

CHAPTER 7

MOBILE HOMES

7000. Purpose & Scope. This chapter describes procedures and provides guidance for the movement of mobile homes within CONUS, between CONUS and Alaska, and within Alaska. -This chapter **applies** to all mobile home shipments for DOD members in accordance with the JFTR.

7001. Counseling for the Shipment **of** a Mobile Home. In addition to the counseling discussed in Chapter 1, paragraph 1008.c. , the PPSO shall stress the following when counseling a member on the shipment of a mobile home:

a. The movement of a mobile home over **public** highways shall comply with the requirements of state regulatory authorities and shipment of a mobile home may not be made until all required permits are secured by the carrier.

b. Most states have special regulations with respect to the speed and route of travel, time of day and week a mobile home may be moved, weather conditions, lighting, escorts, and so forth that may affect the carrier's total charges.

c. Most states allow mobile homes up to 80 feet long and up to 14 feet wide to move under permit procedures. (State size restrictions are provided in the Mobile Home Rate Solicitation. These are subject to change by various state permit issuing offices.)

d. The PPSO shall provide the member with a copy of the "Mobile Home Pamphlet for Military Members" and a DD Form 1800, Mobile Home Inspection Record (Figure 7-1), at the time of counseling. The PPSO shall advise the member of the allowable services in accordance with their entitlements and shall determine the services that the member desires the carrier to perform. The member shall be counseled that the premove requirements outlined in the pamphlet shall **be** completed at least 48 hours before the established pickup date.. Upon completion, the member shall notify the PPSO when the mobile home is ready for inspection.

e. If premove requirements cannot be completed 48 hours before the established pickup date, the member shall notify the **PPSO**. The PPSO will immediately notify the carrier and establish a new pickup date based upon the estimated date premove requirements will be completed.

f. The member shall inform the PPSO at least 48 hours before the pickup date when wrecker service at origin will be required.

g. A mobile home will not be accepted for shipment if it fails to meet applicable federal and state regulations or is unsafe for highway movement.

h. All expenses incurred for repairs and services en route to destination (excluding tire repairs or replacement) that do not exceed \$150 shall be accomplished without the member's approval. The member may prescribe an amount greater than \$150 that the carrier may incur for repairs and services without first obtaining the member's approval. Unserviceable tires shall be repaired or replaced en route as necessary. Member approval for tire repair or replacement is not required and no dollar limit for such services may be set.

i. The carrier, in coordination with the member, is required to prepare the Inventory of Articles Shipped in House Trailer, **DD Form 1412** (Figure 7-2). Both the mobile home and **all** articles shipped in the **mobile** home **will be** examined at both origin and destination and discrepancies will be **noted** on the Mobile Home Inspection Record (DD Form 1800) and the **DD Form 1412**.

7002. Permits for the Movement of Mobile Homes.

a. Carriers approved by Headquarters, **MTMC**, for participation in DOD mobile home traffic are responsible for complying with all state **laws**, rules, and regulations, obtaining all necessary permits, and effecting whatever coordination is necessary to accomplish the movement safely. Permits for the movement of an oversized mobile home applied for by a commercial carrier and approved by a state issuing authority shall be accepted by the PPSO as evidence that movement in the state of issue is authorized.

b. When copies of the member's orders or other types of documentation are required by a state before the issuance of a permit, the origin **PPSO shall** provide assistance to the carrier as requested.

7003. Carrier Approval for Participation in DOD Mobile Home Traffic.

a. To participate in the shipment of DOD-sponsored mobile homes, each carrier shall submit the following documents to Headquarters, **MTMC, MTPP-CD:**

(1) Signed Mobile Home Tender of Service (See Appendix E).

(2) Copy of Interstate Commerce Commission operating authority and/or state permit.

(3) Mobile Home Certificate of Cargo Liability Insurance (**MT-HQ** Form 57-R).

(4) Certification of Small, Small Disadvantaged and Women-Owned small Business.

(5) Financial Statements.

b. Upon approval by Headquarters, **MTMC**, the carrier will be notified by letter. PPSOS are advised of approved carriers in the semiannual issue of the carrier approvals printout and by message updates.

7004. Rates.

a. One-Time-Only rates for the movement of privately-owned mobile homes are obtained through competitive solicitation using the Mobile Home One-Time-Only (**MOTO**) Program.

b. Only Headquarters, **MTMC**, will solicit and negotiate MOTO rates from the carrier industry. PPSOS are precluded from directly accepting or soliciting MOTO rates from carriers. Exception: Local moves may be excluded from provisions of this solicitation.

c. **MTMC** will issue a solicitation containing rules and regulations pertaining to the preparation and movement of **mobile** homes. **MTPP-CD** will furnish participating carriers with **all** the pertinent information for compiling an all-inclusive rate. The all-inclusive rate will include line-haul, tolls, surcharges, taxes, over-dimension charges, permits, anti-sway devices, escort services, transit axles with wheels and tires, temporary lights, household goods inventory, placement of the load, and requested origin and destination accessorial.

d. The following procedures are applicable for MOTO rates:

(1) Upon receipt of a request for the movement of a mobile home, the PPSO will provide **MTPP-CD** the information contained in the MOTO Message Request Format (Figure 7-3). The message address for **MTMC** is: CDR **MTMC** FALLS CHURCH VA **//MTPP-CD//**.

(a) During the initial counseling session, the member must specify which origin and destination services will be performed by the carrier, the type of trailer (including width, length, year, make, **expando or** doublewide), the number of axles with tires and the number of braking axles on the mobile home and any problems with the home or access to home site.

(b) MOTO requests should be made as soon as possible, but not less than 20 days prior to the pickup date. (Emergency requests will be handled as required.)

(2) **MTPP-CD**, upon receipt of the MOTO request, will solicit all-inclusive rates from all DOD-approved mobile home carriers.

(3) **MTPP-CD** will evaluate all competitive rate offers received from the carriers. The carrier that provides the services required by the member at the lowest overall cost will be awarded the shipment.

(4) MTPP-CD will provide **PPSOs** with information by message (Figure 7-4) to be used as authority for preparation of a Personal Property Government Bill of Lading (**PPGBL**). PPGBLs will be prepared in accordance with instructions in Chapter 11. Both the tender number and the rate must be shown in block 31 of the **PPGBL**.

(5) Shipments must be tendered to the carrier prior to the tender expiration date. A tender is valid for 30 days and can be extended. In the event that certain conditions (repairs, etc.) prevent pickup, **MTPP-CD** will be notified by the PPSO so action can be taken to extend the expiration date or **resolicit** the rate.

(6) **MTPP-CD** will furnish participating **carriers** with all the pertinent information for compiling a rate. The PPSO, upon request of the member, may authorize carrier to perform additional requirements not included in the MOTO rate, either by third party service or negotiated rate. -Services performed must be listed on **DD** Form 1863 (Accessorial Services-Mobile Home (Figure 7-5)) and certified by PPSO or member and normally shown on PPGBL.

(7) Known requirements for origin/destination SIT will be provided by PPSO on the original MOTO message request to **MTPP-CD**; however, a carrier has the option to designate the storage site.

(8) PPSO will counsel member on the amount of excess costs, if any, after receiving the MOTO rate. PPSO must notify mobile home carrier on all cancellations of MOTO movements no later than 48 hours prior to pickup. A copy of the cancellation message will be forwarded to **MTPP-CD**. Cancellation must be made within 48 hours prior to pickup or carrier may bill for services ordered but not used.

7005. Location of Carrier or Agent Facilities. DOD-approved mobile home carriers are not required to have an agent or carrier-operated facility within the area of responsibility of an installation to be qualified to participate in mobile home traffic. The carrier shall be able to inspect each mobile home before movement and be responsive to the shipping requirements of the **PPSO**.

7006. Carrier or Agent Facility Requirements. A carrier may designate any storage facility to serve as its agent as long as the facility meets the minimum requirements below and is approved by the **PPSO**:

a. The area designated for storage shall be such as to prevent unlawful entry, pilferage, vandalism, and damage to the mobile home.

b. The area shall be clean, free from contamination, infestation, waste material, and refuse.

c. The area shall have adequate fire protection and be accessible for routine inspection.

d. The area shall have a flat surface covered with adequate amounts of gravel, concrete, blacktop, or other surface (dependent upon the topographical surface) to support the mobile home.

e. The area may not be located in an area subject to flooding.

f. The area used for storage shall be in an enclosed area and have a locked gate.

g. The area shall have ample exterior lighting from dusk to dawn to provide visibility and preclude unauthorized entry.

h. The area shall be accessible and adequately **secured** during business and nonbusiness-hours.

i. The area shall have adequate space to maneuver mobile homes within the confined storage area to preclude damage during placement and removal of mobile homes.

7007. Carrier Selection and Traffic Distribution.

a. Equal Opportunity to Compete. All DOD-approved mobile home carriers wishing to participate in the MOTO program are advised by message of each solicitation. Carriers must possess appropriate operating authority to cover each shipment. A rate submission deadline is assigned for each shipment.

b. Establishment of RDDs.

(1) During the counseling session, the PPSO shall determine the member's requirements and establish a realistic RDD based upon those requirements. In establishing an RDD, the PPSO shall consider all matters affecting the member and the member's mobile home shipment, including, but not limited to, the following:

(a) The earliest date the member can release the mobile home for shipment.

(b) The member's required reporting date at the new duty station.

(c) Whether or not the member will be taking leave between duty assignments and, if so, for how long.

(d) The estimated time it will take the member to arrive in the area of the new duty station.

(e) Whether or not the member is being assigned to TDY between permanent duty assignments.

(f) The impact of state requirements'and regulations upon the carrier's ability to move the particular mobile home at certain times of day or days of the week.

(g) The minimum transit time that governs the particular shipment (see Appendix E, paragraph 9).

(2) If, after establishment of the RDD and before the pickup of the shipment, the carrier or PPSO learns that the member's requirements have changed, the PPSO, with the approval of both the member and the carrier, may establish a new RDD.

c. Inspection Prior to Pickup. Mobile home carriers should physically (or telephonically) inspect each mobile home before pickup and shall secure all required state permits before movement. When a mobile home is not ready for **pickup on** the agreed date, the PPSO shall notify the carrier **of the** delay at least 48 hours prior to the date of pickup. A new pickup date shall be established based upon the estimated date the mobile home will be ready for movement, the member's requirements and the carrier's capability. Shipments must be tendered to carrier prior to expiration date (30 days from original solicitation pickup date). PPSO **will** advise MTPP-CD if shipment will not meet this timeframe.

7008. Shipment Procedures.

a. Repairs and Services En Route to Destination.

(1) The carrier is authorized to incur expenses up to \$150 per shipment without the prior approval of the member for necessary repairs and services while en route to destination. Such repairs and services do not include expenses for tire repair or replacement.

(2) The member may authorize voluntarily in writing, on the reverse of the DD Form 1797 (Figure 1-1), any amount in excess of \$150 that the carrier may incur for repairs and services without first obtaining authorization from the member or the member's agent. The origin **PPSO**, based on the member's written authorization, then may authorize the carrier to incur expenses above the \$150 limit, but not to exceed the amount specified by the member. The amount specified by the member shall be annotated in the remarks blocks of both the PPGBL and DD Form 1863.

(3) Should the cost of repairs or services exceed the authorized limit and the member be locally available and have inspected the damage, the member, at the request of the carrier, may authorize in writing an expenditure that exceeds the stated limit. When the member makes such a decision at the request of the carrier, the carrier shall notify the origin PPSO of the member's decision, including the amount the member has authorized to be" incurred for the repairs or services.

(4) Should the cost of repairs or services exceed the authorized limit and the member not be available to inspect the damage, the carrier shall contact the nearest PPSO. That PPSO **shall** coordinate with the origin PPSO and the member to determine whether the movement of the shipment should continue.

b. Payment for Repairs and Services.

(1) Any repairs or other services necessary for the movement of a mobile home from origin to destination for which there is to be a charge **billed** against the Government, shall be identified by the carrier on a **DD** Form 1863, supported by signed receipts for each repair or service provided. Detailed entries shall be itemized and supported **with** third-party invoices indicating costs for labor and material separately. Receipts for tires replaced en route **shall** show the serial number of the new tire purchased and the serial number of the tire it replaced. Replaced tires shall be turned over by the carrier to the member, the PPSO, or an agent of either. Serial numbers shall be verified and checked with the member's copy of the inventory (DD Form 1412) and the DD Form 1800.

(2) The member, member's agent, or destination PPSO shall verify that the services are described correctly and supported properly before signing the **DD** Form 1863.

(3) Billing instructions are contained in Chapter 5.

c. Volume Movements.

(1) A movement of five or more mobile homes from the same origin or commuting area to the same destination or commuting area shall be considered a volume move.

(2) The PPSO shall report each volume move by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the report shall be forwarded to the Headquarters, MTMC, ATTN: **MTPP-CD**, and a copy to the appropriate area command, the military service headquarters and the destination PPSO. The required mobile home report format is provided in Figure 7-6.

d. Inventory of Articles Shipped in House Trailer. DD Form 1412.

(1) Preparation Requirements. The carrier, in coordination with the member shall prepare an original and three copies of **DD** Form 1412 listing all articles of HHG to be shipped in the mobile home. Articles contained in closets, drawers and cupboards shall be identified by location and general description. It is unnecessary to list fixed or installed equipment on the inventory.

(2) Distribution. Distribution of the DD Form 1412 **shall** be as follows:

(a) The member shall receive one copy and the original and remaining two copies will be provided to the PPSO processing the member's application for shipment.

(b) If the PPSO processing the application for shipment is not responsible for procuring the transportation service, that PPSO **shall** attach the original and two copies of the **DD Form 1412** to the **DD Form 1299** (Figure 1-2) and forward those documents to the responsible **PPSO**.

(c) The PPSO responsible for procuring the transportation service shall give the original and two copies of the **DD Form 1412** to the carrier at the same time the carrier is given the **PPGBL**.

(d) The carrier shall verify the quantities and condition of the listed items and sign each copy. The carrier shall retain the original copy for use by the member, member's agent, or PPSO at destination to verify the quantity and condition of the property. One of the signed copies shall be given to the origin **PPSO**, and the other shall be given to the member or the member's agent at origin.

e. Mobile Home Inspection Record, DD Form 1800. **DD Form 1800** describes a mobile home's condition before and after shipment. The origin PPSO shall prepare a **DD Form 1800** for each mobile home shipment and shall give that document to the carrier with the **PPGBL**. The carrier shall complete the origin portion of the form at the time of pickup. The destination portion shall be completed by the carrier at destination. Sections of the form are reserved for the origin and destination PPSOS when a visual inspection of the **mobile home** is made by the PPSO or the **PPSO's** authorized representative.

(1) Forms Supply. **DD Form 1800** is available through normal publications distribution channels.

(2) Preparation by the Origin PPSO. Upon notification from the member or member's agent that all premove requirements have been completed, the PPSO **shall** prepare an original and five copies of **DD Form 1800**. The origin PPSO shall complete the following portions of the form:

- (a) Date.
- (b) Name of the carrier.
- (c) **PPGBL** number.
- (d) Member's name, SSN, and grade or rank.
- (e) Complete pickup address.
- (f) Complete destination address.

(g) **Origin** shipping office and **GBLOC**.

(h) Destination shipping office and **GBLOC**.

(i) Make, model, and serial number of the mobile home.

(j) Dimensions of the mobile home.

(k) Origin PPSO inspection column, only when a visual inspection of the mobile home is made at origin.

(3) Carrier Entries. During the origin inspection, the carrier shall complete the origin carrier's **column** of the **DD** Form 1800 and shall note all exterior damage to the mobile home on the illustrations provided. Both the carrier and the member or the member's agent shall sign the form acknowledging the accuracy of its description of the mobile home's condition. At destination the carrier shall note any exterior damage not noted at origin. The carrier and the member or the member's agent shall sign the form at destination. If the member does not agree with the carrier's description of the mobile home's condition at origin or destination, the member shall list exceptions on the reverse of the form. Regardless of exceptions taken, the member **shall** sign the form.

(4) Distribution at Origin. After completing the applicable portion of the inspection form, the carrier shall make the following distribution:

(a) Retain the original and three copies for use during the inspection at destination.

(b) Provide one copy, which will be retained in an inspection suspense file, pending receipt of the destination inspection copy to the origin PPSO.

(c) Provide one copy to the member or the member's agent.

(5) Distribution at Destination. The original and three copies of the DD Form 1800, which were retained by the carrier, shall be used to reinspect the mobile home at destination. The form shall also be used by the destination PPSO if an inspection is made. Upon completion of the inspection, the carrier shall make the following distribution:

(a) Retain the original **DD** Form 1800.

(b) Provide one copy to the member or the member's agent.

(c) Provide two copies to the destination **PPSO**. The destination PPSO shall forward one copy, along with the completed Member's Report on Carrier Performance--Mobile Home, DD Form 1799 (Figure 7-7), **to** the origin PPSO. The origin PPSO shall use these documents to close out the shipment performance file.

f. Carrier Refusal for Shipment Due to Mobile Home **Being** Not Roadworthy. If the carrier's inspection or a Government inspector reveals a deficiency and renders the mobile home unsafe or unlawful for transportation, the origin PPSO **shall** be notified and will instruct the member 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 and the member to either authorize payment for waiting time of the driver (and possibly an escort) while repairs/alterations/modifications are being completed or to terminate the GBL and pay an attempted pickup charge. If the driver elects to perform the necessary work, waiting time is not authorized; however, the member is responsible for furnishing the required materials **and/or** supplies to make the mobile home roadworthy. Under no circumstance may the PPSO release the mobile home for shipment until it is considered by both the carrier and the PPSO to be safe and practicable to move.

g. Use of Commercial Wrecker Service.

(1) The member shall inform the PPSO when wrecker service may be required at origin. The carrier **shall** 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 will be damaged by the carrier's equipment, the carrier **shall** contact the PPSO and request authorization to use commercial wrecker service.

(2) The PPSO **shall** consider **all** recommendations when determining whether wrecker service **will** be required.

(3) When it is determined that wrecker service is required, the PPSO shall authorize the carrier to make the necessary arrangements. The carrier shall bill the Government for the actual cost of service. The wrecker service invoice shall be attached according to billing instructions.

h. Loss and **Damage** Control.

(1) The member should ensure that the mobile home is prepared properly for shipment and in a transportable condition at the point of pickup. The DD Form 1800 shall be used to reflect the actual condition of the mobile home before shipment.

(2) The member shall examine the mobile home and all articles shipped in the mobile home upon delivery at destination. All discrepancies shall be noted on the **DD** Form 1412, the DD Form 1800, or the **DD** Form 1863, as appropriate. The member **shall** report loss or damage immediately to the destination PPSO, who shall provide instructions on claims procedures.

i. Transit Load Limitations.

(1) 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, with a slight added margin for personal effects.

(2) In the movement of a mobile home, the manufacturer's recommended gross weight may not be exceeded. If the recommended gross weight is unknown, an allowance of 3 pounds per square foot of unused (open) floor area **is** permitted for the added weight of personal effects to be left in the mobile home during movement. For example, a maximum "personal effects load of 216 pounds (72 square feet multiplied by 3 pounds) would be acceptable for a mobile home with an unused open floor area of 6 feet by 12 feet.

(3) If the mobile home exceeds the manufacturer's **recommended** gross weight, the member shall be advised to arrange for a separate shipment of excess items or to dispose of them by some other means.

j. Payment of Transportation and Accessorial Charges.

(1) The carrier shall submit **public** vouchers and supporting documents properly assembled, to the appropriate finance center, in accordance with billing instructions provided in Figure A-1, Appendix A.

(2) The carrier shall submit a **DD** Form 1863 itemizing all accessorial charges, together with the original copy of the **PPGBL** covering the shipment. The carrier shall attach original invoices, marked paid, for items listed on the **DD** Form 1863. All invoices submitted as supporting documents shall indicate costs for labor and material separately.

k. Termination of Mobile Home Shipment. A shipment **will** be terminated when appropriate and ordered by **MTPP-CD**, a **PPSO**, or other authorized Government representative in coordination with a **PPSO** as follows:

(1) The following will apply to a shipment terminated by the Government:

(a) Any charges for authorized services, performed to point of termination, will be paid in accordance with the submitted rate tender and/or a negotiated rate obtained by **MTPP-CD**.

(b) If shipment was "delivered to or from SIT, then any SIT charges will be paid when required and authorized by the **PPSO**.

(c) A termination of service that requires the transfer of a mobile home from one carrier to another must be coordinated with MTPP-CD for a negotiated rate. The carriers involved in the transfer will each verify inventory and note any damages to the mobile home at time of transfer. The PPSO will issue a new PPGBL to the new carrier that cross references the PPGBL of the terminated carrier.

(2) Termination of service will normally be used in cases of:

- (a) Violation of Federal, State or Local laws.
- (b) Violation of Tender of Service.
- (c) Improper performance of service.
- (d) Cancellation of member's orders.

(3) When the carrier receives an order for termination, the carrier will locate the shipment, advise the PPSO or **MTPP-CD**, the location of the shipment and effect the required change in a documented manner. The PPSO will issue a PPGBL Correction Notice to show termination point and correct the applicable rate.

1. Waiver of MOTO Solicitation. On authorization by **HQMTMC**, PPSO may be delegated authority to procure services on an individual basis in order to avoid hardship to a service member or member's family. Upon approval from **MTPP-CD**, the PPSO must furnish backup data via message to include: member's name, date orders were issued, reason waiver was requested, origin and destination of move, carrier awarded move (**SCAC**), tender number, and rate.

m. Third Party Services. When requested and approved by the **PPSO**, the carrier will engage third party for performance of special services not included in the MOTO rate. Carrier will advance payment and submit valid receipts for such charges, indicating costs for labor and materials separately when presented to the appropriate finance center for payment. If the carrier engages third party service for performance of services included in the MOTO solicitation, the carrier will be responsible for payment of such services without additional reimbursement from the Government. The carrier will be responsible for the services and conduct of the third party. If federal, state or local laws require performance of a service **with a** special license or permit, third party billing will be authorized. A copy of the license or permit must be included with billing. Carrier must ensure that third party billing does not duplicate any existing charges previously included in the MOTO rate.

7009. SIT .

a. Authorization for SIT. SIT shall be used only when authorized **by** the origin or destination PPSO and so noted on the PPGBL or DD Form 1863. The PPSO authorizing SIT **shall** notify the member and the other PPSO of the action. The PPSO authorizing the use of SIT may not specify the name or location of the carrier's facility used on the PPGBL. The location of the SIT facility shall be at the discretion of the carrier, but **shall** be so located to afford timely delivery to destination and shall be approved for use by an PPSO.

b. Prevention of Unnecessary SIT. The PPSO shall prevent unnecessary use of SIT by maintaining a close liaison with installation personnel assignment officers and housing officers. Close coordination between the origin and destination PPSOS regarding the member's status and mobile home shipment will help prevent the unnecessary use of SIT. The destination PPSO shall establish a file for inbound personnel, including such information as duty an-d home telephone numbers, the member's temporary address, and the name and telephone number of a local contact if the member cannot be located when the mobile home arrives.

c. Procedures for SIT En Route. If an approved SIT facility is not available at origin or destination, the PPSO shall coordinate efforts with the carrier to use an approved SIT facility along the proposed route of movement. Refer to the **PPCIG** for a listing of approved SIT facilities. The PPSO originating the shipment shall serve as the point of contact with the carrier until the shipment arrives in the destination **PPSO's** area of responsibility.

d. Procedures at Destination. When the carrier notifies the destination PPSO of the mobile home's arrival for delivery, the PPSO shall attempt to contact the member or member's agent at the designated point of contact before authorizing SIT. If the member or the member's agent cannot be contacted to effect delivery of the mobile home, the destination PPSO shall issue a SIT control number or authorization to the carrier. The SIT location, the SIT control number, and the date the shipment is placed in SIT shall be entered on the DD Form 1863.

e. Withdrawal of HHG from SIT Facility. Members 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 shall be accomplished by the member at no expense to the Government.

f. Delivery Out of SIT. When ready to accept the shipment, the member shall contact the destination PPSO and request delivery to **the** designated location on an agreed date. The destination PPSO shall contact the carrier that placed the mobile home in SIT for delivery to destination. The PPSO shall record the date SIT was terminated and complete the SIT block of the DD Form 1863.

7010. Shipment to and Within Alaska.

a. Mobile Home Problems in Alaska.

(1) Mobile homes constructed with sufficient insulation to afford protection from the **cold** in CONUS may be insufficient during the lengthy cold weather periods in Alaska, where temperatures often reach minus 50 degrees or lower. The member shall be advised of the strict construction standards that apply on mobile homes entering the State of Alaska. Members applying for shipment shall 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, 2263 Spenard Road, Anchorage, AK 99503. .

(2) Due to the limited use of mobile homes in Alaska, rental space is often scarce or unavailable. Accordingly, the origin PPSO shall ensure that the member has a space reservation at a commercial mobile home **park** or has obtained private property space before authorizing shipment of mobile home.

b. Shipment from CONUS to Alaska.

(1) On shipments from CONUS to Alaska, the origin PPSO shall obtain an export release from the Western Area MTMC, before tendering the shipment to a carrier. The origin PPSO shall develop and assemble **all** information essential to the preparation of the export release request as early as possible and transmit the request promptly in the format prescribed in Chapter 202, AR 55-355/NAVSUPINST **4600.70/AFM 75-2/MCOP4600.14/A/DSAR 4500.3.**

(2) Consignment Instructions. Shipments of **mobile** homes from CONUS to Alaska **shall** be consigned in accordance with the **PPCIG.**

c, Shipments Within Alaska. Intrastate mobile home shipments in **Alaska** shall be governed by the same procedures applicable to CONUS movements and in accordance with specific state regulatory agencies.

7011. Quality Control.

a. General.

(1) To provide high-quality service in the transportation of mobile homes, it **is** essential that a carrier, in accepting a DOD-sponsored mobile home shipment, take all necessary precautions to ensure the safe and timely arrival of the mobile home at destination.

(2) Both the PPSO and the carrier shall consider the satisfaction of the member as a gauge of the quality of service. In this regard, the quality control measures prescribed in this subsection are intended to assist the PPSO **in** ensuring that high-quality service is provided consistently to the member.

b. **Inspections.** Each PPSO or authorized representative shall inspect all mobile home shipments that originate or terminate in the local area (commuting area). The PPSO shall inspect as many mobile home shipments as possible originating and terminating outside the local **area but** within the **PPSO's** area of responsibility.

c. **Member's Report on Carrier Performance - Mobile Homes, DDForm 1799.**

(1) **Purpose.** DD Form 1799, completed by the member or the member's agent, shall be used by the origin PPSO in the overall evaluation of carrier performance.

(2) **Preparation.** The destination PPSO shall prepare an original and one copy of the DD Form 1799 for each shipment. The form shall be completed by the member and returned to the destination PPSO. Before providing the DD Form 1799 to the member, the destination PPSO shall complete the following portions of the form:

(a) Date.

(b) Name of the carrier.

(c) **PPGBL** number.

(d) Member's full name and rank or grade.

(e) Complete pickup address, indicating whether the shipment is from a mobile home park or from storage.

(f) Responsible origin installation.

(g) Responsible destination installation.

(3) **Distribution.** The destination PPSO **shall** distribute the DD Form 1799 in the following manner:

(a) The original copy shall be provided to the member or the member's agent. The form shall either be delivered by the PPSO or the **PPSO's** designated representative during the destination inspection (if one is made) or shall be mailed to the member within 5 working days of the delivery. The member shall be instructed to return the form to the destination PPSO within 10 working days. Since the DD Form 1799 is designed as a "franked" postcard, a stamp is not required for mailing.

(b), One copy **shall** be retained in a suspense file by the destination **PPSO**, pending receipt of the completed form from the member. If the completed **DDForm** 1799 is not received within 15 working days from the date given or mailed to the member, the PPSO shall contact the member by telephone or **mail** to request return of the form or to obtain information if the member has lost the form.

(c) The original, or the suspense copy if the information was taken telephone or contact with the member could not be established, shall be mailed to the origin PPSO along with the completed **DD** Form 1800. The origin PPSO shall use both documents in evaluating carrier performance and shall retain them in the carrier's performance file.

7012. Carrier Performance.

a. The Tender of Service for mobile homes is an agreement between a carrier and the Department of Defense establishing requirements and standards of service for a carrier when moving a DOD-sponsored **mobile** home shipment. The performance of carriers and carriers' agents shall be monitored closely by the PPSO to ensure compliance with the Tender of Service.

b. Carrier Performance Files.

(1) Each origin PPSO shall establish a carrier performance file for each mobile home carrier qualified to serve the installation's area of responsibility. The file shall contain all pertinent data relating to the carrier's performance, including, but not limited to, the following:

(a) The carrier's LOI.

(b) Origin and destination copies of **DD** Forms 1800 for each shipment made by the carrier.

(c) Member reports on carrier performance.

(d) Records of investigation of complaints made against the carrier.

(e) Commendations regarding the carrier's performance.

(f) Carrier's notifications of failure to meet the RDD and explanations therefor.

(g) Copies of warning or suspension letters forwarded to the carrier and the carrier's replies to such letters.

(h) Copies of recommendations for disqualification.

(i) Copies of communications with MTMC area commands or the Headquarters, MTMC, relating to the carrier's performance.

(2) The PPSO shall evaluate quarterly each carrier's performance, or more often if deemed necessary, based on the information contained in the carrier performance file. When this evaluation reveals a history of unsatisfactory performance, the PPSO **shall** take steps to suspend the carrier or recommend disqualification action to Headquarters, **MTMC**.

c. Unsatisfactory Performance. When a carrier or carrier's agent violates any provision of the Tender of Service, rules and regulations of applicable rate tariffs or tenders, or legal requirements, or commits unethical acts, the PPSO shall take action to warn or suspend the carrier or to recommend to Headquarters, MTMC, the carrier's disqualification. Prior to initiating a suspension, however, the PPSO should consider the quality of the carrier's past performance, the number and severity of warnings previously issued to the carrier, and whatever actions the carrier may have taken to correct deficiencies. Except when a carrier must be suspended immediately for flagrant violations, a suspension shall be imposed by the PPSO only after a warning has been issued for the same type of violation.

7013. Letter of Warning (DD Form 1814), (Figure 2-9).

a. General.

(1) The **DD** Form 1814 shall be used by the PPSO as a letter of warning to carriers for unsatisfactory performance. **DD** Form 1814 shall be used for those violations the PPSO considers to be insufficient cause for suspension.

(2) The letter of warning shall cite the applicable Tender of Service paragraph numbers and identify **the** mobile home shipment(s) involved.

b. Distribution. The origin transportation officer shall distribute the DD Form 1814 as follows:

(1) The original copy shall be forwarded to the home office of the carrier.

(2) The first copy **shall** be placed in the carrier's performance file maintained by the origin PPSO.

(3) The second copy shall be forwarded to the destination PPSO and placed in the carrier's performance file.

c. Letter of **Warning** Appeals.

(1) The carrier shall be afforded an opportunity to appeal a letter of warning. The appeal shall address only the facts stated in the letter of warning and shall cite acts or conditions beyond the carrier's control as evidence of why the letter of warning is not appropriate. The **appeal** shall be forwarded by the carrier to reach the PPSO not more than 10 working days from the date the letter of warning is received.

(2) The PPSO **shall** evaluate the information submitted by the carrier and, based upon that evaluation, either accept or reject the carrier's appeal. Repeated instances of equipment breakdown and driver illness will not be

considered valid justifications for an appeal. The PPSO shall notify the carrier of the acceptance or rejection of the appeal within 10 working days of the date the appeal is received by the **PPSO**.

(3) The PPSO shall make every effort to resolve appeals at the local level. When an appeal cannot be resolved by the **PPSO**, the case shall be properly documented and forwarded to the appropriate MTMC area command for resolution. Should either the carrier or the PPSO disagree with the decision of the MTMC area command, the appeal shall be forwarded to Headquarters, **MTMC**, for resolution.

(4) When a carrier's appeal is accepted **by the** PPSO or upheld by Headquarters, **MTMC**, the PPSO shall issue immediately a Cancellation of Warning, also provided for on DD Form 1814. Distribution of a **DD** Form 1814 for cancellation of warning shall be the same as that for a **letter of** warning.

7014. Suspensions.

a. General.

(1) The PPSO shall issue a suspension when a carrier or carrier's agent fails to take positive action to correct deficiencies cited in letters of warning on previous shipments or the violations are such that the PPSO deems it appropriate. A suspension **shall** remain in effect until the carrier provides satisfactory and acceptable evidence that all discrepancies have been corrected.

(2) An immediate suspension **shall** be issued for the following violations, including but not limited to:

(a) Carrier personnel or authorized representatives being under the influence of, or using, alcohol or unlawful drugs at the member's residence.

(b) Carrier personnel or authorized representatives using abusive language, actions, or immoral conduct in the member's presence or within the member's residence.

(c) Evidence of fraud on the part of the carrier's personnel or authorized representatives.

(d.) Evidence of deliberate damage to the member's possessions.

(3) The PPSO may not impose an additional suspension for the same type of violation on a subsequent shipment if the pickup date of the subsequent shipment is before the date of the original suspension.

b. Suspension Procedures. The origin PPSO shall use the, **DD** Form 1814 to **inform a** carrier of a suspension action. **DD** Form 1814 shall state the name of the member, the PPGBL number applicable to the shipment, the effective date of the suspension, and the period of the suspension. The specific Tender of Service violations that resulted in the suspension. shall be identified by paragraph number and fully explained, if necessary.

c. Distribution. The PPSO shall prepare an original and two copies of the **DD** Form 1814 for distribution as follows:

(1) The original shall be forwarded by certified mail, return receipt requested, to the home office of the carrier.

(2) The first copy shall be placed in the carrier's performance file maintained by the origin PPSO.

d. Suspension Appeals.

(1) The carrier shall be afforded an opportunity to appeal a suspension within 30 days from the date of suspension. The appeal shall address only the facts stated in the letter of suspension and shall cite acts or conditions beyond the carrier's control as evidence of why the suspension is not appropriate.

(2) The PPSO shall evaluate the information submitted by the carrier and, based upon that evaluation, either accept or reject the carrier's appeal. The PPSO shall notify the carrier of the acceptance or rejection of the appeal within 10 working days of the date the appeal is received.

(3) The PPSO shall make every effort to resolve appeals at the local level. When an appeal cannot be resolved by the PPSO, the case shall be documented properly and **forwarded** to the appropriate MTMC area command for resolution. Should either the carrier or the PPSO disagree with the decision of the MTMC area command, the appeal shall be submitted to the Headquarters, MTMC, for resolution.

(4) When a carrier's appeal is accepted by the PPSO or upheld by Headquarters, **MTMC**, the PPSO shall issue immediately a letter of retraction to the carrier and forward a copy of the retraction letter to Headquarters, **MTMC**, ATTN : MTPP-Q .

e. Reinstatement.

(1) At the time of reinstatement, the PPSO shall prepare an original and one copy of the **DD** Form 1814 for distribution as follows:

(a) The original shall be forwarded to the home office of the carrier.

(b) The copy shall be placed in the carrier's performance file maintained by the origin PPSO.

(2) **Following** reinstatement, a carrier that incurs a second suspension within 180 days following imposition of a previous suspension will remain suspended in accordance with paragraph 7014. The previous suspension refers to those suspensions which have either not been appealed or those in which the appeal was denied. Reinstatement from the second suspension shall be in accordance with paragraph **7014.e.(1)**.

(3) A carrier that incurs a third suspension-within 180 days of the imposition of a first suspension will be suspended as outlined above. At the time of suspension, a recommendation for disqualification shall be submitted to the appropriate MTMC area command for disposition.

7015. Disqualification.

a. Recommendation for Disqualification.

(1) When a carrier's overall performance clearly indicates inability or unwillingness to meet the standards of service specified in the Tender of Service, the carrier shall be advised by certified mail, return receipt requested, of the PPSO'S intention to recommend the carrier's disqualification to the Headquarters, **MTMC**. The letter shall contain a clear explanation of the reasons the PPSO feels this action is warranted and shall allow the carrier 20 working days in which to reply.

(2) Upon receipt of the carrier's reply or expiration of the time limit for the carrier to submit a **reply**, the PPSO shall reevaluate the case, taking into account any additional facts presented by the carrier. If through reevaluation, the decision is that disqualification is the appropriate course of action to be taken, the PPSO shall prepare a fully documented case with a recommendation for disqualification and forward it to Headquarters, **MTMC**, ATTN : MTPP-Q. Documentation in support of a disqualification shall include information on all deficiencies noted in the carrier's performance for the past calendar year. A copy of the letter and all supporting documentation shall be provided to the appropriate MTMC area command. The PPSO'S recommendation shall include, as a minimum, the PPSO'S letter advising the carrier of the proposed disqualification, the carrier's reply, and copies of previous letters to the carrier (together with the carrier's replies to those documents) that advised of substandard performance.

(3) Traffic may not be awarded to a carrier after a recommendation for disqualification has been submitted to Headquarters, **MTMC**, or upon receipt of notice from Headquarters, **MTMC**, that disqualification is pending.

b. **Disqualification.**

(1) Action to disqualify a carrier shall be taken only by Headquarters, **MTMC**. Such action will be initiated by Headquarters, **MTMC**, either independently or upon a recommendation received from an PPSO or an MTMC area command. The disqualification may be imposed by Headquarters, **MTMC**, for a definite or an indefinite period of time and may be either areawide or nationwide.

(2) Headquarters, **MTMC**, shall send a letter of disqualification to the home office of the carrier by certified mail, return receipt requested. A copy of the letter shall be sent to the appropriate **MTMC** area command. All **PPSOs** affected by the disqualification shall be notified of the disqualification by Headquarters, **MTMC**.

c. **Disqualification Appeals.**

(1) The carrier shall be afforded an opportunity to appeal a disqualification action. The appeal shall address the facts relating to violations for which the carrier was disqualified and shall cite acts or conditions beyond the carrier's control as evidence of why the disqualification is not appropriate.

(2) Headquarters, **MTMC**, shall evaluate the information submitted by the carrier and, based upon that evaluation, either grant or deny the carrier's appeal.

d. **Carrier Reinstatement at the End of a Disqualification Period.**

(1) At the expiration of a disqualification period, the carrier may request requalification from Headquarters, **MTMC**. The carrier shall provide evidence that actions have been taken to correct the deficiencies that had resulted in the disqualification. Headquarters, **MTMC**, shall determine whether requalification action is appropriate or whether the disqualification period should be extended.

(2) When Headquarters, **MTMC**, approves the carrier's request for requalification, the carrier shall be so notified by letter. Copies of the requalification letter shall be provided to the appropriate **MTMC** area commander and all affected **PPSOs**.

1. 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 surfaces 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**



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

ORIGIN ITO/INSPECTION (If applicable, "Type" or "Print")		DESTINATION ITO/INSPECTOR (If applicable, "Type" or "Print")		
ORIGIN ITO/REPRESENTATIVE (Signature)	DATE	DESTINATION ITO/REPRESENTATIVE (Signature)	DATE	
ORIGIN CARRIER REPRESENTATIVE (Signature)	DATE	DESTINATION CARRIER REPRESENTATIVE (Signature)	DATE	
ORIGIN MEMBER/AGENT (Signature)	DATE	DESTINATION MEMBER/AGENT (Signature)	TIME (Of delivery)	DATE

(figure 7-1, cent'd)

INVENTORY OF ARTICLES SHIPPED IN HOUSE TRAILER						Page of pages	
CARRIER		CARRIER'S REFERENCE NO.		OWNER'S GRADE OR RATING AND NAME			
		CBL 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	CU - Corrosion and conditions unknown	L - Loose	CP - Cracked by carrier	RU - Rusted	T - Torn	1 - Arm	7 - Rear
BR - Broken	D - Dented	M - Matted	PCO - Packed by carrier	SC - Scratched	W - Waddy worn	2 - Bottom	8 - Right
BU - Burned	F - Faded	MI - Misled	PBO - Packed by owner	SH - Short	Z - Zipped	3 - Corner	9 - Side
CH - Chipped	G - Gouged	MO - Moisture	R - Rubbed	SO - Soiled		4 - Front	10 - Top
						5 - Left	11 - Under
						6 - Top	12 - Opp
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 number.)							
"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
1 JUL 74

EDITION OF 1 JAN 63 WILL BE USED UNTIL EXHAUSTED.
U. S. Government Printing Office: 1975-500-062/720

(figure 7-2)

MOTO MESSAGE REQUEST FORMAT

FROM: **(PPSO)**

TO: CDR **MTMC** FALLS CHURCH VA / **/MTPP-CD/ /**

UNCLAS

SUBJECT : REQUEST FOR MOBILE HOME ONE-TIME-ONLY (**MOTO**) **RATE**

1. MEMBER'S **NAME/RANK**.
2. PICKUP POINT (INCLUDE COMPLETE ADDRESS, LOT **NUMBER**, **TRAILER PARK**, COUNTY/PARISH , CITY, AND STATE) .
3. DESTINATION POINT (INCLUDE COMPLETE ADDRESS, LOT NUMBER, **TRAILER PARK**, COUNTY/PARISH, CITY, AND STATE) .
4. PICK UP DATE.
5. REQUIRED DELIVERY DATE .
6. SERVICE TO BE PERFORMED BY CARRIER (USE SOLICITATION ITEM NUMBERS, TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, 1. E ., WRECKER SERVICE, **ETC.**) .
7. REQUIREMENT AND LOCATION OF SIT.
8. SIZE OF **TRAILER** (WIDTH, LENGTH, MAKE, MODEL, IF EXPANDO OR DOUBLE WIDE , **AND** MANUFACTURE ' S WEIGHT) .
9. THE NUMBER **OF** AXLES WITH TIRES AND THE NUMBER OF BRAKING AXLES ON THE TRAILER .
10. PICKUP CONDITIONS AT ORIGIN SITE.
11. ORIGIN **GBLOC** .
12. DESTINATION **GBLOC** .
13. PPSO POC (INCLUDING NAME AND TELEPHONE NUMBER (**AUTOVON** AND COMMERCIAL))

(figure 7-3)

MOTO AWARD MESSAGE FORMAT

FROM: CDR MTMC FALLS CHURCH VA / **/MTPP-CD/** /

TO: ORIGIN PPSO

UNCLAS

SUBJECT : MOBILE HOME ONE-TIME-ONLY (**MOTO**) SHIPMENT AWARD

1. MTMC RATE SOLICITATION NUMBER.
2. MEMBER'S NAME AND **RANK**.
3. CARRIER 'S NAME AND SCAC .
4. **CARRIER 'S** TENDER **NUMBER** AND EFFECTIVE DATE .
5. ALL-INCLUSIVE RATE .
6. SERVICES SOLICITED BY MTMC .

(figure 7-4)

ACCESSORIAL SERVICES - MOBILE HOME .

*Form Approved
OMB No. 0704-0056
Exp. Date: May 31, 1988*

PART A. IDENTIFICATION OF SHIPMENT		PART B - ACCESSORIAL SERVICES PROVIDED <i>(Carrier will enter complete information or "0")</i>		
1. ORDERING ACTIVITY / INSTALLATION		DESCRIPTION B.	UNIT PRICE D.	CHARGE C.
a. NAME		1. ANTI-SWAY		
b. ADDRESS		2. ESCORT SERVICE		
		3. SPECIAL EQUIPMENT		
		4. LIGHT HARNESS		
		5. UNDERCARRIAGE		
		6. WHEEL-BEARING		
		7. NITCH		
		8. AXLES		
		9. UNBLOCK		
		0. BLOCK		
		1. PACK		
		2. UNPACK		
		3. UNANCHORING		
		4. ANCHORING		
		5. EXPANDO-REMOVE		
		6. EXPANDO-INSTALL		
		7. LABOR CHARGE		
		18. UTILITIES-DISCONNECT		
		19. UTILITIES-CONNECT		
		20. UNSKIRTING		
		1. SKIRTING		
		2. DOUBLE WIDE-SEPARATE		
		3. DOUBLE WIDE-PREPARE		
		A. WAITING		
		5. TIRE-REPAIR		
		26. TIRE-REPLACE		
		27. OTHER		
		28. TOTAL:		
		29. CARRIER SIGNATURE		
		10. REMARKS <i>(If more space is needed, continue on reverse)</i>		
2. OWNER				
a. NAME <i>(SIC, FTR, OTHER CODES)</i>				
b. BUSINESS	c. ZIP			
3. MOBILE HOME DESCRIPTION				
a. MAKE	b. ME	c. YEAR		
4. BILL OF LADING NO.		5. DATE OF SHIPMENT		
6. ORIGIN OF SHIPMENT				
7. DESTINATION OF SHIPMENT				
PART C - CERTIFICATE OF CARRIER				
1. This carrier furnished materials/performed services, as indicated hereon <i>(X as appropriate)</i>				
a. AT ORIGIN		b. AT DESTINATION		c. OTHER
1. CARRIER NAME				
3. AGENT NAME				
4. CARRIER REPRESENTATIVE				
a. SIGNATURE			b. DATE SIGNED	
c. TITLE				
PART D - STATEMENT OF OWNER/ MILITARY INSPECTOR / TRANSPORTATION OFFICER(S) <i>(Do not sign until carrier has completed "Description/ Unit Price/Charge" Columns)</i>				
1. SIGNATURE			2. DATE SIGNED	
3. TITLE				
PART E - STORAGE - IN - TRANSIT <i>(Carrier will enter complete information or "NONE")</i>				
1. STORED AT <i>(City and State)</i>			2. SIT NUMBER	
3. DATE IN	4. DATE OUT	5. NUMBER OF DAYS		
6. TRANSPORTATION OFFICER'S SIGNATURE				

(figure 7-5)

8.38. REMARKS (Continued)

PART F

1. CONSIGNEE'S STATEMENT OF DELIVERY (Consignee must not pay any charges on this shipment)

I have this date received the property described in bill of lading number as indicated on reverse hereof, in apparent good order and condition except as noted in 2 below.

DATE OF DELIVERY	B. NAME OF TRANSPORTATION COMPANY	C. ACTUAL POINT OF DELIVERY ADDRESS (Street, City, State and Zip Code)
------------------	-----------------------------------	------------------------------------------------------------------------

6. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT

2. CONSIGNEE'S REPORT OF LOSS AND/OR DAMAGE

Notice is hereby given the carrier to whom this Accessorial Services - Mobile Home form is surrendered that the shipment was received in condition shown below and that claim will be made for the value of such loss and/or damage, as indicated.

Explanation regarding loss and/or damage, to be made by consignee, who will state all the facts available concerning the nature or extent of the loss and/or damage and how it occurred.

The shipment was received with the following loss and/or damage:

DESCRIPTION

SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT

C. DATE SIGNED

MOBILE HOME VOLUME MOVE MESSAGE REQUEST FORMAT

The following message format will be utilized to request volume move **rates for** mobile homes:

FROM: PPSO

TO: CDR MTMC FALLS CHURCH VA / **/MTPP-CD/** /

UNCLAS

SUBJECT : MOBILE HOME VOLUME MOVEMENT REQUEST

1. ORIGIN (CITY/ STATE; .
2. DESTINATION (CITY/ STATE) .
3. ORIGIN PPSO (INCLUDING GBLOC) .
4. DESTINATION PPSO (INCLUDING GBLOC) .
5. **NUMBER OF** SHIPMENTS **(GROUPED TOGETHER** By **SIZE** WITH THE FOLLOWING INFORMATION INCLUDED FOR EACH MOBILE HOME) .
 - A. SIZE OF TRAILER (LENGTH, WIDTH, YEAR, MAKE, MODEL, IF **EXPANDO** OR DOUBLEWIDE , MANUFACTURERS WEIGHT) .
 - B. NUMBER OF AXLES WITH TIRES AND NUMBER OF BRAKING AXLES ON TRAILER.
 - c. SERVICES TO BE PERFORMED BY CARRIER (USE MOBILE HOME SOLICITATION ITEM NUMBERS , TO INCLUDE ANY ACCESSORIAL SERVICES AND ANY SPECIAL SERVICES REQUIRED FOR THE MOVEMENT OF THE MOBILE HOME, 1. E. , WRECKER SERVICE, **CRANE** ETC.) .
6. EFFECTIVE PERIOD OF TIME FOR MOVEMENT OF SHIPMENTS.
7. ESTIMATED NUMBER OF SHIPMENTS TO BE TENDERED DAILY OR ACCORDING TO OTHER KNOWN SCHEDULE .
8. INELIGIBLE MOBILE HOME CARRIERS , IF APPLICABLE .
9. SIT REQUIREMENTS , IF ANY.
10. PPSO POC (INCLUDE NAME AND PHONE NUMBER **(AUTOVON/COMMERCIAL)**) .

(figure 7-6)

SECTION I - TO BE COMPLETED BY THE DESTINATION ITO

DATE	REQUIRED DELIVERY DATE	GOVERNMENT BILL OF LADING NUMBER
NAME OF MEMBER AND GRADE		NAME OF CARRIER
ORIGIN INSTALLATION	PICKUP ADDRESS	
DESTINATION INSTALLATION	<input type="checkbox"/> TRAILER COURT <input type="checkbox"/> STORAGE	

SECTION II - TO BE COMPLETED BY THE MEMBER

THIS PORTION WILL BE COMPLETED BY MEMBER. COMPLETE EVERY ITEM APPLICABLE BY PLACING AN "X" IN THE SQUARES UNDER "YES" OR "NO". ALL ITEMS MARKED WITH AN "X" UNDER THE "NO" COLUMN 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 CAN NOT BE USED TO RATE THE CARRIER.

	YES	NO
DID THE CARRIER PICK UP THE MOBILE HOME ON THE AGREED DATE?		
DID THE CARRIER PROVIDE ALL THE REQUIRED SERVICES?		
WAS THE MOBILE HOME OFFERED FOR DELIVERY ON OR BEFORE THE REQUIRED DELIVERY DATE?		
WAS THE MOBILE HOME AND ITS CONTENTS DELIVERED WITHOUT LOSS OR DAMAGE?		
IF NOT, WHAT IS THE ESTIMATED VALUE OF LOSS AND/OR DAMAGE? \$ _____		
WAS THE CARRIER COOPERATIVE IN CHECKING THE CONDITION OF YOUR MOBILE HOME UPON DELIVERY?		
DID THE CARRIER PROVIDE YOU A COMPLETED MOBILE HOME INSPECTION RECORD AT ORIGIN?		
DID YOU CONSIDER THE CARRIER PERSONNEL:		
	1. COURTEOUS	
	2. COOPERATIVE	
	3. NEAT IN APPEARANCE	
WERE YOU SATISFIED WITH THE CARRIER'S SERVICES ON THIS MOVEMENT OF YOUR MOBILE HOME AT?		
	1. ORIGIN	
	2. DESTINATION	
WERE THE TRANSPORTATION OFFICE PERSONNEL COURTEOUS AND HELPFUL TO YOU?		

COMMENTS: (Briefly explain "NO" answers.)

NAME OF MEMBER (SIGNATURE ONLY)	DATE
---------------------------------	------

SECTION III - TO BE COMPLETED BY THE DESTINATION ITO

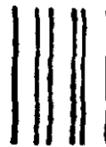
NAME OF DESTINATION ITO ("TYPE" or "PRINT")		
CHECK BELOW (if applicable)	SIGNATURE	DATE
<input type="checkbox"/> NO RESPONSE RECEIVED FROM MEMBER.		

IMPORTANT

**MEMBER REPORT ON CARRIER PERFORMANCE -
MOBILE HOME - Transportation office** • t * -
*DESTINATION is to furnish this evaluation form to
the Customer within five days of mobile home delivery.*
It may be provided by the Government Inspector if an
inspection of delivery is made - or mailed by separate
envelope to the Customer at his delivery address. The
Destination Transportation Office should complete the
name and mailing address on the form below, as well
as the indicated portions on the reverse side, PRIOR
TO giving it to the Customer for evaluation of carrier
service.

FOLD ALONG THIS LINE

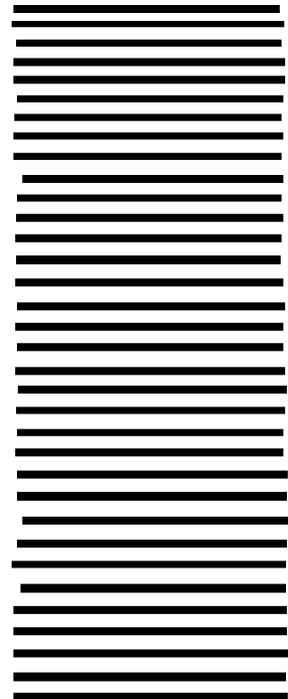
OFFICIAL BUSINESS
ALTY FOR PRIVATE
WOE 8300



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 12062 WASHINGTON, DC

POSTAGE WILL BE PAID BY DEPARTMENT OF ARMY



(E figure 7-7, cent' d)