

**PSSU Portsmouth Transportation office**  
**Personally Procured Performed**  
**(Formerly known as “Do It Yourself Move”)**

The member must be advised that legible weight tickets are mandatory for payment of the incentive, since they are the sole basis for entitlements audited by the USCG Finance Center, Chesapeake. Two certified weight tickets must be obtained. One weight ticket must indicate the tare (empty) weight of the vehicle (trucks/trailers/POV). The second must indicate the gross (loaded) weight of the same vehicle after authorized property has been located. The need for weight tickets applies to personal vehicles, rental trucks, trailers, and commercial carrier vans when using a "You Load/They Drive" type move. Installation Transportation Officer should emphasize to the member to specifically request weight tickets when using "You Load/They Drive" carriers since these carriers normally do not furnish weight tickets to commercial customers. Obtaining a single weight ticket showing the individual gross and tare weight is acceptable. For intra-city moves involving several trips using the same vehicle, only one tare weight ticket is necessary, but separate gross weight tickets are required for each load. Certified weight tickets are to be obtained from government, commercial, or public scales.

**Weight Ticket Identification**

To ensure proper identification of the weight tickets and subsequent payment of the member's incentive allowance, it is essential that the following information be included on each weight ticket obtained:

- A) Imprint or official stamp with the name and location where obtained.
- B) Signature and title of official certifying the weighing.
- C) Legible imprint of the weight and date recorded.
- D) Members name, rank and emplid number.
- E) Identification of vehicle weighed. Member should be advised to retain a copy of the weight tickets for their records.

**Method of Weighing**

Weight tickets will be obtained as described below:

- A) Trucks and/or personal vehicles: Drivers and passenger must be out of vehicle and gas tank must be full on both weightings. The member should make every effort to weigh the entire vehicle at one time, either on a large platform scale, or on two smaller scales.  
**\*\*Note: Any POV in Towing Must Be Disconnected Prior To Weighing.**
- B) Trailers: Drivers and passengers must be out of towing vehicle. Rear seats, trunks and car top carriers must be empty and gas tank must be full at each weighing. Towing vehicle and trailer must be weighed as a complete unit at one time on a large platform scale or on two or more smaller scales.
- C) Axle weights are acceptable.

**(Southside) Weight Scale Locations**  
**Chesapeake, Norfolk, Portsmouth, and Virginia Beach, VA**

**(Peninsula) Weight Scale Locations**  
**Hampton, Newport News, and Yorktown, VA**

[weightscales.doc](#)

You will need the following to process this type of move:

- [PPM WORKSHEET](#)
- [PPM CHECKLIST](#)
- [RENTAL TRUCKS](#)
- [TIPS ON MOVING](#)
- [PPM CLAIMS](#)