



Reply to
Attention of:

DEPARTMENT OF THE ARMY
LOGISTIC READINESS CENTER, CARLISLE
BUILDING 46, ASHBURN DRIVE, ANNE ELY HALL
CARLISLE BARRACKS, CARLISLE, PA 17013-5083

ASCE-LCB

23 July 2015

MEMORANDUM FOR RECORD

SUBJECT: Established schedule for PPM (Personal Property Move) documentation turn-in and certification.

1. The CPPSO, Transportation and Travel Office, regularly operates from 07:30 to 16:00, Monday through Friday each week except during approved holidays or installation closures. The PPM Specialist will block out the hours of 09:00 to 11:30 each normally scheduled work day to receive and certify PPM's. All PPM turn-in actions will be by appointment only scheduled through the PPM Specialist, Susan Peiffer at 717-245-4968, susan.d.peiffer.ctr@mail.mil.
2. Documentation required prior to making an appointment is listed below. Any packet missing proper documentation will be returned to the service member without processing.
 - a. DD Form 2278 (Signed and dated)
 - b. DD Form 1351-2 (Completed, signed and dated)
 - c. Empty and loaded weight tickets (Each ticket must be labeled with make, model of POV, name, rank and last 4 of SSN)
 - d. Professional gear must have its own weight tickets (each ticket must be labeled with make, model of POV, name, rank, last 4 of SSN and must state "PRO GEAR")
 - e. PPM Move Checklist obtained from the "Move.mil" web site (Completed, signed and dated)
 - f. All moving receipts must be taped to paper (8 ½ x11) for faxing/scanning to DFAS. Each sheet must be labeled with service member's name, rank and last 4 of SSN.
 - g. Valid orders authorizing move (PCS, RET, SEP, TDY)
 - h. Advance operating allowance paperwork obtained from finance (if renting a truck or trailer)
 - i. Vehicle / Trailer contract and paid invoice (if renting truck or trailer)
 - j. DD Form 1164 (NTS document if member has property in storage under government expense at origin)
 - k. AIR FORCE personnel must complete FMS Form 2231 (Direct Deposit)
3. Point of contact for this policy is the CPPSO Program Manager, Dorothy Bevins, 717-245-4000, Dorothy.c.bevins.ctr@mail.mil.

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