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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
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UNCLAS

ALCOAST 138/24

SSIC 4050

SUBJ: AY2024 PERSONALLY PROCURED MOVES (PPM) OF HOUSEHOLD GOODS (HHG)

A. The Joint Travel Regulations (JTR)

B. Coast Guard Supplement to the Joint Travel Regulations (CGS-JTR), COMDTINST M4600.17B

C. Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18

D. Defense Transportation Regulation (DTR) Part IV A, Attachment A-K-1, "It's Your Move" Armed Forces Members

1. The household goods (HHG) transportation peak season, which runs from 15 May through 31 August, is fast approaching. During peak season it may be difficult to secure a Government-contracted transportation service provider (TSP) that meets the member's desired packing, pick-up, and delivery dates. If a TSP cannot be contracted, members must work closely with their transportation office (TO). If a member prefers, they may perform a full or partial personally procured move (PPM) and receive an incentive payment of 100% of the government's constructed expense, not to exceed the authorized weight allowance as published in Para. 051401 of REF (A) at:

(Copy and Paste URL Below into Browser)

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

2. Members are responsible for understanding their HHG entitlements found in REFs (A) and (B) and this ALCOAST. To prevent delays or denial of PPM claims, commands are highly encouraged to provide all members departing on PCS orders or separating from the Coast Guard a copy of this ALCOAST, and include HHG counseling on their PCS check-out sheets.

3. Coast Guard members frequently receive PPM counseling from TOs operated by other military service branches. To avoid confusion and ensure PPM claims comply with current Coast Guard procedures, members should visit the Coast Guard Finance Center's (FINCEN) website for the PPM checklist:

(Copy and Paste URL Below into Browser)

<https://www.uscg.mil/fincen/dity/>

For questions or comments about PPM claims please contact FINCEN Customer Service at (757) 523-6940.

4. PPM authorization is made with an Application for Personally Procured Move and Counseling Checklist, DD Form 2278, from their point of origin TO, generated by the Defense Personal Property System (DPS) or the Shipment Summary Worksheet (SSW) in MILMOVE at:

(Copy and Paste URL Below into Browser)

<https://www.militaryonesource.mil/moving-pcs/plan-to-move/moving-personal-property/>

Members must register for a username and password with a valid civilian email account. Once the member's PPM has been requested in DPS, a copy of the signed PCS orders must be provided to the origin TO for approval. Additionally, once the TO estimates and approves the PPM, members should return to their servicing YN to have their PCS orders updated in DA to fund the PPM. Failure to fund the PPM in advance will significantly delay payment.

5. PPM claims that do not include an authorized DD Form 2278 or approved authorization for self-procured storage from origin are not eligible for the incentive payment, unless the origin TO approves, via memorandum, an "after-the-fact" PPM which must be based on circumstances beyond the member's control (e.g., severe weather conditions, medical emergencies, or short-fused PCS orders) that prevented proper PPM counseling.

6. PPMs may be conducted in a variety of ways, including privately contracted TSPs, self-service moving companies, use of a privately owned or rental vehicle or trailer, or any combination thereof. Members should seek the guidance of their origin TO to estimate potential financial impacts of performing a PPM based on their individual allowance and circumstance.

7. Members must provide certified empty and full weight tickets from the public weigh master or Government scales nearest to the origin, destination, or any combination thereof. Both the empty and full tickets must annotate the member's name and employee identification number, clearly indicate which vehicle is being weighed, whether the weight ticket is for an empty or full vehicle or trailer, and must be dated on or after the date the member's orders are issued. The same weight ticket cannot be used on multiple order numbers, and the entire weight ticket must be clear, legible, and unaltered (including commercial companies members may have hired to perform the move), regardless of weight allowance. Vehicle registration will not be accepted as a substitute for an empty weight ticket for a PPM claim. PPM claims submitted without proper weight tickets will be reimbursed only for actual costs as documented by itemized receipts submitted with the PPM claim. Further guidance can be found in REF (D).

8. Members contracting their own TSP should be aware that full replacement value insurance may not be included, and any damage claims must be handled privately with their contracted TSP. Members contracting a self-serve moving company must notify the contractor that empty and full weight tickets for portable containers are required for the member to receive an incentive payment.

9. Locations not having HHG transportation rates on file are known as one-time only (OTO) locations. Members conducting a PPM to or from OTO locations may only be reimbursed for authorized actual expenses and not the incentive payment listed in Para. 1 of this ALCOAST. When there are no OTO rates on file the TO must request the rates from USTRANSCOM and include a written request from the

member pertaining to the move. The TO will calculate the farthest distance in the US, and if the rate USTRANSCOM provides exceeds the cost calculated by the TO, they will advise the member of any excess cost they may incur for the move. For a member to be reimbursed for conducting a PPM move to or from an OTO location, they must request a memorandum from their local TO authorizing an actual cost PPM, and submit the memorandum along with a completed Travel Voucher or Subvoucher, DD Form 1351-2, a copy of their signed orders, and receipts to FINCEN.

10. For PPM reimbursement, members submit claims through FINCEN's SharePoint and upload the required documents.

a. Log into Common Core at:
(Copy and Paste URL Below into Browser)

<https://uscg.sharepoint-mil.us/sites/CGCC>

Once the page loads, locate and click on the 'Tools & Trackers' link and scroll down to 'Finance Tools & Trackers.' Click on 'FINCEN PPM CLAIMS' and then on 'Submit & View Claims' under the 'User Access Menu.' Members who cannot access Common Core in SharePoint may submit PPM claims to FINCEN via US Mail at:

Commanding Officer
U.S. Coast Guard Finance Center
1430A Kristina Way
Chesapeake, VA 23326

11. COMDT (CG-1M12) Travel & Transportation Policy team can be reached by email at: SMB-COMDT-TravelTransportationPolicy@USCG.MIL

12. RADM, M. W. Raymond, Assistant Commandant for Military Personnel (CG-1M), sends.

13. Internet release is authorized.