

## Personally Procured Move (PPM) Check-Off List

To pay PPM quickly and to avoid returning claim for non-receipt of documents, please ensure all of the following information is attached to the claim prior to submitting to FINCEN:

- **1 Copy of signed orders** (with endorsements or amendments).
- **1 Original DD2278 (Application for Do It Yourself Move and Counseling Checklist)** - To perform a PPM of HHG, counseling is mandatory and a DD2278 must be completed and signed by the local transportation office and member. **Note: Signature on file is no longer acceptable for DD2278. Form must be signed by authorized person(s).**
- **1 SF 1038 - (Advance of Funds Application and Account)** - If applicable, voucher for advance operating allowance. To ensure proper posting of the advance, the document type MUST be 17 (NOT 12) and in the remarks block indicate the advance is for the PPM. Note: Signature on file is no longer acceptable for SF1038). **Form must be signed by authorized person(s) and the member**
- **1 Certified empty weight ticket** - **Empty weight ticket(s) should cite member's name, employee ID or SSN and signature of weight master. Per ALCOAST 365/10: Effective 02 Aug 2010, empty weight ticket(s) for PPM must be obtained from the place of origin.**
- **1 Certified full weight ticket** - **Full weight ticket(s) should cite member's name, employee ID or SSN and signature of weight master. Per ALCOAST 365/10: Effective 02 August 2010, full weight ticket(s) for PPM must be obtained from the place of origin (ALCOAST 365/10)**
- **1 Original DD1351-2 (Travel Voucher or Sub Voucher).** **Ensure the DD1351-2 is filled out properly by completing the Itinerary section with new address, dates and signature of the member. The expenses MUST be itemized under Nature and Explanation Block.**
- **1 Copy of registration** for boat(s) and/or trailer(s) if applicable.

### Notes about Advances:

- An advance of funds not to exceed 60% of the incentive can only be authorized to cover packing material, rental trucks and other miscellaneous expenses that pertain directly to the move. Costs of insurance, auto trailers/transport and storage cannot be included in the advance.
- Advances will not be given based on estimated weight. Written estimates must be given to the transportation officer. Advances will not be authorized from members solely using their private owned vehicle (POV).

### Notes about Weight Tickets:

- **Original Weight Tickets Are Required**

**Per ALCOAST 365/10: Effective 02 August 2010, both empty and full weight tickets must be obtained at the place of origin.** Without empty and full weight tickets from place of origin, FINCEN will only reimburse actual allowable expenses. COMDT (CG-1222) will not authorize constructive weight for PPM claims that have improper weight tickets, or do not have weight tickets except in cases involving acts of God or incidents beyond the member's control.

- No handwritten weight tickets will be accepted without a written explanation from the weight master.
- Without weight tickets, member will be paid actual allowable expenses if receipts are submitted with PPM package.
- When submitting multiple weight tickets, please mark empty and full for easier processing.
- Identify vehicle weighted, auto trailer and POV being towed.
- Members must retain a copy of the weight tickets for their records.
- If your claim exceeds 100% of the cost of what the government would pay, you **MUST** submit all receipts and a letter from the Transportation Office approving payment of your actual allowable expenses.
- If the member has a Combination Move (e.g GBL and PPM), member must submit a copy of ONE of the following documents.. Documents should cite the weight of the HHG/GBL shipment):
  - **DD 619-1** (Statement of Accessorial Services Performed)
  - **DD 1840** (Joint Statement of Loss or Damage at Delivery)
  - **DD 1164** (Service Order for Personal Property)
  - **Copy of GBL** (Government Bill of Lading)

**Note about Storage on a PPM:**

- One copy of actual storage agreement and copies of payment receipts for each month of storage paid for by member. Storage beyond 90 days requires written approval from the local Transportation Office.

**Notes about Taxes:**

- If you draw an advance operating allowance, taxes are **NOT** deducted in the computation; however they will be deducted from the financial profit on the final settlement. **Total taxes = 25%.**
- Please keep all receipts for tax purposes.

**Additional Information:**

- To update EFT information please visit:  
[https://www.fincen.uscg.mil/secure/enrollment\\_form.htm](https://www.fincen.uscg.mil/secure/enrollment_form.htm)
- **Ensure name and Employee ID are on all documents**
- **Ensure all documents are dated properly**
- **Ensure all documents requiring signature of member are signed.**
- **Ensure all documents requiring signature of Transportation Officer/counselor are signed.**

**IMPORTANT:**

- Members must retain a copy of all documentation submitted to FINCEN

**Questions:**

Please direct any questions you may have regarding your PPM to the Finance Center Customer Service Team at (757) 523-6940. Our hours of operation are 8:00 a.m. to 5:00 p.m. EST. For web inquiries, which are highly recommended, please go to our Payment Status Inquiry web page at <https://www.fincen.uscg.mil/secure/payment.htm>. More information regarding PPM can be located at <http://www.fincen.uscg.mil/dity.htm>

Please submit PPM claim to the following mailing address:

USCG Finance Center  
PO Box 4102  
Chesapeake, VA 23327-4102