



UNITED STATES MARINE CORPS  
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IN REPLY REFER TO:  
1500  
TMO/DITY  
27 FEB 10

From: Officer-In-Charge, Headquarters Battalion, Marine Corps Base  
Hawaii  
To: Distribution List  
Subj: LETTER OF INSTRUCTION FOR LOCAL PERSONALLY PROCURED MOVE  
Ref: (a) JFTR U5320-D6  
(b) MCO P4600.39  
Encl: (1) SF1034  
(2) EFT Form 7200/6

1. General

The Personally Procured Move (PPM) program formally known as the Do-It Yourself (DITY) Move is an alternate means of moving your personal property. This program is an option available to allow you to personally move your household goods (HHG) and be reimbursed up to the Government's cost when you have assignment to/from or between government quarters. You are able to use a Privately Owned Vehicle/Trailer or rental Truck/Trailer (or combination of) to move HHG instead of having the Government ship your personal property.

2. Approval

The Personal Property Office **must provide counseling and prior approval** for a PPM move. Failing to comply with Service requirements of the program may limit payment or result in complete denial of your claim.

3. Weight Allowance

The Joint Federal Regulation (JFTR) weight allowances are applicable in connection with the local move. The personal property counselor can advise you of your authorized weight during your counseling session.

4. Incentive

As an incentive to participate in the program, you are authorized to be reimbursed 95% of what it would cost the Government to transport your HHG using the local drayage contracted cost. The computation is based on actual weight transported or your authorized JFTR weight allowance (whichever is less). Incentive payment estimated that where provided at the time of counseling, are **estimate only**.

Subj: STANDARD OPERATING PROCEDURE FOR LOCAL PERSONALLY PROCURED MOVE

5. Operating Expense

Operating Expenses you incur to perform the move may be applied to your income tax filing. See current IRS publication for information. Authorized expenses include payment for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline, itemized expenses that may be directed to PPM such as tolls, cost for weight tickets. These costs are deducted from the incentive payment to determine the financial profit for tax purposes. This does not include: meals, tow hitches added to your POV, replacement of tires, flat tire repair, cracked or broken windshields, and any other service or repairs to your POV.

6. Weight Ticket

You **must obtain** weight tickets for all Personally Procured Transportation moves, regardless of weight allowance. The weight tickets must be obtained from a certified weight scale and must show the empty weight and the loaded weight of the vehicle. You must specifically request weight tickets from the TSP if hiring your own since some may not furnish weight tickets to commercial customers. The personal property counselor can provide you with a list of certified scales at the counseling time. You must obtain a certified weight ticket for the **empty weight** of the vehicle and then again for **vehicle after it is loaded**. No passengers are to be in the vehicle when obtaining the weight ticket. If making multiple moves, separate weight tickets are required for each segment of the move.

7. Insurance Coverage

Participants utilizing the PPM move are responsible for arranging the entire move, claims for loss and/or damage are generally not paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, or theft, etc.) and it is determined that you are free of negligence.

8. Fraudulent Shipments

Shipment of unauthorized items and fraudulent weight tickets are illegal. Any evidence of improper actions will be immediately reported to the appropriate service investigation office. If you make a fraudulent shipment, you are subject to forfeiture of your entitlement and all cost will be at personal expense, in addition criminal charges may be filed.

  
R. J. GONZALEZ