

## PERSONALLY PROCURED MOVE (PPM) PACKET TURN IN

**\*DD FORM 2278:** Must be signed and dated in blocks 9a and 9b.

**\*DD FORM 1351-2:** Make sure blocks 1-9 and block 11 are fully completed.  
Sign and date blocks 20a and 20b.

**\*PPM Checklist & Expense Certification:** This page is to list all your PPM expenses by the categories provided in the blocks. You must have actual receipts/rental contracts/gas receipts, etc. to support the dollar amount claimed. After totaling all your operating expenses, sign and date the bottom of the form in the blocks provided.

**\*The DD FORM 2278, DD FORM 1351-2, and PPM CHECKLIST can be downloaded/printed from**  
<https://dps.move.mil/cust/standard/user/home.xhtml>

**Weight Tickets:** All weight tickets must have name, rank, last 4 of SSN and **must be marked "EMPTY" or "FULL" along with the type of vehicle used (i.e. POV & rental trailer EMPTY, Rental truck FULL, POV pulling boat FULL, etc.).**

**Registrations/Rental Contract:** Personally owned vehicle (POV), trailer or boat registrations are **required** if used as part of the PPM. Include a letter of authorization if registration is not in your name. All in & out rental contracts used in conjunction with PPM are required (such as PODS, UHAUL, PACK-RAT). Include a letter of authorization if the contract is not in your name.

### ASSEMBLE PACKET AS FOLLOWS

- Completed (signed/dated) DD 1351-2
- Original completed (signed/dated) DD 2278
- Orders and any/all Amendments
- Completed PPM Checklist & Expense Certification (signed/dated)
- Original weight tickets (Empty and Full for EACH vehicle)
- Complete and original rental contract and **rental turn-in/check-in receipt** showing zero balance
- Copy of personally owned vehicle, trailer and/or boat registration (if used)
- Legible copies of gas receipts (for rental truck or trailer only) copied on **full 8 ½ X 11 sheets of paper** (multiple receipts on one page is acceptable)

### PACKET TURN IN

**CONUS PCS ORDERS:** Turn in final packet to new duty station transportation office. Ensure you visit their finance office as well to finalize your travel. **\*\*\*PPM Packet is for HHGs Weight ONLY**

**\*\*\* PCS ORDERS TO FORT CAVAZOS: TURN IN PPM PACKET IN PERSON BETWEEN 0800-1000, MON-THURS, ROOM A111 \*\*\* if unable to attend you may email packet to:**  
[afsbncavazos-transportation-pers-prop-ppmsubmit@army.mil](mailto:afsbncavazos-transportation-pers-prop-ppmsubmit@army.mil)

**PCS ORDERS TO KOREA:** Turn in final packet to the transportation office in Korea.

**RETIREMENT, SEPARATION: Separations and Retirements will NOT receive final payment from DFAS until AFTER their separation date.**

You may email packet to: [afsbncavazos-transportation-pers-prop-ppmsubmit@army.mil](mailto:afsbncavazos-transportation-pers-prop-ppmsubmit@army.mil)  
**KEEP COPIES!!**

**\*\*\*Processing times during non-peak season is 10 business days\*\*\***