



TRADITIONAL PERSONALLY PROCURED MOVE (PPM)

(Member Moving Property)

CAO 14 September 2022



1. You must have a PCS order **PRIOR** to incurring any reimbursable expenses.
2. Obtain **EMPTY AND FULL** weight tickets. Write your name, last 4 of SSAN and identifying information (POV-made and model, U-Haul truck, trailer etc.) for vehicle used on each weight ticket...**NO WEIGHT TICKETS, NO INCENTIVE, NO EXCEPTIONS.**
3. Monetary allowance is 100% of the government's cost for the weight moved, **NOT TO EXCEED**, your prescribed weight allowance. To avoid excess cost and overpayment, ensure combined weight of ALL your shipments are properly documented **PRIOR** to PPM closeout.
4. Towed POVs, RVs, campers, 5th wheels, etc. **ARE NOT** defined in Joint Travel Regulations (JTR) as household goods. Therefore, the weight of these items cannot be included in weight claimed
5. If claiming pro-gear, ensure you provide a descriptive list of the items to the origin Personal Property Processing Office (PPPO) **AT TIME OF COUNSELING FOR REVIEW AND APPROVAL** (signed by counselor). A copy **MUST** be provided to destination PPPO upon PPM close out.
6. If temporary storage is required at destination, contact your **DESTINATION TRANSPORTATION OFFICE** for instructions and approval.
7. Consider purchasing insurance to cover any loss or damage to your personal property; however, insurance **IS NOT** a reimbursable expense.
8. File and obtain a **POLICE REPORT** for vandalism and/or if your vehicle and/or rental equipment is stolen. Then contact the Claims Office for loss and/or damage instructions.
9. 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. **

