

**THIS IS AN EXTRACT FROM CH 5 -- MCO 4600.39 PERSONAL PROPERTY TRANSPORTATION MANUAL**

**REFERENCE-** The basic entitlement for the DITY program is prescribed in Joint Federal Travel Regulation (JFTR), paragraph U5320-D.

**DESCRIPTION-** The DITY program permits Marines to use a personally procured rental truck/trailer or an authorized POV to move their HHG instead of having the Government arrange for shipment by commercial carrier. The Government will pay to the member 95 percent of the cost of what it would have cost the Government to move the property.

**VOLUNTARY PARTICIPATION-** Participation in the DITY program is a voluntary option available to Marines or the next of kin of a deceased Marine.

**APPLICABILITY (U5320-D)** - The DITY program is applicable to Marine Corps members who are eligible to move HHG at Government expense between points in the CONUS, between a point in the CONUS and Alaska via the Alaska ferry, or enroute to or from Canada via oceangoing ferry. The DITY program is also applicable to local moves at overseas commands in accordance with locally established procedures. All Marines moving between those points that are authorized shipment of HHG at Government expense are eligible to participate in the DITY program. This includes Marines in receipt of orders for PCS, TAD/TDY, separation, retirement, and local moves in and out of Government quarters, when entitled to shipment of HHG at Government expense.

**APPROVAL (JFTR U5320-D)**

1. Prior to performing a DITY move, a Marine must first obtain approval and counseling from a TMO/TO. If a Marine is unable to receive counseling, but procures certified empty and full weight tickets, he/she is authorized an incentive. These Marines must report to TMO/TO with the certified weight tickets, along with orders and all endorsements for TMO/TO to complete and sign a DD Form 2278. Marines not procuring certified weight tickets will only be reimbursed actual expenses, no incentive.

2. **Prior to authorizing a DITY move, the TMO will determine if a DITY move is cost effective** and that an actual shipment would have been made by the member if the DITY move was not performed. Shipment by DITY of those items normally considered accompanied baggage is not authorized. Consideration should be given to the size and shape of the articles to be shipped as well as the total weight to be shipped. **The TMO may deny use of the DITY option when it is not cost-effective.**

3. **Exception-** If circumstances beyond the members control prevent obtaining prior authorization for the DITY move, a request for approval of an after-the-fact incentive payment may be requested from the CMC (LPD-1). The request must be submitted with all applicable documents (orders, proof of events, etc.)

**TYPES OF DITY MOVES-** The following types of DITY moves are available to Marine members:

1. POV's/Trailer. Marines who personally own (or have written permission to use) a truck or trailer designed primarily for carrying cargo may participate in the DITY Program. The member will be required to show proof of ownership (registration) or written authority (specifying make, model, year, type of

truck or trailer, and State license information) for use of a borrowed vehicle at the time of counseling. The counselor will annotate on the DD Form 2278 approval and will note the type of vehicle being used for the DITY move.

a. POV's authorized for this program are:

- (1) Passenger POV
- (2) Pickup/cargo trucks.
- (3) Utility/cargo trailers.
- (4) Vans capable of hauling cargo as determined by the TMO and per paragraph 5104.2. in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

2. **Rental Vehicles-** Marines may choose to make DITY moves using a rental vehicle (same as types of authorized POV's), moving aids and/or packing materials. The member arranges for and procures the rental equipment and accessories using the operating allowance provided by the origin disbursing office and is responsible for all of the labor associated with driving, packing, loading, unloading, and unpacking.

3. **You Load/They Drive-** The, You Load/They Drive method of DITY move is where the member procures services from a commercial carrier to provide line haul transportation services only. The member is responsible for all packing, loading, unloading, and unpacking.

#### **DEFINITION OF TERMS**

1. Constructive Government Costs (CGC). Cost had the Government performed the move. Estimated construction costs are calculated using the estimated weight. Actual construction costs are calculated using the actual weight of the shipment.
2. Incentive Cost Ceiling. Ninety-five percent of the constructive costs.
3. Incentive (Taxable Income). Incentive minus authorized actual expenses incurred by the member to perform the move. The incentive is subject to Federal taxes.
4. Advance Operating Allowance. Fifty (50%), percent of the CGC.

#### **INCENTIVE PAYMENT**

1. If authorized in advance by a TMO to perform a DITY move, the member is entitled to an incentive payment of up to 95 percent of what it would have cost the Government to ship a like weight of HHG, not to exceed the cost of the full authorized weight allowance. Computations for the cost comparison will be done by using the constructive SDDC domestic rate solicitation or the local drayage contract plus \$10 cwt or packing, whichever is less.

2. If a Marine arranges for shipment of HHG by procuring the services directly from a carrier of choice, even if directed by a TMO, it is not considered a DITY move and no incentive payment is authorized. The Marine will be reimbursed for only actual expenses, not to exceed what it would have cost the Government to move a like weight.

3. Refer to paragraph 5203 in MCO 4600.39 Marine Corps Personal Property Transportation Manual, for procedures to estimate incentive payments.

#### **FINAL SETTLEMENT**

1. Final incentive payment computations for other than locally funded moves are paid by the Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318.

2. Final incentive payment computations for locally funded moves are calculated and paid by the local disbursing officer.

3. Refer to paragraphs 5203 and 5204 in MCO 4600.39 Marine Corps Personal Property Transportation Manual, for procedures to obtain final settlement.

**COMBINATION DITY/GOVERNMENT MOVES-** A Marine may choose to do a DITY move, a government arranged move (PPGBL, local contract, etc.), or a combination of the two, subject to entitlement limitations. Before approving combination DITY/Government moves, the TMO will do a cost comparison and advise the member of any possible excess cost involved. The DD Form 1797 will be annotated to indicate this counseling. If the Marine elects the combination, the DITY incentive will be based on the Marine's remaining weight allowance after the weight of previous Government arranged shipments have been deducted. Refer to paragraph 5205 in MCO 4600.39 Marine Corps Personal Property Transportation Manual, for excess cost calculations.

#### **ADVANCE OPERATING ALLOWANCES**

1. All Marines who are authorized to perform a DITY move with a rental truck or trailer (to include separation/release from active duty, retirement, and locally funded moves to, from, and between government quarters) may elect to receive an advance operating allowance to defray expenses for fuel, oil, tolls, weight tickets, rental vehicle, equipment, etc. The authorized advanced operating allowance is computed at 50 percent of the CGC. Refer to paragraph 5202 and figure 5-1 in MCO 4600.39 Marine Corps Personal Property Transportation Manual, for procedures to compute the advanced operating allowances.

2. To prevent unnecessary overpayment and collection actions in conjunction with a local move, the TMO may indicate an advanced operating allowance that is less than the 50 percent authorized (nearer to the estimated cost of the move).

3. The TMO will forward a copy of the paid disbursing voucher indicating the advanced operating allowances to or the local disbursing.

4. If the final claim is not received within 45 days, or the local disbursing office (as appropriate) will issue a pay checkage to recoup the advanced operating allowance.

**TRAVEL ALLOWANCE-** When moving incident to PCS orders and performing a DITY move, the member and dependents are also authorized a monetary allowance in lieu of transportation if they ride to the new destination in the rental truck or POV that is performing the DITY move. Such allowances are in addition to the allowance paid under the DITY program and are processed on a separate travel voucher.

**PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT-** Professional books, papers, and equipment will be allowed on DITY/Self Procured moves. The Marine MUST have a separate weight ticket for the pro gear and a separate weight ticket for the entire shipment. **Those Marines not having a separate weight ticket for the pro gear will not receive credit for pro gear.**

#### **COMBINED WEIGHT ALLOWANCES**

1. A husband and wife who are both Marines may ship their combined authorized weight allowances as a DITY move. Married couples must furnish one copy of each Marine's orders, one DD Form 2278 with both Marines' names and social security numbers, but only one tare and one gross weight ticket representing the combined weight.

2. TMO's are required to construct the PPGBL incentive payment cost based on the combined weight for withholding tax purposes.

**UNAUTHORIZED ITEMS-** Items not authorized for movement at Government expense are listed in the JFTR, appendix A. These items may be included in a DITY shipment after the shipment has been weighed and the net weight of the shipment has been established. Marines who do not follow the above guidelines are subject to forfeiture of their DITY entitlement.

**TEMPORARY STORAGE** (JFTR U5375) - Temporary storage is authorized for all DITY moves except local moves.

1. When a Marine personally procures storage, reimbursement, not to exceed what the cost to the Government would have been had the Government contracted for the storage, is authorized for a maximum period of 90 days. An additional 90 days of storage may be requested through the destination TMO/TO. Marines must complete a DD Form 1857, which must be signed by the destination TMO/TO for approval. Personally procured storage includes extended vehicle rental time and commercial mini-warehouse storage.

2. When a Marine coordinates temporary storage with the destination TMO, temporary storage is authorized under the provisions of U5375A and chapter 8 in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

3. Monetary incentive payments are based on costs associated with the line-haul portion of the DITY move. The line-haul portion terminates at the time of storage.

4. When temporary storage is contracted by the Government, the Marine is liable for excess costs resulting from temporary storage of a DITY which exceed the cost of storage for a like amount of HHG had the DITY method not been used.

5. The TMO will select a storage option based on a cost comparison to determine the overall cost savings to the Government:

a. Extend Vehicle Rental Time. This type of storage arrangement is normally performed at the destination point and requires the approval of the destination rental agency to extend the vehicle rental time.

(1) Upon approval of the TMO, members directly reimburse the rental agency for the number of days that exceed the time prescribed in the initial rental contract and submit a claim for reimbursement.

(2) Use of an extended vehicle rental time will not exceed the costs of storage in an approved storage in transit warehouse. Cost comparisons will include handling in, handling out, storage, and other applicable charges.

b. Commercial Warehouses. If a mini-warehouse is used as the storage point,

the member must pay the storage charges and file a claim for reimbursement per the procedures contained in chapter 11, section 5 in MCO 4600.39 Marine Corps Personal Property Transportation Manual. The member may perform the delivery out of storage; however, an incentive payment is not authorized. Reimbursement will be based on the actual expenses incurred not to exceed what it would have cost the Government to store a like shipment of personal property. If the member does not wish to perform delivery, the TMO may make arrangements with the local contractor; however, the Marine is liable for any excess costs.

c. SIT Warehouse. This method of storage normally results in additional costs to the member for inventory preparation, or visual inspection resulting in the repacking of cartons.

(1) Charges for this service are payable by the Government, but are deducted from the Marine's incentive payment because it is considered part of the line haul. This can result in a pay checkage to the Marine depending on the amount shipped and costs of the storage.

(2) This type of storage requires issuance of a DD Form 1155, and annotated "FOR STORAGE IN CONNECTION WITH A DO-IT-YOURSELF MOVE." A copy of the DD Form 1155 must be forwarded by the TMO, to the Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318.

6. When shipments are placed in SIT and line haul movement is by DITY, the following charges must be deducted from the incentive payment:

a. SIT handling in and handling out costs that exceed warehouse handling charges specified in the MTMC rate solicitation for the actual storage location.

b. SIT packing charges that exceed \$5 per hundred weight (cwt).

**DELIVERY FROM SIT IN CONNECTION WITH A PPGBL MOVE-** A DITY move will not be used in lieu of delivery out of storage to the local area when the shipment was placed into storage in connection with a PPGBL move. This includes when a separate entitlement exists upon assignment to Government quarters.

#### **PROCEDURES FOR REIMBURSEMENT OF SIT AND DELIVERY OUT**

1. Members must furnish the TMO at the storage point, appropriate copies of orders and DD Form 2278 authorizing the line haul portion of the DITY move.

2. Claims for reimbursement of storage and/or delivery out expenses will be documented as follows:

a. Original DD Form 1351-2 requesting reimbursement.

b. Copy of DD Form 2278 authorizing a one-way DITY move.

c. One copy of all orders and endorsements thereto.

d. Original paid storage receipts if reimbursement is for storage in a commercial mini-warehouse.

e. Copy of paid rental vehicle agreement showing extended vehicle usage if

reimbursement is for storage as a result of extended vehicle rental time.

f. Copy of paid vehicle rental agreement if reimbursement is for delivery out of storage expenses.

3. The TMO that arranged storage and delivery out will submit claims for reimbursement of expenses to the COMPT TRAN VOUCH CERT DIVISION (TVCD), 814 RADFORD BLVD SUITE 20318, ALBANY GA 31704-0318, for payment. The DITY claim and the storage/delivery claim may be submitted separately.

#### **CERTIFIED WEIGHT TICKETS**

**1. Certified weight tickets are required on all DITY moves regardless of weight allowance or type of DITY move.**

2. If the Marine is making more than one trip with the vehicle/trailer, a certified weight ticket must be obtained for each trip. When the same vehicle is used, only one tare weight is required, but separate gross weights for each trip must be included. Failure to weigh each load will result in only the weight on the certified weight ticket being used for the computation of actual weight.

3. Certified weight tickets may be obtained at either government or certified public scales. Government scales should be used, if available and located within a reasonable distance from the Marine's residence. Gross and tare weight tickets will be furnished and conform to the following:

- a. An imprint or official stamp of the activity where weight was obtained.
- b. The signature and title of official certifying the weigh.
- c. Marine's name, grade, and SSN.
- d. Legible imprint of weight recorded and the date/time the shipment was weighed.

#### **CONSTRUCTIVE WEIGHTS**

1. The use of constructive weight may only be authorized by the TMO when certified weight tickets were unable to be obtained through no fault of the Marine. Examples include, but are not limited to:

- a. Moves performed on a weekend or holiday when public or government scales are closed.
- b. The move occurred where scales were not reasonably available in the vicinity of the origin or destination of move.

2. To obtain approval of constructive weight for other than local moves, the Marine must submit to HQMC (LPD-1) a properly completed DD Form 1701 (Descriptive Inventory of Household Goods) annotated on reverse side with the reason certified weights were not obtained. If the reason is justified, the LPD-1 certifies the DD 1701 as accurate and complete. Once signed by the LPD-1, the DD Form 1701 serves as the authorization document for using constructive weights.

3. Marines who fail to obtain weight tickets are solely responsible for obtaining the authorization and certification of the DD Form 1701 for submission with their final settlement.

**INSURANCE COVERAGE-** The personal property counselor at origin will advise Marines of the Government's liability and private insurance options. Refer to figure 5-2 for counseling requirements in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

**CLAIMS FOR LOSS AND/OR DAMAGE-** Marines have a right under the Military Personnel and Civilian Employee's Claims Act (31USC, sections 3701 and 3721) to file a claim with the Government for loss and/or damage. Because DITY move participants are responsible for arranging the entire move, claims will generally not be paid except when an act transpires that is beyond the control of the Marine. Refer to chapter 11 for procedures for filing DITY move claims in MCO 4600.39 Marine Corps Personal Property Transportation Manual.

#### **TAXES**

1. All incentive payments are subject to 25 percent Federal withholding tax. Taxes are assessed on a post-move basis, (actual weight, minus actual expenses) by the Transportation Voucher Certification Division (Code 470), 814 Radford Blvd STE 20318, Albany, Georgia 31704-0318, or local disbursing office, depending on the type of move. Only that portion of the incentive payment that is considered financial profit is taxed.

2. When requesting a DITY move, Marines will be required to identify their State of legal residence for State income tax purposes in Block 6 of the DD Form 2278.

3. For Marines who claim nontaxable status as a legal resident of their State, the phrase "NON-TAX-STATUS", will be entered in block 6 of the DD Form 2278.

4. It will be the Marine's responsibility to furnish the TMO the required information. The State of legal residence can be obtained from Block 16 of MCFC Form 7220/39 (Leave and Earning Statement).

**DITY MOVE CERTIFICATE-** The DITY move certificate (figure 5-3) in MCO 4600.39 Marine Corps Personal Property Transportation Manual, will be completed by the member indicating all gas, oil, and toll expenses. Receipts for gas, oil, and tolls should be maintained with the member's records, but SHOULD NOT be submitted with the claim package. Refer to paragraph 5203 in MCO 4600.39 Marine Corps Personal Property Transportation Manual, for reimbursement procedures.

**LABOR COSTS-** The net monetary profit, if any, will be used to defray any cost incurred for the hiring of labor to assist in loading, driving, and/or unloading the vehicle.

**COSTS WHICH EXCEED THE 95 PERCENT INCENTIVE-** Marines may be authorized to receive up to 100 percent of the constructive costs when their expenses exceed the 95 percent constructive costs. Costs in excess of the 100 percent constructive costs are the responsibility of the Marine.

**THE DITY PROGRAM-** A DITY move is an offered alternate means of moving personal property. Although the method is encouraged, it is not mandatory. A payment of 95% of what it would have cost the government to move your property will be paid to you to perform a DITY move. Once your actual costs are deducted from the 95percent, the remainder is your financial

profit, less applicable Federal taxes.

**ESTIMATING WEIGHT AND EXCESS COSTS-** If your actual moving costs exceed what it would have cost the Government, the additional costs will be at your expense. The most common occurrence of excess cost is when the actual weight moved is less than the estimated weight used to compute the advance operating allowance. If you draw an advance operating allowance, which exceeds the actual constructive costs to the Government, a pay checkage will occur to re-coup the excess amount. The most important step in avoiding excess costs is accurately estimating the weight to be moved.

**INCENTIVE ESTIMATES-** Incentive payment estimates provided at the time of counseling, are estimates only! Final settlement is based on the actual weight moved, subject to 25 percent Federal withholding tax.

**WEIGHT TICKETS-** To determine the weight actually moved, you must obtain a weight ticket for the empty weight of the vehicle and then again for the vehicle after it is loaded. This can be done at origin, destination, or enroute. No passengers are to be in the vehicle when obtaining the weight tickets.

**OPERATING EXPENSES-** The costs you incur to perform the move are not taxable. Authorized expenses include payment to rental companies for rental vehicles/trailers, packing materials, moving equipment (hand trucks or appliance dollies), blanket wraps, gasoline and oil expenses, itemized expenses that may be directly related to the DITY move such as tolls, weight tickets, etc., are deducted from the incentive payment to determine the financial profit for taxable purposes. The financial profit, if any, will be used to defray any cost incurred for the hiring of labor to assist in loading, driving, and/or unloading the vehicle.

**AUTHORIZED VEHICLES-** The vehicle used to perform the DITY move must be approved by the TMO.

**STORAGE-** Temporary storage is only authorized for DITY moves only when circumstances occur that prevent delivery to a residence. When temporary storage is contracted by the Government, you are liable for excess costs resulting from temporary storage of a DITY which exceed the cost of storage for a like amount of HHG had the DITY method not been used. Reimbursement for commercial storage is based on the actual expenses incurred not to exceed what it would have cost the Government to store a like shipment of personal property. Temporary storage is not authorized in connection with a local move.