

A man in a blue button-down shirt and dark pants is leaning over a large cardboard box, helping a young boy in a red long-sleeved shirt pack it. They are in a moving truck, with other boxes and a yellow pallet jack visible in the background. The scene is brightly lit, suggesting daytime.

DITY/PPM MOVING GUIDE

MAKE THE MOST OUT OF YOUR PCS

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NEW MEXICO REAL ESTATE

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WHAT IS A DITY/PPM?

A DITY (Do IT Yourself) move, now known as a PPM (Personally Procured Move), is a when a service member performs and coordinates shipment of his or her household goods (HHG) instead of going the traditional route of using a DoD–arranged Transportation Service Provider (TSP).



This type of move can be done for a full (service member opts to move all HHG) or partial (service member opts to move only a few things and TSP moves others) move . Approval from the Transportation Management Office (TMO) is required **prior** to performing a PPM.

KNOW THIS



If you choose to hire a commercial mover, please discuss the details with TMO. Additionally, we recommend utilizing a mover registered with the Federal Government [here](#). The site linked offers free resources and tools to protect yourself from a “rogue” mover who may underbid your move, then increase prices after picking up your HHG and hold your property hostage until you pay prior to performing the delivery.

ALSO THIS



For small package services, visit TMO to obtain estimated costs and to complete an application. Reimbursement for actual expenses can be filed, provided authorized weight allowances and Government Constructed Costs (GCC) have not been exceeded. Receipt or Customs Declaration Forms specifying each package weight, charges paid, mailing date, contents, destination, and origin **must** be provided.

METHODS OF CONDUCTING A DITY/PPM

1

Rent portable moving/storage containers.

2

Use your own vehicle or trailer.

3

Hire a federal government-registered commercial moving company. Click [here](#) to find registered companies.

4

Ship your items via a small package carrier (USPS, FedEx, UPS, etc.).

****This list is not all-inclusive. Inquire with co-workers and TMO for other avenues of approach.****

TWO TYPES OF MOVES

MEMBER-ELECTED PPM

A program offered by the DoD to service members for relocation to a new duty station. Using this program, service members handle the moving process on their own and are authorized to receive 100% of the GCC.

This program allows service members to receive a one-time payment based on the actual HHG weight transported (validated by weight tickets). Authorized weight entitlement **cannot** be exceeded (the excess weight will be paid out-of-pocket by the service member).

ACTUAL-COST PPM

Utilized when government-procured transportation is **not** available to meet specific transportation requirements, and approval to conduct a PPM has been issued in writing by TMO. Reimbursement may be up to the 'actual cost,' not to exceed the authorized entitlement. Pre-approval is **mandatory** for Actual Cost Reimbursement, in accordance with Service publications.



TEMPORARY STORAGE

***FIRST* ASK YOURSELF:
AM I ALLOWED TEMPORARY STORAGE?**

Service members are authorized 90 days (60 days for DoD Civilians) of temporary storage not to exceed the GCC.

Weight tickets, storage contracts, and receipts are required. Contact your local TMO for further information.

Storage options:

- Extension of rental time for your rental truck, trailer, or portable storage container
- Use of mini-storage warehouses or commercial storage facilities.

****This list is not all-inclusive****

Obtain necessary equipment (moving aids, packing materials, vehicles, etc.).

Collect empty and full weight tickets from a certified weigh station for each segment of the PPM, including multiple TDY trips en route.

If using a commercial company, ensure they provide weight tickets.

Consider purchasing insurance to cover any loss or damages to your HHG.

Retain all receipts for all expenses. Receipts for expenses are required to file a reimbursement request and must be retained for tax deductions.

If advance payment, the PPM costs may have to be settled in a specific number of days. Contact your local Finance Office for more information.

Keep all original documents and provide copies when filing your PPM request for reimbursement. Provide an explanation for any missing documents (if you're missing a weight ticket due to a vehicle accident, submit a copy of the accident report).

TMO can provide guidance on submitting the final documentation. See the PPM Checklist and Expense Certification form generated by the Defense Personal Property System (DPS) during the TMO counseling appointment.



LINKS TO REMEMBER

1

[DFAS PPM Information](#)

2

[Military One Source PPM Fat Sheet](#)

3

[DD Form 2278 Application for Do
It Yourself Move](#)

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