ATTACHMENT K5

"IT'S YOUR MOVE"
PART IV
MOVING YOUR MOBILE HOME

March 2020

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A. PURPOSE

Each mobile home move is unique and complicated. This information is provided to assist you with planning the movement of a mobile home. This attachment has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR11017.

B. WHO CAN SHIP A MOBILE HOME

You are eligible to ship a mobile home if:

1. You have received permanent-change-of-station orders and are entitled to a shipment of Household Goods (HHG).
2. You own your mobile home or have permission from the lien holder prior to movement of your mobile home.
3. You acquired your mobile home on or before the effective date of orders authorizing the move.
4. Your mobile home will be used at destination as a residence by you and/or your dependents.
5. The body and chassis of your mobile home, including tires and tubes, are roadworthy and will withstand the rigors of the move.
6. Your mobile home can be moved legally from origin to destination according to limitations imposed by various state(s) regulations for size and weight.

C. YOUR ENTITLEMENT

Shipment of a mobile home is in lieu of HHG Shipment. You are entitled to ship a mobile home between Continental United States (CONUS) permanent duty stations and to/from/between CONUS and Alaska, and between Alaska duty stations. Subject to excess cost, you may ship to a designated CONUS location if the home will be used as a residence by your dependents.

NOTE: Experience shows that few mobile homes are moved without exceeding prescribed allowances.

D. SHOULD YOU MOVE YOUR MOBILE HOME

Only you can answer this question. Some factors when considering moving your mobile home:

1. Consider the condition of the mobile home. It is important that the home be in proper condition for the move. You are responsible for the cost of any repairs required en route. Axles and tires must be in roadworthy condition and check to ensure the frame is not rusted.
2. Availability of space on a lot at destination.
3. Whether mobile homes are permitted at your new station.
4. Local/state regulations–some states will not permit use of oil for fuel, and some have rigid electrical code requirements.
5. Age of your home and distance to be transported–it may not be structurally sound enough to withstand the rigors of the move.
6. Estimated costs, which may be in excess of your entitlement for which you will have to pay and/or reimburse the Government.
7. Your costs to prepare your home for transport, such as getting the body and chassis in a movable condition, including tires, wheel bearings, springs and other mechanical and structural areas.

E. GOVERNMENT ALLOWABLE COSTS

The Government will pay certain costs not to exceed the cost of shipping your maximum HHG weight allowance between authorized points. The Government will normally pay:

a. Mobile home carrier's transportation charges, including movement via circuitous route, when required.

b. Bridge, road and tunnel tolls, ferry fares, state or local transit permits and over dimension charges/permits.

c. Labor costs for removal and installation of skirting, blocking, unanchoring, and anchoring.

d. Packing and unpacking of HHG in the mobile home.

e. Repairing tires, disconnecting and connecting utilities.

f. Disassembling and reassembling expando or fold-out rooms.

g. Renting extra axles with wheels and tires attached, when required.

h. The Government may pay some labor costs; however, the overall cost of the move will be reduced if you can safely perform some of these services or arrange their completion.

F. COSTS THE GOVERNMENT WILL NOT PAY

Even if the total cost for the move of your mobile home does not exceed your prescribed allowances, the Government will not pay for:

1. Mobile home replacement parts.
2. Permits and deposits for turning utilities on and off.
3. Placement of utility poles and installation of pipes and wires.

   NOTE: Many counties and states allow only licensed utility personnel to turn on/off utilities.

4. Building/site permits or engineering studies to place mobile home on the lot.
5. Brake repairs.
6. Original axle purchases.

   NOTE: The Government will pay for rental of additional axles with tires if they are needed to meet state and local laws or to provide additional structural support for safety reasons.

7. Tires.
8. Repairs and maintenance performed en route (except for labor costs to repair tires and tubes).

G. WHAT YOU CANNOT SHIP IN YOUR MOBILE HOME

It is important to remember that your mobile home was designed for movement with factory-installed furniture/equipment only. The transport of HHG within a mobile home, even those properly prepared and packed, is not recommended. The more weight added to the "basic" weight, the greater the chances for structural damage. The following items cannot be shipped in your mobile home:

1. Hazardous materials, gas bottles, oil barrels and similar materials.
2. Motorcycles, concrete blocks, freezers, pianos and/or similar heavy items.
3. Waterbeds not originally part of the mobile home. If a waterbed is originally installed in the mobile home, ensure it is completely drained before the move.
4. Assembled or disassembled garden sheds, porches, swings, cabanas, skirting, fencing, and steps.

5. Outside central air conditioning and/or heat pump units not part of the mobile home's manufactured equipment.

H. VALUABLES

If your mobile home is to be towed by a commercial transporter, do not include valuables, such as important documents, currency, money, jewelry, or any other articles of extraordinary or inherent value.

I. CLAIMS AND LIABILITY

Regardless of how you elect to move your mobile home, you are covered by the Military Personnel and Civilian Employees Claims Act for loss and damage during transit. Under Option 1 below, you must be able to show that you did not commit an act of omission or negligence that contributed to the loss and damage.

J. OPTIONS FOR MOVING YOUR MOBILE HOME

You have three options when moving your mobile home.

1. Option 1. Tow it yourself and file for reimbursement for the cost of over-the-road movement. You must ensure that your mobile home is roadworthy and complies with all state codes through which it will be transported. You are also responsible for obtaining permits and licenses. Regulatory requirements on transporting a mobile home vary from state to state, and some states are very stringent. Be sure to contact the officials in the state(s) your mobile home will be moving through prior to determining if this option is best for you." Keep receipts of expenses (e.g., fuel, oil, tolls, parking, permits, escort services) to support your claim for reimbursement.

2. Option 2. Government arranges movement of your mobile home. You are still responsible to ensure that the mobile home is roadworthy; complies with state codes; has the required primary axles, tires, and brakes; and is mechanically sound.

   Mobile Home carrier's responsibilities when Government arranged:

   a. Comply with state and local laws, and obtain required permits for the movement from origin to destination.

   b. Provide Personnel Property Shipping Office (PPSO) ordered accessorial services at origin and destination.

   c. Provide safe movement of the mobile home from origin to destination.

   d. Complete DD Form 1412, Inventory of Articles Shipped in House Trailer, Figure K5-1, jointly with you.

   e. Complete DD Form 1800, Mobile Home Inspection Record, Figure K5-2, jointly with you.

   f. Arrange for authorized repairs.

      NOTE: The TSP is authorized to incur expenses up to $150 without prior approval while en route to destination—this does not include expenses for tire repair or replacement.

   g. Place the mobile home in an approved storage facility, if necessary.

   h. Deliver and set-up the mobile home at destination (does not include purchase or delivery of concrete blocks for reblocking home).

3. Option 3. You are authorized to make your own arrangements for movement of your mobile home. This will allow you to control the cost of moving and keep your excess cost to a minimum. Reimbursement is limited to a cost not to exceed what it would have cost the

Government to transport your maximum weight allowance of HHG from your old duty station to your new duty station. You may receive payment in advance or upon completion of the move as determined by your military Service.

K. PREMOVE REQUIREMENTS

1. A good move depends largely on how much you get involved and how well you are prepared when the movers arrive. By performing some of the preparation yourself, you can reduce the cost of your move and possibly avoid excess cost. Consider packing the home yourself, taping windows and mirrors, and especially removing obstructions (e.g., fences, tree limbs). A carrier may refuse to accept, for transportation, any mobile home with an apparent defect making transportation unsafe or impracticable. Attempted pickup charges for which you are responsible, may apply if the shipment is cancelled less than 48 hours prior to the scheduled pickup date. If repairs are required and the mobile home will not be ready to move on the scheduled date, notify the PPSO or Personal Property Processing Office (PPPO) immediately to establish a new pickup date. Regardless of who tows your mobile home, you or a commercial transporter, the following must be done:

   a. Inspect springs for adequate distance from floor of your mobile home to the top of tires. A clearance of not less than three inches above the tires is required.

   b. Exercise caution when blocking and unblocking.

   c. Inspect all brake and clearance lights and hitch components for proper operating condition. The hitch must be properly installed by the pickup date.

   d. Repack wheel bearings within 90 days of pickup date.

   e. Inspect the brake linings and operating mechanism, and tighten wheel lug nuts.

   f. Ensure under frame and wall supports are not damaged. When in doubt, seek professional assistance.

   g. Make sure all visible frame-to-body attachments/connections are in place.

   h. Ensure exterior paneling and molding is secure.

   i. Check tires for deterioration, dry rot, proper inflation, correct size, and the load capacity for the size of your mobile home.

   j. Check axles for roadworthiness.

L. PREMOVE INVENTORY

1. In conjunction with the carrier, you are responsible for:

   a. Preparing an original and two copies of DD Form 1412, Figure K5-1.

   NOTE: An inventory is required to substantiate any claim for loss or damage to the interior contents of your home.

   b. Recommend you prepare an inventory even if you tow your mobile home.

   c. Snapshots or pictures are also very helpful in supporting a personal property claim.

   d. Annotate serial numbers of your tires.

   e. Identify articles left in closets, drawers, and cupboards by location and general description.

2. One copy of the inventory goes to the PPSO and one copy is provided to you. The carrier retains the original for you or your agent to verify the quantity and condition of your mobile home and HHG at destination.

M. TEMPORARY STORAGE

The Government can arrange temporary storage for your mobile home, when necessary. Some states do not have approved storage facilities, so your mobile home may have to be stored at origin, en route or at destination. Temporary storage is normally authorized not to exceed (NTE) 90 days. If an emergency or hardship arises, you may request an extension of the storage period (in writing) through your local PPSO.

N. OTHER INFORMATION

1. Forms/receipts. Thoroughly review all documents presented for signature and retain a copy. Particularly important is verification of labor and service receipts. Be sure to (X) or line through spaces or blocks not used. A valid receipt consists of the name of the establishment, address/location, date(s) repair or replacement was performed, cost of labor and/or material listed separately, signature(s) of parties actually accomplishing the repair or replacement, and your signature as the party receiving the services.

2. Make sure your new lot is prepared before delivery. The mobile home mover is not responsible for preparing the lot to receive the mobile home. If the lot requires installation or electrical service (e.g., trenching, power poles, meters), these costs are your responsibilities. Also, if additional work or time is required to accomplish items such as trimming of trees or removal of fences to allow the mobile home to pass, these costs will be your responsibility. If the mover is slowed down by unjustified delays in preparation of the site, they will charge waiting time, which is expensive. Ensure all site preparation is completed in advance of the arrival of your mobile home.

3. Estimates are not exact. Estimates of total costs obtained prior to shipment of your mobile home are not binding, and the actual cost is usually higher. It is impossible to accurately estimate many of the potential costs involved (e.g., repairs, utilities, set-up).

4. Consider following your mobile home. Follow your mobile home from origin to destination, and then you will know firsthand what actually occurred. If you decide to do this, please be very flexible. There is no requirement for the mover to make this easy for you. You will have to be ready to move on their schedule.

5. Listen carefully and ask questions. Listen carefully to your personal property counselor. Ask any questions that you may have, no matter how insignificant they may seem. Correcting deficiencies or problems after the fact is almost impossible.

6. What do I do if I am billed for excess costs? There is an appeal process open to you. If you receive a bill from your finance organization, normally a DD Form 139, Pay Adjustment Authorization, Figure K5-3, consult with your local PPSO before you agree to pay the debt.

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 *(City and State)*	DESTINATION *(City and State)*

SYMBOLS

EXCEPTION *(The omission of these symbols indicates good condition except for normal wear.)*

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

LOCATION

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-DITION AT ORIGIN	EXCEP-TIONS AT DEST *(If any)*	ITEM NO.	ARTICLES	CON-DITION AT ORIGIN	EXCEP-TIONS AT DEST *(If any)*
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 *(Include item numbers.)*

"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 *(Carrier (Driver))*	DATE	SIGNATURE *(Carrier (Driver))*	DATE
SIGNATURE *(Owner or authorized agent)*	DATE	SIGNATURE *(Owner or authorized agent)*	DATE

DD Form 1412, JUL 74 PREVIOUS EDITION WILL BE USED.

Figure K5-1. DD Form 1412, Inventory of Articles Shipped in House Trailer

MOBILE HOME INSPECTION RECORD	1. DATE *(YYYYMMDD)*

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406; 5 USC 5726; and E.O. 9397.
PRINCIPAL PURPOSE(S): To document inspection of Mobile Homes and account for any violations of the carrier's tender of service; and to act as supporting documentation for any action arising from a carrier's unsatisfactory performance.
ROUTINE USE(S): Information contained in this system of records may be provided to a carrier 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 CARRIER	b. SCAC	c. CARRIER FREIGHT BILL NUMBER *(To be completed by carrier at origin.)*	d. GOVERNMENT BILL OF LADING NUMBER
3a. NAME OF MEMBER	b. SOCIAL SECURITY NUMBER		c. RANK/PAY GRADE
4a. ORIGIN SHIPPING OFFICE	b. GBLOC NO.	5a. DESTINATION SHIPPING OFFICE	b. GBLOC NO.
c. ORIGIN ADDRESS *(Include city, state and zip code.)*		c. DESTINATION ADDRESS *(Include city, state and zip code.)*	

PART II - SPECIFICATIONS

6a. MOBILE HOME *(Make)*

b. MODEL

c. SERIAL NUMBER

8. DIMENSIONS *(Actual)*

	(1) FEET & INCHES	(2) EXPANDO
a. HEIGHT		
b. LENGTH		
c. WIDTH		

7. TIRES *(To be completed by the carrier at origin)*

	(1) SIZE	(2) PLY RATING	(3) MFR SERIAL NO.	(4) *CONDITION
a. LEFT 1				
b. LEFT 2				
c. LEFT 3				
d. LEFT 4				
e. RIGHT 1				
f. RIGHT 2				
g. RIGHT 3				
h. 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 Carrier or the ITO. DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the Carrier or the ITO.	(1) ORIGIN				(2) DESTINATION			
	(a)		(b) ITO		(a)		(b) ITO	
	YES	NO	YES	NO	YES	NO	YES	NO
a. Was the Mobile Home unblocked?								
b. Do springs have adequate/normal arch?								
c. Is there a minimum 3-inch clearance over each tire?								
d. Does Mobile Home appear to be overloaded?								
e. Do structural members, including A-Frame, appear sound - no damage?								
f. Are all visible frame to body attachments/bolt connections in place and unbroken?								
g. Does exterior paneling/molding appear to be tight and secure?								
h. Are brake and clearance lights and turn signals operable at time of hook up?								
i. Does member acknowledge that wheel bearings have been packed within the last 90 days?								
j. Is Mobile Home equipped with operable brakes at time of hook up?								
k. Are wheel lugs tight?								
l. Does member acknowledge that plumbing has been drained and protected from freezing?								
m. Does member acknowledge that all appliances/utilities have been serviced?								
n. Have attached items been detached and stowed inside *(TV antenna, air conditioner, etc.)*?								
o. Are all fixtures which cannot be removed anchored securely?								
p. Have all utilities been disconnected and secured?								
q. Does member acknowledge that all prohibited items have been removed?								
r. Does member acknowledge that all loose items/accessories in closets/cabinets have been properly packed and secured?								
s. Have loose furniture and heavy moveable items been secured above and forward of axles?								
t. Are drawers, cabinets, and sliding doors secured or taped?								
u. Are mirrors, windows and other glass cross (X) taped?								
v. Is Mobile Home equipped with valid license or permit?								
w. Are interior contents properly inventoried and inventory provided to carrier?								
x. Does the Mobile Home meet the transportation safety standards of destination and intermediate states?								
y. Do exterior doors lock? Have keys been given to carrier?								

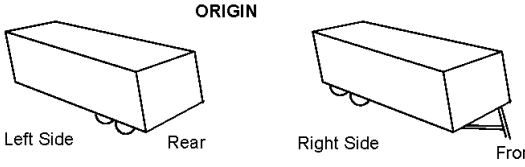
DD FORM 1800, SEP 1998 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Figure K5-2. DD Form 1800, Mobile Home Inspection Record

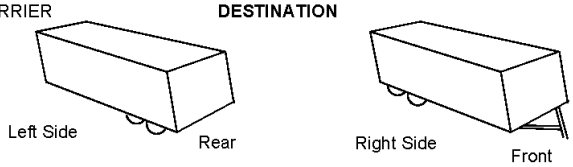
10. GENERAL CONDITION. Record degree and precise location of any apparent damage at origin or destination to the Mobile Home equipment (fixed or installed), including interior and exterior surface such as dented panels, loose or missing trim, broken windows, scratched or marred surfaces, etc. USE DIAGRAM 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" = ITO/REPRESENTATIVE
"O" = CARRIER

ORIGIN



DESTINATION



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

12. ORIGIN ITO/INSPECTOR *(If applicable)* **TYPED OR PRINTED NAME** *(Last, First, Middle Initial)*		**13a. ORIGIN ITO/REPRESENTATIVE SIGNATURE**		**b. DATE** *(YYYYMMDD)*
14a. ORIGIN CARRIER REPRESENTATIVE SIGNATURE	**b. DATE** *(YYYYMMDD)*	**15a. ORIGIN MEMBER/AGENT SIGNATURE**		**b. DATE** *(YYYYMMDD)*
16. DESTINATION ITO/INSPECTOR *(If applicable)* **TYPED OR PRINTED NAME** *(Last, First, Middle Initial)*		**17a. DESTINATION ITO/REPRESENTATIVE SIGNATURE**		**b. DATE** *(YYYYMMDD)*
18a. DESTINATION CARRIER REPRESENTATIVE SIGNATURE	**b. DATE** *(YYYYMMDD)*	**19a. DESTINATION MEMBER/AGENT SIGNATURE**	**b. DATE** *(YYYYMMDD)*	**c. TIME OF DELIVERY**

DD FORM 1800 (BACK), SEP 1998

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Figure K5-2. DD Form 1800 – Mobile Home Inspection Record (Cont)

PAY ADJUSTMENT AUTHORIZATION	NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.			
MEMBER *(Last name)* *(First)* *(Middle)*	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA	
FROM	NAME OF ACCOUNTABLE D.O.			
	SYMBOL NO.	G.A.O. EXCEPTION CODE		
TO	YOU ARE HEREBY AUTHORIZED TO ☐ CHARGE ☐ CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE			

EXPLANATION AND/OR REASON FOR ADJUSTMENT

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

FROM	CERTIFYING OFFICER *(Name, rank/grade, and signature)*

CERTIFICATE

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)

TO	TYPED NAME AND GRADE OF D.O.	
	D.O. SYMBOL NO.	DATE
	SIGNATURE	

DD FORM 139, MAY 53 EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69. *Form approved by Comp. Gen., U.S. April 23, 1953*

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Adobe Designer 7.0

Figure K5-3. DD Form 139 – Pay Adjustment Authorization

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