



Purpose: To provide United States Coast Guard (USCG) members with a checklist for personally procured moves (PPM).

1. Member receives completed orders from P&A Admin.
2. Member logs into Move.mil/DPS completes PPM shipment.
3. Transportation office counsels and approves PPM in DPS and gives member SIGNED PPM Application.
 - a. Member receives and signs PPM Application (DD 2278).
 - b. Member receives Travel Claim Worksheet (DD 1351-2).
4. Member performs move.
5. After reporting to the unit member completes PPM claim with the YN.
 - a. Member completes DD 1351.
6. Member submits the claims through SharePoint and upload required documents.

Failure to submit required documents with signatures will delay payment or cause the claim to be rejected.

Required Documents for a Personally Procured Move (PPM):

- Official order
- PPM Application (DD2278) signed by member and Transportation Office (TO)
- Travel Claim Worksheet (1351-2) signed by member
- Empty weight tickets (except for moving boat)
 - Labeled empty with employee ID
- Full weight ticket
 - Labeled with employee ID
 - Eligible expenses

Trailer registration is only required when the member uses a personally owned trailer. If the member's name is not on the registration, they must have written permission from the trailer owner.

It is good practice to labels all documents and pages with employee ID