It is awesome, you are saving the government possibly hundreds of dollars and at the same time saving yourself from possible theft and damage! Can't go wrong with that! The following is some helpful information on the process and at the end how you get paid!

**VEHICLE(S) MUST BE WEIGHED EMPTY AND FULL:**
This is an incentive move. The government pays the movers based off weight and how much packing materials they claim. They are paying you 95% of what they would’ve paid the company. However many vehicles or trips that are made there must be weight tickets to prove the weight you moved. The driver, all passengers and any Hazardous Items and Unauthorized Items must be out of vehicle at both times of being weighted.

**WEIGHT TICKET IDENTIFICATION:**
To ensure proper identification of the weight tickets and subsequent payment of your incentive allowance, it is essential that the following information be included on each weight ticket obtained:
- Imprint or official stamp with name and location of Weigh station
- Signature and title of official certifying the weighing
- Legible imprint of the weight(s) and date(s) recorded
- Your name, rank
- Identification of vehicle weighed

--You should retain a copy of each weight ticket for your personal records.

**CLAIMS/LIABILITY:**
You are responsible for preventing loss and/or damage before, during and after the move. Claims will be submitted in accordance with current service regulations. Because SELF PROCURED move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, theft, Act of God, etc.) and it is determined that you are free of negligence.

If you can prove an accident was not your fault you can file a claim with your branch military claims office (MCO) for up to $40,000 for the missing/broken property (private insurance will cover vehicle damage)

**FILE A POLICE REPORT!**

**CALL YOUR BRANCH MCO TO START CLAIM:**
- AIR FORCE (937) 656-8307
- ARMY (502) 626-3000
- COAST GUARD (757) 523-6940
- MARINE CORPS (703) 784-9533
- NAVY (757) 440-6315

**Hazardous Materials and Unauthorized Items**

**MAKE SURE YOU KEEP THESE ITEMS AWAY FROM EITHER YOUR EMPTY OR FULL WEIGHTS.**

The following list is not all inclusive. Examples include:
- shampoos,
- batteries,
- conditioners,
- candles,
- lotions,
- light bulbs,
- cleaning supplies
- building supplies
- items for re-sale

1. **COMBUSTIBLE LIQUIDS:** Alcoholic beverages (any single container exceeding 1-gallon capacity. Alcohol, antifreeze compounds, camphor oil, fluid cleaners (containing combustible materials; i.e. spot clothing cleaners and office machine cleaners).
2. **CORROSIVE LIQUIDS:** Acid (muriatic, nitric, photographic, sulfuric), battery with acid, disinfectants, dyes, flame liquid retardard compounds, iron/steel rust preventing/rust removing compounds, paint, and paint related materials.
3. **EXPLOSIONS:** Ammunition, black powder, blasting caps, dynamite (plastic or any similar explosives), explosive auto alarms, fireworks, fuse lighters, igniters primers, propellant shell (fireworks, black powder, souvenier explosive instruments of war, spear guns having charged heads, to propellants, or smoke devices.

4. **FLAMMABLES:** Acetones, adhesives (glues, cements, and plastics), ammonia, charcoal briquettes, cleaning fluids, compound 3 weed killers, denatured alcohol, enamel, gasoline, insecticides, kerosene, lacquer, leather dressing or bleach, lighter fluids (pocket, charcoal, camp stove, lamp, or torch) matches, oil stains for wood, paints, varnish removers, petroleum products, polishes, liquids (metal, stove, furniture, and hardwood), propane tanks, propane, or other gases used for cooking or heating purposes, shellac, shoe polish (liquid), solvents (plastic), stains turpentine, varnish, wood filler.
5. **GASES:** Engine starting fluids, fire extinguishers, gasses used in welding, diving tanks (See Note A).
6. **Aerosol cans containing a flammable gas flammable liquids, toxic, or corrosive substances.**
7. **Chlorinated hydrocarbons in decorative lamps.**
8. **Other regulated materials termed combustible, corrosive, or flammable.**

**WHAT TO TURN IN TO GET PAID:**
Submit the following paperwork:
- Original DD Form 2278 (Application for Do It Yourself Move)
- PPM Checklist/Certification of Expenses Worksheet
- Original DD Form 1351-2 (Travel Voucher) with physical address/ email/phone #/ signature & date
- Copy of Orders with endorsement and/or amendments
- Certified empty and loaded weight tickets for each vehicle used, for each trip made.
- Voucher for advance operating allowance (if applicable)
- Rental contract (ARMY if used to haul property)
- POV registration (ARMY if used to haul property)
- Other receipts (Oil, consumable packing material) *only needed to total up expenses (save in case IRS does audit)
- Direct Deposit Form (if applicable)

Operating expense receipts such as tolls, hired laborers, etc are not required to be submitted with the settlement.

**If you took the advance from finance you have 45 days from the day you started your move (date DD Form 2278 8b.) to turn in or money will be taken from your account automatically.**

**TEMPORARY STORAGE:**

**MILITARY= AUTHORIZED 90 DAYS!**

**CIVILIANS= VERIFY ON ORDERS**

Temporary storage incidental to a personally procured move may be authorized at government expense. If authorized, reimbursement will be based on the government’s cost to store a like amount of weight and will not include an incentive payment. You will need to submit the following to your destination transportation office:
- Weight tickets to prove what was stored
- Copy of the paid receipts from the storage company.
- Copy of Orders with endorsement and/or amendments

**Pod Storage or Even Additional Days in a Rental Vehicle Qualify as Personal Storage!**
File it separate from your PPM Claim and be paid up to what the movers would’ve been paid to store.
BRANCH SPECIFIC PPM TURN-IN INFORMATION

USMC
Send PPM paperwork to:
Commanding General
Marine Corps Logistics Command
Transportation Voucher Certification Branch (TVCB)
Bldg 3700 Rm 315 814
Radford BLVD, Suite 20262
Albany, GA 31704-0262

USCG
Send PPM paperwork to:
Commanding Officer
OPA-1 USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

USA
Turn PPM paperwork in at your new duty station
Personal Property Office. If separating or retiring, see below.

USAF
Turn PPM paperwork in at your new duty station
Traffic Management Office (TMO) at for processing. If separating or retiring, see below.

USN
Send paperwork to:
Email: hhg_audit_ppm_claims.fct@navy.mil
Certified mail:
Business Support Department
FISCN HHG Audit Team Division –
Code 302 1968 Gilbert St
Norfolk, VA 23511-3392
Check on status: Cust. Serv. Ph#: 1-888-742-4467

LOCAL MOVES
Return all paperwork to this office.

LUKE AFB RETIREES/SEPARATEES CAN EMAIL COMPLETED DOCUMENTS TO:
Email: tmoluke@us.af.mil
Certified mail:
TMO- Personal Property,
56 LRS/LGRDF BLDG 1150,
7383 N Litchfield Rd. RM 1122A,
Luke AFB, AZ 85309-1515,
OFFICIAL BUSINESS
Check on status: Ph#: 623-856-6424/25
Luke AFB Finance: Ph#: 623-856-7028/29

Luke AFB
Bldg 948
6504 N. 142nd Ave 85309
Hours: 0900-1500 M-F
623-856-7715/7716

Avondale
Pilot Travel Center
900 n 99th ave 85323
623-936-0900

Buckeye
Love's Travel Stop
1610 s miller Rd 85326
623-386-6926

Quiktrip
1850 S Miller Rd 85326
623-386-8855

Casa Grande/Eloy
Petro Stopping Center
5235 S Sunland Gin Rd
Eloy, AZ 85131
520-836-3983

Chandler
Love’s travel stop
7001 W Sundust Rd 85226
520-796-1185

Flagstaff
AARO Moving Systems
120 E Phoenix Ave 86001
928-779-3628

Glendale
Bedrock stone co
7050 NW Grand Ave 85301
623-939-7596

Maricopa
Butterfield Station Landfill
40404 S 99th Ave 85329
602-256-0630

Phoenix
Alliance Professional M&S
2141 E Magnolia St 85034
602-266-5266

Dircks Moving Services
4340 W Mohave St 85043
602-267-9401

Quicktrip #444
1155 N 51st Ave 85043
602-269-1714

Mesa
Aaction Moving & Storage
303 W Southern Ave 85210
480-730-5006

Scotsdale
Salt River Materials Group
9595 E McKellips Rd 85256
480-990-1987

Tolleson
Love’s Travel Stop
8313 W Roosevelt St
85353
623-386-6926

Have a safe & successful move!