PERSONALLY PROCURED MOVE (DITY) COUNSELING CHECKLIST

- ☐ Your weight allowance is determined by the rank you hold on the effective date of your orders. For active duty members moving between duty stations, the effective date of orders is the date the member signs in at the new duty station, minus travel time, plus one day.

- ☐ It is the member's responsibility to reimburse the Government for any excess costs occasioned by these shipments.

- ☐ By signing the DD Form 2278, I am agreeing to the terms listed in "Member Responsibilities" and "Certification by Member".

- ☐ If your spouse or a designated representative will be doing the move for you, you must provide them with a power of attorney.

- ☐ If you have unauthorized items in the shipment they must be removed them. If unauthorized items are discovered at destination, the unauthorized items will be weighed and the member will be required to reimburse the government for all shipping costs related to the unauthorized items.

- ☐ Make every attempt to provide JPPSO with an accurate estimated weight. Your incentive and advanced operating allowance are computed on these estimates. If you over estimate you could end up having to reimburse the government for the over payment. Use the provided weight estimator to establish as accurate a weight as possible.

- ☐ Empty/loaded weight tickets are required for each trip made. Use government, public or commercial scales.

- ☐ When weighing trailers attached to a prime mover, weigh the entire unit at the same time. Ensure passengers are not in the prime mover at the time the unit is weighed.

- ☐ Ensure each weight ticket contains the following information:
  1. Service members Name & Rank
  2. Weigh master's signature

  If the above information is not on each weight ticket they cannot be used as proof of weight moved.

- ☐ For your DITY Move operating allowance or incentive to be paid you must have a DD From 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER)

- ☐ Your DD Form 2278 and approved weight tickets must be submitted to the paying office (TMO/ ITO) to receive your incentive payment.

☐ I have read;

a. Members Responsibilities Reverse Side of DD 2278

b. Certification by Member Reverse Side of DD 2278

c. DITY Counseling Checklist (Ensure you have checked each item. Incomplete checklists will not be excepted)

and understand that this constitutes my entitlement briefing.

Print Name:

Date:

Signature:

Reset Form

Print Form