**Personally Procured Move Small Package Shipments**

**Joint Travel Regulations, 1 July 2022 Edition, paragraph 051502-C4:**

**Small Package Shipments**. If small package service arrangements are used for shipping household goods, then a monetary allowance is not authorized. However, the shipment costs on the small package service receipts may be reimbursed, limited to the Government’s constructed cost for the weight of items shipped, not to exceed the maximum authorized weight allowance for all shipments under the current orders.

**Question**:

What does this mean to me? All I want to do is ship/mail a few items that I want to ensure will arrive at my destination to someone I trust until I can arrive and take possession of them. It does not mean that I am shipping a lot of my personal property via small package service (U.S. Postal Service or commercial small package services such as UPS, FedEx, others). So, how can I take advantage of this entitlement?

**Answer**:

Small package shipments should be used when sending a portion of articles authorized as unaccompanied baggage or household goods through the U.S. Postal Service or commercial small package service such as UPS, FedEx, etc.  The intent of this entitlement is to use small package shipments for those items the Marine wants to ship separately from unaccompanied baggage and/or household goods shipments.  This method of shipment is not to be used to ship entire unaccompanied baggage or household goods shipments.

Requirements for reimbursement of allowable costs associated with small package shipments include preparation of a Personally Procured Move (PPM) application, DD 2278, DD 1351-2, PPM Checklist, complete set of orders, an inventory of the items shipped in each shipment to ensure only those items that qualify as household goods or unaccompanied baggage (per the definition at the bottom of this document) are shipped and all receipts that provide the cost per shipment, weight per shipment and the date shipped.

**A monetary allowance is not authorized in conjunction with this entitlement.**  However, the cost of small package shipments may be reimbursed, limited to the Government’s Constructed Cost, for the weight of the items shipped from authorized origin to authorized destination **not to exceed the maximum authorized weight allowance for all shipments performed under the current orders.**  The weight of all small package shipments should be totaled to ensure the overall weight is provided in a single PPM Claim package.  Otherwise, there may be a requirement to complete another set of documents to qualify for reimbursement.

**Question:**

So, what do I need to do to submit a request for a Small Package PPM?

**CONUS Answer:** In CONUS, submit a PPM request in DPS or visit the local Personal Property Office to have them set up a DPS request for a small package PPM. Ensure you keep a copy of all documents submitted with your request so when you file for reimbursement, you have all the documents including your receipts!!

**OCONUS Answer:** In OCONUS, you must request the Personal Property Office Counselor submit the Small Package PPM request for you. Ensure you keep a copy of all documents submitted with your request so when you file for reimbursement, you have all the documents except the receipts!!

File Small Package PPM Claims directly with the Transportation Voucher Certification Branch, LOGCOM, using the PPM capability in Marine OnLine (MOL). If you cannot submit the PPM Claim via MOL, you can email the package to the following email address in emails no larger than 5 MBs and numbered in sequence until completed. Include your full name and rank in the subject of the email as follows: Sgt John S. Smith, Email 1 of 3, to:

[logcom.g8tvcbclaims@usmc.mil](mailto:logcom.g8tvcbclaims@usmc.mil)

Any questions can be addressed to your local Personal Property Office or call the Transportation Voucher Certification Branch at 229-639-6575 or 229-639-7526. You may also visit their website at

<https://www.logcom.marines.mil/Marines/Personally-Procured-Move/>

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These are THE USMC SOURCES for all things related to Passenger Travel and Personal Property PCS Moves!!!!!

<https://www.iandl.marines.mil/Divisions/Logistics-Division-LP/Logistics-Distribution-Policy-Branch-LPD/PCS-Move-Resources/>

<https://www.militaryonesource.mil/moving-housing/moving/moving-and-deployment/marine-corps-pcs-moving-assistance/>

This is THE SOURCE for all thing Personal Property PCS Moves for other DoD customers!!!

<https://www.militaryonesource.mil/personalproperty>

Other Links:

[www.facebook.com/usmchouseholdgoods](http://www.facebook.com/usmchouseholdgoods)

[www.facebook.com/usmcpassengertravel](http://www.facebook.com/usmcpassengertravel)

Navy/Marine Corps HHG Help Line:

**Hours:** Monday – Friday, 8 a.m. to 7 p.m. Eastern Time  
**Phone:** 855-HHG-MOVE or 855-444-6683  
**Email:** [usmcpersonalproperty@usmc.mil](mailto:usmcpersonalproperty@usmc.mil)  
**Website:** <https://www.navsup.navy.mil/household>

BEGIN-----DEFINITIONS from the 1 July 2022 Edition of the Joint Travel Regulations, Appendix A-----------------

**HOUSEHOLD GOODS (HHG)** are items associated with the home and personal effects belonging to a Service member or civilian employee and dependents on the effective date of the order or transfer. A Service member's or civilian employee’s HHG may only include items that are legally accepted and transported by an authorized commercial HHG transporter.

A. HHG include but are not limited to vehicle spare parts, including a car engine or transmission, a pickup tailgate, seats, tops, winch, spare tires, portable auxiliary fuel cans, electronics, and miscellaneous associated hardware; consumable goods when assigned to locations listed on the DTMO website; a vehicle other than a POV, including a motorcycle, moped, hang glider, golf cart, snowmobile, and trailer; boat or personal watercraft, including jet ski, canoe, skiff, dinghy, scull, kayak, rowboat, sailboat, outboard or inboard motorboat, and trailer; ultralight vehicles as defined in 14 CFR § 103.1; or a utility trailer, defined as a trailer with a single axle, no more than 12 feet long or 8 feet wide, with side rails or body less than 28 inches high and ramp or gate less than 4 feet high unless detachable. For civilian employees, vehicles other than a POV must be of reasonable size and fit into a moving van. See DTR 4500.9-R, Part IV.

B. HHG also includes professional books, papers, and equipment (PBP&E) and gun safes.

1. For Service members, necessary PBP&E are not calculated in the weight allowance, and must be weighed separately and identified on the origin inventory as PBP&E.

2. For Service members, the total weight of all empty gun safes are added to the weight allowance, up to 500 pounds, and must be weighed separately and identified on the origin inventory as gun safes.

3. For civilian employees, necessary PBP&E that cause the HHG total weight to exceed 18,000 lbs. may be shipped administratively and must be weighed separately and identified on the origin inventory as PBP&E. See FTR §302-7.5.

C. HHG do not include accompanied personal baggage when carried free on commercial transportation; automobiles, trucks, vans and similar motor vehicles; aircraft; mobile homes; recreational vehicles including a camper, camping trailer, fifth wheel camper or self-propelled recreational vehicle; low speed vehicles as defined in 49 CFR §571.500; boats not listed above; farming vehicles and horse or livestock trailers; live animals including birds, fish and reptiles; plants, unless transportation is less than 150 miles or delivery requires less than 24 hours, no storage is required and no watering or other tasks are required during transport; cordwood and building materials; perishable items that require refrigeration or freezing; items susceptible to breakage or leakage, including home canned items or liquid articles; HHG for resale, disposal or commercial use; live ammunition; items that cannot be taken from a residence without damage, including built-in bookcases; items prohibited by law or carrier regulations; hazardous articles including explosives, flammable and corrosive materials, poisons; propane gas tanks. See DTR 4500.9-R, Part IV, for more examples of hazardous materials.

D. HHG items acquired after a Service member’s PCS order effective date are not authorized, except in three circumstances.

1. Replacements for items that have become inadequate, worn out, broken, or unserviceable on or after the PCS order effective date, but before the date the bulk of the HHG are released to the transportation officer or transportation carrier, may be shipped. Service members must have Secretarial Process authorization or approval to purchase replacements for shipment to a PDS OCONUS. Replacements must be purchased in the U.S.

2. Replacements for items that are destroyed or lost through no fault of the Service member during transportation to a TDY station or PDS, may be shipped.

3. HHG items acquired after the Service member’s order effective date, but before entering an in-place consecutive overseas tour, may be shipped.

**UNACCOMPANIED BAGGAGE** is a Service member or civilian employee’s necessary items shipped by an expedited mode to a TDY or PCS location. The component’s transportation office determines the method of transportation and payment. Unaccompanied baggage may be transported separately from the majority of household goods.

A. For PCS travel, temporary change of station travel, renewal agreement travel, and consecutive overseas tour travel, unaccompanied baggage includes personal clothing and effects, equipment directly related to the assignment, essential cooking items, light housekeeping items, cribs, playpens, and baby carriages that are required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture are not unaccompanied baggage.

B. For long-term TDY travel, unaccompanied baggage includes necessary personal clothing and effects, and equipment directly related to the TDY. For a civilian employee on long-term TDY, unaccompanied baggage is not considered household goods but is considered a necessary item that exceeds the accompanied baggage allowance.

END--------------DEFINITIONS from the Joint Travel Regulations, Appendix A--------------------------