

**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 claim through SharePoint and uploads required documents
  - a. Log into Common Core at <https://uscg.sharepoint-mil.us/sites/CGCC>. Once the page loads, locate and click on the 'Tools & Trackers' link and scroll down to 'Finance Tools & Trackers.' Click on 'FINCEN PPM CLAIMS' and then on 'Submit & View Claims' under the 'User Access Menu.'

**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 label all documents and pages with employee ID.\***