

PPM (DITY move) Turn-in Procedures

1500 PERIMETER RD, STE 2700 ANDREWS AFB, MD 20762

PHONE NUMBER: 301-981-7520/4451

316.TMO.CUSTOMER.SERVICE@us.af.mil

HOURS OF OPERATION: MON – WED & FRI 0900-1400

Provide a copy of the following:

- DD Form 2278
- DD Form 1351-2
- PPM Checklist & Expense Certification
- Certified Empty & Loaded weight tickets
- Receipts for rental expenses, oil, and weighing fees, if applicable (**TAX DEDUCTIBLE**)
- Permanent Change of Station/Retirement/Separation Orders & Amendments (non-redacted)

Detailed instructions for completing all forms:

DDFORM 2278 (Must be generated from DPS. Do not use from ePUBS)

-7a and 8.b.4: Initial (to confirm that you did/did not receive an advance)

-6b: **Ensure destination listed in block 6b matches block 6b/c of DD Form 1351-2 (city/state where you moved your goods)**

-9a/b: Sign (must be wet or CAC enabled signature) and date

DDFORM 1351-2

-Please fill out blocks 1-9, 11, 18, and 20 completely

-1: Check "EFT"

-5: Check "Other"

-6a-d: Must have physical street address

-6e: List email address

-7: List phone number

-9: List amount of advance received and initial. List "0" and initial if you did not receive an advance (this is not DLA)

-16: Check "Own/Operate"

-18b: Write "PPM Total"

-18c: List total from PPM Checklist and Expense Certification

-20a/b: Sign (must be wet or CAC enabled signature) and date

PPM Checklist & Expense Certification

-Place your name at the top

-List expenses (**Notes 1 & 2 above expense blocks detail eligible/not eligible expenses**).

-List total

-Include receipts for any expenses being claimed (receipts should be photocopied on 8.5x11 size paper).

-Place the move date and move locations (not PDS location unless you reside on base). **From and to needs to match block 6b of the DD Form 2278 and block 6b/c of DD Form 1351-2.**

-Sign (must be wet or CAC enabled signature) and date at the bottom.

Weight tickets

-Annotate empty or full on each. If multiple trips, label as trip 1, 2, etc.

-Annotate with name, last four of SSN, and license plate number

-Provide weight tickets on 8.5x11 size paper (retain your own copies)

***Note:** Corrections must be made with a single line and member's initials.

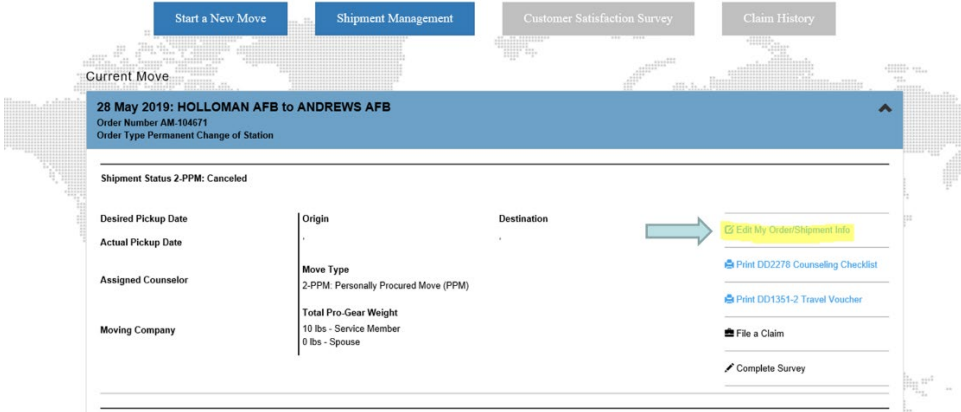
***Note:** **Storage/Postal** shipments are a separate reimbursement. Please do NOT claim it on the rest of the PPM paperwork with the other expenses.

***Note:** Please ensure all documents are legible.

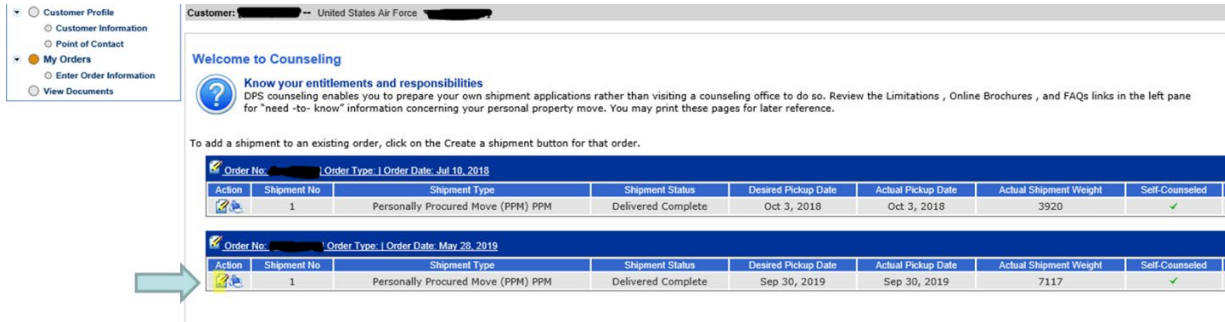
***Note:** PPM may not be submitted to our office until all contracted shipments have been delivered to your residence.

HOW TO RETRIEVE REQUIRED DOCUMENTS

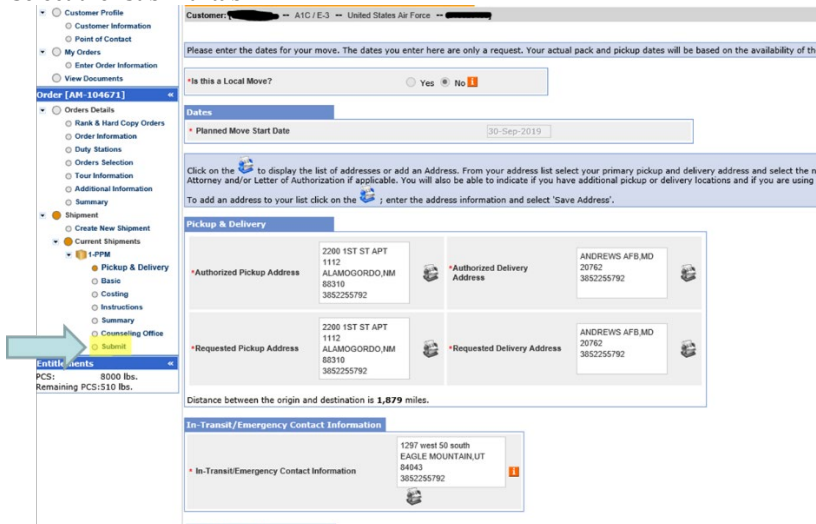
1. Log-on to DPS via <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves>
2. Select "edit my Order/Shipment Info".



3. Select the edit action icon.



4. Select the "submit" tab.



5. Here, DD Form 2278, DD Form 1351-2, and PPM Checklist are available for download/print.

