

Get an overview of the online moving process with pro tips from experienced customers and counselors.

Need more? Visit or call your [local transportation office](#).

TUTORIAL

Create a PPM Shipment

1 of 18



Defense Personal Property System (DPS) Self-Counseling

Creating a Personally Procured Move (PPM move yourself) Shipment

April 2021

INSTRUCTIONS

A Personally Procured Move (PPM or DITY) allows you to get paid to pack and move your belongings yourself, instead of having the government do it for you. Scheduling your move online is called “Self Counseling” in DPS.

Pro-Tip:



- Turn off your pop-up blocker, otherwise the DPS window won't be able to open.
- You'll also be asked detailed information about special items you might ship, like the make and model of your Motorcycle, and even the caliber and serial number of each of your firearms. Get this information organized now to save time later.
- You don't have to have an exact address at your new location to start the move process. Don't wait to schedule your move! Lines can also get long at your local Transportation Office.

2 of 18



Scenario: CONUS PCS

- For this training session, we are using a Permanent Change of Station (PCS) orders within Continental US (CONUS).
 - International PPMs are not recommended due to excess cost associated with customs and other fees. If you must do a International PPM, the local counseling office will need to create the application.
 - *These instructions start after personal information and orders have been entered.*

3 of 18

INSTRUCTIONS

At the Pickup and Delivery page, you will enter the information for your planned move start date, your pickup and delivery address, your In-Transit/Emergency Contact address, indicate any additional locations and name your Releasing and Receiving Agent(s).

Say “no” to the local move question

Using the Calendar Icon, select the date you will begin your move.



Pickup and Delivery: Entering Addresses

Pickup & Delivery

*Authorized Pickup Address

*Authorized Address 

*Requested Pickup Address

*Requested Delivery Address 

Addresses

Select	Address	
<input type="radio"/>	PEARL HARBOR, UNITED STATES 9807720000	
<input type="radio"/>	404 N. ST MIDWAY HOUSE CONROE, AL 36022 222-404-7862	

INSTRUCTIONS

Next you will provide your authorized pickup and delivery addresses as well as your requested pickup and delivery address.

You will need to add each address using the rolodex icon next to the item field. In the popup window, click the 'Add Address' button.



Pro-Tip: A member is authorized pickup and delivery from an address in the same area as his current and new duty station. Members can request pickup and delivery from/to any area, but there may be an excess cost



Pickup & Delivery Information

https://system.move.mil/ - Shipment Locations [DPS] - Internet E... **Do Not System, Contact Information up to Contact Information**

PCS: 1,2000 Bn.
Remaining PCS: 1,1000 Bn.

406 700-8006 610 220-4026

Distance between the origin and destination is **222** miles.

In Transit/Emergency Contact Information

In Transit/Emergency Contact Information

700 Ward Drive
SCOTT AFB, IL 62225
610-220-4026

Check Mailing Address

Mail Check To:

Additional Locations

Pickup 1	<input type="text"/>	Delivery 1	<input type="text"/>
Pickup 2	<input type="text"/>	Delivery 2	<input type="text"/>

Releasing & receiving agents

Releasing:

Receiving:

INSTRUCTIONS

When you have entered all of your Pickup and Delivery Information, click 'Next'

NOTE: it is not required to provide a Check Mailing address.



Basic Shipment Information

Customer: [Dimitrios, March] - 3001/30-1 - United States Navy - 00022002

Additional PPM Information

To packing required? Yes No

Are you requesting an Advanced Operating Allowance? Yes No

% of Advanced Operating Allowance requested: 00

Estimated weight: 1,000 lbs

Estimated weight of PBP&E [Pro Gear] [E.g. enter the portion of Total estimated weight that is Pro Gear]

Estimated weight of Spouse's PBP&E [Pro Gear] [E.g. enter the portion of Total estimated weight that is Pro Gear]

Spouse's Profession [Note: Your spouse is only entitled to ship a maximum of 300 lbs Pro Gear to support of their occupation or community support activities.]

State of Legal Residence (Needed for Tax purposes): [State]

Is this a TDY/TAD and returning to origin duty station? Yes No

Are you using a commercial company to move this shipment? Yes No

Do you have any Bulky Items? Yes No

Go-Carts, Motorcycle >= 250cc, Riding Golf Cart, Small Rec Vehicle, Snowmobile, Three/Four Wheelers, Riding Lawnmowers (Including stand-on)

Canoes, Jet Skis, Kayaks, or Windsurfers with/without associated trailer

Boats <= 14 FT, Dinghies, Row Boats, Sculls, Skiffs with/without associated trailers

Boats > 14 FT, Dinghies, Row Boats, Sculls, Skiffs with/without associated trailer

Boat Trailers without associated boat (excluding all other trailers used to move property i.e. horse, utility)

Big Screen TV >= 48 in. (excluding flat screen televisions)

Baby Grand Piano or Grand Piano (excluding upright pianos)

Animal House/Kennel, Play House, Tool Shed, or Utility Shed >100 cu ft

Bath Tub, Hot Tub, Jacuzzi, Spa, or Whirlpool Baths >100 cu ft

Click Previous Next

INSTRUCTIONS

On the PPM Basic page, the first question is pre-populated – do not change to NO.

Indicate whether an advance will be requested. The responsible origin counseling office will confirm whether or not you are qualified to receive the advance operating allowance.

Provide an estimate of the weight you will be moving. (*tip: rule of thumb is 1,000 lbs per room.*) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.

PPM Costing

Customer: [Twentyten, March, 001/30-1, United States Navy, 00122019]

To confirm the Government Constructive Cost, press Next.

Cost Computation

Shipments Information	
Move Date:	31 Mar 2021
Estimated Weight:	1,000
Mileage:	727
Government Constructive Cost (GCC):	\$1,923.67
Estimated Gross Incentive (EGI):	\$972.67
Advance Operating Allowance (AOA):	\$583.60

Shipment Pricing

Is Navy the Paying Finance Center? Yes No

Navy members = Yes

Note: This is an estimate only based on the submitted weight and remaining JTH weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.
Accession not authorized for incentive based moves.

PCS: 12000 Rm.
Remaining PCS: 11010 Rm.

INSTRUCTIONS

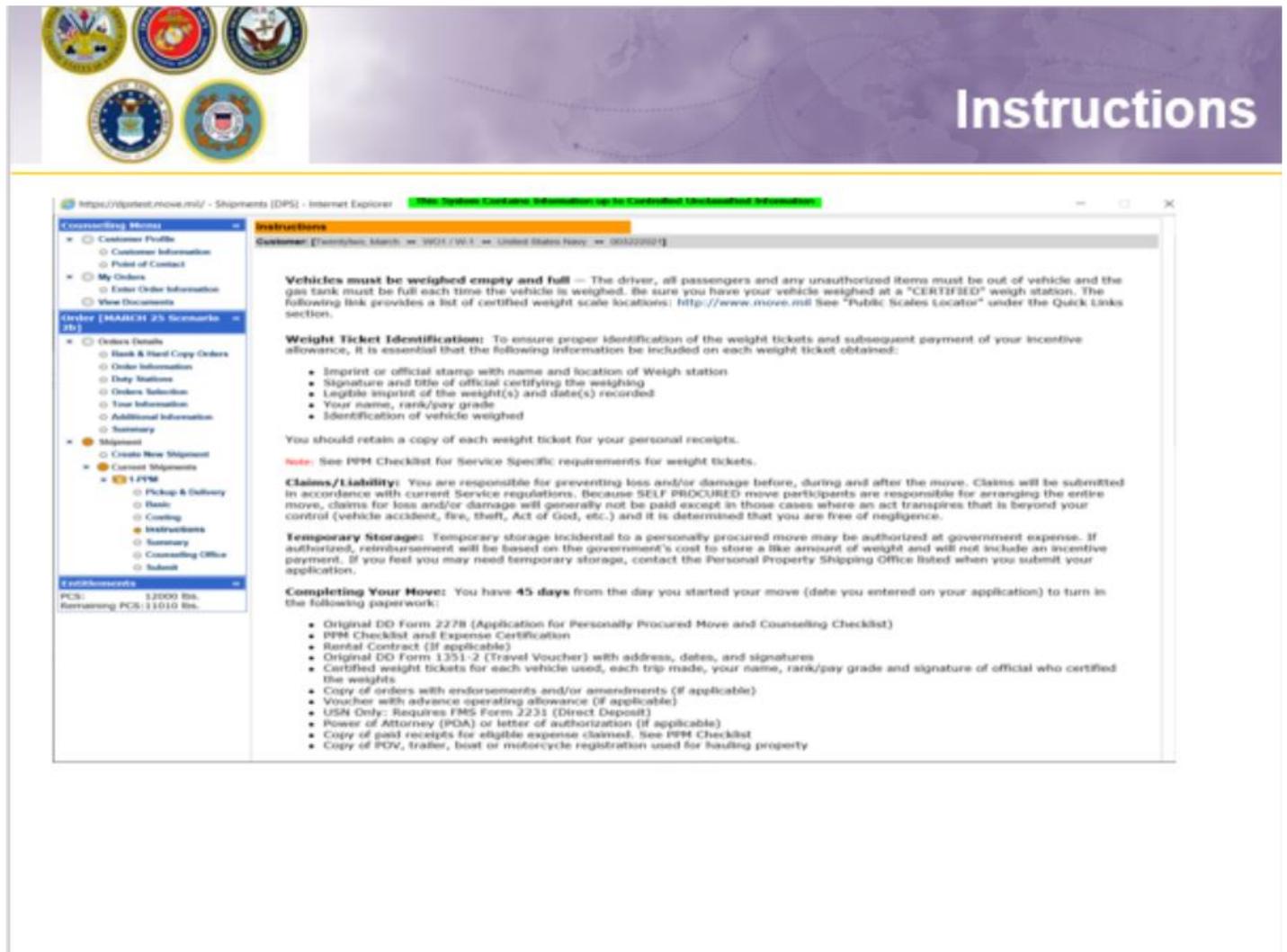
The PPM Costing Page provides you with a cost computation. This is based on your move date, the estimated weight of the property you are shipping and the mileage between your origin and destination locations.

The **Government Constructive Cost (GCC)** is the amount the Government would pay to move the same like weight from/to authorized location.

The **Estimated Gross Incentive (EGI)** is 95% of the GCC and the total amount the member receives when electing to move their own property.

The **Advance Operating Allowance (AOA)** is the amount the member receives if they request (and are approved for) an advance. This amount is 60% of the EGI.

You should be aware that the amounts you see on the costing page are based on the estimated weight you entered in your application. These amounts can change upon final review of your PPM claim.



Instructions

Customer: [Twentyfives, March, 2011 / 2011, United States Navy, 00122021]

Vehicles must be weighed empty and full – The driver, all passengers and any unauthorized items must be out of vehicle and the gas tank must be full each time the vehicle is weighed. Be sure you have your vehicle weighed at a "CERTIFIED" weigh station. The following link provides a list of certified weight scale locations: <http://www.move.mil> See "Public Scales Locator" under the Quick Links section.

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/pay grade
- Identification of vehicle weighed

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

Note: See PPM Checklist for Service Specific requirements for weight tickets.

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.

Temporary Storage: 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. If you feel you may need temporary storage, contact the Personal Property Shipping Office listed when you submit your application.

Completing Your Move: You have **45 days** from the day you started your move (date you entered on your application) to turn in the following paperwork:

- Original DD Form 2278 (Application for Personally Procured Move and Counseling Checklist)
- PPM Checklist and Expense Certification
- Rental Contract (if applicable)
- Original DD Form 1351-2 (Travel Voucher) with address, dates, and signatures
- Certified weight tickets for each vehicle used, each trip made, your name, rank/pay grade and signature of official who certified the weights
- Copy of orders with endorsements and/or amendments (if applicable)
- Voucher with advance operating allowance (if applicable)
- USN Only: Requires FMS Form 2231 (Direct Deposit)
- Power of Attorney (POA) or letter of authorization (if applicable)
- Copy of paid receipts for eligible expense claimed. See PPM Checklist
- Copy of PCV, trailer, boat or motorcycle registration used for hauling property

INSTRUCTIONS

Members are provided with instructions on how to submit their paperwork for reimbursement. It is recommended that you print these instructions for your records.



Reimbursement Instructions

USN personnel send paperwork for local PPM to:

Business Support Department
FISCN HHG Audit Team Division - Code 302
1968 Gilbert St
Norfolk, VA 23511-3392

Non-Local PPM

USMC personnel send paperwork for non-local PPM to:

COMPT TRAN VOUCHER CERT DIVISION
Code 470
814 Radford Blvd, Suite 20318
Albany, GA 31704-0318

USCG personnel send paperwork for non-local PPM to:

Commanding Officer
OPA-1 USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

USA personnel send paperwork for non-local PPM to:

Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

USAF personnel send paperwork for non-local PPM to:

FOR PERSONNEL ON ACTIVE DUTY:
Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.
FOR PERSONNEL Retiring, Separating or performing Local Moves:
Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

USN personnel send paperwork for non-local PPM to:

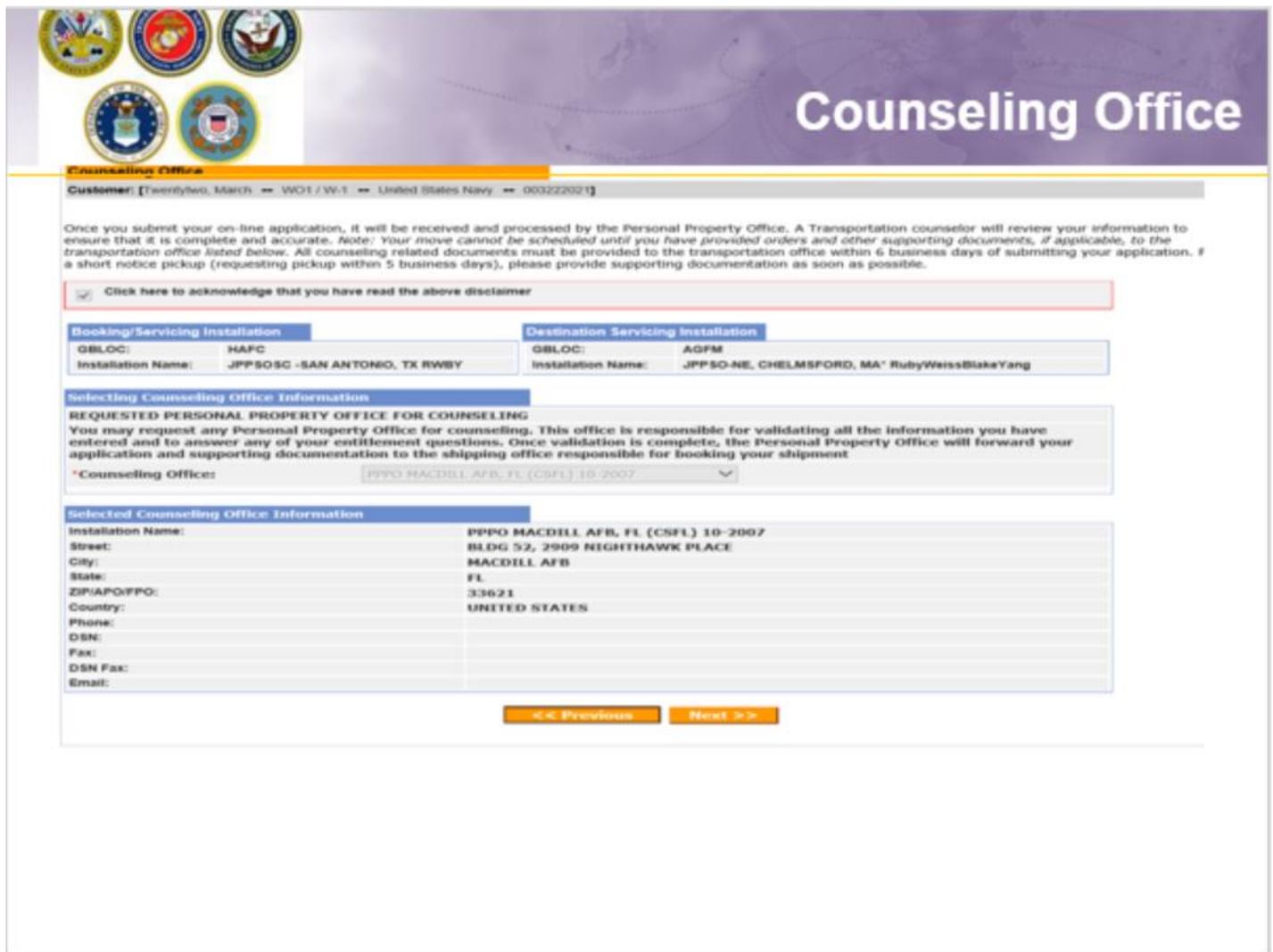
Business Support Department
FISCN HHG Audit Team Division - Code 302
1968 Gilbert St
Norfolk, VA 23511-3392

Note: DoD Customers should make copies of all documentation for their own records prior to submitting them for processing.

Print

<< Previous

Next >>



Counseling Office

Customer: [Twentytwo, March → WO1 / W-1 → United States Navy → 000222002]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. If a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible.*

[Click here to acknowledge that you have read the above disclaimer](#)

Booking/Serviceing Installation	Destination Serviceing Installation
GBLOC: HAFPC Installation Name: JPPSO-SC -SAN ANTONIO, TX RWSY	GBLOC: AOPM Installation Name: JPPSO-NE, CHELMSFORD, MA* RubyWeissBlakeYang

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office: [PPPO MACDILL AFB, FL (CSFL) 10-2007]

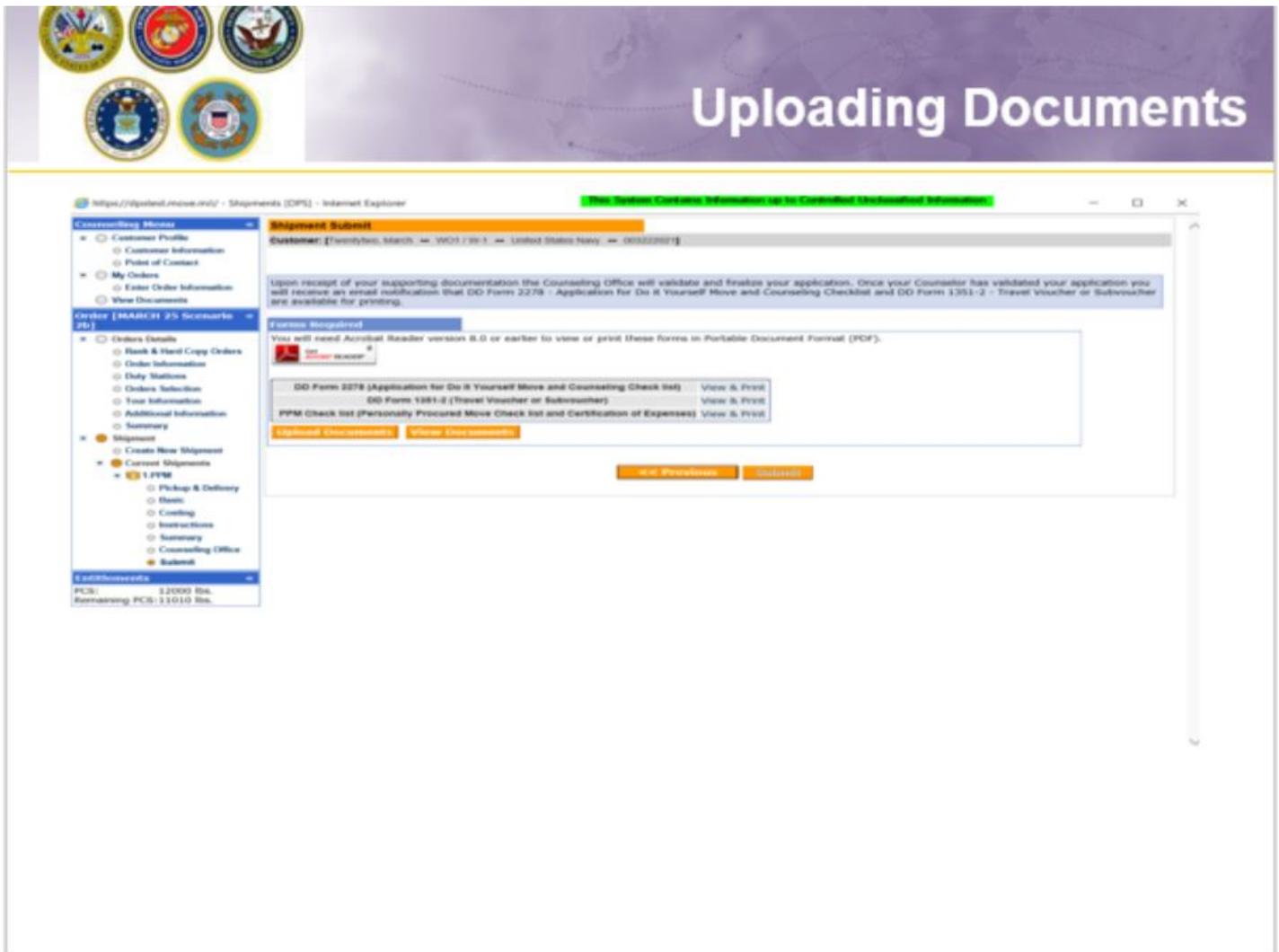
Selected Counseling Office Information

Installation Name:	PPPO MACDILL AFB, FL (CSFL) 10-2007
Street:	BLDG 52, 2909 NIGHTHAWK PLACE
City:	MACDILL AFB
State:	FL
ZIP/APO/PPO:	33621
Country:	UNITED STATES
Phone:	
DSN:	
Fax:	
DSN Fax:	
Email:	

INSTRUCTIONS

On the Counseling Office page, click to acknowledge you have read the disclaimer.

Use the drop down menu to select your local counseling office. You will need to make note of the contact information that populates on the page. This is where you provide your supporting documents so your application can be processed.



INSTRUCTIONS

Once you have printed, signed and scanned your forms back into your computer, they can be uploaded directly into DPS.

Click the "Upload Documents" button

NOTE: supporting documents for a PPM move include a copy of orders. If requesting a move from Home of Record (HOR), upload a copy of your Enlistment Contract or Officers Appointment Letter. If requesting a move for dependents, upload a copy of your Dependency Report.



Uploading Documents – cont.

Document Management

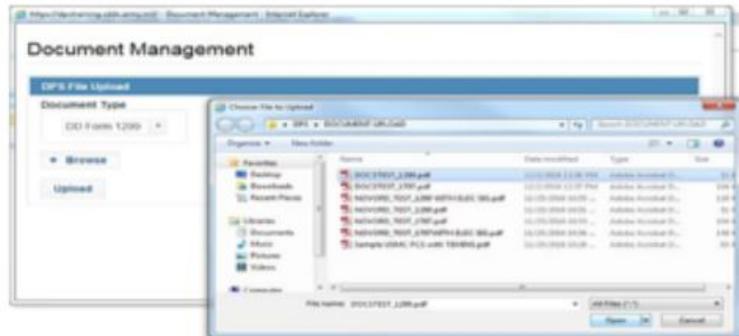
DPS File Upload

Document Type

Select Doc

Select Doc

- DD Form 1299
- Power of Attorney
- Order
- DD Form 1297
- Order Amendment
- DD Form 2270
- Miscellaneous
- DD Form 1351.2



Document Management

DPS File Upload

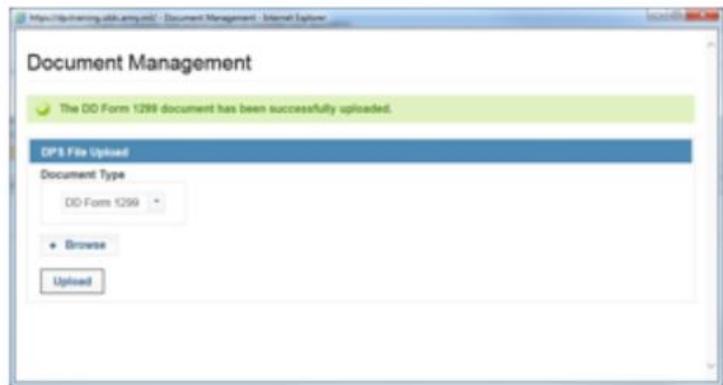
Document Type

DD Form 1299

Browse

DD Form 1299.pdf

Upload



INSTRUCTIONS

1. Use the Drop-down menu to select the type of document
2. Click browse, locate the document in your files, and select open
3. Click upload
4. You will receive a message stating your document has been successfully uploaded. Make sure you uploaded BOTH signed documents



Viewing Documents

Shipment Submit
Customer: [Shore, Moors] - United States Navy

Please review your forms for accuracy. Once reviewed and any changes completed, click submit button to complete your application.

Forms Required
You will need Acrobat Reader version 8.0 or earlier to view documents.

DD Form 1299 (Application for Shipment and/or Storage)
DD Form 1797 (General Receipt/Transmitting)

[Upload Documents](#) [View Documents](#)

These forms may be printed for review before submission. The

Document Management

Documents

[View History](#) [Get File](#)

(1 of 1) 1

File Status	Shipment Type	File Name	Version	Document Type	File Create Date	View History	Action
Submitted	1-HHG	DOCSTEST_1	1	DD Form 1299	02 Dec 2016		
Submitted	1-HHG	DOCSTEST_1	1	DD Form 1797	02 Dec 2016		
Submitted		Sample Separation Orders.docx	1	Order	02 Dec 2016		

(1 of 1) 1

INSTRUCTIONS

You can check to make sure your documents have been uploaded by clicking the “View Documents” button.

When the Document Management window opens, you will see ALL of the documents you have uploaded. If you need a copy of the document, select the file name and click “Get File”

When you are done viewing your documents, close the Document Management window

Shipment Submit

Customer:

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do It Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

Upload Documents

View Documents

Go Previous Submit

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - New Documents
- Order [DOCS UPLO]**
 - Orders Details
 - Read & Read Copy Orders
 - Order Information
 - Duty Station
 - Arbitration Duty
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipments
 - Create New Shipment
 - Current Shipments
 - PPM
 - Pickup & Delivery
 - Basic
 - Coating
 - Instructions
 - Summary
 - Counseling Office
 - Submit**
- Callflows
 - PCS: 11000 lbs.
 - Remaining PCS: 4000 lbs.

INSTRUCTIONS

Click the “**Submit**” button to submit your application.

NOTE: Your application **will not** be processed until you provide supporting documents to the responsible origin counseling office. Once supporting documents have been received, the origin counseling office will contact you to pick up your PPM documents.



Email Confirmation

From: counseling@dpmsaf.dps.mil
To: Bress, Nora L C/1 NAVSUP GLS, 0411
Cc:
Subject: PPM Shipment Submission Received

Sent: Fri 11/08/2013 12:38

Wanna Move,

Your Personally Procured Move (PPM) application from BREMERTON, WA 98312 to NORFOLK, VA 23501 with a planned start date of Nov 30, 2013 has been received by the transportation counseling office - NAVSUP FLC PUGET SOUND BREMERTON located at BREMERTON, WA UNITED STATES. Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. You can continue to monitor the status of your shipment via the Self-Counseling tab located on the DPS homepage.

If there is a need to make any changes to your application other than contact information which can be accomplished in the Self-Counseling section, please contact the transportation office at BREMERTON, WA UNITED STATES.

Phone: 3604767366

Thank You.
Defense Personal Property System (DPS)

*** DO NOT REPLY directly to this email ***

INSTRUCTIONS

Once you have submitted your application, you will receive an automated email from the DPS system that confirms submittal and reminds you to submit your supporting documents. THIS IS NOT CONFIRMATION OF YOUR MOVE!

Supporting documents for a PPM shipment include a copy of your orders (including any amendments & modifications). If anyone other than the member signs these forms make sure to also provide a copy of your Power of Attorney. If you are requesting a pickup from your Home of Record (HOR), also include a copy of your Enlistment Contract or Officer Commissioning letter that shows your HOR. If you are requesting pickup for dependents, please include a copy of your page 2. If you are separating/retiring, you may be asked for a copy of your DD 214. Your counseling office will contact you if any additional documents are required.



Contacts

- For technical assistance contact the DPS Helpdesk available 24/7:
 - ❖ Toll-Free: (800) 462-2176
 - ❖ Commercial: 618-589-9445
 - ❖ Email: usarmy.scott.sddc.mbx.G6-SRC-DPS-HD@mail.mil.
- For assistance navigating your DPS application review the guides available on at: www.navsup.navy.mil/household



Maintained by
USTRANSCOM

United States Transportation Command

Technical Help Desk

For help using Move.mil or Electronic Transportation Acquisition.

Phone

Toll-Free: [\(800\) 462-2176](tel:(800)462-2176)

Commercial: [\(618\) 589-9445](tel:(618)589-9445)

Email

usarmy.scott.sddc.mbx.g6-SRC-DPS-HD@mail.mil

Submit a ticket online

<https://src.servicenowservices.com/src/>