

**Personally Procured Move (PPM)  
Check-Off List**

To pay PPMs quickly and to avoid returning claims for non-receipt of documents, please ensure all of the following information is attached to the claim prior to submitting to FINCEN:

\_\_\_\_\_ **One Copy of signed orders** (with endorsements or amendments).

\_\_\_\_\_ **Original DD2278 (Application for Do It Yourself Move and Counseling Checklist)** - To perform a PPM of HHG, counseling is mandatory and a DD2278 must be completed and signed by the local transportation office and member. **Note: Signature on file is no longer acceptable for DD2278. Form must be signed by authorized person(s).**

\_\_\_\_\_ **SF 1038 - (Advance of Funds Application and Account)** - If applicable, voucher for advance operating allowance. To ensure proper posting of the advance, the document type **MUST** be 17 (NOT 12) and in the remarks block indicate the advance is for the PPM. Note: Signature on file is no longer acceptable for SF 1038. Form must be signed by authorized person(s) and the member.

\_\_\_\_\_ **Certified empty weight tickets** - Empty weight ticket(s) should cite member's name employee ID or SSN and signature of weight master. Per ALCOAST 112/19 : Effective 5 April 2019, empty weight ticket(s) for PPM are not required to be obtained from place of origin but are still required.

\_\_\_\_\_ **Certified full weight tickets** - Full weight ticket(s) should cite member's name, employee ID or SSN and signature of weight master. Per ALCOAST 112/19 : Effective 5 April 2019, full weight ticket(s) for PPM are not required to be obtained from place of origin but are still required.

\_\_\_\_\_ **Original DD1351-2 (Travel Voucher or Sub Voucher)**. Ensure the DD1351-2 is filled out properly by completing the Itinerary section with new address, dates and signature of the member. The expenses **must** be itemized under Nature and Explanation Block.

\_\_\_\_\_ **Copy of registration** for boat(s) and/or trailer(s) if applicable.

### **Notes about Advances:**

In the past, advanced operating allowances have been miscalculated and oftentimes resulted in overpayments to members which were recouped.

- Advanced operating allowances are authorized to conduct a PPM; but only to pay for rental trucks, packing materials, and other miscellaneous operating expenses directly related to conduct the PPM. Members are not authorized advanced operating allowances based purely on their estimated weight or maximum weight allowance.
- To substantiate advanced operating allowances, a member must submit copies of a rental truck agreement, or a valid rental truck cost estimate, along with written estimated operating expense to the Transportation Officer. Advanced operating allowances cannot exceed a member's estimated costs or 60 percent of the members estimated incentive payment, whichever is less.
- Costs of insurance, auto trailers/ transports and storage cannot be included in a member's estimated operating expense. Advances will not be authorized for members solely using their personally owned vehicle to conduct a PPM.
- Members should be conservative when estimating their HHG weights and use the weight estimating tool available at [http://www.move.mil/dod/before\\_you\\_begin/weight\\_allowance.cfm](http://www.move.mil/dod/before_you_begin/weight_allowance.cfm) to help estimate accurate HHGs weights. Overestimations of HHG weights may result in an unrealistically high incentive payment expectation.

### **Notes about Weight Tickets:**

**Original weight tickets are required (Per ALCOAST 365/10).**

- Handwritten weight tickets will be accepted with the weight station contact information (name of station, address and phone number including area code) and the weight master's name and signature.
- Without weight tickets, members may only be paid actual allowable expenses if receipts are submitted with PPM package. There is no appeal process when weight tickets are not submitted.
- For accurate processing when submitting multiple weight tickets, each weight ticket must be annotated with the members rank/rate, name, and EMPLID. Each weight ticket must also indicate whether the weight ticket is for an unloaded or loaded vehicle and/or trailer and the type of vehicle being weighed.
- Members must retain a copy of the weight tickets for their records.

- If a member's expense to conduct a PPM exceeds their incentive payment, or if a member's expense to conduct a PPM exceeds 95% of what the government would pay, the member may receive actual cost reimbursement (ACR). The member **MUST** submit legible receipts. Reimbursement cannot exceed the cost to transport the member's maximum HHG weight allowance in one lot, between authorized places.

- If the member has a Combination Move (e.g. GBL and PPM), member may submit a copy of ONE of the following documents. Documents should cite the weight of the HHG/GBL shipment:

- ✓ DD 619-1 (Statement of Accessorial Services Performed)
- ✓ DD 1840 (Joint Statement of Loss or Damage at Delivery)
- ✓ DD 1164 (Service Order for Personal Property)
- ✓ Copy of GBL (Government Bill of Lading)

**Note: How to properly obtain weight tickets for a full or partial PPM:**

By following the below directions members will accurately obtain PPM weight tickets. Accurate PPM weight tickets will help expedite PPM claims payments.

**To obtain an accurate HHG weight when using a Personally Owned Vehicle (POV), or rental vehicle, with NO trailer attached to conduct a PPM:**

- To obtain unloaded weight tickets; members must ensure that all fuel tanks are filled, the vehicle is unloaded and no one is inside the vehicle's cab or cargo areas. The member must obtain an unloaded weight ticket. After a member loads their HHGs, they should again ensure that all fuel tanks are filled and no one is inside the vehicle's cab or cargo area, weigh the vehicle again to obtain the loaded weight ticket(s). By following these directions, members will obtain accurate unloaded and loaded weight tickets when using a POV or rental vehicle with NO trailer attached to conduct a PPM.

**To obtain an accurate HHG weight when using a POV or rental truck with a trailer attached:**

- To obtain unloaded weight tickets; members must ensure that all fuel tanks are filled, the unloaded trailer is attached to the unloaded vehicle and no one is inside of the vehicle's cab, cargo area or on the trailer and weigh both the vehicle and trailer together for an unloaded weight ticket. Load the vehicle and trailer with the members HHGs; ensure all fuel tanks are filled and that no one is inside of the vehicle's cab, cargo area or in the trailer and weigh both again for an accurate loaded weight ticket. By following these directions, members will obtain accurate unloaded and loaded weight tickets when using a POV or rental truck with a trailer attached to conduct a PPM.

**To obtain an accurate HHG weight when using a POV or rental truck with a personally owned single axle utility trailer:**

- Personally owned single axle utility trailers with an overall length of no more than 12 feet from rear to trailer hitch and no wider than 8 feet (from outside tire to outside tire) with side rails/body no higher than 28 inches (unless detachable) and a ramp/gate no higher than 4 feet (unless detachable) are considered HHGs and may be included on the PPM weight tickets as HHGs. If your utility trailer does not meet the description of HHGs (above), it is not considered HHGs. Please follow the instructions on how to obtain HHG weights when using a POV or rental truck with a trailer attached.
- To obtain unloaded weight tickets while using a personally owned utility trailer that meets the description of HHGs; members must ensure that all fuel tanks are filled, no one is inside of the towing vehicle's cab or cargo area and then weigh the unloaded vehicle without the utility trailer attached. Attach and load the utility trailer and if needed the towing vehicle; ensure that all fuel tanks are filled and that no one is inside of the towing vehicle's cab or cargo area or on the utility trailer then weigh both together for a loaded weight ticket. By following these directions, members will obtain accurate unloaded and loaded weight tickets when using a POV or rental truck with a personally owned utility trailer attached.

**To obtain an accurate HHG weight when using a POV, or rental truck while towing a POV:**

- To obtain unloaded weight tickets, members must ensure that all fuel tanks are filled; the POV is loaded on the auto transport attached to the towing vehicle. The member must also ensure that no one is inside of the towing vehicle's cab or cargo area, on the auto transport or in the POV being towed. Then weigh both the towing vehicle and loaded auto transport (including POV) together for an accurate unloaded weight ticket. Then load the towing vehicle and POV being towed with HHGs (if additional space is needed), ensure no one is inside of the towing vehicle's cab or cargo area or on the auto transport or in the POV being towed.
- Remember POVs are not considered HHGs and cannot be transported as such during a PPM or Government contracted TSP move. By following these directions, members will obtain accurate unloaded and loaded weight tickets without including the weight of the POV and auto transport.
- Costs Associated with personally towing a vehicle are not reimbursable travel expenses (e.g., auto transporter, tow dolly/hitch).

**Note: When using a privately owned utility trailers over 12' long or 8' wide, or any rented trailer/auto dolly/transport must reflect a third axle weight on both unloaded and loaded weight tickets.**

**Notes about Storage on a PPM:**

- One copy of actual storage agreement and copies of paid, detailed receipts for each month of storage paid for by member. Storage beyond 90 days requires written approval from the local Transportation Office.

- Retired U.S. Coast Guard Extension Request

**Notes about Taxes:**

- If you receive an advance operating allowance, taxes are **NOT** deducted in the computation; however, they will be deducted from the financial profit on the final settlement. Total taxes =22%.
- Please **keep** all receipts for tax purposes.

**Additional Information:**

- To update EFT information please visit: [https://www.fincen.uscg.mil/secure/enrollment form.htm](https://www.fincen.uscg.mil/secure/enrollment%20form.htm)
- Ensure name and Employee ID are on all documents.
- Ensure all documents are dated properly.
- Ensure all documents requiring signature of member are signed.
- Ensure all documents requiring signature of Transportation Officer/counselor are signed.

**Important:**

- Members must retain a copy of all documentation submitted to FINCEN.

**Questions:**

Please direct any questions you may have regarding your PPM to the Finance Center Customer Service Team at (757) 523-6940. Our hours of operation are 8:00 a.m. to 5:00 p.m. EST. For web inquiries, which are highly recommended, please go to our Payment Status Inquiry web page at <https://www.fincen.uscg.mil/secure/payment.htm>. More information regarding a PPM can be located at <http://www.fincen.uscg.mil/dity.htm>

Please submit PPM claims to the following mailing address:  
USCG Finance Center  
PO Box 4102  
Chesapeake, VA 23327-4102