



DD FORM 2278

Obtained via www.move.mil Official DPS Portal

DD Form 2278

- Be sure highlighted fields are completed
- Block 5 – needs to be your current mailing address incase we need to contact you; your payment will be direct deposit, no checks are issued
- Block 9 – these cost computations are ESTIMATES ONLY based on the ESTIMATED WEIGHT and the origin & destination listed in Block 7.a.
- Block 10 – MUST have your signature and the signature of the DMO Counselor – ONLY EXCEPTION-DMO is other than USMC and utilize electronic signatures
- DO NOT PEN CHANGE THIS FORM

APPLICATION FOR DO IT YOURSELF MOVE AND COUNSELING CHECKLIST <small>(Read Privacy Act Statement on back before completing form.)</small>				1. DATE PREPARED <small>(YYYYMMDD)</small>	2. SHIPMENT NUMBER
3. MEMBER OR EMPLOYEE INFORMATION					
a. NAME <small>(Last, First, Middle Initial)</small>		b. RANK/GRADE	c. SSN	d. AGENCY	
4. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING ORDERS:					
a. TYPE ORDERS <small>(X one)</small>		b. DATE OF ORDERS <small>(YYYYMMDD)</small>		c. ISSUED BY	
LOCAL		d. NEW DUTY ASSIGNMENT		e. ORDERS NO.	
PERMANENT					
TEMPORARY		f. NUMBER OF MILES			
g. NAME OF PREPARING OFFICE			h. PAYING (AFO/F&AO) NAVY AND MARINE CORPS		
5. SEND CHECK TO: <small>(Complete address)</small>				6. STATE OF LEGAL RESIDENCE	
7. ENTITLEMENTS <small>(X and complete as applicable)</small>			8. MEMBER RESPONSIBILITY <small>(X and complete as applicable)</small>		
a. Option of GBL (Van) and/or DITY move (nontemporary storage).			a. Operating allowance (amount):		
b. DITY move authorized from to			b. Pick up rental vehicle and ensure safe operation. Pick up date <small>(YYYYMMDD)</small> :		
c. ITO/TMO provided with accurate estimate weight of HHGs.			c. Empty/loaded weight tickets required for each trip made. Use government, public, commercial scales.		
d. Maximum authorized weight.			d. Name, rank, Social Security Number, Weighmaster's signature required on each weight ticket.		
e. Unauthorized items (POV's, flammables, etc.).			e. Trailers weighed attached to prime mover (no passengers aboard - weigh entire unit at same time).		
f. Power of Attorney, if required.			f. DITY moves require DD Form 1351-2.		
g. Type of vehicle authorized (POV).			g. DD Form 2278 and weight tickets must be submitted to paying office/TMO/ITO to receive incentive payment. Provide Rental Contract <small>(not required for Air Force and Army.)</small>		
h. Loss or damage - maximum government liability.					
i. Temporary storage.					
9. COST COMPUTATION					
a. ESTIMATED CONSTRUCTIVE COSTS			b. PAID BY DSSN		
(1) MTMC RATE SOLICITATIONS PLUS \$5.00 PER CWT X EST. WT. OR WT. ALLOWANCE		\$	c. VOUCHER NO.		d. DATE <small>(YYYYMMDD)</small>
(2) LOCAL RATE PER CWT X EST. WT. OR WT. ALLOW.		\$	e. I agree to furnish two weight tickets within 45 days from the start of this move. If I fail to do so, I voluntarily consent to collection of all government costs of this move from my pay. I also voluntarily consent to collection of any unearned advance operating allowance up to a maximum of \$ _____ from my pay.		
(3) ESTIMATED GROSS INCENTIVE		\$			
(4) ADVANCE OPERATING ALLOWANCE		\$			
NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS.					
10. I CERTIFY THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND CONDITIONS PRINTED ON THIS FORM.					
a. SIGNATURE OF MEMBER/AGENT		b. DATE SIGNED	c. SIGNATURE OF COUNSELOR		d. DATE SIGNED
11. CERTIFICATION OF ITO/TMO					
a. ACTUAL CONSTRUCTIVE COSTS					
(1) RATE PER CWT PLUS \$5.00 x _____ ACTUAL WT. OR WT. ALLOW.			(2) LOCAL RATE PER CWT X ACTUAL WT. OR WT. ALLOW.		
= \$ _____ 0.00			= \$ _____ 0.00		
b. CONSTRUCTIVE COST OF _____ GBL OR _____ LOCAL MOVE IS \$ _____ <small>(Attach copies of acceptable tare and gross tickets.)</small>					
12. TMO ACCT. DATA:					
a. TYPED OR PRINTED NAME		b. SIGNATURE		c. DATE SIGNED	

DD FORM 2278, SEP 1998

REPLACES AF 417, MAY 62, AND PREVIOUS EDITIONS OF DD 2278, WHICH ARE OBSOLETE.

Adobe Professional 8.0