

CHAPTER A-407

MOBILE HOMES

A. GENERAL

1. This chapter has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) staff as PDTATAC Case RR13004. The contents of this chapter apply to the movement of privately owned mobile homes within the Continental United States (CONUS), between the CONUS and Alaska, and within Alaska.
2. A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. Examples of mobile homes are a:
 - a. House trailer,
 - b. Privately owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)),
 - c. Boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)).
3. Household goods (HHG) and professional books, papers, and equipment contained in the mobile home and owned/intended for use by the customer or the customer's dependents are part of the mobile home. Shipping costs must not exceed what it would have cost the government to ship the customer's maximum HHG weight allowance in one lot between authorized places at the Government "Best Value" cost. Shipment options are:
 - a. Government Arranged. The customer makes arrangements through the Personal Property Shipping Office (PPSO) or Personal Property Processing Office (PPPO).
 - b. Personally Procured Moves (PPM). The member obtains authorization from the PPSO/PPPO and is authorized to draw an advance mobile home operating allowance that is not to exceed the estimated amount allowable and may not be paid directly to a carrier.
4. For entitlement eligibility, consult the Joint Travel Regulations (JTR). For Coast Guard employees, consult the Federal Travel Regulation.

B. COUNSELING

The PPSO/PPPO must provide the customer a copy of the "It's Your Move" pamphlet or the web link to the Defense Transportation Regulation, Part IV, Attachment A-K5, "Moving Your Mobile Home," https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf, and counsel the customer on all the information contained in the counseling checklist DD Form 1797, Personal Property Counseling Checklist, [Figure A-407-7](#).

C. RATES

1. One-time-only (OTO) rates for the movement of mobile homes are obtained from the United States Transportation Command (USTRANSCOM). Refer to the Mobile Home/Boat Rate Solicitation for all Transportation Service Provider (TSP) responsibilities and procedures.
2. The following information pertains to Mobile Home One-Time-Only (MOTO) rates:
 - a. The PPSO responsible for shipping the mobile home must provide USTRANSCOM the complete information contained in the MOTO Request Format, [Figure A-407-2](#).
 - b. MOTO requests must be made as soon as possible, but not less than 20 days prior to the requested pickup date. (Emergency requests must be handled as required.)

- c. A tender is valid for up to 30 days from the original solicitation pickup date. Movement of the mobile home must occur prior to the tender expiration date. In the event that certain conditions (e.g., repairs) prevent movement prior to the tender expiration date, the PPSO must notify USTRANSCOM who will determine whether an extension to the expiration date is feasible, or to solicit a new MOTO rate.
3. For PPMs use the rate provided by the Defense Personal Property System (DPS).

D. TSP AND AGENT FACILITIES

DoD-approved mobile home TSPs are not required to have an agent or TSP-operated facility within the Area of Responsibility (AOR) of an installation to be qualified to participate in mobile home traffic. A TSP may designate any DoD-approved storage facility.

E. AUTHORIZATION OF ACCESSORIAL SERVICES

1. Upon request of the customer, USTRANSCOM may authorize the TSP to perform additional requirements not included in the MOTO rate. If the customer requests additional services, the TSP will send a rate revision request to USTRANSCOM, who will request and negotiate a rate for any additional services. All additional services performed by the TSP must be listed on the DD Form 1863, Accessorial Services-Mobile Homes, [Figure A-407-3](#), and certified by the PPSO or customer.
2. Any repairs or other services necessary for the movement of a mobile home must be identified by the TSP on a DD Form 1863, supported by signed receipts for each repair or service provided. DD Form 1863 entries must be itemized and supported with third-party invoices indicating costs for labor and material separately. The customer or PPSO must verify that the services are described correctly and supported properly before signing the DD Form 1863.

F. SHIPMENT PROCEDURES

1. When a mobile home is not ready for pickup within 48 hours of the agreed date, the customer must notify the TSP of the delay. A new pickup date must be established based upon the date the mobile home is ready for movement, the member's/employee's requirements, and the TSPs capability. Shipments must be tendered to the TSP prior to the expiration date (30 days from original solicitation pickup date).
2. Repairs and Services En Route to Destination.
 - a. The TSP is authorized to incur expenses up to \$150 per shipment without the prior approval of the customer for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.
 - b. The customer must authorize, in writing, on the reverse of the Mobile Home Counseling Checklist ([Figure A-407-1](#)), any amount in excess of \$150 that the TSP may incur for repairs and services without first obtaining authorization from the customer. The origin PPSO based on the member's/employee's written authorization, must authorize the TSP to incur expenses above the \$150 limit, but not to exceed the amount specified by the customer. The amount specified by the customer must be annotated in the remarks blocks of both the bill of lading (BL) and DD Form 1863.
 - c. In the event the TSP is unable to contact the customer, the TSP will contact the origin or destination PPSO for a determination to continue movement of the mobile home.
3. DD Form 1412, Inventory of Articles Shipped in House Trailer, [Figure A-407-4](#). The TSP must prepare and distribute DD Form 1412 in accordance with (IAW) the rate solicitation.

4. DD Form 1800, Mobile Home Inspection Record, [Figure A-407-5](#), describes a mobile home's condition before and after shipment. The origin PPSO must prepare a DD Form 1800 for each mobile home shipment and provide to the TSP with the BL. The TSP completes the origin portion of the form at the time of pickup. The delivering TSP at destination must complete the destination portion. Sections of the form are reserved for the origin and destination PPSO/PPPO when a visual inspection of the mobile home is made by the PPSO/PPPO.
 - a. Preparation by the Origin PPSO/PPPO. Upon notification from the customer that all pre-move requirements have been completed, the PPSO prepares an original plus five copies of DD Form 1800. The origin TO must complete Part I, Part II, and the origin portion of Part III.
 - b. TSP Entries. If the customer does not agree with the TSP's description of the mobile home's condition at origin or destination, the customer must list exceptions on the reverse side of the form. Regardless of exceptions taken, the customer must sign the form.
 - c. Distribution. After completing the portions of the inspection form, the TSP must make distribution IAW the rate solicitation.
5. DD Form 1799, Member's Report on Carrier Performance--Mobile Home, [Figure A-407-6](#). The destination PPSO/PPPO completes Section I, DD Form 1799, and provides it to the customer during the destination inspection. The customer must be instructed to return the form to the destination PPSO within 10 days.
 - a. The destination PPSO must forward one copy, of the completed DD Form 1799, to the origin PPSO.
6. Notification of Loss or Damage AT Delivery, [Figure A-407-8](#), and Notification of Loss or Damage AFTER Delivery, [Figure A-407-9](#), must be used to record all loss or damage to each article listed on the inventory.
7. TSP Refusal of Shipment Due to Mobile Home Being Not Road-Worthy. If the TSP's inspection reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin PPSO must be notified and must instruct the customer to have the deficiency corrected. If correction is not possible before or on the agreed date of pickup, the decision must be made by the PPSO/PPPO and the customer to either authorize payment for waiting time of the driver (and possibly an escort) while repairs, alterations, or modifications are being completed or to terminate the BL. If the driver elects to perform the necessary work, waiting time is not authorized; however, the customer is responsible for furnishing the required materials and/or supplies to make the mobile home road-worthy. Under no circumstance may the PPSO/PPPO release the mobile home for shipment until it is considered by the TSP to be safe and practicable to move.
8. Use of Commercial Wrecker Service.
 - a. The customer must inform the PPSO when a wrecker service may be required at origin. The TSP must inspect the ground leading to and under the mobile home to determine whether the mobile home may be moved safely. If ground conditions are such that the mobile home may be damaged by the TSP's equipment, the TSP must contact the PPSO/PPPO and request authorization to use a commercial wrecker service.
 - b. When it is determined that a commercial wrecker service is required, the PPSO/PPPO must authorize the TSP to make the necessary arrangements.

9. Transit Load Limitations.

- a. The design and construction of a mobile home only allows for the weight of all fixed service equipment, plumbing fixtures, heating and air conditioning equipment, appliances, and built-in furniture.
- b. In the movement of a mobile home, the manufacturer's recommended gross weight must not be exceeded. If the recommended gross weight is unknown, an allowance of 3 pounds per square foot of unused (open) floor area may be permitted for the added weight of items to be left in the mobile home during movement, as determined by the TSP.
- c. If the mobile home exceeds the manufacturer's recommended gross weight, the member must be provided the opportunity to arrange for a separate shipment of excess items or to dispose of them by some other means. See the JTR, Paragraph 052101, Transportation of HHG Removed from a Mobile Home to Meet Safety Requirements (Uniformed Members Only).

NOTE: There is no authorization to ship HHG separate from the mobile home for civilian employees. Any cost incurred is borne by the employee for this service (JTR, Chapter 5, Part F).

10. Termination of Mobile Home Shipment. A shipment must be terminated when ordered by the PPSO. Termination of service is normally used in cases of violation of federal, state, or local laws; violation of the Tender of Service (TOS); improper performance of service; or cancellation of member's/employee's orders. The following applies:

- a. Any charges for authorized services, performed to point of termination, must be paid IAW the rate tender.
- b. Storage-In-Transit (SIT) charges must be paid when authorized by the PPSO.
- c. A termination of service that requires the transfer of a mobile home from one TSP to another must be coordinated with USTRANSCOM. At the time of transfer, each TSP must verify the inventory and note any damage to the mobile home. The PPSO must issue a new BL to the new TSP that cross-references the BL of the terminated TSP.
- d. The PPSO must notify USTRANSCOM if a shipment is terminated. USTRANSCOM will negotiate with the TSP for a new rate for movement/handling to termination point. USTRANSCOM will then notify the origin PPSO (via DPS) of the negotiated rate who must issue an SF 1200, Government Bill of Lading Correction Notice, [Figure A-407-11](#), to show the termination point and the correct rate.

11. Third-Party Services. When requested and approved by the PPSO, the TSP must arrange for third-party services not included in the MOTO rate.

G. SIT

1. Authorization for SIT. Mobile homes may be stored in a DoD-approved storage facility or a commercial storage facility (including outside storage facility) designed to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home. The location of the SIT facility is at the discretion of the TSP, but must be so located to the required destination to afford timely delivery to the customer.
 - a. Origin. SIT may be used only when authorized by the PPSO. Refer to the JTR (Chapter 5) as SIT requirements are more stringent for civilian employees.
 - b. En Route. If an approved DoD storage facility is not available at origin or destination, the TSP must coordinate efforts with the PPSO to use any DoD-approved storage facility or commercial storage facility (including outside storage facility) designed to prevent unlawful

entry, pilferage, vandalism, and damage to the mobile home along the proposed route of movement. The PPSO originating the shipment must serve as the point of contact with the TSP until the shipment arrives in the destination PPSO's AOR.

- c. Destination. When the TSP notifies the destination PPSO of the arrival of the mobile home and the customer is not available to accept delivery, the destination PPSO must issue a SIT control number to the TSP. The SIT location, SIT control number, and the date the shipment is placed in SIT must be entered on the DD Form 1863.
2. Withdrawal of HHG from SIT Facility. Members/employees may withdraw HHG from the mobile home while it is in SIT provided coordination is accomplished with the PPSO. However, movement of the HHG withdrawn must be accomplished by the customer at no expense to the Government.
3. Delivery Out of SIT. Delivery out should be arranged between the customer and the TSP. When requested by the customer, the PPSO who has control of shipment must contact the TSP and arrange for delivery.

H. SHIPMENT TO AND WITHIN ALASKA

1. Mobile Home Problems in Alaska.
 - a. Mobile homes constructed with sufficient insulation to afford protection from the cold in the CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees Fahrenheit or lower. The customer must be advised of the strict construction standards that apply to mobile homes entering Alaska. A member applying for shipment must produce a document indicating the mobile home complies with the State of Alaska specifications. Information concerning Alaska standards can be obtained from the State of Alaska, Department of Commerce, Weights and Measures, 12050 Industry Way, Bldg O, Suite 6, Anchorage, AK 99515.
 - b. Consignment Instructions. Shipments of mobile homes from CONUS to Alaska must be consigned IAW the Personal Property Consignment Instruction Guide (PPCIG).
2. Shipments within Alaska. Intrastate mobile home shipments in Alaska are governed by the CONUS movement procedures and IAW specific state regulatory agencies.

I. QUALITY CONTROL

The PPSO/PPPO must inspect as many mobile home shipments as possible originating and terminating within their AOR.

J. TSP PERFORMANCE

1. TSP Performance Files. PPSOs must establish a TSP performance file for each mobile home TSP that serves their AOR. The file must contain all pertinent data relating to the mobile home TSP's performance. The files may be maintained in DPS, electronically, and/or hard copy. PPSO's should utilize DPS capabilities to the fullest extent possible, minimizing hard copies.
2. When a TSP or TSP's agent violates any provision of the TOS, rules and regulations of rate tariffs/tenders, or legal requirements, or commits unethical acts, the PPSO should consider administrative action (reference Chapter A-405) and issue a DD Form 1814, Transportation Service Provider (TSP) Notice of Warning/Suspension/Reinstatement/Cancellation, [Figure A-407-10](#), and forward it to USTRANSCOM for review and consideration for non-use action.

MOBILE HOME COUNSELING CHECKLIST

1. Advise the customer of projected excess costs. After receiving the MOTO rate, advise the customer of updated excess cost.
2. Most states have special regulations with respect to the speed/route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, that may affect the transit time/cost.
3. Alaska requires a document indicating the mobile home complies with the State of Alaska specifications.

Figure A-407-1. Mobile Home Counseling Checklist

MOBILE HOME REQUEST FORMAT

1. Member's Information:
Name: Rank/Grade: SSN (last 4):
Branch of Service:
2. Pickup information: Origin BLOC:
Address: City: County/Parish:
State: Zip:
3. Destination information: Destination BLOC:
Address: City: County/Parish:
State: Zip:
4. Requested pickup date:
5. Requested delivery date:
6. Accessorials requested: (Services to be performed by carrier: Use the 400GNG Tariff item numbers to include any accessorial services and any special services required for the movement of the Mobile Home (i.e., wrecker service, crane):
7. Total number of SIT days requested and location for SIT (if applicable) (i.e., 20 days, SIT at Origin):
8. Mobile Home information: (Enter dimensions in feet and inches (i.e., 16 ft 7 in))
Length: Width: Height:
Make: Model: Year:
Double Wide or Expando: Pitched roof or Hinged roof :
Note: If Mobile Home has anything special that a TSP needs to know for transporting, annotate in "Additional Remarks".
9. PPSO Point of Contact information:
Name: DSN: Commercial:
E-mail address:
10. Additional Remarks:

Figure A-407-2. MOTO E-mail Format

ACCESSORIAL SERVICES - MOBILE HOMES <i>(Prescribed by DoD 4500.34R)</i>			
SECTION I - IDENTIFICATION OF SHIPMENT			
1. ORDERING ACTIVITY/INSTALLATION	2a. OWNER NAME <i>(Last, First, Middle Initial)</i>	b. RANK OR GRADE	
3. MOBILE HOME DESCRIPTION			
a. MAKE	b. SERIAL NUMBER	c. SIZE	d. YEAR
4. BILL OF LADING NUMBER		5. DATE OF SHIPMENT <i>(YYYYMMDD)</i>	
6. ORIGIN OF SHIPMENT		7. DESTINATION OF SHIPMENT	
SECTION II - CERTIFICATE OF CARRIER			
8. CARRIER FURNISHED MATERIALS/PERFORMED SERVICES AS INDICATED HEREON <i>(X as applicable)</i>			
<input type="checkbox"/>	AT ORIGIN	<input type="checkbox"/>	AT DESTINATION
<input type="checkbox"/>			OTHER
9. REMARKS			
10a. CARRIER NAME			b. SCAC
11. CARRIER REPRESENTATIVE			
a. SIGNATURE		b. TITLE	c. DATE SIGNED <i>(YYYYMMDD)</i>
SECTION III - STORAGE-IN-TRANSIT (SIT) <i>(Carrier will enter complete information or "NONE")</i>			
12. STORED AT <i>(City and State)</i>		13. SIT CONTROL NUMBER	
14. DATE IN <i>(YYYYMMDD)</i>	15. DATE OUT <i>(YYYYMMDD)</i>	16. NUMBER OF DAYS	
17a. TRANSPORTATION OFFICER SIGNATURE			b. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 1863, SEP 1998

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Figure A-407-3. DD Form 1863, Accessorial Services – Mobile Homes

SECTION IV - ACCESSORIAL SERVICES PROVIDED <i>(Carrier will enter complete information or "N/A")</i>		
18. ORIGIN SERVICES		
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)
a. UNBLOCK		
b. PACK		
c. UNANCHOR		
d. UNSKIRT		
e. EXPANDO - REMOVE		
f. DOUBLE-WIDE - SEPARATE		
g. UTILITIES - DISCONNECT		
h. LABOR CHARGE		
i. WAITING TIME		
j. PREPARATION FOR MOVEMENT		
k. APPLIANCE SERVICING		
l. OTHER:		
19a. CARRIER SIGNATURE		b. DATE SIGNED (YYYYMMDD)
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 18 ABOVE.		
20a. MEMBER SIGNATURE		b. DATE SIGNED (YYYYMMDD)
21. DESTINATION SERVICES		
DESCRIPTION (1)	UNIT PRICE (2)	CHARGE OR NO CHARGE (N/C) (3)
a. BLOCK		
b. UNPACK		
c. ANCHOR		
d. SKIRT		
e. EXPANDO - INSTALL		
f. DOUBLE-WIDE - REASSEMBLE		
g. UTILITIES - RECONNECT		
h. LABOR CHARGE		
i. WAITING TIME		
j. OTHER:		
22a. CARRIER SIGNATURE		b. DATE SIGNED (YYYYMMDD)
DO NOT SIGN UNTIL CARRIER HAS COMPLETED ALL COLUMNS IN ITEM 21 ABOVE.		
23a. MEMBER SIGNATURE		b. DATE SIGNED (YYYYMMDD)

DD FORM 1863 (BACK), SEP 1998

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Figure A-407-3. DD Form 1863, Accessorial Services – Mobile Home (Cont'd)

INVENTORY OF ARTICLES SHIPPED IN HOUSE TRAILER						PAGE OF PAGES	
CARRIER			CARRIER'S REFERENCE NO. GBL NO.		OWNER'S GRADE OR RATING AND NAME		
ORIGIN LOADING ADDRESS <i>(City and State)</i>				DESTINATION <i>(City and State)</i>			
SYMBOLS <i>(The omission of these symbols indicates good condition except for normal wear.)</i>						LOCATION	
BE - BENT BR - BROKEN BU - BURNED CH - CHIPPED CU - CONTENTS AND CONDITION UNKNOWN		D - DENTED F - FADED G - GOUGED L - LOOSE M - MARRED MI - MILDEW		MP - MOTHEATEN CP - PACKED BY CARRIER PBO - PACKED BY OWNER R - RUBBED		RU - RUSTED SC - SCRATCHED SH - SHORT SO - SOILED T - TORN W - BADLY WORN	
						Z - CRACKED 1. ARM 2. BOTTOM 3. CORNER 4. FRONT 5. LEFT 6. LEG	
						7. REAR 8. RIGHT 9. SIDE 10. TOP 11. VENEER 12. EDGE	
ITEM NO.	ARTICLES		CON- DIT- ION AT ORIGIN	EXCEP- TION- S AT DEST <i>(If any)</i>	ITEM NO.	ARTICLES	
1					1		
2					2		
3					3		
4					4		
5					5		
6					6		
7					7		
8					8		
9					9		
0					0		
1					1		
2					2		
3					3		
4					4		
5					5		
6					6		
7					7		
8					8		
9					9		
0					0		
1					1		
2					2		
3					3		
4					4		
5					5		
6					6		
7					7		
8					8		
9					9		
0					0		
REMARKS/EXCEPTIONS <i>(Include item numbers.)</i>							
"We have checked all the items listed and numbered 1 to _____ inclusive and acknowledge that this is a true and complete list of the goods tendered and of the state of the goods received."							
ORIGIN				DESTINATION			
SIGNATURE <i>(Carrier (Driver))</i>			DATE	SIGNATURE <i>(Carrier (Driver))</i>			DATE
SIGNATURE <i>(Owner or authorized agent)</i>			DATE	SIGNATURE <i>(Owner or authorized agent)</i>			DATE

DD Form 1412, JUL 74

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Figure A-407-4. DD Form 1412, Inventory of Articles Shipped in House Trailer


MOBILE HOME INSPECTION RECORD				1. DATE (DDMMYY)			
PRIVACY ACT STATEMENT							
AUTHORITY: JTR Ch 1-6 & Appendixes, DTR 4500.9-R, and E.O. 9397. PRINCIPAL PURPOSE(S): To document Inspection of Mobile Homes and account for any violations of the Service Provider's (SP) agreement; and to act as supporting documentation for any action arising from a SP's Service Provider's unsatisfactory performance. ROUTINE USE(S): Information contained in this system of records may be provided to a Service Provider in the course of adjudication or other action taken for unsatisfactory performance reasons. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.							
PART I - SHIPMENT IDENTIFICATION							
2a. NAME OF SERVICE PROVIDER (SP)				2b. BILL OF LADING NUMBER/MOVE TASK ORDER (To be completed by SP at origin.)			
3a. NAME OF CUSTOMER				3b. RANK/GRADE			
4a. ORIGIN SHIPPING OFFICE		4b. GBLOC	5a. DESTINATION SHIPPING OFFICE		5b. GBLOC		
4c. ORIGIN ADDRESS (Include city, state and zip code.)				5c. DESTINATION ADDRESS (Include city, state and zip code.)			
PART II - MOBILE HOME SPECIFICATIONS							
6a. MAKE		8. DIMENSIONS (Actual)		7. TIRES (To be completed by the SP at origin)			
		(1) FEET & INCHES (2) EXPANDO		(1) SIZE	(2) PLY RATING	(3) MFR SERIAL NO.	(4) *CONDITION
6b. MODEL		8a. HEIGHT		7a. LEFT 1			
				7b. LEFT 2			
				7c. LEFT 3			
				7d. LEFT 4			
6c. SERIAL NUMBER		8b. LENGTH		7e. RIGHT 1			
		8c. WIDTH		7f. RIGHT 2			
				7g. RIGHT 3			
				7h. RIGHT 4			
*CONDITION: G - GOOD; F - FAIR; P - POOR							
PART III - INSPECTION							
9. ORIGIN INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at origin by the SP or the TO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the SP or the TO.				(1) ORIGIN		(2) DESTINATION	
				(a) SP	(b) TO	(a) SP	(b) TO
				YES	NO	YES	NO
9a. Was the Mobile Home unblocked?							
9b. Do springs have adequate/normal arch?							
9c. Is there a minimum 3-inch clearance over each tire?							
9d. Does Mobile Home appear to be overloaded?							
9e. Do structural members, including A-Frame, appear sound - no damage?							
9f. Are all visible frame to body attachments/bolt connections in place and unbroken?							
9g. Does exterior paneling/molding appear to be tight and secure?							
9h. Are brake and clearance lights and turn signals operable at time of hook up?							
9i. Does member acknowledge that wheel bearings have been packed within the last 90 days?							
9j. Is Mobile Home equipped with operable brakes at time of hook up?							
9k. Are wheel lugs tight?							
9l. Does member acknowledge that plumbing has been drained and protected from freezing?							
9m. Does member acknowledge that all appliances/utilities have been serviced?							
9n. Have attached items been detached and stowed inside (TV antenna, air conditioner, etc.)?							
9o. Are all fixtures which cannot be removed anchored securely?							
9p. Have all utilities been disconnected and secured?							
9q. Does member acknowledge that all prohibited items have been removed?							
9r. Does member acknowledge that all loose items/accessories in closets/cabinets have been properly packed and secured?							
9s. Have loose furniture and heavy movable items been secured above and forward of axles?							
9t. Are drawers, cabinets, and sliding doors secured or taped?							
9u. Are mirrors, windows and other glass cross (X) taped?							
9v. Is Mobile Home equipped with valid license or permit?							
9w. Are interior contents properly inventoried and inventory provided to carrier?							
9x. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?							
9y. Do exterior doors lock? Have keys been given to the SP?							

Figure A-407-5. DD Form 1800, Mobile Home Inspection Record

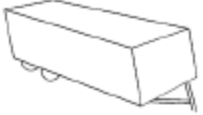
10. GENERAL CONDITION. Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. USE DIAGRAM TO ILLUSTRATE DAMAGES. Use the illustrated codes to indicate origin/destination damage and who performed inspection. If no damage exists, indicate NONE.

**NOTE: MARK "X" = TO / REPRESENTATIVE
 "O" = SP**

ORIGIN




Left Side Rear




Right Side Front

DESTINATION



Left Side Rear



Right Side Front

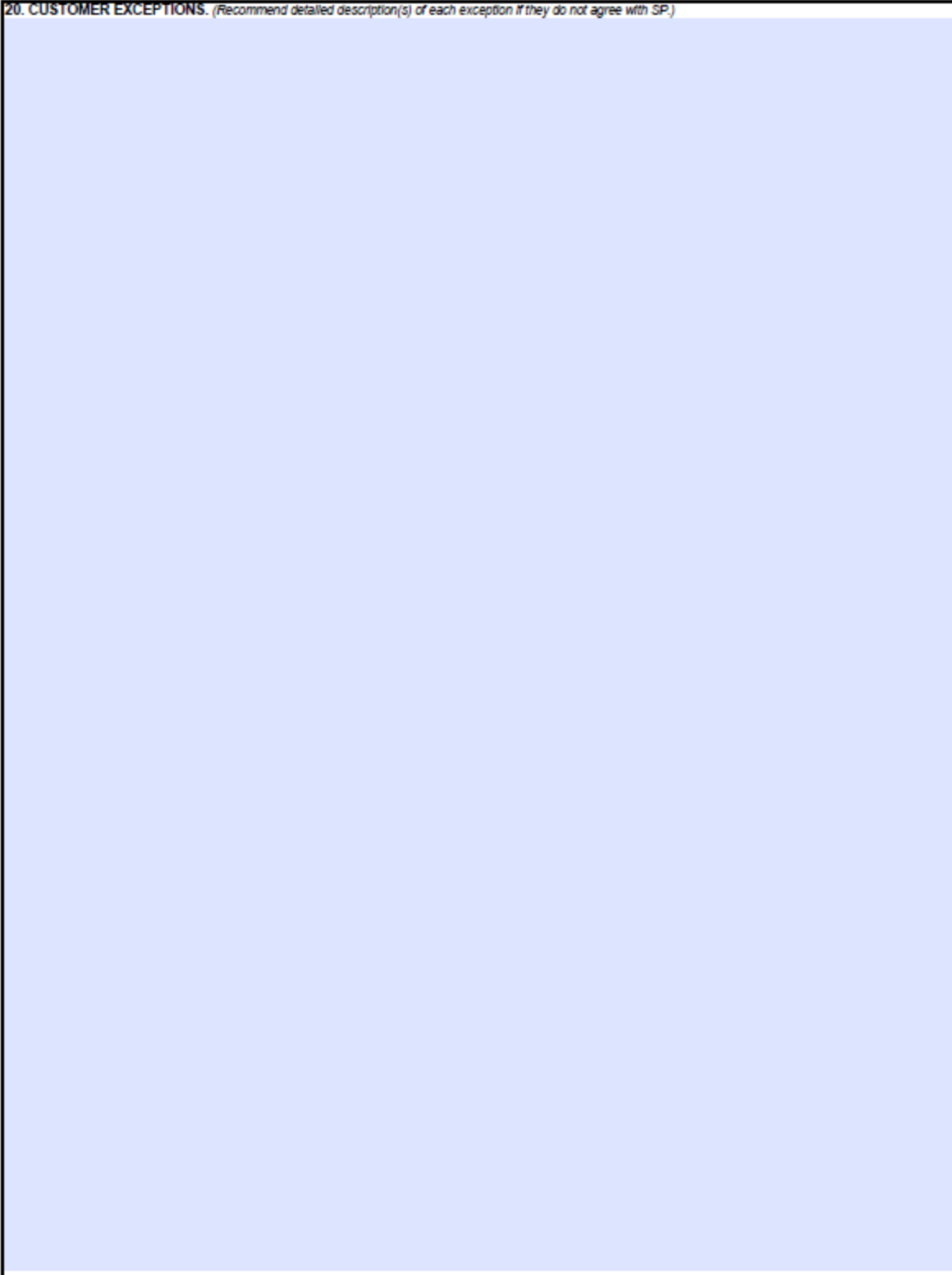
11. REPORT OF DAMAGES INDICATED. (Condition of Mobile Home and fixtures at "ORIGIN" and "DESTINATION" is as described above.)

12. ORIGIN TOINSPECTOR (if applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		13a. ORIGIN TO/REPRESENTATIVE SIGNATURE [Signature Line]		13b. DATE (DDMMYYYY)	
14a. ORIGIN SP REPRESENTATIVE SIGNATURE [Signature Line]	14b. DATE (DDMMYYYY)	15a. ORIGIN CUSTOMER/AGENT SIGNATURE [Signature Line]		15b. DATE (DDMMYYYY)	
16. DESTINATION TOINSPECTOR (if applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		17a. DESTINATION TO/REPRESENTATIVE SIGNATURE [Signature Line]		17b. DATE (DDMMYYYY)	
18a. DESTINATION SP REPRESENTATIVE SIGNATURE [Signature Line]	18b. DATE (DDMMYYYY)	19a. DESTINATION CUSTOMER/AGENT SIGNATURE [Signature Line]		19b. DATE (DDMMYYYY)	

DD FORM 1800, FEB 2024 PREVIOUS EDITION IS OBSOLETE. Page 2 of 3

Figure A-407-5. DD Form 1800, Mobile Home Inspection Record (Cont'd)

20. CUSTOMER EXCEPTIONS. *(Recommend detailed description(s) of each exception if they do not agree with SP.)*



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Figure A-407-5. DD Form 1800, Mobile Home Inspection Record (Cont'd)

MEMBER'S REPORT ON CARRIER PERFORMANCE - MOBILE HOME			
SECTION I - TO BE COMPLETED BY DESTINATION ITO			
1. DATE (YYYYMMDD)	2. REQUIRED DELIVERY DATE (YYYYMMDD)	3. GOVERNMENT BILL OF LADING NUMBER	
4a. NAME OF MEMBER (Last, First, Middle Initial)	b. GRADE	5. NAME OF CARRIER	
6. ORIGIN INSTALLATION		7. PICKUP ADDRESS (Street, Apartment No., City, State, ZIP Code)	
8. DESTINATION INSTALLATION			
(X if:) <input type="checkbox"/> TRAILER COURT <input type="checkbox"/> STORAGE FACILITY			
SECTION II - TO BE COMPLETED BY MEMBER			
Complete every item applicable by placing an "X" in the column under "YES" or "NO". All items marked "NO" will be considered as carrier deficiencies and the performance of the carrier will be evaluated for this shipment based on items listed below. A "NO" answer must be explained or your response CANNOT BE USED TO RATE THE CARRIER.			
		YES	NO
9. Did the carrier pick up the mobile home on the agreed date?			
10. Did the carrier provide all the required services?			
11. Was the mobile home offered for delivery on or before the required delivery date?			
12. Was the mobile home and its contents delivered without loss or damage? If "NO", what is the estimated value of the loss and/or damage? \$ _____			
13. Was the carrier cooperative in checking the condition of your mobile home upon delivery?			
14. Did the carrier provide you a completed mobile home inspection record at origin?			
15. Did you consider the carrier personnel:			
a. Courteous			
b. Cooperative			
c. Neat in appearance			
16. Were you satisfied with the carrier's services on this movement of your mobile home at:			
a. Origin			
b. Destination			
17. Were the Transportation Office personnel courteous and helpful to you?			
18. COMMENTS (Briefly explain all "NO" answers.)			
19. SIGNATURE OF MEMBER		20. DATE (YYYYMMDD)	
SECTION III - TO BE COMPLETED BY DESTINATION ITO			
21. (X if applicable) <input type="checkbox"/> NO RESPONSE RECEIVED FROM MEMBER		22. NAME OF DESTINATION ITO (Last, First, Middle Initial) (Type or print)	
23. SIGNATURE		24. DATE (YYYYMMDD)	

DD FORM 1799, SEP 1998

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Figure A-407-6. DD Form 1799, Member's Report on Carrier Performance – Mobile Home

PERSONAL PROPERTY COUNSELING CHECKLIST				
PRIVACY ACT STATEMENT				
<p>AUTHORITY: 37 U.S.C. 476, Travel and transportation allowances: dependents; baggage and household effects; 5 U.S.C. 5726, Storage expenses; household goods and personal effects.</p> <p>PRINCIPAL PURPOSE(S): To ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System (DTS). Information collected may also be used in determining validity of claims, improper shipments and any third party responsibility.</p> <p>ROUTINE USE(S): The most applicable routine use is: To private sector commercial transportation service providers, who are under contract with the DoD for shipment/storage of personal property, to identify ownership, schedule pickup and delivery of personal property, to include privately owned vehicles, motorcycles, and house trailers/motor homes, Bill of Lading for services rendered, personal property counseling checklist. The remaining routine uses located at: http://doidd.defense.gov/Privacy/QRBN/index/BlankRoutineUses.aspx may also apply.</p> <p>DISCLOSURE: Voluntary; however, failure to provide the requested information may delay processing of personal property shipment and/or settlement of a claim.</p>				
1. NAME (Last, First, Middle Initial)	2. DOD ID	3. BRANCH OF SERVICE	4. GRADE/RANK/RATING	
5. ORDERS ISSUING AUTHORITY	6. ORDER NUMBER	7. DATE (DDMM/YYYY)	8. NEW PERMANENT DUTY STATION (PDS)	
9. ACKNOWLEDGEMENT OF CUSTOMER SATISFACTION SURVEYS (CSS) <input type="checkbox"/> I understand that I am required to complete the Customer Satisfaction Surveys (CSSs) throughout my moving process. Based on the performance in service satisfaction to the customer, the completion of the CSSs provides results the Government will use when awarding shipments to TSPs.				
10. ENTITLEMENTS UNDER THE ORDER DESCRIBED ABOVE: <input type="checkbox"/> HHG <input type="checkbox"/> UB <input type="checkbox"/> NTS <input type="checkbox"/> POV <input type="checkbox"/> BOAT <input type="checkbox"/> CLAIMS				
PART I - HOUSEHOLD GOODS (HHG)		PART V - PRIVATELY OWNED VEHICLES (POV)		
(1) Weight allowances: PCS: _____ TDY: _____	(2) Weight restriction at new duty station, if any.	(3) Appliance Servicing. Customer to disconnect all electrical appliances.	(4) I understand my Temporary Storage (SIT) entitlement is for _____ days. If I do not have an approved extension prior to my storage expiration date, the storage costs will become my financial responsibility.	
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.	(6) Check DD Form 619 at origin for accuracy of information recorded thereon.	(7) Customer's responsibility to annotate discrepancies, loss/damage on delivery documents (Notice of Loss and Damage AT/AFTER).	(8) I understand I must arrange with origin PPSO to have a partial delivery at destination. Each item requiring partial delivery will be identified as "partial out" on the inventory at the time of pack out.	
(9) Extra pickup or delivery of personal property, including associated charges, when applicable/authorized.	(10) Customer's responsibility to ensure property is free of soil and pest infestation.	(11) Additional information/clearification to include tracking POV can be found at https://www.rcsrmvov.com .	(12) Authorized storage location, length of storage/expiration date.	
(13) Customer understands their responsibility to satisfy vehicle open hazardous/safety recalls prior to turn-in and that failure to do so may result in vehicle being refused for shipment. Any open recalls that cannot be satisfied must be coordinated and approved by the Vehicle Processing Center prior to arrival for turn-in.				
PART II - UNACCOMPANIED BAGGAGE (UB)		PART VI - BOATS		
(1) UB weight allowance is included in your HHG weight allowance when an administrative/restricted weight allowance is applicable.	(2) Weight allowances: _____	(3) What can be shipped as unaccompanied baggage.	(4) Preparation - Copy of Orders in each container.	
(5) Items of extraordinary value. Hand carry, if possible.	(1) Boat as principal residence.	(2) Domestic: Less than 14ft; 14ft or longer, move by PPM method.	(3) International: Standard overseas container size or moved as OTO.	
(4) Preparation - Copy of Orders in each container.	(5) Safety standards and transit permit, if necessary.	(6) Responsibility to pay accessorial service charges.		
PART III - NON-TEMPORARY STORAGE (NTS)		PART VII - LIABILITY, CLAIMS, PROTECTION		
(1) Included as part of HHG weight allowance when stored at Gov't expense.	(2) Authorized storage location, length of storage/expiration date.	(3) NTS at Gov't expense is limited to 1 year for members with Home of Selection entitlements and 180 days for members with Home of Record/Place Entering Active Duty entitlement.	(4) Appliance servicing. Customer to disconnect all electrical appliances.	
(5) Check furniture "condition codes" noted on inventory at origin by mover. Note discrepancies or disagreements in the "Remarks" section of the inventory prior to signing.	(6) Items of extraordinary value.	(7) I understand that once my HHG are placed in NTS, it is my responsibility to keep the PPSO that manages my shipment updated on my latest status (new PCS Orders, Separation, Retirement), and contact information.	(8) NTS funding for civilian employees expires at the end of each fiscal year (30 September). For continued storage at government expense, employees must request their Human Resource Office provide the PPSO funding authorization immediately after 1 October or as soon as funding authority is granted.	
PART IV - WEAPONS		PART VIII - LIABILITY, CLAIMS, PROTECTION		
(1) Limitations and restrictions of country/state to which assigned.	(2) US Government requirements and restrictions applicable for import.	(3) Special forms and procedures; responsibilities of TSP, etc.	(4) Shipment of ammunition at Gov't expense is PROHIBITED.	
LINKS		(1) Full Replacement Value (FRV) and what it covers. (2) Quick Claims Settlement. (3) Providing notice of loss or damage to the TSP at delivery. (4) Providing notice of additional loss or damage to the TSP within 180 days of delivery. (5) FRV claim must be submitted directly with the TSP within 9 months of delivery. (6) Transferring unresolved claim to the Military Claims Office after 30 days or upon receipt of TSP final offer. (7) Filing a claim within 2 years at depreciated value. (8) Contractor and Government liability for POV - Fair market value. (9) Inconvenience claims; Failure of a TSP to meet a RDD can cause serious inconvenience to the DoD customers and their family, and can result in the unexpected expenditure of additional funds by the customer for rental/purchase of household necessities. When necessary, customer will be advised to file an inconvenience claim directly with TSP. (10) If customer has items of extraordinary value, customer should consider additional insurance at their expense. (11) Importance of documentation - accurate inventory, exceptions noted during pickup and delivery, etc. (12) Customer's responsibility to acquire liability coverage for SIT/NTS converted to their expense.		
It's Your Move (Military): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_1.pdf It's Your Move (Civilian): https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_2.pdf Shipping Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_3.pdf Storing Your POV: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_4.pdf Moving Your Mobile Home: https://www.ustranscom.mil/dtr/part-iv/dtr_part_iv_app_k_5.pdf				

DD FORM 1797, MAR 2022

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Figure A-407-7. DD Form 1797, Personal Property Counseling Checklist

PART VIII - GENERAL INSTRUCTIONS		
1) Very Important Papers (Importance of documentation provided).		
2) The moving company assigned to move your shipment may contact you to discuss your Earliest, Latest, and Desired Pickup dates. The Estimated Shipment Arrival date is a projected date your shipment should arrive at the destination. Dates shown on the DD Form 1299 are initially for informational purposes.		
3) On pack/pickup date(s) you or your designated agent must be at the residence from 0800-1700; otherwise the cost of the attempted pack/pickup will be charged to you.		
4) Member provided a copy of the Host Countries Personal Property Consignment Instruction Guide (PPCIG).		
5) Customer's responsibility to provide a POC to the TSP for disposition of property upon arrival, and update information in DPS upon arrival at destination.		
6) Customer's responsibility to contact origin/destination PPSO if there is a change in orders that could affect movement of this/these shipment(s).		
7) Customer's responsibility to provide active e-mail address and personal (cell) phone number; to include, updating immediately if/when any changes occur.		
8) Customer's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment (e.g. excess weight, special services, alt location).		
9) Unauthorized Items and disposal of useless items; (e.g., building materials, live ammunition, flammable and corrosive materials, propane tanks).		
10) Professional books, papers, and equipment (PBP&E) for (M)ember and (S)pouse. Must be identified as (M) or (S) on inventory. If identified as Spouse pro-gear, I must provide the PPSO a list, certified by me, of the PBP&E along with a description of the profession or community service of my spouse before it can be included in the shipment. Packed separately from other property. Allowances: (M) NTE 2,000 pounds; (S) NTE 500 pounds.		
11) Procedure to designate agent to release property or accept property in absence of customer (Power of Attorney or informal letter of authorization).		
12) Shipment of Alcoholic Beverages: All Federal and State taxes, permits and Customs duty fees are members responsibility and not reimbursable.		
13) Retiree & Separatee with Home of Selection entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within three (3) years of the effective date of my retirement, placement on TDRL, or discharge with HOS entitlement. Note: Valid for retirement/ Separation dates on or after 24 Jun 2022, dates prior to 24 Jun 2022, the member has one (1) year to turn over HHG for movement.		
14) Separatee with Home of Record/Place of enlistment entitlement: I understand my entitlement to ship HHG at Government expense will terminate unless my HHG are turned over to a PPSO or a TSP for shipment within 180 days of the effective date of my separation.		
15) Mobile Home: Service authorized at Government expense and those billed to the customer.		
16) Mobile Home: Responsibility of the customer to get their mobile home ready for transportation.		
17) Mobile Home: Inventory the contents of the mobile home and identify items that cannot remain in the mobile home to ensure safe transport.		
18) Mobile Home: In transit storage and possible excess cost.		
19) Mobile Home: Separate shipment of household goods is not authorized except for safety reasons and/or PCS outside the CONUS.		
11. SPECIAL INSTRUCTIONS:		
12. CONFIRMATION OF COUNSELING		
I certify that I have been briefed and understand the personal property entitlements as identified above. I understand the financial responsibility for excess costs and additional expenses incurred for the requested services, that are above and beyond those authorized by the government for personal convenience/preference, are solely the responsibility of the member/customer.		
a. SIGNATURE OF COUNSELOR	b. SIGNATURE OF CUSTOMER/DEPENDENT/AGENT	c. DATE (DDMM/YYYY)

DD FORM 1797 (BACK), MAR 2022

Figure A-407-7. DD Form 1797, Personal Property Counseling Checklist (Cont'd)

DEFENSE PERSONAL PROPERTY PROGRAM (DP3) NOTIFICATION OF LOSS OR DAMAGE <u>AT</u> DELIVERY		
COMPLETED BY TSP:		
NAME OF OWNER _____	RANK/GRADE _____	BRANCH OF SERVICE _____ WEIGHT _____
BL NO. _____	TSP REFERENCE NO. _____	SCAC _____ PICK UP DATE _____ IS THIS A PARTIAL DELIVERY (Y or N)? _____
PURPOSE AND GENERAL INSTRUCTIONS: <ul style="list-style-type: none"> To provide the Transportation Service Provider (TSP) notice of loss or damage discovered AT the time of delivery. The customer (or their designated representative) and the TSP's delivery representative must jointly complete this document. List in the NOTED LOSS AND/OR DAMAGE section below all damage and missing items noticed before TSP's representative departs. DO NOT leave blank. If no loss or damage is discovered at the time of delivery, write "NONE" in DESCRIPTION OF DAMAGE. THIS DOES NOT CONSTITUTE "FILING A CLAIM". A CLAIM MUST BE FILED VIA DPS CLAIMS MODULE - https://move.mil/. <p style="text-align: center;">NOTED LOSS AND/OR DAMAGE</p> If more than one page is needed, include your name, Bill of Lading No. and number the Page ___ of Page ___ on each page used.		
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (if missing, so specify.) (Electronic items, provide brand, and model number, if applicable)
NOTE: TSP is responsible for one-time placement of items during delivery. If requested, the TSP will unpack and remove cartons to the customer's satisfaction. Member requested unpacking and removal of cartons? YES _____ NO _____		
PLEASE READ CAREFULLY BEFORE SIGNING – THIS IS CUSTOMER'S NOTIFICATION OF LOSS AND/OR DAMAGE AT DELIVERY By signing below, Customer acknowledges receipt of: <ul style="list-style-type: none"> One (1) copy of this NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and one (1) copy of the NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY. Customer understands that he/she: <ul style="list-style-type: none"> Will receive from the delivering TSP a "NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY" document to identify loss or damage found after delivery. This notification document will provide instructions on how to file a claim on-line. Can provide notification to the TSP within 180 days by entering the information from the AFTER Delivery document into the DPS on-line claims module or mail NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY document to the TSP by certified return receipt, fax or electronic dispatch. Will NOT be eligible for loss or damage recovery by the TSP or Government for any item not identified within 180 days after delivery. 		
Received for Delivery at: Street Address: _____ City _____ State _____ Zip _____ Telephone Number _____ Customer Email _____ Signature of Customer _____ Delivery Date _____ (or his/her designated representative)	Name/Address of Transportation Service Provider (TSP): TSP Email: _____ Toll-Free Telephone Number _____ Fax Number _____ Delivering TSP Signature _____ Date _____	

Figure A-407-8. Notification of Loss or Damage AT Delivery

DEFENSE PERSONAL PROPERTY PROGRAM (DP3) NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY		
INSTRUCTIONS TO CUSTOMER (OR HIS/HER DESIGNATED REPRESENTATIVE): <ul style="list-style-type: none"> You have up to 180 days to inspect your property, note all loss and damage not previously discovered and reported at the time of delivery and provide notice to the Transportation Service Provider (TSP). The preferred method of submission to the TSP is through the DPS on-line Claims Module - see instructions in Section A. If you are unable to file on-line you may give written notice of loss and damage following the instructions in Section B. If TSP is not notified within 180 days, you may lose any potential monetary recovery for your loss and damage. This is only notification to the TSP of your loss or damage - THIS DOES NOT CONSTITUTE FILING YOUR CLAIM. For information about filling a claim against the TSP, see Section C below. If you have any questions about completing this document, contact the TSP or Military Claims Office (MCO), or locate your Service Military Claims website at www.move.mil (under DOD Customer tab). 		
SECTION A – DPS ON-LINE NOTIFICATION: <ul style="list-style-type: none"> On-line notification can be completed via the internet by accessing DPS via "http://move.mil/." You must notify TSP in DPS by midnight GMT on the 180th day following delivery to be eligible for Full Replacement Value. If you submit this notice on-line via DPS claims module, you DO NOT need to complete Section B. 		
SECTION B – WRITTEN NOTIFICATION: <ul style="list-style-type: none"> If you are unable to provide notice on-line via through DPS, you may fill out this section and send it to the TSP. This NOTIFICATION OF LOSS OR DAMAGE AFTER DELIVERY must be mailed by certified return receipt, faxed or emailed to the TSP identified below by midnight GMT of the 180th day following delivery. Keep a copy of this document and certified mail receipt for your records as proof it was sent to the TSP within 180 days. If more than one page is needed, please include your name, Bill of Lading No. and number of pages on each supplemental page used. USE ONLY BALLPOINT PEN OR INDELIBLE INK. 		
NOTICE TO TSP: You are hereby notified the customer (or their designated representative) intends to present a claim for the loss and/or damage noted on the NOTIFICATION OF LOSS OR DAMAGE AT DELIVERY and this document. You are hereby extended the opportunity to inspect the property.		
INVENTORY NO.	ITEM	DESCRIPTION OF DAMAGE (if missing, so specify.) (Electronic items, provide brand & model number)
_____ CUSTOMER SIGNATURE (OR THEIR DESIGNATED REPRESENTATIVE)		_____ DATE OF DELIVERY
SECTION C – FILING A CLAIM AGAINST THE TSP: <ul style="list-style-type: none"> With limited exceptions, to receive Full Replacement Value for eligible loss and damage, you MUST file your claim online via the DPS Claims Module within 9 MONTHS of your property delivery. To submit your claim to the TSP who shipped your personal property, access DPS at http://move.mil/ and follow instructions for filing a claim. You do not need repair estimates to enter your claim in DPS. IF you choose not to file you're claim in DPS, you may file a claim directly with your servicing MCO; however, you will not be eligible for full replacement value and will be responsible for obtaining repair estimates. For ANY questions about filling a claim, contact your servicing MCO. 		
Delivery Date: _____ BL: _____ Street Address: _____ City: _____ State: _____ ZIP: _____ Telephone Number or Email: _____ Customer's Name (PRINT): _____ Signature of Customer _____ Date _____ (or their designated representative)	SEND TO: Name/Address of Transportation Service Provider (TSP): 	

Figure A-407-9. Notification of Loss or Damage AFTER Delivery

TRANSPORTATION SERVICE PROVIDER (TSP) NOTICE OF			1. DATE (DDMMYYYY)
<input type="checkbox"/> WARNING	<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> REINSTATEMENT	<input type="checkbox"/> CANCELLATION
2. FROM		3. TO	
SECTION I - SHIPMENT DATA			
4. CUSTOMER'S NAME		5. BILL OF LADING (BL)	
SECTION II - TSP ACTION			
6.			
<input type="checkbox"/> 6a. DUE TO THE VIOLATIONS CITED BELOW, YOU ARE HEREBY WARNED THAT A REPETITION OF THE TYPE OF SERVICE PROVIDED IN SECTION I ABOVE WILL SERVE AS A BASIS FOR YOUR SUSPENSION.			
<input type="checkbox"/> 6b. DUE TO THE VIOLATIONS CITED BELOW, YOU ARE HEREBY SUSPENDED AT THIS ACTIVITY UNTIL PROOF OF CORRECTIVE ACTION IS PROVIDED AND ACCEPTED BY THIS OFFICE.			
<input type="checkbox"/> 6c. YOU WILL BE REINSTATED TO THE LIST OF TSPs ELIGIBLE TO SERVE THIS ACTIVITY ON THE DATE SHOWN BELOW.			
7. TENDER OF SERVICE VIOLATIONS/REMARKS			
8a. NAME OF TRANSPORTATION OFFICER (Last, First, Middle Initial)		8b. SIGNATURE OF TRANSPORTATION OFFICER	9. DATE OF ACTION (DDMMYYYY)

Page 1 of 2

DD FORM 1814, MAR 2024

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Figure A-407-10. DD Form 1814, Transportation Service Provider (TSP) Notice of Warning/Suspension/Reinstatement/Cancellation

INSTRUCTIONS

A. - E. **Administrative Actions.** The DD Form 1814 is sent to the TSPs via the Defense Personal Property System (DPS).

Letter of Warning (LOW). The LOW must state, as a minimum:

1. Customer's name,
2. Bill of Lading (BL) number, and
3. The DP3 rules and DoD regulations indicating the violation on the shipment(s)

Letter of Suspension (LOS). The LOS must state the following to substantiate the suspension:

1. Customer's name,
2. BL number,
3. The DP3 rules and DoD regulations indicating the violation on the shipment(s)
4. Enter into DPS Notes (QA Management module): "Failure to provide corrective action within 30 days from the effective date of a suspension may result in the LOS remaining in effect, until corrective action has been provided and accepted".

Non-Use Action. Temporarily suspending a TSP from all or specified business actions within Defense Personal Property Program by USTRANSCOM. Only USTRANSCOM can issue non-use action to TSPs. Transportation Office (TO) can recommend to USTRANSCOM the immediate non-use of a TSP

Letter of Reinstatement/Cancellation. When the TO or USTRANSCOM is satisfied that the TSP has taken corrective action, the TO or USTRANSCOM shall issue a letter of reinstatement to advise the date reinstatement will be effective. Notification to TSP is made via DPS.

DD FORM 1814 (BACK), MAR 2024 Page 2 of 2
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Figure A-407-10. DD Form 1814, Transportation Service Provider (TSP) Notice of Warning/Suspension/Reinstatement/Cancellation (Cont'd)

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN <i>(As shown in "Origin" block on GBL.)</i>		5. DESTINATION <i>(As shown in "Destination" block on GBL.)</i>
6. ROUTE <i>(Complete routing shown on GBL.)</i>		7. ISSUING OFFICE <i>(As shown on GBL under "For use of Issuing Office.")</i>
8. TO: <i>(Name and address of carrier/activity to which directed, including ZIP Code.)</i>		9. <i>Complete Items 9a, b, and c only when correction is made after transportation charges have been paid.</i> a. D.O. VOUCHER NUMBER b. D.O. VOUCHER DATE c. D.O. SYMBOL
10. FROM:		
11. BILL OF LADING NOW READS <i>(Show the information as it reads prior to correction.)</i>		12. CORRECT BILL OF LADING TO READ <i>(Show how the corrected information should read.)</i>
13. AUTHORITY FOR CORRECTION <i>(Tariff and item numbers; classification and item number; or other authority for making the change.)</i>		
14. REMARKS <i>(Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)</i>		
15. INFORMATION COPY TO <i>(Name and address, including ZIP Code.)</i>		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE <i>(Require when notice is initiated by shipper and transportation charges are affected.)</i>

NSN 7540-01-140-5524

STANDARD FORM 1200 (8-82)
 Prescribed by GSA, FPMR (41 CFR) 101-41.3

Figure A-407-11. SF Form 1200, Government Bill of Lading Correction Notice

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