

**INSTRUCTIONS FOR COMPLETING DD FORM 2278  
(APPLICATION FOR DO IT YOURSELF MOVE AND  
CONSULTING CHECKLIST)**

1 Date Prepared	Enter the date the DD Form 2278 was completed. Ensure it is in YYYYMMDD format.
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2. Shipment Number	If this is the first shipment made on these orders it will be number one (1). If you have made previous shipments on these orders reflect which shipment this is. If this were your second shipment this block would contain a number (2) and so on.
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3a. Name	Enter the sponsors name ( Last, First, Middle Initial)
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3b. Rank/Grade	E-5, E-6. SGT, SSG, etc
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3c. SSAN	Enter the sponsors social security number
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3d. Agency	Branch of Service
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4a. Type of Orders	Check appropriate box
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4b. Date of Orders	Date your orders were cut
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4c. Issued By	Agency that issues your orders
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4d. New Duty Assignment	Name of our next duty station. If you are moving from the local area to Post Housing enter "Local Move"
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4e Order Number	Self Explanatory
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5. Send Check To	Separation and Retirements Only
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6. State of Legal Residents	Self Explanatory
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8b. Rental truck pick-up date	This will be the date your move is to start. It is also the date finance uses to calculate the time your final settlement voucher must be submitted.
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10a. Signature of Member Agent	If service member is not available his Agent must have a Power of Attorney.
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10b. Date Signed	Self Explanatory
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