

**DO-IT-YOURSELF (DITY) MOVE**

THIS FORM IS SUBJECT TO THE PRIVACY ACT (NAVMC 11000)

**OUTBOUND PERSONAL PROPERTY INFORMATION SHEET**

NAME (LAST, FIRST, M.I.) RANK/BRANCH SSN

\_\_\_DITY (ONE WAY) \_\_\_LOCAL MOVE (WITHIN CRAVEN, BEAUFORT, CARTERET, PAMLICO OR HYDE COUNTIES)

Moving on or about: \_\_\_\_\_

**Do you want an advance operating allowance? YES / NO (AN ADVANCE WILL NOT BE ISSUED IF USING A POV OR PERSONAL TRAILER)**

Legal state of residence for state tax purposes: \_\_\_\_\_

If using a POV, is this a borrowed POV? YES /NO

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**CURRENT RESIDENCE (PICKUP ADDRESS)**

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STREET CITY/COUNTY STATE ZIP

HOME PHONE# \_\_\_\_\_ WORK PHONE# \_\_\_\_\_

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**DESTINATION INFORMATION (DELIVERY ADDRESS)**

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STREET CITY/COUNTY STATE ZIP

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**ADDRESS FOR INCENTIVE PAYMENT CHECK**

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STREET CITY STATE ZIP PHONE#

**THE PERSONAL PROPERTY THAT IS BEING SHIPPED AND/OR STORED BELONGS TO MY DEPENDENTS AND MYSELF AND WILL BE USED BY THE SAME.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# **PERSONAL PROPERTY WEIGHT DETERMINATION WORKSHEET**

NAME: \_\_\_\_\_ TYPE OF SHIPMENT: (VAN, NTS, DITY, LOCAL MOVE, HHG OVERSEAS, EXPRESS, BAGGAGE) PLEASE CIRCLE ONE.

## **LIVING ROOM (LR)**

COMPLETE LR (CLR) SET (TABLES, CHAIRS, LAMPS, TV, STEREO, ETC.) USE 1,000LBS

\_\_\_\_\_

PARTIAL LR SET (REDUCE WEIGHT BASED ON THE NUMBER OF ITEMS MISSING FROM CLR)

\_\_\_\_\_

## **BEDROOM (BR)**

COMPLETE BR (CBR) SET (BED, TABLES, LAMPS, CHEST, DRESSER, ETC) USE 1,000LBS TIMES THE NUMBER OF CBR IN THE RESIDENCE:

\_\_\_\_\_

PARTIAL BR (PBR) SET (REDUCE WEIGHT BASED ON THE NUMBER OF ITEMS MISSING FROM CBR) TIMES THE NUMBER OF PBRs/CBRs IN RESIDENCE:

\_\_\_\_\_

## **DINING ROOM**

COMPLETE DR (DRS) SET (TABLE CHAIRS, CHINA HUTCH, ETC) USE 800LBS

\_\_\_\_\_

PARTIAL DRS (REDUCE WEIGHT BASED ON THE NUMBER OF MISSING ITEMS FROM A COMPLETE DRS)

\_\_\_\_\_

## **KITCHEN**

USE 1000LBS (TABLES, CHAIRS, WASHER/DRYER, DEEP FREEZE, REFRIGARATOR, POTS, PANS, DISHES). NOTE: ADJUST WEIGHT FOR EACH MISSING ITEM:

\_\_\_\_\_

## **STUDY/DEN (S/D)**

COMPLETE S/D (DESK, COMPUTE W/ATTACHMENTS, PIANO/ORGAN, TABLE, CHAIR, ETC.) USE 1500LBS AND ADJUST WEIGHT FOR EACH MISSING ITEM:

\_\_\_\_\_

**GARAGE/STORAGE SHED**

**GUESS-TO-MATE BASED ON TYPE AND NUMBER OF ITEMS BEING MOVE:**

\_\_\_\_\_

**OUT DOOR FURNITURE:**

\_\_\_\_\_

**BOAT:**

\_\_\_\_\_

**ADDITIONAL WEIGHT FOR ODD ITEMS (SWING SET/TRAMP-O-LINE, ETC.)**

\_\_\_\_\_

**TOTAL ESTIMATED WEIGHT TO BE MOVED (ADD ALL COLUMNS)**

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## THE DITY PROGRAM

**DITY.** 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 95%, the remainder is your financial profit, less applicable Federal and State 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 that 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 cost 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 28% Federal withholding tax and the applicable state 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 reroute. 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 Traffic Management Officer (TMO).

### **YOUR RESPONSIBILITIES:**

- \_ Obtaining necessary equipment, materials, and vehicles to safely transport the property.
- \_ Locating weight scales

\_ Obtaining certified weight tickets(s) reflecting both a gross weight and tare weight.

**INSURANCE COVERAGE.** If using a trailer, check auto insurance policy to ensure they are properly covered in case of loss and /or damage. Although many auto insurance companies extend coverage for trailers that are towed behind a privately owned vehicle; some may not. Additional insurance, if required, must be purchased by you and is not reimbursable. If involved in an accident, it is possible that a claim may be filed against you, your insurance company, and /or the government. Liability in such cases is determined by laws of the state where the accident occurred. In the past, it has been held by many courts that Marines operating privately owned or rental vehicles on change of station moves are not acting within the scope of their employment. Therefore, you are not protected by the Federal Torts Claims Act and may be liable if you have inadequate insurance coverage to satisfy all damage and third party injury claims or lawsuits resulting from the accident. If involved in an accident while performing a DITY move, you should advise the Staff Judge Advocate at the military installation nearest the accident site.

**DITY MOVE CLAIMS.** You are responsible for preventing loss and/or damage before, during and after the move. Claims will be submitted per NAVMC 2760, It's your claim booklet. Because DITY move participants are responsible for arranging the entire move, claims for loss and/or damage will generally not be paid except in those cases where an act transpires that is beyond your control (vehicle accident, fire, or theft, etc.) and it is determined that you are free of negligence.

**FRAUDULENT SHIPMENTS.** Shipment of unauthorized items, fraudulent weight tickets, bogus expenses or to unauthorized destinations are illegal. Any evidence of improper actions will be immediately reported to the NCIS. If you make a fraudulent shipment, you are subject to forfeiture of your entitlement and all costs will be at personal expense. In addition, criminal charges may be filed.

**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.

# ONE-WAY DITY MOVE CHECKLIST

## US MARINE CORPS

COMPT TRAV VOUCH CERT BRANCH (TVCB)  
ATTN: DITY SECTION  
814 RADFORD BLVD STE 20318  
ALBANY, GA 31704-0318  
1-229-639-5678  
567-5678

## US COAST GUARD

COMMANDING OFFICER  
USCG FINANCE CTR.  
1430A KRISTINA WAY  
CHESAPEAKE, VA  
23326-0015  
1-800-564-5504

## US NAVY

COMMANDING OFFICER  
NAVAL TRANSPORTATION  
SUPPORT CTR  
NORFOLK, VA 23511  
1-888-742-4467

## US ARMY-AIRFORCE

COMMANDING OFFICER  
DEF FIN & ACCT SVC  
INDIANAPOLIS CTR.  
TRANS OPS (DFAS-I-  
THA) INDIANAPOLIS,  
IN. 46249-0611

### MAIL THE FOLLOWING PAPERWORK:

- \_\_\_\_\_ CERTIFIED EMPTY AND LOADED WEIGHT TICKETS  
(MAKE SURE YOUR NAME, RANK, SSN AND WEIGHTMASTER'S SIGNATURE ON THE WEIGHT TICKETS. ALSO, THE WEIGHT MUST BE STAMPED ON THE TICKETS, NOT HANDWRITTEN.)
- \_\_\_\_\_ ORIGINAL AND COPY OF DD 1351 (INVOICE RECD FROM DISBURSING W/ADVANCE)
- \_\_\_\_\_ ORIGINAL OR COPY OF DD 2278
- \_\_\_\_\_ ORIGINAL OR CARBON COPY OF RENTAL CONTRACT W/ ALL CHARGES.
- \_\_\_\_\_ DITY MOVE CERTIFICATE
- \_\_\_\_\_ COPY OF ALL ORDERS AND ENDORSEMENT(S)
- \_\_\_\_\_ DD 1351-2 (Travel Voucher)

### POV MOVES:

- \_\_\_\_\_ COPY OF VEHICLE REGISTRATION  
(IF USING A FRIEND POV, YOU MUST ALSO INCLUDE A LETTER OF CONSENT FOR THE USE OF THE POV)
- \_\_\_\_\_ CERTIFIED EMPTY AND LOADED WEIGHT TICKETS
- \_\_\_\_\_ DITY MOVE CERTIFICATE
- \_\_\_\_\_ COPY OF ORDERS AND ENDORSEMENT(S)
- \_\_\_\_\_ DD 1351-2 (TRAVEL VOUCHER)
- \_\_\_\_\_ DD 2278

### BOATS & TRAILERS:

- \_\_\_\_\_ COPY OF BOAT AND TRAILER REGISTRATION
- \_\_\_\_\_ A CERTIFIED WEIGHT TICKET
- \_\_\_\_\_ COPY OF ALL ORDERS AND ENDORSEMENT(S)

### DITY STORAGE:

**\*\*STORAGE IN CONNECTION WITH A DITY MOVE MUST BE AT MEMBERS EXPENSE. ONCE YOUR PROPERTY IS MOVED INTO QUARTERS, YOU MAY FILE A CLAIM FOR REIMBURSEMENT. CONTACT YOUR DESTINATION TRANSPORTATION OFFICE FOR ASSISTANCE. MAKE SURE YOU KEEP COPIES OF:**

**(a) DD 2278, (b) ORDERS AND ENDORSEMENT(S), (c) STORAGE CONTRACT, (d) PAID RECEIPTS FOR STORAGE, (e) RENTAL CONTRACT AGREEMENT FOR THE RENTAL TRUCK USED TO MOVE YOUR HOUSEHOLD GOODS OUT OF STORAGE.**

**\* YOU HAVE 45 DAYS TO COMPLETE THE MOVE AND SUBMIT PAPERWORK.**

**\*\* MAKE COPIES AND KEEP FOR YOUR FILES.**

**\*\*\* MAIL CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED.**

