



PERSONALLY PROCURED MOVE - HIRING 3RD PARTY MOVERS

CAO 14 September 2022



1. You must have a PCS order **PRIOR** to incurring any reimbursable expenses.
2. **RESEARCH THE COMPANY FOR LEGITIMACY** at <https://www.fmcsa.dot.gov/protect-your-move>. Also, check with Better Business Bureau, as well as company reviews. The government has **NO** authority to act on your behalf with a 3rd party.
3. Request a **BINDING ESTIMATE AND GET MORE THAN ONE**, preferably 3 estimates. Complete a labor cost comparison with the company & always look for the most reasonable options (i.e., packing yourself vs. the company packs). Don't forget to ask about any **HIDDEN FEES OR COSTS** that might not be included in their quote.
4. Annotate on moving contracts "WEIGHT TICKETS ARE MANDATORY"...**NO WEIGHT TICKETS, NO INCENTIVE, NO EXCEPTIONS**. With weight tickets you will receive 100% of what the Government would have spent to move your property. If you do not secure weight tickets, your reimbursement is limited to what you spent to move property. Ensure the company has gross/tare weight tickets for **YOUR BELONGINGS** if the vehicle being used contains other shipments.
5. Secure copies of **ALL** shipping documentation.
6. High value items are shipped **AT YOUR OWN RISK**, so be well versed in the company's claim process for lost and damaged items. Consider purchasing insurance to cover any loss or damage, but insurance **IS NOT** a reimbursable expense
7. Consider investing in a shipment tracker (air tag, etc.) which will help with **REAL-TIME TRACKING** of your property.
8. PPM incentive payments are taxable income so **RETAIN YOUR RECEIPTS** for tax purposes.

When in doubt, or if you have questions on the process or allowances, do not hesitate to contact your local transportation office or the Personal Property Activity HQ Customer Service Center at ppahq.ppec.customerservice@us.af.mil for information or assistance.

