

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 of 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 of 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://www.militaryonesource.mil/personalproperty>**

Weight Tickets: All weight tickets must have name, rank, last 4 of SSN and **must be marked "EMPTY" or "FULL" along with the type 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 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
- Orders and any/all Amendments
- Original completed (signed/dated) DD 2278
- Completed PPM Checklist & Expense Certification (signed/dated)
- Original weight tickets (Empty and Full for EACH vehicle)
- Complete and original rental contract
- 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 HOOD: TURN IN PPM PACKET IN PERSON BETWEEN 0800-1000, MON-THURS, ROOM A111 *****

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. Mail packets to address below. KEEP COPIES!!**

**Transportation Office
18010 T.J. Mills Blvd, A104
ATTN: PPM
Fort Cavazos, TX 76544**

Name: _____ Phone: _____

Signature: _____ Date: _____

I have created this move on DPS and have entered ALL required documents into packet.