. All Taxes will be deducted from final settlement. Over estimating weight can result in excess costs.
    - ____Processing can take up to 10 days and should be submitted 30 in advance of travel date.

12. ____I understand that failing to comply with the policies & procedures of the PPM Program may limit/delay my payment OR result in a complete denial of my claim.

13. ____I understand that I can not be paid for any PPM Move without obtaining weight tickets.
    - ____I must obtain Full & Empty weight tickets from origin, destination, or a combination thereof, for each vehicle, and each trip.
    - ____I must provide a valid registration for any vehicle utilized during my move.
    - ____I must provide full contract for any rental truck with mileage out/in, and 0 balance.
    - ____I must provide all receipts associated with my move (photocopies)
    - ____I may be asked to provide additional documentation applicable to my specific situation.

14. ____I understand that I am required to keep a copy of ALL documentation for my PPM move for my records and IAW Service and the Internal Revenue Service (IRS) requirements.

15. ____I understand that should I attempt **to FALSIFY ANY DOCUMENTS** or **SUBMIT A FRAUDULENT CLAIM** that I could be **SUBJECT TO PROSECUTION** for my actions.

Service Member Signature: ______________________________ Date: ____________________

Counselor Signature: ______________________________ Date: ____________________

Statement of Understanding

- ✓ Initial next to each statement
- ✓ Last Name, First, Last Four at the top of the page
- ✓ Sign and Date
- ✓ Leave a copy with us

APPLICATION FOR PERSONALLY PROCURED MOVE AND COUNSELING CHECKLIST
(Read Privacy Act Statement on back before completing form.)

1. DATE PREPARED *(DD MMM YYYY)*	2. SHIPMENT NUMBER

3. CUSTOMER INFORMATION

a. NAME *(Last, First, Middle Initial)*	b. RANK/GRADE	c. SSN/EIN	d. AGENCY

4. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:

a. TYPE ORDERS *(X one)*
- ☐ LOCAL
- ☐ PERMANENT
- ☐ 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

6. ENTITLEMENTS *(X and complete as applicable)*	7. CUSTOMER RESPONSIBILITY *(X and complete as applicable)*
☐ a. Type of vehicle *(i.e., Truck, Trailer, Rental, etc.)*	☐ a. Operating allowance
☐ b. PPM move authorized from To: PPM move actual from To:	☐ b. Start date of move *(DD MMM YYYY)*:
☐ c. Maximum authorized weight.	☐ c. Empty/loaded weight tickets (Required).
☐ d. Estimated weight of HHGs, including PBP&E.	☐ d. Customer's Name, last four digits of SSN or complete EIN, and Weighmaster's signature required on each weight ticket.
☐ e. Unauthorized items *(POV's, flammables, etc.)*.	☐ e. Trailers weighed attached to prime moving vehicle *(no passengers aboard - weigh entire unit at the same time)*.
☐ f. Power of Attorney, if required.	☐ f. PPM requires submission of DD Form 1351-2.
☐ g. Loss or damage *(See back of form for more information)*.	☐ g. DD Form 2278 and weight tickets must be submitted to paying office (see back) to receive incentive payment.
☐ h. Temporary storage, if pre-approved.	

8. COST COMPUTATION

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	$	

NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS.

9. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THIS FORM.

a. DATE SIGNED	b. SIGNATURE OF CUSTOMER/AGENT	c. DATE SIGNED	d. SIGNATURE OF COUNSELOR

10. CERTIFICATION OF PPSO/PPPO: A. ACTUAL CONSTRUCTIVE COSTS

(1) Move Type: ☐ Incentive Move ☐ Actual Cost Reimbursement		(4) Gross Incentive (100%)	$
(2) Actual Weight		(5) Advanced Payments	$
(3) Government Constructive Cost	$	(6) Reimbursement Amount	$

11. FUNDING DATA

a. OFFICE PERFORMING CLOSEOUT	b. TYPED OR PRINTED NAME OF INDIVIDUAL	c. DATE SIGNED	d. SIGNATURE

DD FORM 2278, JULY 2021 CUI (when filled in) Controlled by: CUI Category: Privacy Page 1 of 2

DD Form 2278
Application for Do it Yourself Move

- Must have counselors signature & date.
- State taxes paid to this state
- Block 5 – needs an address to send a W2.
- Ft. Riley Travel Finance Office
  785-239-6028

DD Form 1351-2
Travel Voucher

- Verify name rank and social are correct.
- Fill in email address (civilian).
- Fill in a good contact phone number.
- If using both the GTCC and money out of your own pocket please check the box for split disbursement.

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
- X Electronic Fund Transfer (EFT)
- Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $

2. NAME (Last, First, Middle Initial) (Print or type)
3. GRADE
4. SSN XXX-XX-_ _ _ _
5. TYPE OF PAYMENT (X as applicable): TDY; PCS; Dependent(s); Member/Employee; X Other; DLA
6. ADDRESS. a. NUMBER AND STREET; b. CITY; c. STATE; d. ZIP CODE; e. E-MAIL ADDRESS
7. DAYTIME TELEPHONE NUMBER & AREA CODE
8. TRAVEL ORDER/AUTHORIZATION NUMBER
9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES
10. FOR D.O. USE ONLY: a. D.O. VOUCHER NUMBER; b. SUBVOUCHER NUMBER; c. PAID BY; d. COMPUTATIONS
11. ORGANIZATION AND STATION: SEPARATION
12. DEPENDENT(S) (X and complete as applicable): ACCOMPANIED; UNACCOMPANIED; a. NAME (Last, First, Middle Initial); b. RELATIONSHIP; c. DATE OF BIRTH OR MARRIAGE
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one): YES; NO (Explain in Remarks)
15. ITINERARY: a. DATE; b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.); c. MEANS/MODE OF TRAVEL; d. REASON FOR STOP; e. LODGING COST; f. POC MILES
DEP / ARR / DEP / ARR / DEP / ARR / DEP / ARR / DEP / ARR / DEP / ARR / DEP / ARR

PPM

e. SUMMARY OF PAYMENT: (1) Per Diem; (2) Actual Expense Allowance; (3) Mileage; (4) Dependent Travel; (5) DLA; (6) Reimbursable Expenses; (7) Total; (8) Less Advance; (9) Amount Owed; (10) Amount Due
16. POC TRAVEL (X one): OWN/OPERATE; PASSENGER
17. DURATION OF TRAVEL: 12 HOURS OR LESS; MORE THAN 12 HOURS BUT 24 HOURS OR LESS; MORE THAN 24 HOURS
18. REIMBURSABLE EXPENSES: a. DATE; b. NATURE OF EXPENSE; c. AMOUNT; d. ALLOWED
19. GOVERNMENT/DEDUCTIBLE MEALS: a. DATE; b. NO. OF MEALS; a. DATE; b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE; b. DATE; c. REVIEWER'S PRINTED NAME; d. REVIEWER SIGNATURE; e. TELEPHONE NUMBER; f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME; b. SIGNATURE; c. TELEPHONE NUMBER; d. DATE
22. ACCOUNTING CLASSIFICATION
23. COLLECTION DATA
24. COMPUTED BY; 25. AUDITED BY; 26. TRAVEL ORDER/AUTHORIZATION POSTED BY; 27. RECEIVED (Payee Signature and Date or Check No.); 28. AMOUNT PAID

DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Designer 8.0

PERSONALLY - PROCURED MOVE (PPM) CHECKLIST AND EXPENSE CERTIFICATION

All documents submitted MUST be LEGIBLE and COMPLETE. Illegible or incomplete submissions will be returned for corrective action.

NAME

A COMPLETE PPM CLAIM PACKAGE WILL INCLUDE THE FOLLOWING DOCUMENTS *(If Applicable)*:

- ☐ This "PPM Checklist and Expense Certification" - completed, signed and dated
- ☐ DD Form 1351-2, properly completed and signed
- ☐ Advice of Payment (AOP) for **PPM** advance operating allowance requested **AND** received (available at https://myPay.dfas.mil)
- ☐ Completed DD Form 2278 - to include: ☐ blocks 10a/b customer signed/dated, ☐ blocks 10c/d counselor signed/dated
- ☐ Official Travel Orders - include all amendments/endorsements issued (**USN** Requires Enlistment Contract or Officer Home of Record report)
- ☐ Power of Attorney (POA) or informal letter of authorization signed by the member/employee
- ☐ Full/Empty weight tickets **(*See Below)** must be certified, legible and unaltered
  - ☐ Described weighed items (i.e. FULL WEIGHT 2008 Dodge Ram Pickup with privately owned 5X8 enclosed, single axle trailer)
  - ☐ Include customer identification; Last Name, EDIPI
  - ☐ **EACH** conveyance (trip/vehicle) used to haul property must be supported by a ☐ FULL and ☐ EMPTY weight ticket
  - ☐ **TDY PPM** requires a new full and weight ticket for each leg

*** See Service Specific Regulations/Handouts for empty weight ticket requirements.**

- ☐ PBP&E (Pro Gear) weight - completed weight estimator and approved by the Origin counseling office
- ☐ USN Requires FMS Form 2231 Direct Deposit
- ☐ Copy of Contract(s) - identifies: ☐ Customer/Family Member; ☐ Detailed equipment description; ☐ Payment in full
- ☐ Copy of paid receipts for expense claimed below (**** SEE BELOW**)- receipts must reflect customers last name, EDIPI, item description, unit price, quantity, date, name and address of store, etc.

**** See Service Specific Regulations/Handouts for requirements to submit receipts associated with expenses.**

- ☐ Copy of privately-owned vehicle (POV) or trailer (POT), Boat, or Motorcycle registration(s) used for hauling personal property; borrowed POV or POT additionally requires a signed, dated statement by registered owner authorizing use of POV/POT for your HHG movement.

ENSURE ALL OPERATING EXPENSES LISTED BELOW ARE SUPPORTED BY PAID RECEIPTS AND/OR CONTRACTS
(In accordance with the IRS, you can claim any expense reasonably associated with moving HHG)

Statement of Expenses

Expense Type	Amount	GTCC Used (Yes/No) (Government Travel Charge Card) *** If authorized by Service
Contracted Expenses (rental truck, trailer, moving services, etc.)		
Rental Equipment/material (dollies, furniture pads, etc.)		
Packing material (boxes, wrapping, tape, etc.)		
Weighing fees		
Gas/Tolls		
Other		
Total		

I CERTIFY THE ABOVE EXPENSES WERE LEGITIMATELY INCURRED DURING MY PERSONALLY PROCURED MOVE AS IDENTIFIED BELOW:

Move Date: From: To:

Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 451-495, and E.O. 9297. ROUTINE USES: To substantiate incentive payment claims for movement of household goods. DISCLOSURE: Voluntary; failure to furnish data may result in partial or total denial of claim and/or improper tax application. NOTE: Expenses verified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Federal tax withholding will be deducted from the profit (entitlement less eligible operating expenses).

I UNDERSTAND THE PENALTY FOR WILLFULLY MAKING A FALSE STATEMENT OF CLAIM IS A MAXIMUM FINE OF $10,000, MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S.C., TITLE 18, SECTION 287).	Signature	Date

Personally Procured Move Checklist & Expense Certification

Please save ALL receipts related to moving your Household goods

THE MORE RECIEPTS SAVED THE LESS YOU WILL BE TAXED.

Save all documents for up to 6 years as the IRS can choose to audit in that time frame

INSURANCE

- **YOU are RESPONSIBLE for INSURANCE** for the rental vehicle, privately owned vehicle (POV), commercial hire as well as small package and storage services for loss and/or damage.

Loss and damage due to accidents, fire or theft during a Personally Procured Move is compensable only if the loss is not due to the negligence by contractor, friend, or family member.

  - US Army Claims Service

- Must have an inventory of items at origin, an excel spreadsheet is acceptable, and the DD Form 2278 approval of the PPM. If there is no authorization documentation the claim may be denied.

- Evidence must show something outside your control caused the damage/breakage.

Example: Claimant who rented a truck for a PPM move is rear-ended by a drunken driver during the course of the move, or a rented vehicle properly secured at an authorized place of stop (i.e. hotel on direct route between losing and gaining installations), when more than 1 day driving is authorized, is stolen or broken in to and the police report indicates the member is not at fault.

CLAIMS FOR LOSS OR DAMAGE

- Go to www.jagcnet.army.mil/pclaims to file your claim with the Army Claims Service.
- Email address: usarmy.knox.hqda-otjag.mbx.cpcs@army.mil for questions regarding personal property claims.

DUAL MILITARY

- May combine the weight allowances in Table 5-37
- PCS order to PDSs where maintaining, or will maintain, joint residences within commuting distance of the PDSs. (JTR 051402 F2)
- One DD Form 2278 for a combined weight PPM.
- Either order can be utilized on documentation.
- Both members are required to sign the DD Form 2278 and DD Form 1351-2
- Copy of each order is required for a combined weight PPM

- If requesting an individual PPM, separate and individual weight tickets and receipts are required for each members respective PPM. Combining weight tickets and expenses is not authorized.

CLOSEOUT

SUBMITTING YOUR PPM PACKET

- Use the checklist as a guide to prepare your paperwork and receipts
- Consider a large zip lock bag to store all paperwork and receipts

REQUIRED RECEIPTS:

- Copy of ALL Gas Receipts (labeled to identify vehicle)
- Copy of ALL Toll Receipts (labeled to identify vehicle)
- Copy of ALL Weigh Receipts (labeled to identify vehicle)

OPTIONAL RECEIPTS:
(Unless Claiming on PPM Expense Sheet):

- Copy of Receipts for Packing Materials (boxes, paper, tape)
- Copy of Receipts for Quarts of Oil Utilized in Rental Trucks
- Any other misc. Receipts

**** ALL PAYMENTS ARE DIRECT DEPOSITED****

If you are planning on changing bank accounts, *DO NOT CLOSE OUT YOUR CURRENT ACCOUNT* until you have received all payments for your PPM Move OR, complete an updated *SF 1199 (Direct Deposit Sign-Up Form).*

MISSING DOCUMENTATION

If you are notified that your packet is missing required documentation, you will have NO MORE THAN 14 days to contact/resolve/provide documentation to the TO. On the 15th day, all documentation will be shredded, and you will be required to re-submit entire PPM Packet.

When it is known a packet is missing any document(s), it will not be accepted until packet is complete.

RETAIN COPIES!!

STATEMENT

Making Sense of your Packet

If you believe additional information is necessary to understand your move— Make certain to enclose a brief statement with your claim.

Examples include:

- Multiple trips
- Rental contracts in someone else's name

CONTACT US

<u>FORT RILEY PERSONAL PROPERTY PROCESSING OFFICE</u>

BLDG 210 Custer Ave, RM 004

HOURS OF OPERATION: *0830 – 1630, MON – FRI*

PH: (785) 239-MOVE (6683) / 6603

Email: usarmy.riley.407-afsb-lrc.mbx.personal-property@army.mil

QUESTIONS

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