Household Goods Self Counseling Procedures

Creating A Personally Procured Move (PPM or "DITY")



6-5... IN THE FIGHT!

Traffic Management Office (TMO) Contact Information

Location: Building T-112

E-Mail: 65lrs.tmo@us.af.mil

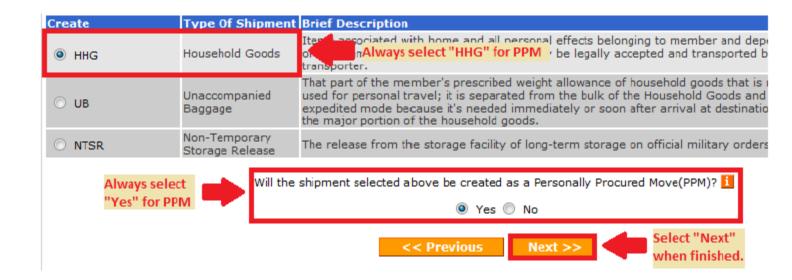
Hours of Operation: Monday-Friday 0800 – 1700 Hrs

TMO Household Goods/Quality Assurance

DSN: 535-5168

Commercial: 295-57-5168

International: 011-351-295-57-5168



In order to be eligible for Full Replacement Value (FRV), you must file a claim directly with the Transportation Service Provider (TSP) via DPS within 9 months from the date of delivery. If the claim is filed more than 9 months from the delivery date, or immediately with the Military Claims Office (MCO) after delivery, you will only be eligible for depreciated value up to two years from delivery

When Full Replacement Value (FRV) applies to a shipment that includes one or more motor vehicles (automobiles, vans, pickup trucks, motorcycles or sport utility vehicles), the TSP's maximum liability for the vehicles shall be the value stated in the current issue of the National Automobile Dealer's Association's [N.A.D.A] Official Used Car Guide (the Guide) for such vehicle(s), adjusted for mileage and other factors considered in the guide. However, if either the owner or the TSP has obtained an appraisal of the vehicle

1. After carefully reviewing raiser, settlement will be based on the appraised value rather than the book value.

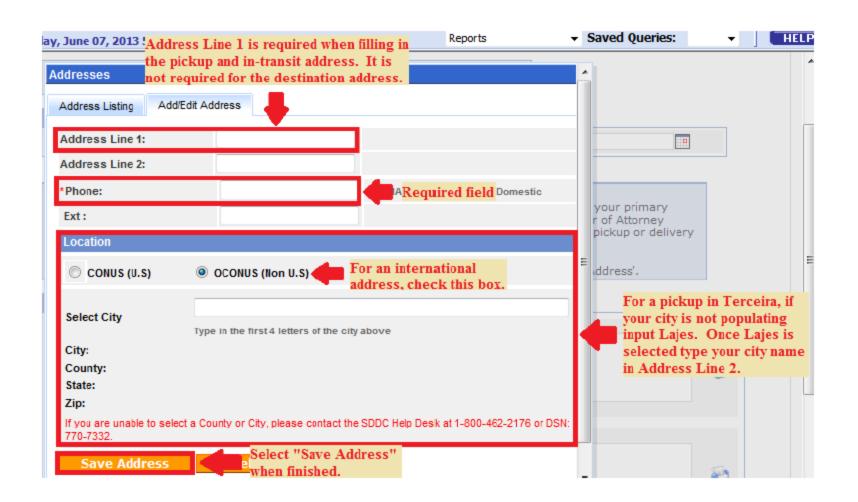
this page, check this box. watercraft, ultra light aircraft, pianos, organs, firearms, objects of art, all-terrain vehicles, and snowmobiles, the

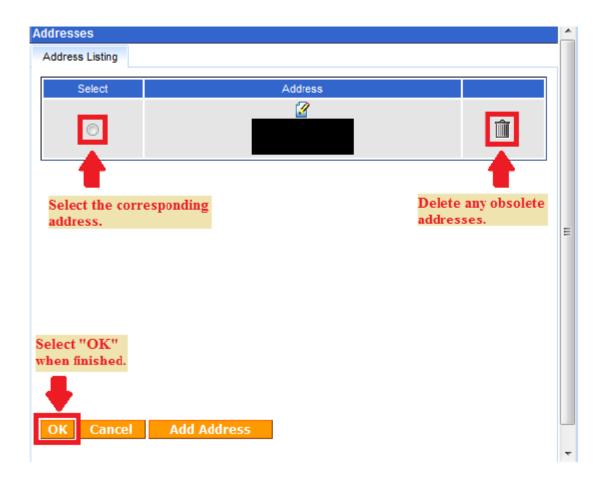
may replace the item with a comparable used item or pay the un-depreciated replacement cost, because these are large, ensive items that are not part of the typical shipment and have an active, widespread secondary market.

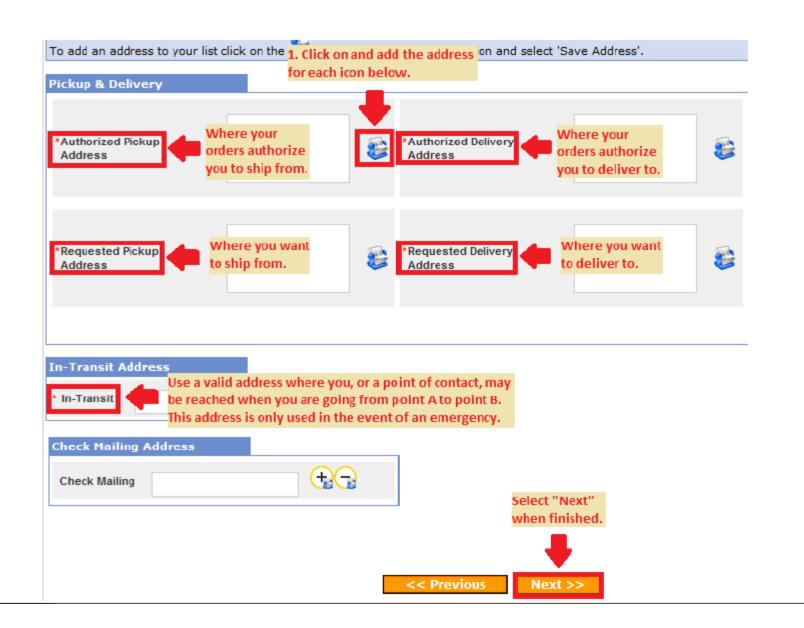


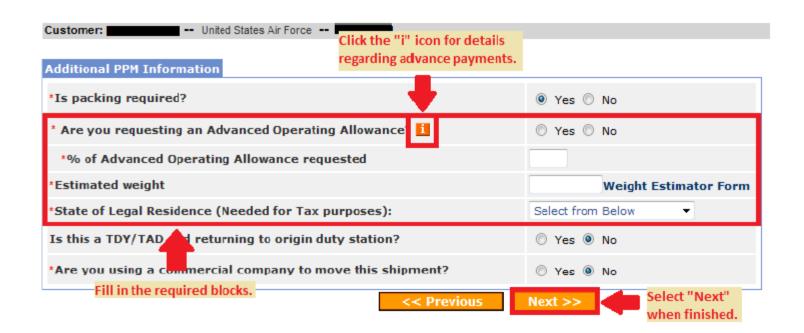


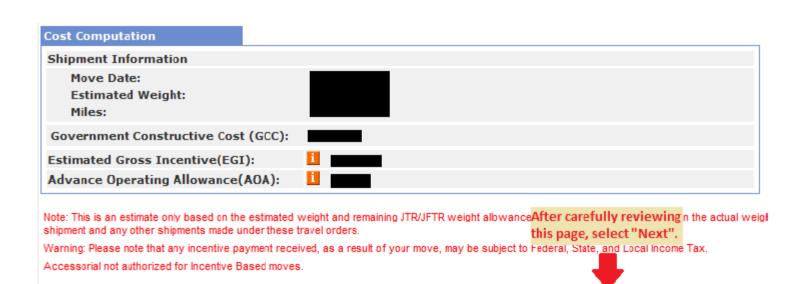












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Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

USAF personnel send paperwork for non-local PPM to:

FOR PERSONNEL ON ACTIVE DUTY:

Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.

FOR PERSONNEL Retiring, Separating or performing Local Moves:

Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

USN personnel send paperwork for non-local PPM to:

Business Support Department FISCN HHG Audit Team Division - Code 302 1968 Gilbert St Norfolk, VA 23511-3392

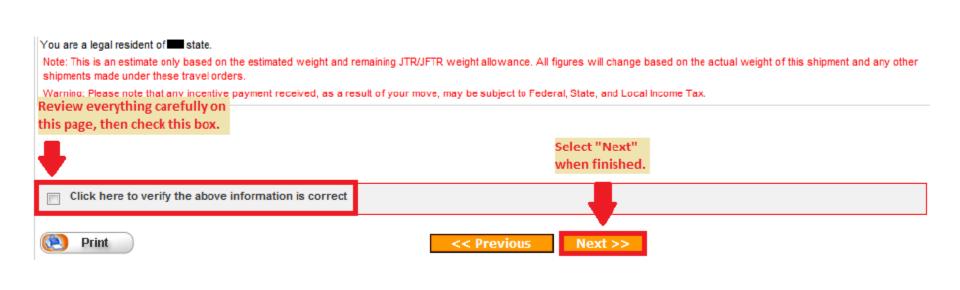
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Note: DoD Customers should make copies of all documentation for their own recomprior to submitting them for processing.



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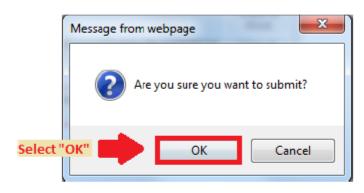


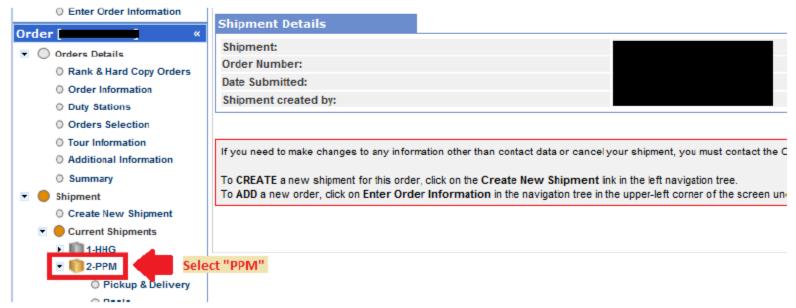
Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transportation counselor will review your information to ensure that it is complete and accurate. Note: Your move cannot be scheduled until you have provided orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents must be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (requesting pickup within 5 business days), please provide supporting documentation as soon as possible. You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions please contact the transportation office listed below.

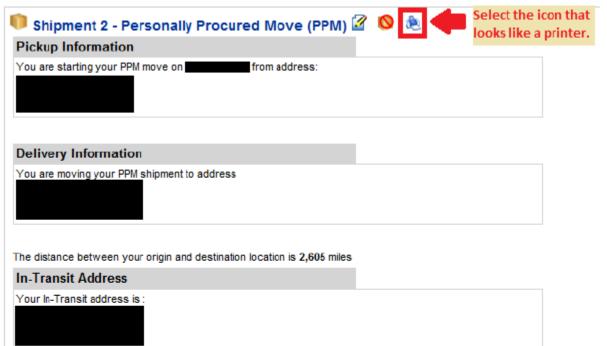
Click here to acknowledge that you	have read the above disclaimer					
Pickur Allation GBLOC			Delivery Installation GBLOC:			
WARNING: This is an important disclaimer.			Installation Name:			
Read it completely before checking t Selecting Counseling Office Inform						
REQUESTED PERSONAL PROPERTY OF						
You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment						
*Counseling Office:	Select from below		•			
Selected Counseling Office Informa	Select from below Shaw AFB SC Seymour Johnson AFB NC					
Installation Name:	US Coast Guard Air Station Cap USCG Base Boston	pe Cod				
Street:	Wright Patterson AFB OH					
City:	Fort Eustis USCG Training Center					
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Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that DD Form 2278 - Application for Do it Yourself Move and Counseling Checklist and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.



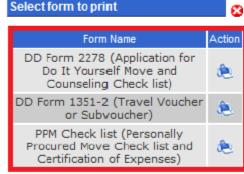






Print 2 copes of the DD Form 2278
Print 1 copy of the DD Form 1351-2 and PPM Check list

Bring 2 copies of the DD Form 2278 to TMO before beginning your PPM.



Cancel

You will need Acrobat Reader version 8 or earlier to view or print these forms in Portable Document Format (PDF).

