

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

To pay PPM 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:

- **1 Copy of orders** with endorsements or amendments
- **1 Original DD2278** (Application for PPM and counseling checklist)
- **1 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.
- **1 Certified empty weight ticket** for each shipment with name, employee ID or SSN of member and signature of weight master.
- **1 Certified loaded weight ticket** for each shipment with name, employee ID or SSN of member and signature of weight master.
- **1 Original DD1351-2 (Travel voucher or Subvoucher)**. Ensure the 1351-2 is filled out properly by completing the Itinerary section with new address, dates and signature of the member. **The expenses MUST be itemized in the Nature and Explanation Block.**
- **1 Copy of registration** for boat(s) and/or trailer(s) if applicable.

### **Note About Weight Tickets:**

- Original Weight Tickets Required
- Without weight tickets, member will be paid actual allowable expenses if receipts are submitted.
- When submitting multiple weight tickets please mark empty and full for easier processing.
- Identify vehicle weighted, auto trailer and POV being towed. (If POV is to be loaded with HHG)
- Members must retain a copy of the weight tickets for their records.

If the member has a **Combination Move (GBL and PPM)** you must submit a copy of ONE of the following documents (these documents should show the weight of the HHGs/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 About Taxes:**

If you draw 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 = 25%.**

**Storage on a PPM**

One copy of actual storage agreement and copies of payment receipts for each month of storage paid for by the member.

NOTE: Please keep all receipts for tax purposes. If your claim exceeds 100% of the cost of what the government would pay, you MUST submit all receipts along with the Letter of Authorization from the Transportation Officer.

**Additional Information:**

1. Ensure name and Employee ID is on all documents.
2. Ensure all documents are dated properly.
3. Ensure all documents requiring signature of member are signed.
4. Ensure all documents requiring signature of member are signed.

**Questions?**

Please direct any questions you may have concerning your PPM move to our Customer Service Team at 757-523-6940. Calls will be responded to within 24 hrs. For web inquiries, which are very highly recommended, go to our [Payment Status inquiry](#) web page.

**Mailing Address:** Send all PPM payment requests to:  
USCG Finance Center POB 4102 Chesapeake, VA 23327-4102.