

TMO RESPONSIBILITIES

1. Advise all members of the DITY option. Counsel and approve application for DITY for eligible members. Prepare the necessary paperwork and provide counseling to members who visit the PPO to request a DITY move regardless of the area of responsibility of the pick up point.
2. Authorize and compute an advance operating allowance to eligible individuals, when applicable. Forward copy containing disbursing voucher number and amount paid to (for other than local moves).
3. Authorize the type vehicle to be used for the DITY move. Inform the Marine of the types of vehicles authorized in performing a DITY move and identify the type of vehicle to be used in block (g) of DD Form 2278.
4. Prepare a DD Form 2278, Application for Do-It-Yourself Move and Counseling Checklist and counsel Marines using the DITY move counseling guide (figure 5-2) in MCO 4600.39 Marine Corps Personal Property Transportation Manual.
5. Compute and estimate constructive Government cost based on the Marine's estimated weight. Advise the Marine that this estimate is based on the estimated weight and is only an estimate. **Final settlement will be based on actual weight or maximum authorized weight allowance, whichever is less.**
6. Advise the Marine of the requirement to submit a legible certified weight ticket showing tare and gross weight, DD Form 2278, orders, and a DITY Move Certificate. The documents and claim for incentive payment must be mailed within 45 days after completion of the move to preclude issuance of a DD Form 139, Pay Adjustment Authorization, for recovery of advanced operating allowances received.
7. Advise the Marine to keep copies of all rental contracts, invoices, and receipts (gas, oil, tolls, weight tickets, etc.) directly relating to the DITY move. The Marine should total the authorized moving expenses and list them on the DITY Move Certificate.
8. Inspect a certain amount of DITY moves within established inspection guidelines. Any evidence of improper actions should be corrected and immediately reported to the NIS.

DD FORM 2278 PREPARATION AND DISTRIBUTION- The DD Form 2278, with appropriate copies of orders, is the primary source document for the counseling and authorization of a DITY move.

1. Preparation. The TMO will complete all blocks with special attention to the following blocks:

a. Block 4 H. Indicate paying office as follows:

(1) One-Way Moves. Enter Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318, for

incentive payment.

(2) Local Moves. Enter the local disbursing office serving the activity, for incentive payment.

b. Block 5. Enter the permanent mailing address where mail will be expeditiously forwarded to the Marine.

c. Block 6. Enter the Marine's State of legal residence for State income tax purposes. If the Marine claims a nontaxable status as a legal resident of the State designated, the phrase Non-Tax Status will be entered.

d. Block 7 and 8. Advise Marines of their entitlement and responsibilities, and insert applicable entries as required.

e. Block 9

(1) Enter estimated constructive Government costs, estimated incentive payment and advanced operating allowance authorized in Blocks 9A 1 through 4 and complete Block 9E.

(2) The disbursing office paying the advanced operating allowance will complete Blocks 9b, c, and d.

f. Block 10. The Marine and the counselor will both sign DD Form 2278 before the DITY move is performed.

g. Blocks 11 and 12. Certify as follows:

(1) One Way Move. Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318, will accomplish the TMO certification upon receipt of claim for incentive payment from the Marine.

(2) Local Move. The local TMO will provide certification after completion of the local move and return of weight tickets. In addition, the TMO will extract the appropriation data from the orders funding the move and enter the data in Block 11a. The Marine will then be directed to the local disbursing office for final incentive settlement.

2. Distribution. Distribution instructions for DD Form 2278 are as follows:

a. Local Moves

(1) The TMO will retain one copy for origin files.

(2) Marines retain remaining copies (original and four copies) for distribution as follows:

(a) Two copies are submitted to the local disbursing office, when

requesting an advanced operating allowance.

(b) Marines retain remaining copies for personal files.

b. One-Way DITY Moves

(1) TMO will retain one copy for origin files.

(2) Marine retains remaining copies (original and three) for distribution as outlined in paragraph 5203 in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

(3) One copy of complete orders, one copy of DD 2278 containing the disbursing voucher number and amount paid (if an advanced operating allowance was received) will be forwarded to the Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318.

CALCULATING ESTIMATED INCENTIVE

1. The origin TMO makes the initial cost comparison on DD Form 2278 when counseling the Marine to determine the estimated constructive cost, and to provide the Marine with an estimated advanced operating allowance and incentive payment.

2. On one-way moves within CONUS, points in Alaska and points in Canada. The TMO computes the mileage between the authorized points based on the point-to-point mileage in the Household Goods Carriers Bureau Mileage Guide. Alaska is not considered OCONUS for performing a DITY move.

3. The TMO will use code 1 line haul rates in sections 3, 4, 5, or 6 of the Surface Deployment and Distribution Command (SDDC) Domestic Rate Solicitation Guide, to establish the appropriate rate for all shipments (except local moves), with a \$10 MAXPAK rate added (see figure 5-5) in MCO 4600.39 Marine Corps Personal Property Transportation Manual. Apply rates when the break point applies.

4. On local moves, the rate specified in the local drayage contract will be used, times the authorized weight. Ensure the local move rate is annotated in Block 9 or (2). Exceptions are shipments under U5355C, U5355D.2, U5380G.2b, U5355D.1, and U5380G.2a for which there are no weight limits.

5. When boats are shipped separately using the DITY program, the \$10 packing charge will not be used in computing constructive costs.

CLAIMS PACKAGE TO DETERMINE FINAL COSTS

1. Final cost will be computed using figure 5-1 in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

2. Figure 5-1 provides instructions for submitting claims for final settlement in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

3. The following documents must be submitted with the claim package:

- DD Form 2278 (signed and dated)
- One copy of the Marine's orders to include all modifications and endorsements
- Certified weight tickets
- Completed DITY Move Certificate
- DD Form 1701 with TMO certification (when constructive weights are authorized)
- Copy of housing assignment or termination letter (lcl move)
- Contract with the rental company for moving vehicle rental, (if applicable)
- DD Form 1351-2 (Travel Voucher)

The following is not required to be forwarded with the completed claims package but must be retained by the member along with the completed package for 7 years.

- Invoices and receipts for expenditures directly related to the DITY move.
- Leave and Earning Statement (LES)
- Claims for dependent travel (DD Form 1351-4)
- Original orders
- DD 1701 (Household Goods Descriptive Inventory)
- NAVCOMPT Form 2277 (Voucher for Disbursement or Collection)

LOCAL MOVE FINAL COSTS- When local funds are used, the TMO will use figure 5-1 to compute final costs. The applicable State tax rate will be used.

EXCESS COSTS

1. Involving Shipments

a. Marines Remaining in a Pay Status

(1) If the DITY move is the last shipment made, PPGBL constructive cost and incentive will be based on the Marine's remaining weight allowance or the actual weight shipped whichever is less. If the PPGBL shipment is last, annotate the DD Form 1299 with the DITY information and annotate Block 34 of the PPGBL (paying officer review), check (other) block on the PPGBL and enter in Block 25 (Remarks), "DITY MOVE."

(2) The Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318, is responsible for determining the final excess cost when there is more than one shipment on the same set of orders when the Marine remains in a pay status.

b. Marines Moving Incident to Separation or Release from Active Duty Orders. When DD Form 2278, block 2, indicates that other shipments have been made on the same orders, the TMO preparing the DD Form 2278 will

review the documentation of all previous shipments and determine if the Marine will incur any excess cost; if there is excess cost, collect such cost before authorizing the move.

2. DITY Move Only

a. Distance. Excess costs incurred in shipments made for distances in excess of those authorized by orders are collected from the member.

b. Miles and/or days. Members who exceed the allowed number of miles and/or days as stipulated on the rental contract agreement are required to pay the extra cost directly to the contractor.

c. One hundred percent of the PPGBL constructive cost. DITY move costs which exceed 100 percent of the PPGBL constructive cost will be collected from the Marine.

MARINES COUNSELED AT OVERSEAS COMMANDS

1. Overseas TMO's are authorized to perform DITY move counseling, prepare the DD Form 2278, and authorize advance operating allowances when a member requests to perform a DITY move.

a. When a member stationed overseas is unsure of executing the DITY move option, the TMO shall advise the member to report to the nearest PPO in CONUS prior to effecting a DITY move. The overseas origin TMO will ensure that a statement indicating that the Marine was counseled concerning DITY moves is entered, and initialed by the Marine, in the remarks block (Block 13) of the DD Form 1299 if a shipment is made from overseas. For example, "MBR advised to report to the nearest PPO before effecting a DITY move within CONUS."

b. When an advance operating allowance is authorized by the TMO, the allowance will not be provided to the member until 10 days prior to the date of the port call.

2. Overseas commands unable to prepare DD Form 2278's due to non-availability of applicable rates will advise Marines desiring to perform a DITY move in CONUS to report to the nearest CONUS PPO prior to performing the DITY move. The overseas origin TMO will ensure that a statement indicating that the Marine was counseled concerning DITY moves is entered, and initialed by the Marine, in the remarks block (Block 13) of the DD Form 1299 if a shipment is made from overseas. For example, "MBR advised to report to the nearest PPO before effecting a DITY move within CONUS."

3. DITY MOVES ARE NOT AUTHORIZED FROM OCONUS TO CONUS OR VICE VERSA.