

## Personal Property Movement Information



JB Andrews Personal Property Processing Office  
Jones Building, Ste 2700  
1500 Perimeter Rd  
Andrews AFB, MD 20762  
Phone Number: 301-981-7520/4451  
HOURS OF OPERATION: MON, TUES, WED & FRI 0800-1500  
\*CLOSED ON THURSDAYS FOR TRAINING\*



- ✓ Go to [www.move.mil](http://www.move.mil), register for DPS, and complete the application by uploading a copy of orders along with the DDFORM 1299 and DDFORM 1797.
- ✓ After submission of the application please visit a TMO Office. \*Retiring or separating personnel may bypass the first step and visit an office with orders in hand.\*
- ✓ Members may utilize any of the following locations: Joint Base Andrews, Aberdeen Proving Ground, JB Myer-Henderson Hall, Quantico, Fort Belvoir, Fort Detrick, Forest Glen Annex, Fort Lee, Fort Meade, JB Anacostia-Bolling, NAVSUP Bethesda, NIOC Sugar Grove, USCG Baltimore, and USCG HQ Washington D.C.\*See below for contact details\*
- ✓ Personally Procured Movements (PPM) (formerly DITY) require two copies of the following:
  - DD Form 2278 (on [www.move.mil](http://www.move.mil))
  - DD Form 1351-2 (on [www.move.mil](http://www.move.mil))
  - PPM Checklist & Expense Certification (available at TMO Office)
  - Certified Empty & Loaded weight tickets
  - Rental expenses, oil, and weighing fees, if applicable (TAX DEDUCTIBLE)
  - Permanent Change of Station Orders & Amendments

**\*MEMBERS SHOULD KEEP ALL ORIGINAL DOCUMENTS FOR THEIR OWN RECORDS\***



**PERSONAL PROPERTY PROCESSING OFFICES (PPPO) / COUNSELING OFFICES**

<b>LOCATION</b>	<b>ADDRESS</b>	<b>PHONE/EMAIL</b>	<b>APPT/WALK-IN</b>
<b>ABERDEEN PROVING GROUND (APG)</b>	Personal Property & Travel Services 4305 Susquehanna Ave, Rm 246 Aberdeen Proving Ground, MD 21005	410-306-2056/2057/2059 DSN 458-2060 FAX 410-306-2060	WALK-IN/APPT ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a> MASS COUNSELING Tue 1400 & Thu 1300
<b>DMO JOINT BASE MYER-HENDERSON HALL</b>	Distribution Management Office (DMO) Henderson Hall HQMC 1555 South Gate Rd, Bldg 29, Rm 302 Arlington, VA 22214	703-614-7190/7191 DSN 224-7190 FAX 703-614-7192 <a href="mailto:m_hnhl_hqbn_dmo@usmc.mil">m_hnhl_hqbn_dmo@usmc.mil</a>	WALK-IN ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>DMO USMC QUANTICO</b>	Distribution Management Office (DMO) 2009 Zeilin Rd, Bldg 2009, 2 <sup>nd</sup> Floor Quantico, VA 22134	703-784-2831/2832/2833 DSN 278-2831 FAX 703-784-3567	APPT ONLY ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>FORT BELVOIR LOGISTICS READINESS CENTER (LRC)</b>	Logistics Readiness Center 9910 Tracy Loop, Bldg 766 Fort Belvoir, VA 22060	703-805-5674 DSN 655-5674 FAX 703-805-2138	WALK-IN ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>FORT DETRICK</b>	Personal Property & Travel Services 1520 Freedom Dr, Ste 400, Rm 203 Fort Detrick, MD 21702	301-619-3430/7179 DSN 343-3430/7179 FAX 301-619-2812	WALK-IN/APPT ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>FOREST GLEN ANNEX (Unit of Fort Detrick)</b>	601 Stephen Sitter Ave Silver Spring, MD 20910	301-619-0006 DSN 343-0006	APPT ONLY ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>FORT LEE</b>	1401 B Ave, Bldg 3400, Rm 119 Fort Lee, VA 23801	804-734-4187 DSN 687-4187 FAX 804-734-4182	WALK-IN/APPT ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>LCS TRANSPORTATION JAG SCHOOL (Unit of Fort Lee)</b>	TJAGLCS Transportation 600 Massie Rd Charlottesville, VA 22903	434-971-3332 FAX 434-971-3336	APPT/WALK-IN (JAG) ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>FORT MEADE</b>	2234 Huber Rd, Ste 116 Fort Meade, MD 20755	301-677-9639 DSN 622-9639 FAX 301-677-9667	APPT/WALK-IN ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>JOINT BASE ANACOSTIA-BOLLING</b>	229 Brookley Ave, Bldg 520, Rm 101 JB Anacostia-Bolling, DC 20032	202-767-8888 DSN 297-8888 FAX 202-767-8155	WALK-IN/APPT ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>JOINT BASE ANDREWS</b>	Traffic Management Office (TMO) 1500 W Perimeter Rd, ste 2700 Andrews AFB, MD 20762	301-981-7520/4451 DSN 858-7520/4451 FAX n/a	WALK-IN/APPT ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>NAVSUP PPPO BETHESDA</b>	NAVSUP Fleet Logistics Center 8901 Wisconsin Ave, Bldg 17, Ste 3D Bethesda, MD 20889	301-400-0231-0229 DSN 295-0231/0029 FAX 301-295-4850 <a href="mailto:HouseholdGoods@med.navy.mil">HouseholdGoods@med.navy.mil</a>	APPT/WALK-IN CALL AHEAD OF TIME ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>NIOC SUGAR GROVE</b>	Housing Welcome Center 100 Midway Dr, Bldg 100 Sugar Grove, WV 26815	304-249-6379 DSN 564-7276 FAX 304-249-6307	APPT ONLY (if not attached to CMD) ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>USCG BALTIMORE</b>	2401 Hawkins Point Rd, Bldg 3 Curtis bay, MD 21226	410-762-6023/6021 FAX 410-762-6014	APPT ONLY ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>
<b>USCG HQ WASHINGTON DC</b>	USCG Stop 7118 2703 Martin Luther King Jr Ave SE Washington DC 20593	202-372-4033	APPT ONLY ONLINE COUNSELING <a href="http://www.move.mil">www.move.mil</a>