12000. General.

a. The DITY Program is the only method of transporting Department of Defense personal property at Government expense which is not managed by the Military Traffic Management Command (MTMC). The program, which is available for military members only, is managed individually by each military service for the convenience of their members.

b. When authorized in advance by the origin transportation office, the program affords members on PCS, retirement, separation, or TDY orders, the opportunity and convenience of being able to pack, load, and move their personal property according to their personal desires while qualifying for a monetary incentive. The incentive is based on 80 percent of what it would have cost the Government to move the same property, less actual expenses and applicable taxes.

12001. Authorization.

a. While the basic DITY entitlement is outlined in JFTR, paragraph U5320-E, program guidance for each Service has been incorporated into their respective personal property regulations which are to be consulted by counselors according to the Service affiliation of their customers.

   Air Force: AFR 75-25

   Army: AR 55-71, Chapter 14

   Navy: NAVSUP 490, Chapter 13

   Marine Corps: MCO P4600.7C, Chapter 2, Part I

b. The program in its present form has been in existence since 1987 (specific dates vary depending on the military service concerned) and its popularity has grown steadily since that time.

c. A DITY move counseling checklist is at Figure 12-1.
**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 37, US Code 406, Title 5 US Code 5726, and EO 9397, November 1943 (SSN).

**PRINCIPAL PURPOSE:** This DD Form is used as a checklist for shipment of personal property under the Do-it-Yourself program for military members.

**ROUTINE USES:** To ensure complete and proper consoling under the program and determining if an incentive is appropriate. This information is used by the finance offices in cases of cash cost collections. Information on this form and on the approved weight tickets is released to military finance/paying offices. The social Security Number is used to substantiate claim for incentive payment under the Do-It-Yourself program. Information may be disclosed to any federal agency responsible for making such determination or reviewing such claims. Information may also be disclosed to federal agencies in the performance of audits, in the investigation of suspected fraud, and in criminal prosecution for fraud.

**DISCLOSURE:** Voluntary; however, if information is not furnished, personal property cannot be moved under the Do-It-Yourself program.

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**MEMBER RESPONSIBILITY**

1. This shipment/storage 101 consists of my property or the property awarded to my ex-spouse incident to my divorce which was acquired by me prior to the effective date of my orders.
2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess crests occasioned by this shipment.
4. I agree to furnish weight tickets within 45 days of the start of the move to preclude issuance of DD Form 139 for collection of all charges paid by the government.
5. I understand the government will not be responsible for goods remaining in storage after the expiration of the authorized period.
6. Incentives will be paid by:
   - NAVY — Forward documents to:
     Commanding officer
     Navy Material Transportation Office
     Code 024, Bldg 2.1133-5, Naval Base Norfolk, VA 23511-6691
   - MARINE CORPS — Forward documents to:
     Commanding General
     470 MCLB
     Albany, GA 31704-5000

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**CERTIFICATION BY MEMBER**

I certify that I completed my shipment under the Do-It-Yourself program and that my shipment consisted of household goods and personal effects that were authorized to be moved at Government expense. These goods belonged to me and were used by myself (or family) before the effective date of change of station orders. I also certify that I have not received previous payments relating to this move (excluding operating or mileage monetary in lieu of transportation for dependents).

DDForm 2278, DEC 87

Date

*(figure 12-1 reverse side)*