

Mobile Home Information



- What is considered a Mobile Home?
- Who can ship a mobile home?
- Factors to Consider When Moving Your Mobile Home
- Government Allowable Cost
- Cost the Government Will Not Pay
- What You Cannot Ship In Your Mobile Home
- Valuables & Claims Liability
- Options For Moving Your Mobile Home
- Premove Requirements
- Premove Inventory
- Authorization for Storage
- Additional Information
- Plan Your Move
- Where to Begin
- Links

What is Considered a Mobile Home?

- A mobile home is a mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. Examples of mobile homes are a:
 - ❖ House trailer,
 - ❖ Privately owned railcar converted for use as a residence
 - ❖ Boat a member uses as the place of principal residence
- Household goods (HHG) and Pro Gear (PBP&E) contained in the mobile home and owned/intended for use by the member or the member's dependents are part of the mobile home. Shipping costs must not exceed what it would have cost the government to ship the member's maximum HHG weight allowance in one lot between authorized places at the Government 'Best Value' cost.

Who Can Ship A Mobile Home?

- You are eligible to ship a mobile home if:
 - ❖ You have received permanent-change-of-station orders and are entitled to a shipment of Household Goods (HHG).
 - ❖ You own your mobile home or have permission from the lien holder prior to movement of your mobile home.
 - ❖ You acquired your mobile home on or before the effective date of orders authorizing the move.
 - ❖ Your mobile home will be used at destination as a residence by you and/or your dependents.
 - ❖ The body and chassis of your mobile home, including tires and tubes, are roadworthy and will withstand the rigors of the move.
 - ❖ Your mobile home can be moved legally from origin to destination according to limitations imposed by various state(s) regulations for size and weight.
- 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.
For assistance email: householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)

Factors to Consider When Moving Your Mobile Home

- 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.
- Availability of space on a lot at destination.
- Whether mobile homes are permitted at your new station.
- Local/state regulations—some states will not permit use of oil for fuel, and some have rigid electrical code requirements.
- Age of your home and distance to be transported—it may not be structurally sound enough to withstand the rigors of the move.
- Estimated costs, which may be in excess of your entitlement for which you will have to pay and/or reimburse the Government.
- 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.



Government Allowable Cost

- 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:
- ❖ Mobile home carrier's transportation charges, including movement via circuitous route, when required.
 - ❖ Bridge, road and tunnel tolls, ferry fares, state or local transit permits and over dimension charges/permits.
 - ❖ Labor costs for removal and installation of skirting, blocking, unanchoring and anchoring.
 - ❖ Packing and unpacking of HHG in the mobile home.
 - ❖ Repairing tires, disconnecting and connecting utilities.
 - ❖ Disassembling and reassembling expando or fold-out rooms.
 - ❖ Renting extra axles with wheels and tires attached, when required.
 - ❖ 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. \$ \$ \$ \$

Cost the Government Will Not Pay

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

- ❖ Mobile home replacement parts.
- ❖ Permits and deposits for turning utilities on and off.
- ❖ 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.

- ❖ Building/site permits or engineering studies to place mobile home on lot.
- ❖ Brake repairs.
- ❖ 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.

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

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:
- ❖ Hazardous materials, gas bottles, oil barrels and similar materials.
 - ❖ Motorcycles, concrete blocks, freezers, pianos and/or similar heavy items.
 - ❖ Waterbeds not originally part of the Trailer. If waterbed is originally installed in trailer, ensure it is completely drained before the move.
 - ❖ Assembled or disassembled garden sheds, porches, swings, cabanas, skirting, fencing and steps.
 - ❖ Outside central air conditioning and/or heat pump units not part of the trailer’s manufactured equipment

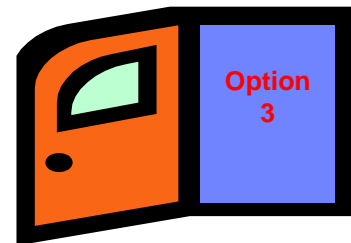
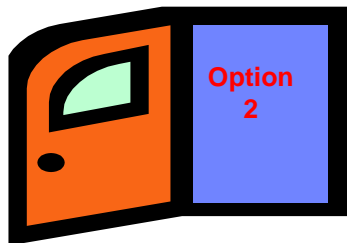
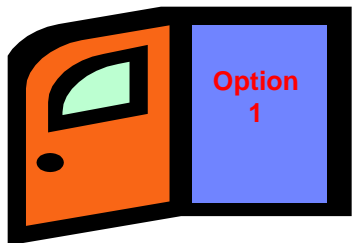


- If your mobile home is to be towed by a commercial transporter, do not include valuables, such as important documents, currency, money, jewelry, or any other articles of extraordinary or inherent value.
- Regardless of how you elect to move your mobile home, you are covered by the Military Personnel and Civilian Employees Claims Act for loss and damage during transit. You must be able to show that you did not commit an act of omission or negligence that contributed to the loss and damage.



Options for Moving Your Mobile Home

- Option 1. Tow it yourself and file for reimbursement for the cost of over-the-road movement.
- 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.
- 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.



➤ A good move depends largely on how well prepared you are 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. Regardless of who tows your mobile home, you or a commercial transporter, the following must be done:

- ❖ 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.
- ❖ Exercise caution when blocking and unblocking.
- ❖ Inspect all brake and clearance lights and hitch components for proper operating condition.
- ❖ Repack wheel bearings within 90 days of pick-up date.
- ❖ Inspect the brake linings and operating mechanism, and tighten wheel lug nuts.
- ❖ Ensure under frame and wall supports are not damaged. When in doubt, seek professional assistance.
- ❖ Make sure all visible frame-to-body attachments/connections are in place.
- ❖ Ensure exterior paneling and molding is secure.
- ❖ Check tires for deterioration, dry rot, proper inflation, correct size and the load capacity
- ❖ Check axles for roadworthiness



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Pre-Move Inventory

- In conjunction with the carrier, you are responsible for preparing an original and two copies of DD Form 1412, Inventory of Articles Shipped in House Trailer,



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

- Recommend you prepare an inventory even if you tow your mobile home.
- Snapshots or pictures are also very helpful in supporting a personal property claim.
- Annotate serial numbers of your tires.
- Identify articles left in closets, drawers and cupboards by location and general description.
- 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.

- **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.
- **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.
- **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.


- **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).
- **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.
- **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.
- **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, consult with your local PPSO before you agree to pay the debt.

- Be proactive – start early!
 - Stay on top of your move.
- If you don't hear from your Transportation Service Provider (TSP or carrier) within 14 days of pack out please contact your origin Personal Property Office.



- Go to: www.move.mil to access Electronic Transportation Acquisition (ETA) for your user id and password. This account will be used by Defense Personal Property System (DPS)
- What can be done with the DPS account? Submit a move application; track your shipment; file a claim and complete Customer Satisfaction Survey (CSS)
- To begin the DPS process, gather:
 - Orders Number
 - Date orders were issued
 - Who issued the orders

Where you select Mobile Home in DPS

Orders Additional Information	
<p>* Are You Shipping a POV?</p> <p>Shipment of a POV is not authorized except under specific circumstances. You are not entitled to ship a POV except under the following conditions</p> <ol style="list-style-type: none"> 1. You are physically unable to drive to your new PDS as determined by a medical officer. 2. There is insufficient time for you to drive and report to the new PDS as ordered. Inability of a dependent to drive does not satisfy the criterion. 3. Change of Homeport. <p>If you feel you meet one of the circumstances indicated, you must contact the local Counseling Office for further guidance.</p> <p>It is your responsibility to read the POV pamphlets for SHIPPING YOUR POV and STORING YOUR POV. Click here for list of Vehicle Processing Centers</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>* Are You Shipping a Motorcycle?</p> <p>Warning: If shipping your motorcycle as a part of your Household Goods, the weight of the motorcycle is chargeable against your weight entitlement.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>* Are You Shipping a Boat?</p> <p>* Is the boat (including associated trailer) over 14 feet in length or over 6 feet 10 inches in width or over 6 feet 5 inches in height?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>* Is the boat your primary residence?</p> <p>You have indicated that you are shipping a Boat that is used as your Primary Residence. If this is correct, please use the 'Find a Counseling Office' tool to locate your local Counseling Office for further guidance on shipping your boat and the household goods associated with the boat.</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No </p>
<p>* Are You Shipping a Mobile Home?</p>	<p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>* Are You Shipping a Mobile Home?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	

Under the Additional Information say **YES** to shipping a Mobile Home.

Where you select Mobile Home in DPS

Order Number: Another Test

***Below are your entitlements based on the information entered. This information is subject to change based upon the validation by your counselor.**


Please review the information to assure that there are no errors. You may Print a summary by clicking the "Print" button at the bottom of the page.
You are a United States Army SSG / E-6 on Bluebark orders (Bluebark) from MIAMI, FL to CHELMSFORD, MA.

Your JFTR TDY PCS Weight Allowance is 18,000 pounds UB Weight Allowance is 0 pounds The weight of all shipments (Household Goods (HHG) , Unaccompanied Baggage (UB) and Non-Temporary Storage) will count against your total JFTR TDY weight allowance. *Note: For Uniformed Service Members the weight of your professional books, papers, and equipment is not charged against the authorized weight allowance. The professional books, papers, and equipment for a Uniformed Service Member's non-member spouse may not exceed 500 pounds.

The following shipment(s) are authorized:

- + Household Goods
- + Boat
- + Mobile Home
- + Non-Temporary Storage (NTS)
- + Non-Temporary Storage (NTS) Release
- + Unaccompanied Baggage

DPS will give you your entitlement based off the information you provide. Select **Mobile Home** for the type shipment . Once you have read the information, select the box that you understand the above information and click Next to continue with your application .

 MH	Mobile Home	A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved either self-propelled or towed. It includes a house trailer, privately owned railcar converted for use as a residence and a boat a member uses as the place of principal residence as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.
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NAVAL SUPPLY SYSTEMS COMMAND

Where you enter your Mobile Home information

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information

Order [DOUGS MH]

- Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
- Shipment
 - Create New Shipment
 - Current Shipments
 - 1-MH
 - Pickup & Delivery
 - Basic**
 - Scheduling
 - Responsibilities
 - Summary
 - Counseling Office
 - Submit

Entitlements

PCS: 9000 lbs.
Remaining PCS: 0 lbs.

Useful Links

- Limitations
- Online Brochures
- FACs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms

Basic Mobile Home

Customer: [Customer, Polly -- United States Army -- 234567890]

Please provide basic information about your shipment.

Moving your MOBILE Home

Shipment Weights

* Mobile Home Weight: 26,521

Mobile Home Information

* Make:	Fleetwood	* Length:	56 Ft. 0 In.
* Model:	16562S	* Width:	15 Ft. 6 In.
* Year:	2009	* Height:	12 Ft. 0 In.
* Type:	Single	* Type of Roof:	Pitched
Serial Number (1):	452FC1511168	* Number of axles:	2
Serial Number (2):		* Number of braking axles:	1
Serial Number (3):			
Is SIT required at origin?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Is the mobile home expandable?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is SIT required at destination?	<input checked="" type="radio"/> Yes <input type="radio"/> No	If yes, enter the description and dimensions of the Expando unit:	

Customer Requested Accessorial Services

<input checked="" type="checkbox"/> 406A - Packing	<input checked="" type="checkbox"/> 406B - Unpacking	<input checked="" type="checkbox"/> 407 - Appliance Service	<input checked="" type="checkbox"/> 408 - Preparation For Movement
<input checked="" type="checkbox"/> 409A - Hitch Installation	<input checked="" type="checkbox"/> 409B - Hitch Removal	<input checked="" type="checkbox"/> 410A - Unblocking	<input checked="" type="checkbox"/> 410B - Blocking
<input checked="" type="checkbox"/> 411A - Unanchoring	<input checked="" type="checkbox"/> 411B - Anchoring	<input checked="" type="checkbox"/> 412A - Unskirting	<input checked="" type="checkbox"/> 412B - Skirting
<input type="checkbox"/> 413A - Expando-Removal/Preparation	<input type="checkbox"/> 413B - Expando-Installation	<input type="checkbox"/> 414A - Double-wide Separate/Prepare	<input type="checkbox"/> 414B - Double-wide Reassembly
<input checked="" type="checkbox"/> 415A - Install Member Axles	<input checked="" type="checkbox"/> 415B - Remove Member Axles		

Additional Information

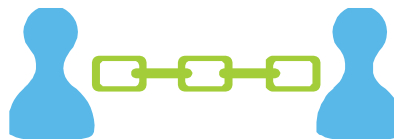
Is there additional information you feel is pertinent to the processing of your mobile home shipment? (e.g., 'wrecker service requested' and 'crane service needed').

250 characters left

Maximum allowance authorized: \$54,012.21

You will have mandatory fields to fill out for the Mobile Home such as: weight, make, model, year, type, etc.

For assistance email: householdgoods@navy.mil / call: 855-HHG-MOVE (444-6683)



- **NAVSUP Household Good Portal:** www.navsup.navy.mil/household
- **JFTR:** [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)
- **NAVSUP P 490:** http://www.move.mil/documents/DOD/NAVSUP_PUB_490_Rev5.pdf
- **DOD Household Goods Portal:** <http://www.move.mil>
- **POV Locator:** <http://www.PCSmyPOV.com>
- **Shipping a POV:** www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_3.pdf
- **Storing a POV:** www.transcom.mil/j5/pt/dtrpart4/dtr_part_iv_app_k_4.pdf
- **Weight Scale Locator:** <http://www.move.mil/contacts.htm>
- **Weight Estimator Form:** www.move.mil/dod.htm

Thank You.....

For additional information or assistance:



www.facebook.com/navyhhg



www.pinterest.com/navyhhg



www.youtube.com/navyhhg



www.twitter.com/navyhhg