

It is awesome, you are saving the government possibly hundreds of dollars and at the same time saving yourself from possible theft and damage! Can't go wrong with that! The following is some helpful information on the process and at the end how you get paid!

## **VEHICLE(S) MUST BE WEIGHED EMPTY AND FULL:**

**This is an incentive move.** The government pays the movers based off weight and how much packing materials they claim. They are paying **you** 95% of what they would've paid the company. However many vehicles or trips that are made there must be weight tickets to prove the weight you moved. The driver, all passengers and any **Hazardous Items and Unauthorized Items** must be out of vehicle at both times of being weighted.

## **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
  - Identification of vehicle weighed
- You should retain a copy of each weight ticket for your personal records.

## **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**.

IF you can prove an accident was not your fault you can file a claim with your branch **military claims office (MCO)** for up to **\$40,000** for the missing/broken property (private insurance will cover vehicle damage)

## **FILE A POLICE REPORT!**



**CALL YOUR BRANCH MCO TO START CLAIM:**

**AIR FORCE** (937) 656-8307  
**ARMY** (502) 626-3000  
**COAST GUARD** (757) 523-6940  
**MARINE CORPS** (703) 784-9533  
**NAVY** (757) 440-6315

## **HAZARDOUS MATERIALS AND UNAUTHORIZED ITEMS**

**MAKE SURE YOU KEEP THESE ITEMS AWAY FROM EITHER YOUR EMPTY OR FULL WEIGHTS.**

The following list is not all inclusive.

**EXAMPLES: any liquids not originally sealed and protected if put under pressure. Examples include:**

- |  |  |
|--|--|
| <input type="checkbox"/> shampoos,         | <input type="checkbox"/> batteries,        |
| <input type="checkbox"/> conditioners,     | <input type="checkbox"/> candles,          |
| <input type="checkbox"/> lotions,          | <input type="checkbox"/> alcohol,          |
| <input type="checkbox"/> light bulbs,      | <input type="checkbox"/> cleaning supplies |
| <input type="checkbox"/> building supplies | <input type="checkbox"/> items for re-sale |

1. **COMBUSTIBLE LIQUIDS:** Alcoholic beverages (any single container exceeding 1-gallon capacity. Alcohol, antifreeze compounds, camphor oil, fluid cleaners (containing combustible materials; i.e. spot clothing cleaners and office machine cleaners).
2. **CORROSIVE LIQUIDS:** Acid (muriatic, nitric, photographic, sulfuric), battery with acid, disinfectants, dyes, flame liquid retarding compounds, iron/steel rust preventing/rust removing compounds, paint, and paint related materials.
3. **EXPLOSIVES:** Ammunition, black powder, blasting caps, dynamite (plastic or any similar explosives), explosive auto alarms, fireworks, fuse lighters, igniters primers, propellants signal flares, smokeless powder, souvenir explosive instruments of war, spear guns having charged heads, to propellants, or smoke devices.
4. **FLAMMABLES:** Acetones, adhesives (glues, cements, and plastics), ammonia, charcoal briquettes, cleaning fluids, compound 3 weed killers, denatured alcohol, enamel, gasoline, insecticides, kerosene, lacquer, leather dressing or bleach, lighter fluids (pocket, charcoal, camp stove, lamp, or torch) matches, oil stains for wood, paints, varnish removers, petroleum products, polishes, liquids (metal, stove, furniture, and hardwood), propane tanks, propane, or other gases used for cooking or heating purposes, shellac, shoe polish (liquid), solvents (plastic), stains turpentine, varnish, wood filler.
5. **GASES:** Engine starting fluids, fire extinguishers, gasses used in welding, diving tanks (See Note A).
6. Aerosol cans containing a flammable gas flammable liquids, toxic, or corrosive substances.
7. Chlorinated hydrocarbons in decorative lamps.
8. Other regulated materials termed combustible, corrosive, or flammable.

NOTE A: Only those scuba diving tanks containing not more than 25 pounds per square inch at 70 degrees Fahrenheit may be shipped as household goods or unaccompanied baggage. Servicing for tanks will include:

- a. Written certification of purging serviced by a dive shop or licensed individual qualified to perform purging. A tag or label must be affixed to the tank certifying service was performed.
- b. Completely empty tank, remove the valve, and replace with plug designed for this purpose.

← The items above can be placed in your vehicles **AFTER** weighing however if you get in an accident along the way you will lose out on your \$40k claim if any of the items are found to be the cause of the accident.

## **WHAT TO TURN IN TO GET PAID:**

Submit the following paperwork:

- Original DD Form 2278 (Application for Do It Yourself Move)
- PPM Checklist/Certification of Expenses Worksheet
- Original DD Form 1351-2 (Travel Voucher) **with physical address/ email/phone #/ signature & date**
- Copy of Orders with endorsement and/or amendments
- Certified empty and loaded weight tickets for each vehicle used, for each trip made.**
- Voucher for advance operating allowance (if applicable)
- Rental contract (**ARMY- if used to haul property**)
- POV registration (**ARMY- if used to haul property**)
- Other receipts (Oil, consumable packing material) \*only needed to total up expenses (save in case IRS does audit)
- Direct Deposit Form (if applicable)

Operating expense receipts such as tolls, **hired laborers**, etc are not required to be submitted with the settlement.

\*\*However, it is the member's responsibility to retain moving expense records for TAX purposes as monies paid in addition to actual moving expenses may be subject to Federal Income Tax.

**\*\*If you took the advance from finance you have 45 days from the day you started your move (date DD Form 2278 8b.) to turn in or money will be taken from your account automatically.**

## **TEMPORARY STORAGE:**

**MILITARY= AUTHORIZED 90 DAYS!**  
**CIVILIANS= VERIFY ON ORDERS**

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.** You will need to submit the following to your destination transportation office:

- Weight tickets to prove what was stored
- Copy of the paid receipts from the storage company.
- Copy of Orders with endorsement and/or amendments



**POD STORAGE OR EVEN ADDITIONAL DAYS IN A RENTAL VEHICLE QUALIFY AS PERSONAL STORAGE! File it separate from your PPM Claim and be paid up to what the movers would've been paid to store.**

# SCALE LOCATIONS

## Luke AFB

Bldg 948  
6504 N. 142nd Ave 85309  
Hours: 0900-1500 M-F  
623-856-7715/7716

## Avondale

**Pilot Travel Center**  
900 n 99th ave 85323  
623-936-0900

## Buckeye

**Love's Travel Stop**  
1610 s miller Rd 85326  
623-386-6926

## Quiktrip

1850 S Miller Rd 85326  
623-386-8855

## Casa Grande/Eloy

**Petro Stopping Center**  
5235 S Sunland Gin Rd  
Eloy, AZ 85131  
520-836-3983

## Chandler

**Love's travel stop**  
7001 W Sundust Rd 85226  
520-796-1185

## Flagstaff

**AARO Moving Systems**  
120 E Phoenix Ave 86001  
928-779-3628

## Glendale

**Bedrock stone co**  
7050 NW Grand Ave  
85301  
623-939-7596

## Maricopa

**Butterfield Station Landfill**  
40404 S 99th Ave 85329  
602-256-0630

**Most major  
truck stops along  
public highways  
have certified  
scales**

## Phoenix

**Alliance Professional  
M&S**  
2141 E Magnolia St 85034  
602-266-5266

**Dircks Moving Services**  
4340 W Mohave St 85043  
602-267-9401

**Quiktrip #444**  
1155 N 51st Ave 85043  
602-269-1714

## Mesa

**Aaction Moving & Storage**  
303 W Southern Ave 85210  
480-730-5006

## Scottsdale

**Salt River Materials Group**  
9595 E McKellips Rd 85256  
480-990-1987

## Tolleson

**Love's Travel Stop**  
8313 W Roosevelt St  
85353  
623-386-6926

# BRANCH SPECIFIC PPM TURN-IN INFORMATION

## **USMC**

Send PPM paperwork to:  
Commanding General  
Marine Corps Logistics Command  
Transportation Voucher Certification Branch (TVCB)  
Bldg 3700 Rm 315 814  
Radford BLVD, Suite 20262  
Albany, GA 31704-0262

## **USCG**

Send PPM paperwork to:  
Commanding Officer  
OPA-1 USCG Finance Center  
1430A Kristina Way  
Chesapeake, VA 23326-1000

## **USA**

Turn PPM paperwork in at your **new duty station**  
Personal Property Office. If separating or retiring, see  
below.

## **USAF**

Turn PPM paperwork in at your **new duty station**  
Traffic Management Office (TMO) at for processing. If  
separating or retiring, see below.

## **USN**

Send paperwork to:  
Email: [hg\\_audit\\_ppm\\_claims.fct@navy.mil](mailto:hg_audit_ppm_claims.fct@navy.mil)  
Certified mail:

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

Check on status: Cust. Serv. Ph#: 1-888-742-4467

## **LOCAL MOVES**

Return all paperwork to this office.

**★LUKE AFB RETIREES/SEPARATEES CAN EMAIL  
COMPLETED DOCUMENTS TO:**

Email: [tmoluke@us.af.mil](mailto:tmoluke@us.af.mil)

FAX: 623-856-6649

Certified mail:

TMO- Personal Property,  
56 LRS/LGRDF BLDG 1150,  
7383 N Litchfield Rd. RM 1122A,  
Luke AFB, AZ 85309-1515,  
OFFICIAL BUSINESS

Check on status: Ph#: 623-856-6424/25  
Luke AFB Finance: Ph#: 623-856-7028/29

**HAVE A SAFE & SUCCESSFUL MOVE!**

# PERSONAL PROCURED MOVE (PPM)

## FORMALLY "DITY"



**CREATED AND DISTRIBUTED BY:  
56 LRS PERSONAL PROPERTY  
OFFICE 2019**