PPM (DITY move) Turn-in Procedures

1500 PERIMETER RD, STE 2700 ANDREWS AFB, MD 20762 PHONE NUMBER: 301-981-7520/4451 <u>316.TMO.CUSTOMER.SERVICE@us.af.mil</u>

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

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

Start a New Move	Shipment Management	Customer Satisfaction Survey		111111- 112 122.		
28 May 2019: HOLLOMAN AFE Order Number AM-104671 Order Type Permanent Change of Station						
Shipment Status 2-PPM: Canceled				-		
Desired Pickup Date	Origin	Destination	C Edit My Order/Shipment Info	- 122		
Actual Pickup Date	×			20		
a a 1920 - 0	Move Type		🖨 Print DD2278 Counseling Checklist			
Assigned Counselor	2-PPM: Personally Procured Move (PPM)	Print DD1351-2 Travel Voucher			
	Total Pro-Gear Weight					
Moving Company	10 lbs - Service Member 0 lbs - Spouse		🚔 File a Claim			
			Complete Survey			
			Complete Survey			
				-		
Select the edit ac	tion icon.					
Customer Profile	Customer: United State	s Air Force				
Customer Information Point of Contact						
💌 🥚 My Orders	Welcome to Counseling					
Enter Order Information View Documents	Know your entitlements	and responsibilities	3 97 997 B 87 9			
0	for "need -to- know" inform	ou to prepare your own shipment application mation concerning your personal property m	ns rather than visiting a counseling office to nove. You may print these pages for later re	do so. Review the Limitations , (eference.	Online Brochures , and FAQs links	in the left pane
			1			
		er, click on the Create a shipment button for	r that order.			
	Order No: Order Type	: Order Date: Jul 10, 2018				
		Shipment Type	Shipment Status Desired P	ickup Date Actual Pickup Dat	e Actual Shipment Weight	
	Action Shipment No		Delivered Consideration and a	0.4.7	2020	Self-Counse
	Property of the second s	Personally Procured Move (PPM) PPM	Delivered Complete Oct 3,	2018 Oct 3, 2018	3920	Sen-Counse
	1	Personally Procured Move (PPM) PPM	Delivered Complete Oct 3	2018 Oct 3, 2018	3920	
			Delivered Complete Oct 3, Shipment Status Desired P			

Select the "submit" tab. 4.

Point of Contact My Orders Enter Order Information	Please enter the dates for your move. The dates you enter here are only a request. Your actual pack and pickup dates will be based on the available							
O View Documents	*Is this a Local Move?		O Yes	🖲 No 🚺				
rder [AM-104671] «		_						
Orders Details Rank & Hard Copy Orders	Dates							
O Order Information	Planned Move Start Date		30-Sep-2019					
Tour Information Additional Information Summary Shipment Create New Shipment	Click on the 🍯 to display the list of addresses or add an Address. From your address lat select your primary pickup and delivery address and sele Attorney and/or Latter of Authorisation apoptobalty. Your all so be able to indicate if you was additional pickup or delivery locations and if you as To add an address to your list click on the 🌍 ; enter the address information and select 'Save Address'. Pickup & Delivery							
Current bijoments Ourient bijoments Ourient bijoments Ourient bijoments Ourient bijoments Ourient Ourient bijoments Ourient O	*Authorized Pickup Address	2200 1ST ST APT 1112 ALAMOGORDO,NM 88310 3852255792		*Authorized Delivery Address	ANDREWS AFB,MD 20762 3852255792			
	*Requested Pickup Address	2200 1ST ST APT 1112 ALAMOGORDO,NM 88310 3852255792		*Requested Delivery Address	ANDREWS AFB,MD 20762 3852255792			
emaining PCS:510 lbs.	Distance between the origin as	nd destination is 1,87	9 miles.					
	In-Transit/Emergency Cont	act Information						
			1297 west 5	50 south				

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

counseiing menu	Shiphen Subin
Customer Profile Customer Information Point of Contact My Orders Enter Order Information View Documents	Customer: ALC/E3 - United States Air Force
Order [AM-104671] «	Forms Required
Orders Details Rank & Hard Copy Orders Order Information Duty Stations Orders Selection Tour Information	Vox will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDP).
Cour Information Additional Information Summary Shipment	PPM Check ist (Personal) Process Move Check ist and Certification of Expenses) <u>Were & Print</u> Upload Documents View Documents View Print
O Create New Shipment	
 Current Shipments 	
 I-PPM Pickup & Delivery Basic 	<< Previous Submit
O Costing	
Instructions	
Summary	
Counseling Office	
Submit	
Entitlements «	
PCS: 8000 lbs. Remaining PCS:510 lbs.	