



## DITY/PPM Checklist

If you are embarking on a DITY (Do-It-Yourself) or PPM (Personally Procured Move), here is a comprehensive checklist on how to plan and pack for an organized and safe move.

- Take an inventory of the items you plan to move yourself. Estimate the space needed to transport these items and decide on the best method of transportation.
- Research your options: “You Load, They Drive”, Rental Truck/Trailer, POV, Portable Storage Boxes
- Visit the Transportation Office at your current installation for information and forms for performing a DITY/PPM move.
- Organize and keep all documents ([DD Form 2278](#), [DD Form 1351-2](#), certified weight tickets (empty and full), PCS orders, receipts for rental equipment, fuel, tolls and fees for weight tickets) in a safe and easy to find location. Retain personal travel receipts (food and lodging) for reimbursement under a separate claim)
- Ask for military discounts when renting equipment to help ease cost and increase profit.
- Purchase or swap packing boxes. (Look online for places like [U-Haul Customer Connect](#) where you can exchange boxes with other movers in your area. Great way to pick up free boxes and to recycle!

- Set aside important documents or items you do not want to pack and put them in a separate area.
- Organize items to be packed by room or by what room they will go into at your new home.
- Offer cleaning supplies to friends and neighbors. If you have to transport flammable liquids, do so with care. Flammable liquids are NOT permitted in long term storage units.
- Offer food items to friends and neighbors. If you are making a direct trip, consider transporting items that are securely sealed in plastic containers. Do NOT leave food items in long term storage units.
- Take care when packing your boxes and wrap items in paper or bubble wrap to avoid breakage. Avoid leaving empty space in boxes that will result in shifting.
- Clearly label your boxes with information on room location and inventory. If you have items that you will not be utilizing at your next home, pack and mark boxes with those items that can go directly into storage.
- Leave clothes in dresser drawers for easy packing and unpacking.
- Leave clothes on hangers and utilize wardrobe boxes. Consider covering clothes with plastic bags to alleviate dust/damage.
- Utilize Space Bags to store bulky items like coats and bedding to minimize the use of space and to protect them from dirt and dust.
- Take pictures of your furniture and any valuable items for reference if there is damage.
- Remove legs from tables/dressers that may break during transportation.

- If you disassemble furniture, keep all screws, nuts and bolts in a clearly labeled plastic bag and transport separately or tape securely to item.
- Set aside the items you will want to access first and make sure they are the last things packed.
- Cover furniture and upholstered items with moving pads and blankets to avoid damage.
- Sandwich glass table tops and mirrors in between mattresses for extra padding.
- Place heavier items on the floor and work up to lighter boxes.
- Use ropes or bungee cords to tie down items to keep from shifting during transportation.
- Roll up doors on trucks, trailers and portable storage boxes can jam by shifting during moves, be SURE to tie items securely at the door to allow easy access.
- If using multiple transportation vehicles or storage boxes, keep an inventory of what is stored in each unit.
- Distribute the weight equally, particularly in cars, trucks and trailers to make for easier driving conditions.
- Pack trucks, trailers, and portable units to the top, you are paying for this space so be sure to use it. A tightly packed unit will also minimize shifting during transport.

# Moving Yourself?

*Plan your Personally Procured Move*



## PPM TIPS



### MEET

Meet with transportation office to go over rules and entitlements.



### PACK

Use quality materials and a reliable moving vehicle.



### UPDATE

Ensure all insurance policies are current.



### MONITOR

Monitor bank and credit card statements throughout your trip.



### WEIGH

Having accurate vehicle weights before and after move is critical to reimbursement.



### ASSEMBLE

Create a folder to hold receipts for all moving expenses