



ATTACHMENT B-D5 “IT’S YOUR MOVE” PART IV MOVING YOUR MOBILE HOME



February 2024

TABLE OF CONTENTS

ATTACHMENT B-D5 – “IT’S YOUR MOVE” PART IV MOVING YOUR MOBILE HOME	B-D5-1
A. Purpose.....	B-D5-3
B. Who Can Ship a Mobile Home.....	B-D5-3
C. Your Entitlement.....	B-D5-3
D. Should You Move Your Mobile Home.....	B-D5-3
E. Options For Moving Your Mobile Home.....	B-D5-4
F. Government Allowable Costs.....	B-D5-4
G. Costs the Government Will Not Pay.....	B-D5-5
H. What You Cannot Ship in Your Mobile Home.....	B-D5-5
I. Valuables.....	B-D5-5
J. Claims and Liability.....	B-D5-6
K. Pre-Move Requirements.....	B-D5-6
L. Pre-Move Inventory.....	B-D5-6
M. Temporary Storage.....	B-D5-7
N. Other Information.....	B-D5-7

A. PURPOSE

This information is provided to assist you with planning the movement of a mobile home in accordance with the Joint Travel Regulations (JTR) policy and laws establishing travel and transportation allowances of Uniformed Service members and Department of Defense (DoD) civilian employees under the Global Household Goods Contract (GHC).

NOTE: Please refer to the JTR (<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>) for customer entitlements and the official definition of mobile home.

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 authorizing household goods (HHG) transportation at Government expense.
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 decide if it is in you, or your family's best interest answering this question. Here are 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 enroute. Axles and tires must be in roadworthy condition and the frame must be checked to ensure it is not rusted.
2. Availability of space on a lot at destination.
3. Whether mobile homes are permitted at your new station.
4. Local and 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 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. 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 Prime Contractor'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 Task Ordering Officer request for 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 B-D5-1](#), jointly with you.
 - e. Complete DD Form 1800, Mobile Home Inspection Record, [Figure B-D5-2](#), jointly with you.
 - f. Arrange for authorized repairs.
NOTE: The Prime Contractor is authorized to incur expenses up to \$150 without prior approval while enroute 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 re-blocking 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 (NTE) 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.

F. GOVERNMENT ALLOWABLE COSTS

The Government will pay certain costs NTE the cost of shipping your maximum HHG weight allowance between authorized points. The Government will normally pay:

1. Mobile Home Prime Contractor's carrier's transportation charges, including movement via circuitous route, when required.
2. Bridge, road and tunnel tolls, ferry fares, state or local transit permits and over dimension charges/permits.

3. Labor costs for removal and installation of skirting, blocking, un-anchoring, and anchoring.
4. Packing and unpacking of HHG in the mobile home.
5. Repairing tires, disconnecting and connecting utilities.
6. Disassembling and reassembling expand-o or fold-out rooms.
7. Renting extra axles with wheels and tires attached, when required.
8. 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.

G. 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 or 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 enroute (except for labor costs to repair tires and tubes).

H. 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.

I. VALUABLES

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

J. 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 Paragraph E.1., Option 1, you must be able to show that you did not commit an act of omission or negligence that contributed to the loss and damage.

K. PRE-MOVE REQUIREMENTS

A good move depends largely on how much you get involved and how well you are prepared when the Prime Contractor representative arrives. 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). The Prime Contractor 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 Prime Contractor point of contact (POC) or Transportation Office immediately to establish a new pickup date. Regardless of who tows your mobile home, you or a commercial transporter, the following must be done:

1. Inspect springs for adequate distance from floor of your mobile home to the top of tires. A clearance of not less than three (3) inches above the tires is required.
2. Exercise caution when blocking and unblocking.
3. Inspect all brake and clearance lights and hitch components for proper operating condition. The hitch must be properly installed by the pickup date.
4. Repack wheel bearings within 90 days of pickup date.
5. Inspect the brake linings and operating mechanism and tighten wheel lug nuts.
6. Ensure under frame and wall supports are not damaged. When in doubt, seek professional assistance.
7. Make sure all visible frame-to-body attachments/connections are in place.
8. Ensure exterior paneling and molding is secure.
9. Check tires for deterioration, dry rot, proper inflation, correct size, and the load capacity for the size of your mobile home.
10. Check axles for roadworthiness.

L. PRE-MOVE INVENTORY

1. In conjunction with the Prime Contractor, you are responsible for:
 - a. Preparing an original and two (2) copies of DD Form 1412, Figure B-D5-1.

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 HHG claim.
 - d. Annotate serial numbers of your tires.
 - e. Identify articles left in closets, drawers, and cupboards by location and general description.

2. Retain a copy of the inventory. The Prime Contractor POC 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, enroute or at destination. Temporary storage is normally authorized NTE 90 days (please refer to Service Members - JTR part C, 0521 or Civilian Employees - JTR Part F, 0544). If an emergency or hardship arises, you may request an extension of the storage period (in writing) through your Prime Contractor POC or through your responsible TO.

NOTE: Refer to JTR, Section 052404 for all other Storage in Transit (SIT) entitlements impacting Mobile Homes.

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 B-D5-3](#), consult with your local TO before you agree to pay the debt.

INVENTORY OF ARTICLES SHIPPED IN HOUSE TRAILER						PAGE OF PAGES	
CARRIER			CARRIER'S REFERENCE NO.		OWNER'S GRADE OR RATING AND NAME		
			GBL NO.				
ORIGIN LOADING ADDRESS (City and State)				DESTINATION (City and State)			
SYMBOLS						LOCATION	
EXCEPTION (The omission of these symbols indicates good condition except for normal wear.)							
BE - BENT	D - DENTED	MP - MOTH EATEN	RU - RUSTED	Z - CRACKED	1. ARM	7. REAR	
BR - BROKEN	F - FADED	CP - PACKED BY	SC - SCRATCHED		2. BOTTOM	8. RIGHT	
BU - BURNED	G - GOUGED	CARRIER	SH - SHORT		3. CORNER	9. SIDE	
CH - CHIPPED	L - LOOSE	PBO - PACKED BY	SO - SOILED		4. FRONT	10. TOP	
CU - CONTENTS AND CONDITION UNKNOWN	M - MARRED	OWNER	T - TORN		5. LEFT	11. VENEER	
	MI - MILDEW	R - RUBBED	W - BADLY WORN		6. LEG	12. EDGE	
ITEM NO.	ARTICLES	CON- DIT- ION AT ORIGIN	EXCEP- TION- S AT DEST (If any)	ITEM NO.	ARTICLES	CON- DIT- ION AT ORIGIN	EXCEP- TION- S 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 B-D5-1. DD Form 1412, Inventory of Articles Shipped in House Trailer


MOBILE HOME INSPECTION RECORD						1. DATE (DDMMYYYY)							
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 erlvie 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				7. TIRES (To be completed by the SP at origin)									
				(1) SIZE		(2) PLY RATING		(3) MFR SERIAL NO.		(4) *CONDITION			
				7a. LEFT 1									
6b. MODEL				8. DIMENSIONS (Actual)		7b. LEFT 2							
				(1) FEET & INCHES		(2) EXPANDO		7c. LEFT 3					
				8a. HEIGHT				7d. LEFT 4					
								7e. RIGHT 1					
6c. SERIAL NUMBER				8b. LENGTH		7f. RIGHT 2							
						7g. RIGHT 3							
				8c. WIDTH		7h. RIGHT 4							
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.						(1) ORIGIN		(2) DESTINATION					
DESTINATION INSPECTION COLUMN - complete ONLY when a visual inspection of the Mobile Home is made at destination by the SP or the TO.						(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 B-D5-2. 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.

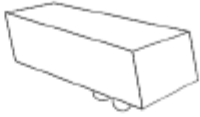
**NOTE: MARK "X" = TO / REPRESENTATIVE
 "O" = SP**

ORIGIN



Left Side Rear Right Side

DESTINATION



Left Side Rear Right Side

Front Front

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

12. ORIGIN TO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		13a. ORIGIN TO/REPRESENTATIVE SIGNATURE <small>SEE NAME</small>		13b. DATE (DDMMYYYY)	
14a. ORIGIN SP REPRESENTATIVE SIGNATURE <small>SEE NAME</small>		14b. DATE (DDMMYYYY)		15a. ORIGIN CUSTOMER/AGENT SIGNATURE <small>SEE NAME</small>	
16. DESTINATION TO/INSPECTOR (If applicable) TYPED OR PRINTED NAME (Last, First, Middle Initial)		17a. DESTINATION TO/REPRESENTATIVE SIGNATURE <small>SEE NAME</small>		17b. DATE (DDMMYYYY)	
18a. DESTINATION SP REPRESENTATIVE SIGNATURE <small>SEE NAME</small>		18b. DATE (DDMMYYYY)		19a. DESTINATION CUSTOMER/AGENT SIGNATURE <small>SEE NAME</small>	
19b. DATE (DDMMYYYY)					

Figure B-D5-2. 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.)



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

Figure B-D5-2. DD Form 1800, Mobile Home Inspection Record (Cont'd)

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 <input type="checkbox"/> CHARGE <input type="checkbox"/> 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)			
C E R T I F I C A T E	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

Reset

Adobe Designer 7.0

Figure B-D5-3. DD Form 139, Pay Adjustment Authorization

THIS PAGE INTENTIONALLY LEFT BLANK