

PERSONALLY PROCURED MOVE CLAIMS

(FORMERLY KNOWN AS THE DITY MOVES)

1. The Coast Guard does not pay all claims that arise from Personally Procured Moves: If you elect to make a Personally Procured Move, make sure you know the rules for Personally Procured Move Claims. It is not true that any claim for damage to your personal property will be paid.
2. The normal rule is as follows: You are responsible for all phases of a Personally Procured Move, including packing, loading and transporting. You control the move, which means you usually bear the risk of damage to the property during the move.
3. What this means: Breakage and other damage such as scratches, chipping, etc., are generally presumed to be the result of your actions. Claims for this type of damage are usually not paid. Similar, damage from vibration or jolting caused by your driving or by bad roads is not payable, regardless of the degree of care used in packing. You should slow down and use greater care when driving on bad roads.
4. Claims arising from accidents where you are even partially at fault are not paid. This is because the claims statute prohibits payment when loss or damage is caused in whole or in part by a claimant's negligence or wrongful act. Example: If you are towing a trailer that contains your household goods and you carelessly lose control of it, you will not be paid for any claims that might arise from damage to the trailer or your property.
5. Claims that can be paid are those involving unusual occurrences that are outside your control: for example, damage resulting from an accident where you were not negligent or at fault may be payable. Damage resulting from extremely severe weather may be paid; however, if severe weather occurs in a particular area, you may be expected to take precautions against it. Damage resulting from concealed defects in rental equipment may also be payable.
6. Make sure you have received authorization from the Transportation Office for a Personally Procured Move. It is not a PPM if you have not received prior advanced approval. Claims where you just loaded your household goods in a trailer and started to move them, without an approved Personally Procured Move paperwork, are not payable.
7. You should prepare an inventory. If you do not, you may have difficulty substantiating certain losses. It is also a good idea to take photos or videotape all your property in case of theft or fire.
8. Consider insurance. Most PPM claims are usually not payable, therefore insurance is recommended. If you do not have insurance, you should use extreme care in moving your own property.

Personally Procured Move of Household Goods

Normally, when a military member makes a PCS move, the government contracts a commercial carrier to pack, load, ship and unload the members household goods. However, military members and next of kin of deceased members have the option to execute a Personally Procured Move (formally called a Do-It-Yourself (DITY) Move). When a member selects the personally procured move option, it allows the member to personally move household goods (HHG) and collect an incentive payment from the government. The option is available for most types of orders including permanent change of station (PCS), temporary duty (TDY), separation or retirement, or assignment to, from, or between Government quarters. Members may use this option to move all or a portion of their authorized weight allowance and can receive up to 95% of the Government Constructive Cost if they move themselves. Personally procured moves to overseas locations are never recommended. It's almost impossible to move your property to an overseas location for what the government pays a contractor.

Individual situations vary widely, so prior to executing a personally procured move, you should visit with an Personal Property Processing Office counselors to fill out the required forms (DD Form 2278) Application for Move), get more specific information and choose which move method is best for you. During the processing of this move on your Defense Personal Property System (DPS), an estimate is needed of your shipment weight. It is important that this weight estimate be as accurate as possible since overestimating the weight may result in a lower reimbursement or incentive plan. Use this link for an online weight estimator to help get an accurate weight assessment. It is very important that members do not move their property first and then complete the required documentation afterwards, as this may result in forfeiture of incentive.

Members may choose one of the following methods to execute Personally Procured Move:

Privately-Owned Vehicle (POV)

Your privately owned vehicle can be used to move household goods. If you use a trailer or motor home, be sure to contact an outbound counselor for special guidance. Empty and full certified weight tickets are required.

Rental Vehicle

The member rents normal types of rental vehicles, equipment, moving aids, and packing material and the member performs all labor for the move. Sources of equipment must be bona-fide rental vendors such as U-HAUL, RYDER, etc. An advance operating allowance may be authorized when using this method. Empty and full certified weight tickets are required.

"You-Load They-Drive"

Some commercial household goods carriers offer this type of service. The member performs all or part of the labor for packing, unpacking, loading, or unloading of the moving van. The commercial carrier supplies the driver and performs the line-haul movement.

Incentive

Members receive a cash incentive payment for executing Personally Procured Moves. The origin Transportation Office computes payment at 95 percent of what it would cost the Government to transport the HHG using the Surface Deployment and Distribution Command (SDDC) domestic personal property rate solicitation, or the local drayage contracted cost. The computation is based on actual, constructed or authorized JFTR weight allowance transported, whichever is less. The Transportation Office will estimate the constructive cost of the move based on estimated weight to be moved and the authorized mileage from the origin to destination. Mileage is computed based on point to point mileage set forth in Defense Table of Official Distances. You may be entitled to an advance operating allowance to help with your operating cost; this allowance is limited to 60 percent of the Government shipping cost. You must check with your counselor to see if you are eligible, as each branch of the Armed Forces varies on the entitlement. If eligible this allowance helps defray the cost of rental vehicle, gasoline, oil, tolls, packing material, moving equipment, and other services directly related to the move. Members may choose a combination move split between a government's arranged HHG (PPGBL), local contracted, non-temporary storage, and Personally Procured Move. If a member elects split shipment, incentives are based on the member's full JFTR weight allowance (if the member made no previous shipments) or the balance of the JTR weight allowance (if the member made additional shipments under the same order). Caution: excess cost may be incurred when service finance centers settle all accounts related to the split/multiple shipments.

Upon completion of your move you will be required to submit paperwork, and certified weight tickets to obtain in your final incentive. Your counselor will advise you on what paperwork is required and who to submit it to. At this point the actual incentive payment will be computed and sent to the Accounting and Finance Office; they in turn, will pay you. The financial profit portion of the incentive is subject to Federal Income Tax.

Vehicles

Privately Owned Vehicles (POV): There are no restrictions as to the type of POV or equipment used to perform personally procured transportation of household goods. Government owned vehicles are not authorized for this option.

A member who uses a personally owned utility trailer for an authorized personally procured move may include the weight of the utility trailer in the total weight. The utility trailer weight applies one time only if the trailer is used as the means of conveyance.

Such a trailer includes any authorized trailer (other than a camper trailer travel trailer, or horse trailer) that a commercial carrier could legally accept and transport as household goods. The member or member's dependent must own the trailer prior to the effective

date of the PCS or TDY order.

Reimbursement and/or a monetary allowance are authorized for household goods moved in personally owned car-top carrier that would be accepted for shipment by a carrier. However, the weight of a rented or borrowed car-top carrier is not included in Government Constructive Cost computations.

The weight of a camper or POV with a previously installed camper shell, built-in household goods and any other previously installed equipment is to be included in the tare weight of a personally procured household goods move. Tare weight is defined as the weight of the POV and/or rental equipment as the weight of the vehicle with all pads, furniture dollies, hand trucks, ramps, and other equipment required to transport household goods.

Rented Vehicle: You may also use rental trucks and/or trailers to make your Personally Procured Move. It is your responsibility to make arrangements with the rental company of your choice. We recommend that you shop around for the best rates and equipment. PPPO Portsmouth VA is not authorized to make referrals or recommendations as to which rental company you should choose.

If you plan to haul a rental trailer, be aware that temporary rental trailer hitches cannot always be mounted on late model cars. Prior to placing an order with the rental dealer, you should verify that the temporary hitch would fit on the vehicle to be used, or verify that the factory-installed hitch is suitable for use with rental trailers.

Most truck-rental agencies provide familiarization, operation, and safety training on trucks and associated equipment. This training is critical because the member is liable while operating the rental vehicle, which is similar to a POV to perform the move. Rental agencies and the Government are not responsible for training drivers in operating leased vehicles.

Vehicle Weight

Vehicles must be weighed empty AND full.

Driver and all passengers must be out of vehicle and gas tank must be full each time vehicle is weighed. You MUST make every effort to weigh the vehicle at one time, either on a large platform scale or on two or more smaller scales. Be sure you have your vehicle weighed at a "CERTIFIED" weigh station. You can usually find them at truck stops along major highways. State operated weigh stations along interstates usually cannot issue certified weight tickets. Note: Any POV in tow must be disconnected prior to weighing.

Utility Trailers and Travel Trailers: Driver and all passengers must be out of trailer. Rear seats, truck and car top carriers must be empty and gas tank must be full to obtain empty weight. The towing vehicle and trailer must be weighed as a complete unit at one time on a large platform scale or on two smaller scales. Axle weights are acceptable.

Weight Ticket Identification: To ensure proper identification of the weight tickets and subsequent payment of your incentive allowance, it is essential that the following information be included on each weight ticket obtained:

- *Imprint or official stamp with name and location of Weigh Station*
- *Signature and title of official certifying the weighing*
- *Legible imprint of the weight and date recorded.*
- *Your name, rank, and social security number.*
- *Identification of vehicle weighed.*

You should retain a copy of each weight ticket for your personal records.

Here is several local scale locations were you can obtain weight tickets.

Storage

You should only execute a Personally Procured Move if you have a residence available for delivery of the goods at destination within the period specified for the move. If storage is required at destination, you should choose a Government move.

Temporary storage (up to 90 days) incidental to a Personally Procured Move is authorized at Government expense. However, reimbursement will be based on the Government's cost to store a like amount of weight and will not include an incentive payment. If you must procure storage, you should use a bona-fide commercial storage facility (to include a mini-storage facility) and submit a claim for reimbursement for personally procured storage. This will be submitted on a DD Form 1351-2 to the Personal Property Office.

Claims for loss or damage to your household goods while in storage are not payable by the military claims offices. Make sure you purchase insurance to cover your goods while in storage.

Reimbursement

Once you have reached your destination, you must submit a claim for the balance of your reimbursement or incentive to the Personal Property Office on your new base, within 45 days of your move date. Claim should consist of the DD Form 2278, DD Form 1351-2, certified weight tickets (empty and full), and complete set of orders. Your reimbursement will be 95% of the Government Constructive Cost.

Reimbursement for a personally procured move is only for moving expenses and is entirely separate from personal travel, pay and allowances. Additionally, expenses for food and lodging should not be included in your personally procured move claim; however fuel, tolls, packing material and the cost of certified weight tickets are reimbursable. PPM package\New PPM Checklist.pdf

Insurance Coverage

If you are planning to use a trailer for a Personally Procured Move, check your automobile insurance policy to see if you are properly covered in case of loss or damage. Some automobile insurance companies extend coverage when trailers are towed behind a POV; others do not. The member should procure additional insurance if required, but the Government does reimburse this insurance cost. If you are involved in an accident, the other party may file a claim against the member or their insurance company. In such cases, the law of the state where the accident occurs determines liability. Some courts have determined that members operating privately owned or rented vehicles on change-of-station moves are not acting within the scope of their employment. Thus, they may be not protected by the Federal Tort Claims Act, Title 28 U.S.C. 2679(b). As a result, members may be held personally liable if they have inadequate insurance coverage to satisfy all damage and third-party injury claims or lawsuits resulting from an accident. If you are involved in an accident, notify the staff judge advocate at the nearest military base about the accident as soon as possible.

Claims

Members have the right to file a claim with the Government for loss or damage under the Military Personnel and Civilian Employees Claims Act (Title 31 U.S.C. sections 3701 and 3721). Claims will generally not be paid except in those cases when an act transpires that is beyond your control and you are free of negligence. Member may want to consider buying private insurance to cover personal property being transported if they believe the basic valuation coverage by the government (\$40,000) is not enough to cover the value of the property. This added protection may be especially important if a member is moving items for which the government may pay limited maximum amounts if lost or damaged. Members should contact the local claims office for information on per item and per category maximum amounts.