



Purpose: To provide United States Coast Guard (USCG) members with a checklist for Personally Procured Moves (PPM).

1. Member receives PCS Travel Orders from P&A Admin
2. Member logs into Move.mil/DPS completes PPM shipment
3. The Transportation Office (TO) counsels the member, approves PPM in DPS, and provides the member with a **SIGNED** PPM Application (DD 2278).
 - a. Member receives and **SIGNS** the PPM Application (DD2278)
 - b. Member receives Travel Claim Worksheet (DD 1351-2)
4. Member performs the move
5. After reporting to new duty station, the member, with the YN, will:
 - a. Member completes and **SIGNS** the DD 1351
 - b. If there is an HHG, confirm the weight is logged in DPS
6. Member submits required documents for PPM claim to the Finance Center (FINCEN) through the Sharepoint Portal by uploading digital copies. Always retain originals.
 - To access the PPM Portal: Common Core at <https://uscg.sharepoint-mil.us/sites/CGCC>
 - Click the box for 'CGCC Tools & Trackers Index', then scroll to section for 'Finance Tools & Trackers' and Click on the box labelled 'FINCEN PPM CLAIMS'. On the portal page, select box 'Submit & View Claims'

A successful submission will contain required documents and signatures. Avoid delayed or rejected claims by getting more information at MyCG and search for PPM.

Required Documents for a Personally Procured Move (PPM):

- PSC Travel Orders with Order Status: Ready or Finished, with Memorandums
- PPM Application (DD2278) **SIGNED** by both member and Transportation Office (TO)
- Travel Claim Worksheet (1351-2) **SIGNED** by member
- Weight tickets: (except for moving a boat)
 - Label the ticket: 'EMPTY' or "FULL"
 - Label with vehicle TYPE if more than one vehicle and multiple weight tickets
- Eligible expenses: [DPMO Personally Procured Move Fact Sheet \(militaryonesource.mil\)](https://militaryonesource.mil)
 - Transaction Receipts
 - Rental vehicle receipts and associated fuel receipts
 - (POV fuel receipts are ineligible)

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 include written permission from the trailer owner.

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