



PPM Planning

Estimated Weight	
Distance	
Estimated Incentive Pay	

**Estimated Incentive Pay can be receive either by contacting your local transportation office or by setting up your move in DPS*

Pack Days: _____

Drop Off/Load: _____

Delivery: _____

PPM Planning Information

- In doing a PPM, you may elect any method to use - container company, full-service company, rent a truck, or any combination of those or in your own vehicles.
- You do need to set up your move on DPS.
- Authorized operating expenses to count towards lowering the taxable amount of your incentive pay must be dated on or after the date of your orders. Anything dated prior to the orders date will not be included.
- The incentive pay is taxed at 22%
- The estimate is just the estimate.
- You are not reimbursed \$ per \$. You are paid based on the weight and distance that you move up to your weight allotment. It is calculated at 100% of the governments constructive cost of what they would pay a moving company to move the same weight and distance. There may be additional fees you could receive such as fuel surcharges, bulky items, or multiple pickups if approved.
- There are no weight deductions in a PPM. All pro-gear and packing material count towards your weight.
- You do need empty and full weight tickets for each mode of transportation utilized (POVs, rental truck, container, etc.)
- You may request up to 60% of your incentive pay up front.



PCS Like A Pro
From Duty Station to Duty Station

Estimate 1

Company: _____

Phone: _____

Cost Estimate: _____

Notes (Storage, Dates, Weight Ticket Costs, etc):

Estimate 2

Company: _____

Phone: _____

Cost Estimate: _____

Notes (Storage, Dates, Weight Ticket Costs, etc):



Estimate 3

Company: _____

Phone: _____

Cost Estimate: _____

Notes (Storage, Dates, Weight Ticket Costs, etc):

Operating Expenses	
Authorized Expenses	Unauthorized Expenses
Rental Truck/Trailor	Safe Move Insurance
Hand Truck/Dollies-Rental	Purchase of Auto Transporter/Dollies
Furniture Pads	Extra Drivers
Boxes/Tape/Totes	Tire Chains
Oil/Fuel	Oil Change/Lube
Tolls	Meals/Lodging
Hired Labor	Sales Tax
Rope/Tarps/Tie-Downs/Tie Straps	Hitch Fees/Tow Bars
Packing Material	Routine Maintenance
Weight Ticket Fees	Storage*
PODS	Locks
Environmental Fees	

*Storage is not counted as an operating expense because you can be reimbursed for the cost of up to 90 days. You cannot double dip on the expense.



PCS Like A Pro
From Duty Station to Duty Station

EXPENSES	
Contracted Mode/Company	
Boxes	
Paper	
Bubble Wrap	
TOTAL	

Incentive Amount: _____ - Authorized Operating Expenses: _____ = Amount Subjected to Tax: _____

Total Amount Taxed: _____ X .22 (tax %) = Amount of Tax: _____

Incentive Amount: _____ - Amount of Tax: _____ = Total Paid to You: _____

*Incentive Amount is either your estimate, or the true amount based on your weight tickets and distance.
 *Total Paid to You is the amount you should see paid to you through DFAS
 *Keep in mind if you utilized the GTC and have split disbursement then the GTC will be paid first and remaining paid to you.