

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 HOOD: TURN IN PPM PACKET IN PERSON BETWEEN
0800-1000, MON-WED, ROOM A111 *****

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

Retirees and Separates, may email packet to: afsbn-cavazos-transportation-pers-prop-ppmsubmit@army.mil
KEEP COPIES!!

*****Processing times during non-peak season is 14 business days*****