



PPMS Military User ID Request Form

Name: _____ Email: _____

State: _____ Zip Code: _____ Phone Number: _____ Ext: _____

DOD Activity Address Code (DoDAAC): _____

What do you need to do in the system? (Select all that apply)

- Report property for Exchange/Sale (RP)
- Search currently screening property (FF)
- Select (request) property for my agency's use (SP)
- Review auction listings for property that I'm a custodian for (PC)
- Approve other users' property requests (AO)

Who will approve your property requests / actions?

Approving Supervisor/Supply Officer Name: _____

Phone Number: _____ Title: _____

Email: _____

Approving Supervisor/Supply Officer Signature: _____

DoD Disposal Guidance:

- PPMS should generally be used for the reporting of **exchange/sale property only**.
- For all other disposal actions, please contact [DLA Disposition Services](#). DLA provides Military Departments and Defense Agencies with disposition solutions and best value support for the efficient and timely RTDS or disposal of excess, surplus, and FEP property.

Access Guidance:

- Your Activity Address Code (DODAAC) is **required** for all levels of access (including search only). If you do not know your DODAAC, please visit <https://www.dla.mil/Defense-Data-Standards/Committees/DODAAD/>.
- If you only want to search and have a .gov/.mil email address, you can self-register on PPMS.
- Your DoD supply officer or property officer should submit this completed form to the local GSA [Area Property Officer](#) on your behalf along with a letter or email stating that the author is the accountable property officer or supply officer requesting access of (listed) individuals within their organization.
 - If you want to be your own approving official, your DoD supply officer or property officer **must** provide an official signed letter on letterhead explicitly stating that they grant you the ability to request and approve your own requests.
 - If you are a DoD civilian who is submitting this form, you **must** include a letter of appointment showing you are authorized to request access to PPMS for people in your organization.
 - If you are a DoD contractor, then the DoD contracting officer **must** submit the request and associated documentation.
- A National Guard user can gain access at the Federal or State (SASP) level.
 - For access at the federal level, the U.S. Property and Fiscal Officer, or another authorized USPFO designated representative, **must** request access through your GSA [Area Property Officer](#).
 - For access at the state level, the U.S. Property and Fiscal Officer, or another authorized USPFO designated representative, **must** request access through your [State Agency for Surplus Property \(SASP\)](#). The requester state **must** align with the state where the national guard unit is located.