

PPM Turn-in Procedures

229 Brookley Ave, Washington D.C
11LRS.HOUSEHOLDGOODS.LGRD@US.AF.MIL
Customer Service Hours: Mon – Fri 0900-1400
Closed third Tuesday of every month for training

The PPM Turn-in is a two-step process (ONLY AIR FORCE/ARMY)

1st step: Email the following documents to our org box

- **DD form 2278**
 - Generated from DPS ONLY with block 9 filled out
 - We will certify and return
- **Weight tickets**
 - Annotate empty or full on each. If multiple trips, label as trip 1, 2, etc.
 - -Annotate with name, last four of SSN, and license plate number
 - -Provide weight tickets on 8.5x11 size paper (retain your own copies)
- **Advance Payout receipt**
 - If you received a PPM Advance, it is required
 - Obtain a copy from mypay or Finance
- **Receipts relating to PPM ONLY**
 - Only for CIVILIANS/POSTAAL/STORAGE

2ND step: Member submission to Finance (CANNOT DO STEP 2 WITHOUT STEP 1)

- Once we have certified your DD form 2278, we will email you a copy along with Finance turn-instructions.
- All the following documents must be filled out and submitted your servicing Finance Office
 - **Origin DD form 2278**
 - Block 9 must be completely filled out
 - **Final DD form 2278**
 - Received from our office
 - No action required
 - **PPM Checklist and Expense Certification**
 - Fill out the Statement of Expenses as applicable (middle of the form)
 - Sign/date bottom of form CAC OR WET SIGNATURE ONLY! signatures only! NO PDF created names as signatures.
 - **DD form 1351-2**
 - Block 5 → mark as other
 - Block 6 → physical address
 - Block 18 → the amount MUST match the total on the PPM Checklist and Expense Certification
 - Block 20.a → signature (CAC OR WET SIGNATURE ONLY! signatures only! NO PDF created names as signatures.
 - Block 20.b → date
 - **Weight tickets**
 - Annotate empty or full on each. If multiple trips, label as trip 1, 2, etc.
 - Annotate with name, last four of SSN, and license plate number
 - Provide weight tickets on 8.5x11 size paper (retain your own copies)
 - **Receipts relating to PPM ONLY**
 - **Copies of orders**

Marine PPM Turn-In:

Assistant Chief of Staff – G-8
Managerial Account Division HHG PPM Section
Building 3700, Room # 315
814 Radford BLVD STE 20262
Albany, GA 31704-0262

Phone:
229-639-6575
229-639-7526
Hours:
Monday – Friday, 8am – 4pm Eastern Time

Email: logcom.g8tvcbclaims@usmc.mil

Website: <https://www.logcom.marines.mil/Marines/Personally-Procured-Move/>

Filing for a PPM reimbursement:

Marines should:

- Ensure every page and receipt of their claim is legible and easy to read
- Make at least two copies of their completed paperwork and file one complete set in a safe place
- Submit one complete set via one of the methods below

1. Hand Deliver

The fastest method to submit your PPM reimbursement claim is to hand deliver it to the nearest Marine Corps DMO to be reviewed, scanned and uploaded into the Marine Corps Document Tracking and Management System for sending to the Logistics Command, Managerial Accounting Division, Household Goods Section, or LOGCOM G8 TVCB, PPM Claims Section. Personnel not located at a Marine Corps installation can scan and email their completed PPM claim to the Marine Corps installation of their last PCS.

2. Email logcom.g8tvcbclaims@usmc.mil

The second fastest submission method is to email your completed PPM reimbursement claim with your request status, name and EDIPI information in the subject line in all caps (example: REQUEST STATUS-SMITH, THOMAS B-1234567891). To check the status, you may email the same mailbox using the subject line: REQUEST STATUS-YOUR NAME-YOUR EDIPI.

3. Mail via the U.S. Postal Service

The slowest method for submitting your completed PPM reimbursement claim is to send it to the mailing address listed above. Recommend you add tracking capability to the package to confirm it arrives at destination.

Navy PPM Turn-In:

Commanding Officer
NAVSUP Fleet Logistics Center Norfolk
Business Support Department
HHG Audit Division Code 302
1968 Gilbert Street Suite 600
Norfolk, VA 23511-3392

Phone:
855-HHG-MOVE or 855-444-6683 Opt 6
Hours:
Monday – Friday, 8am – 4pm Eastern Time

Email submissions: hkg_audit_ppm_claims.fct@navy.mil

Website: <https://www.navsup.navy.mil/NAVSUP-Household-Goods/PPM/PPM-Information/>

Key information for submitting your package:

- Submit the paperwork as a PDF file (protect PII information)
- Size limit of 10MB – if larger the file is deleted/rejected
- Do not send documents using Google Drive, iCloud, zip files (we are unable to access via these platforms)

Checking status of your PPM: pptas.fiscn@navy.mil or call number listed above

Coast Guard PPM Turn-In

ATTN: PPM Desk
U.S. Coast Guard Finance Center
P.O. Box 4102
Chesapeake, VA 23327-4102

Phone:
800-564-5504 Opt 2 or 757-523-6940

Hours:
Monday – Friday 8am – 5pm Eastern Time

Email: FIN-SMB-CUSTOMERSERVICE@USCG.MIL

Website: <https://www.uscg.mil/fincen/dity/>

Please direct any questions you may have regarding your PPM to the Finance Center Customer Service Team. For web inquiries, which are highly recommended, go to the <https://www.uscg.mil/fincen/payment/>

HOW TO RETRIEVE REQUIRED DOCUMENTS

1. Log-on to DPS via <https://www.militaryonesource.mil/moving-housing/moving/pcs-and-military-moves>
2. Select “edit my Order/Shipmen Info”.

The screenshot shows the 'Current Move' page for a canceled shipment. At the top, there are navigation buttons: 'Start a New Move', 'Shipment Management', 'Customer Satisfaction Survey', and 'Claim History'. The main content area displays '28 May 2019: HOLLOMAN AFB to ANDREWS AFB' with order number AM-104571. Below this, it shows 'Shipment Status 2-PPM: Canceled'. A table lists details for the shipment, including 'Desired Pickup Date', 'Actual Pickup Date', 'Assigned Counselor', and 'Moving Company'. To the right of the table, there is a yellow button labeled 'Edit My Order/Shipmen Info' with a blue arrow pointing to it. Other options include 'Print DD2278 Counseling Checklist', 'Print DD1351-2 Travel Voucher', 'File a Claim', and 'Complete Survey'.

3. Select the edit action icon.

The screenshot shows the 'Welcome to Counseling' page. On the left, there is a navigation menu with options like 'Customer Profile', 'My Orders', and 'View Documents'. The main content area has a 'Welcome to Counseling' heading and a 'Know your entitlements and responsibilities' section. Below this, there are two tables listing shipment orders. The first table is for an order from Jul 10, 2018, and the second table is for an order from May 28, 2019. Both tables have columns for 'Action', 'Shipment No', 'Shipment Type', 'Shipment Status', 'Desired Pickup Date', 'Actual Pickup Date', 'Actual Shipment Weight', and 'Self-Counselor'. A blue arrow points to the 'Edit' icon in the 'Action' column of the second table.

4. Select the “submit” tab.

The screenshot shows the 'Pickup & Delivery' section of the DPS system. On the left, there is a navigation menu with options like 'Entitlements' and 'Submit'. The main content area has a 'Please enter the dates for your move' section with a 'Planned Move Start Date' field set to 30-Sep-2019. Below this, there is a 'Pickup & Delivery' section with a table showing 'Authorized Pickup Address', 'Requested Pickup Address', 'Authorized Delivery Address', and 'Requested Delivery Address'. The 'Entitlements' section shows PCS: 8000 lbs. and Remaining PCS: 510 lbs. A blue arrow points to the 'Submit' button in the navigation menu.

5. Here, DD Form 2278, DD Form 1351-2, and PPM Checklist are available for download/print.

Counseling Menu

- Customer Profile
- Customer Information
- Point of Contact
- My Orders
 - Enter Order Information
 - View Documents

Order [AM: 104571]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-PPM**
 - Pickup & Delivery
 - Basic
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 8000 lbs.
Remaining PCS: 510 lbs.


Shipment Submit

Customer: [REDACTED] A1C / E-3 -- United States Air Force -- [REDACTED]

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your Do It Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

Forms Required

You will need Acrobat Reader version 8.0 or earlier to view or print these forms in Portable Document Format (PDF).

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DD Form 2278 (Application for Do It Yourself Move and Counseling Check list) [View & Print](#)

DD Form 1351-2 (Travel Voucher or Subvoucher) [View & Print](#)

PPM Check list (Personally Procured Move Check list and Certification of Expenses) [View & Print](#)

[Upload Documents](#) [View Documents](#)

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