

Personally Procured Move (PPM)

CHECKLIST

1. Active Duty Member meets with the transportation assistant on base to go over current PPM move requirements and restrictions.
2. Establish a box or accordion folder to keep all receipts and weigh slips for rental trucks/moving containers.
3. Purchase boxes, tape, and packing material – put your receipts in your box/folder.
4. Pack your items, labeling every box carefully with what room they go into when you land.
5. Remember NOT to pack away your Active Duty Member's Sea Bag. They will need this on the first day of work at check in.
6. Secure your valuables during transit.
7. Follow the current guideline on weighing your moving truck/containers.
8. Your Active Duty Member will submit the box/accordion file of receipts for reimbursement at their new duty station.

*** For OCONUS moves contact your OMBUDSMAN for additional checklist