



# **Military Surface Deployment And Distribution Command (SDDC)**

## **Domestic Mobile Home And Boat Tender**

**12 February 2008  
Version 2**

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## List of Changes

Version No.	Description	Revision Date	Page Numbers
1	“Item 203: Liability” section revised as per comments from industry.	28 October 2005	11
2	All references made to eligible boats to be moved under this tender were modified to include personal watercraft (i.e., jet skis) exceeding 14 feet in length, per modification to definition of household goods made to the JFTR and JTR on 1 November 2007.	12 February 2008	

## CHAPTER I - POLICY

### ITEM 100: Purpose

This tender provides procedures, rules, regulations, and other information required to participate in the movement of Government-sponsored shipments of mobile homes and boats within the United States (excluding Hawaii).

### ITEM 101: General

Mobile home/boat one-time-only (MOTO/BOTO) rates will be obtained through a competitive bidding process via the Defense Personal Property System (DPS) for the movement of privately owned mobile homes, privately owned towaway boats, **jet skis and associated trailer in excess of 14 feet in length**, or privately owned boats requiring transport by commercial methods.

### ITEM 102: Policy Request for Quote (RFQ)

MOTO/BOTO move requests will be created by the PPSO in DPS and sent to SDDC for review. The SDDC Rates Administrator will then initiate the MOTO/BOTO RFQ in DPS. An MOTO/BOTO can also be created by SDDC. These requests will be sent to eligible TSPs that have rates on file for that channel and/or code of service. TSPs will submit their MOTO/BOTO rates in DPS. Exception: Local moves of mobile homes may be excluded from provisions of this tender (see Chapter 5, Item 515, for definition of local moves).

### ITEM 103: Reserved for future use

### ITEM 104: Terms, Conditions and Independent Pricing for TSPs Submission

- a. DoD approved TSPs wishing to participate in the movement of Government-sponsored mobile homes and boats within CONUS will submit rates in DPS in accordance with the provisions of this tender and referenced in "Rate Filing" document. The rules and regulations contained in this tender provide all terms and conditions and will not be subject to modification prior or subsequent to acceptance of rates unless specifically modified by SDDC Personal Property Division, for the mutual benefit of all parties. SDDC reserves the right to reject any or all offers and to waive minor irregularities in offers received.
- b. By offering rates for services to the United States Government, the TSP certifies understanding and compliance with the previously executed Certification of Independent pricing (CIP), which is incorporated by reference. The TSP's executed CIP will be on file in DPS.

## ITEM 105: New Approval

In order to participate in SDDC's MOTO/BOTO program, a TSP must be DoD approved. The process of DoD approval is initiated via DPS. A newly approved DoD MOTO/BOTO TSP will be authorized to file rates in DPS. For more information on new approval see the document titled "How to do business in the Department of Defense Personal Property Program".

## ITEM 106: Procedures

The following procedures are applicable for rates:

- a. SDDC, upon receipt of the MOTO/BOTO request from the PPSO/DPS, will solicit rates from all DoD approved MOTO/BOTO TSP. Only those TSP with appropriate DoD approval may submit rates.
- b. The MOTO/BOTO requests will contain information regarding rate filing deadline.
- c. SDDC will evaluate all offers received from TSP rate submissions.
- d. SDDC will provide PPSOs with information to be used as authority for preparation of Personal Property Bills of Lading (BL). DPS will notify the PPSO upon award; Bill of Ladings will be prepared in accordance with instructions contained in the Defense Transportation Regulation (DTR), Part IV, Personal Property. TSPs must have the BL prior to movement.
- e. Shipments must be tendered to the TSP prior to the tender expiration date. In the event this cannot be accomplished, SDDC will notify the TSP and request a possible extension of the expiration date or solicit a new MOTO/BOTO rate, as appropriate.
- f. SDDC will furnish participating TSPs with all the pertinent information for compiling an all inclusive flat charge. The all inclusive flat charge will include linehaul, tolls, surcharges, taxes, over-dimensional 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 services. Utility and air conditioner reconnect/disconnect are to be accomplished by the customer as a reimbursable expense within limits of the customer's entitlement
- g. PPSO will inform customer during counseling that excess costs may occur. PPSO will inform customer, after MOTO/BOTO award, of any excess cost accrued. If customer is unwilling to pay excess costs, PPSO will notify the respective service finance office, which shall settle all excess costs with the customer.
- h. PPSOs will ensure that any cancellations are effected with the TSP 48 hours prior to date of pickup, otherwise the attempted pickup charge will apply. Pickup time begins at 0800 hours EST on the date of pickup (see Chapter 2, Item 213.)
- i. Shipment will be awarded to the TSP with the highest Best Value Score (BVS), for more details on BVS see document titled "Best Value Score".
- j. TSPs must provide office coverage during normal work day hours in order for PPSOs or SDDC personnel to contact the TSP or his representative on movement questions and/or to award shipments
- k. For rate filing rules see the document titled "Rate Filing"

NOTE: Commercial boat and mobile home haulers must maintain a copy of billings in case of future audits.

#### ITEM 107: Origin and Destination Services

The TSP shall perform the origin and destination services requested by the PPSO to accomplish the move, utilizing the accessorials stated in the tender. Specific requirements for each accessorial are described herein. If specific instructions or requirements are not provided, the best available and frequently used commercial practices shall be used.

#### ITEM 108: Inspection/Pre-Move Survey

The TSP or his designated third party representative should determine the condition of the mobile home to be serviced. This inspection shall be conducted at a time and date that is mutually agreed upon between the TSP and the customer, in accordance with the Tender of Service. Information regarding the owner of the mobile home will be available in DPS.

#### ITEM 109: Time Requirements

- a. The PPSO will provide the BL to the TSP prior to performance of service or pickup.
- b. When a shipment is accepted at origin, the TSP agrees to obtain all necessary transit permits/documents prior to movement of home, to meet the specified pickup date, and to deliver the shipment on or before the required delivery date (RDD) or desired delivery date (DDD) (for commercially hauled boats) as stated on the BL, unless otherwise directed by the responsible PPSO. An assigned RDD will not be construed as expedited service unless so stated on the BL. Services will not be scheduled for pickup or delivery on Saturdays, Sundays, or U.S. holidays unless there is a mutual agreement between the customer, the PPSO, and the TSP. The TSP will not move the home when/where state or local laws forbid movement on roads or highways. The TSP will not begin pickup or delivery at the customer's residence before 8:00 a.m. or after 5:00 p.m. without prior approval of the PPSO or the customer.
- c. The TSP shall commence preparation for local moves between the hours of 8:00 a.m. and 10:00 a.m. on the date specified and shall proceed without unnecessary interruption until required services are fully performed. When destination services cannot be completed on the date specified, the TSP shall contact the PPSO before suspending operations.

#### ITEM 110: Scope Of Work

The TSP shall furnish personnel, equipment, facilities, supplies, services, and materials, except as specified herein as Government furnished, for the origin/destination servicing and movement of mobile homes. Work to be performed shall be limited to those services ordered by the PPSO. Performance will be according to the standards contained herein.

#### ITEM 111: Load Limit

The manufacturer's recommended weight may not be exceeded in the movement of a mobile home. If the mobile home exceeds the manufacturer's recommended gross weight, the customer shall be advised by the PPSO's inspector or TSP's representative in coordination with the PPSO that the weight must be reduced to the recommended gross weight limit and to ship excess items separately or to dispose of them by other means. Mobile homes were designed for movement with factory-installed furniture/equipment only. The more weight added to the 'basic' weight, the greater the chances for structural damage.

#### ITEM 112: Termination Of Mobile Home/Boat Shipment

When appropriate, SDDC, the PPSO, or an authorized Government representative of the PPSO, will terminate a shipment.

- a. When the TSP receives an order for termination, the TSP will locate the shipment; advise the PPSO and SDDC, the location of the shipment; and initiate the required change in DPS. The PPSO will issue a BL Correction Notice to show termination point and correct the applicable rate.
- b. The following will apply to a shipment terminated by the Government:
  - i. Any charges for authorized services, performed to point of termination, will be paid in accordance with the submitted rate submitted in DPS and/or negotiated rate obtained by SDDC.
  - ii. If shipment was delivered to or from storage in transit (SIT), then any SIT charges will be paid when required and authorized by PPSO.
  - iii. A termination of service that requires the transfer of a mobile home or boat from one TSP to another must be coordinated with SDDC for a negotiated rate. The TSPs involved in the transfer will each verify inventory and note any damages to the mobile home/boat at time of transfer. The PPSO will issue a new BL to the new TSP that cross-references the BL of the terminated TSP.
- c. Termination of service will normally be used in cases of:
  - i. Violation of federal, state, or local laws.
  - ii. Violation of Tender of Service.
  - iii. Improper performance of service.
  - iv. Cancellation of Customer's orders.

#### ITEM 113: Waiver of Moto Tender

On authorization by SDDC, PPSOs may be delegated authority to procure services on an individual basis in order to avoid hardship to a customer or customer's family. Upon approval from SDDC, the PPSO must furnish backup data via DPS to SDDC including the following:

- a. Customer's name/rank.

Domestic Mobile Home & Boat Tender

- b. Date orders were issued.
- c. Reason waiver was requested
- d. Origin of move
- e. Destination of move
- f. Name of TSP awarded move and SCAC
- g. Tender number and rate

## CHAPTER II – RULES AND REGULATIONS

### ITEM 200: Application of Rates

Rates submitted in response to the MOTO/BOTO request is applicable to the movement of privately owned mobile homes/towaway boats and boats without or with non-roadworthy trailers transported for the Government.

### ITEM 201: Commodity Description

Privately owned single or double-wide mobile homes, boats and personal watercraft (i.e., jet skis) in excess of 14 feet in length, including the associated trailer designed to be drawn by vehicles in secondary movements, and commercial movement of boats not on a trailer or on a trailer that cannot be towed.

### ITEM 202: Insurance

Guidance as to all insurance requirements for TSPs performing the services under this tender can be found in document titled “DTR Appendix – TSP Qualification”.

### ITEM 203: Liability

- a. TSP’s maximum liability on each MOTO/BOTO shipment will be:
  - i. \$5,000 per shipment, or
  - ii. \$4.00 times the net weight of the shipment, in pounds, not to exceed \$50,000, whichever is greater.

Note: Maximum liability applies to the complete shipment, i.e. to include the HHG.

- b. The TSP may replace the Mobile home and/or Boat with a comparable used Mobile home and/or Boat or pay the undepreciated replacement cost, because these are large, expensive items that are not part of the typical shipment and have an active, widespread secondary market.

Note: See the domestic 400NG and international tender (Appendix N and M of Phase II CONOPS) for more information on claims, full replacement value and liability.

### ITEM 204: Advancing Charges

The TSP will include all charges in the rate for all services specified in the tender and is responsible for payment of third party services when service is requested in MOTO tender (see Item 209).

### ITEM 205: Articles Restricted for Transport

- a. TSP may refuse to accept for transportation any commodity for which, by reason of weight, height, length, width, or hazardous nature of any article, or any combination of articles, cannot be transported in accordance with the laws of any state through which the shipment must pass, or that do not comply with the Department of Transportation safety specifications.
- b. When perishable articles are included in a shipment, with or without knowledge of the TSP, the TSP will not assume responsibility for conditions during transit or after delivery is complete.
- c. Items that are not authorized to be shipped inside the mobile home:
  - i. Concrete blocks, skirting, metal awnings, steps, fences, central air conditioners, garden storage sheds, swing sets, satellite disks, outside television antennas, yard, and porch furniture
  - ii. Snowmobiles, motorcycles, motorbikes, bicycles, lawn mowers, or heavy tool chests.
  - iii. Items of extraordinary value (money, bonds, stocks, jewelry, furs). TSP shall not be liable in any way for intangible property, stamps, coin collections, business papers, nor for the intrinsic or sentimental value of an item.
  - iv. Full waterbeds and full aquariums.
  - v. Live animals and plants/flower boxes.
  - vi. Cordwood and building materials.
  - vii. Privately owned ammunition.
  - viii. Flammables/combustibles (i.e., gasoline, oil drums, bottled gas, or fire extinguishers).
  - ix. Oversize furniture, fragile or antique furniture, heavy freezers, delicate electronic equipment, pianos, and electronic organs.

#### ITEM 206: Claims

- a. Claims will be filed in DPS.
- b. TSP Inspection of Loss or Damage. Upon delivery by the TSP, all loss of or damage to the mobile home shall be noted on the "Notice of Loss or Damage At Delivery" Form. Loss or damage discovered later, including personal property within the mobile home, will be noted on "Notice of Loss or Damage After Delivery" Form not later than 75 days following delivery and shall be accepted by the TSP as overcoming the presumption of correctness of delivery receipt. See Item 210 for a description of "Notice of Loss or Damage At Delivery" and "Notice of Loss or Damage After Delivery" forms

#### ITEM 207: Diversion or Reconsignment

- a. Diversion or reconsignment, as referred to herein, means a change of more than 30 miles from the destination shown on the BL.
- b. If diversion or reconsignment is necessary, the following guidelines will be followed:

- i. TSP will make every reasonable effort to comply with a request for diversion or reconsignment but will assume no liability for failure to comply, unless error is due to the fault of the TSP
- ii. When a shipment is diverted or reconsigned prior to delivery at billed destination, a new rate will be negotiated by SDDC.

#### ITEM 208: Impracticable Operations

Nothing in this rate submission shall be construed as prohibiting the TSP from refusing to receive, handle, transport, stop in transit, or deliver shipment when conditions of weather, road, street, alley, ground, or location make the performance of such services dangerous or impracticable. The following provisions will apply when transportation service by ordinarily assigned highway vehicles from origin to destination, or over the required route, is impracticable or unduly hazardous to the shipment, the TSP's equipment, or personnel due to condition of public or private roadways, overhead obstructions, narrow gates, sharp turns, trees, shrubbery, mud, snow, sand, water, or adverse weather conditions at the time service is required (subject to notes 1, 2, and 3).

**NOTE 1:** It shall be the duty of the customer to arrange for the removal of obstructions and for the grading or other necessary preparation of roadways to make the origin and/or destination accessible for the transportation by TSP's equipment prior to the pickup date and delivery date.

**NOTE 2:** The TSP shall, upon request of the PPSO, owner or consignee, engage third party services to perform auxiliary towing or wrecker service to traverse the hazardous area or to otherwise maneuver the shipment. The TSP shall be responsible for the services or conduct of such third parties, the amount of their charges and for the quality or quantity of service performed. TSP will pay for service and invoice it.

**NOTE 3:** When it is impracticable or unduly hazardous for TSP to deliver shipment at the designated place, TSP shall tender delivery to the place nearest thereto that is reasonably accessible. Shipper or receiver will be notified of the reason and shipment will either be:

- a. Delivered at that place, if authorized by the responsible PPSO
- b. Held by TSP at that place for further instructions and charges
- c. Placed in storage for shipper's account, subject to TSP's accrued charges, if authorized by the responsible PPSO

#### ITEM 209: Third Party Services

- a. When third party service is required for an accessorial service requested in a MOTO RFQ, the charge will be included in the MOTO rate. The TSP will be responsible for payment of such services without additional reimbursement from the Government.
- b. When third party service is requested and approved by the PPSO, the TSP will engage third party service for performance of special services not included in the MOTO rate.

TSP will pay the third party and invoice that charge according to the guidance given in Item 211 below.

- c. Indicate date, time, and type of service performed on the bill for charges

#### ITEM 210: Notice of Loss or Damage Form

- a. The “Notice of Loss or Damage At Delivery” Form and “Notice of Loss or Damage After Delivery” Form will be used to record all loss or damage to each article listed on the inventory. The procedures and TSP responsibilities covering the use of these forms are outlined below:
  - i. Upon delivery of the shipment, it is the responsibility of the TSP to provide the owner with one copy of the completed Notification AT Delivery Form and a blank Notification AFTER Delivery Form.
  - ii. It is the joint responsibility of the TSP and the owner to record on the Notification AT Delivery Form all loss and transit damage that is found at delivery.
  - iii. Later discovered loss or transit damage shall be listed on the form provided for Notification AFTER Delivery.
  - iv. The TSP shall accept this form (Notification AFTER Delivery), as overcoming the presumption of correctness of the delivery receipt, if it is transmitted or postmarked within 75 calendar days of delivery.
- b. The DD Form 1800 will be used to record all structural damage to the mobile home, and used as an attachment to the “Notice of Loss or Damage At Delivery” /“Notice of Loss or Damage After Delivery” Forms.

#### ITEM 211: Accessorial Services-Mobile Home

A DD Form 1863 itemizing the accessorial services performed, when required and authorized by the PPSO, shall be prepared by the TSP and signed by a representative of the TSP and the customer or customer's agent in connection with this tender. Appliances serviced shall be identified by make or manufacturer's name. All entries for services performed by a third party shall be supported by valid receipts to reflect separate costs for materials and labor. Accessorial services shall be shown but cannot be billed separately when such services are included in the MOTO rate (see Item 209). Only additional accessorials authorized by the customer or PPSO can be billed separately. When the PPSO authorizes additional accessorial services, the PPSO will issue a control number to the TSP for each additional service. If the customer authorizes the additional services, he will sign the DD Form 1863 by each additional service requested, either at origin or destination.

#### ITEM 212: Repairs or Replacements In-Transit

The TSP is authorized to incur expenses up to \$150 per shipment without the prior approval of the customer for necessary repairs and services while en route to destination. Owner approval is required when the cost to repair or replace exceeds \$150. Such repairs or replacements will be

made and owner will be charged for all expenses incurred. Such charges will indicate costs for labor and material separately and become due and payable upon presentation of a valid receipt. If a shipment in the possession of a TSP is officially placed out of service by any federal, state, or local officials, such necessary repairs and/or modifications will be made to place said vehicle back in service and all charges accruing there under will be billed to, and paid by, the owner of said shipment, and shall be in addition to all other lawful charges provided herein. TSP will neither bill nor be paid for damages for TSP equipment resulting from delays due to repair and/or replacement. When the repair cost exceeds stated amount, TSP shall contact the origin/destination PPSO to obtain the required owner approval.

#### ITEM 213: Attempted Pickup/Vehicle Ordered and not Used

A TSP may refuse to accept for transportation any mobile home that has an apparent defect that may render transportation unsafe or impracticable. An attempted pickup charge may apply only if the pre-move survey (see Item 108) had been made using DD Form 1800. SDDC will negotiate a total rate based on mileage incurred by the TSP (not to exceed 500 miles) for attempted pickup for the following:

- a. If, after arrival of TSP's equipment at the place of loading designated by the consignor, the consignor fails to tender a shipment for transportation or the PPSO informs the TSP that shipment will not be tendered less than 48 hours (not including weekends) prior to scheduled pickup date.
- b. If, after the arrival of TSP's equipment and expiration of free waiting time, the consignor has not tendered a shipment for transportation or furnished TSP with information regarding tender of shipment, TSP's equipment shall either be released by PPSO or held for further instructions by the PPSO on paid waiting time. If TSP is performing labor on the home, waiting time starts after completion of labor (need to specify how much waiting is free e.g. 1 hour)
- c. If the mobile home is determined jointly by the Government representative and TSP's agent, after a pre-move survey with consignor and upon subsequent arrival of TSP's equipment, not to be roadworthy:
  - i. TSP must obtain name of attempted pickup approving official from the PPSO and obtain a terminated BL.
  - ii. PPSO will terminate BL at origin and receive rate from SDDC, to type on BL. PPSO will also place the wording "attempted pickup charge" on the BL and state if attempted pickup is due to fault of the customer or other circumstances.

#### ITEM 214: Documentation And Reports

All TSP-furnished documents and forms required to be prepared by the TSP or Government-furnished documents and forms required to be partially completed by the TSP shall be accurate and all copies shall be legible. Customer, dependent, or authorized agent shall not be furnished blank forms by the TSP for signature.

#### ITEM 215: Contact With PPSO

All TSPs shall call origin PPSO prior to arrival for pick-up and destination PPSO prior to making delivery even with direct delivery address.

#### ITEM 216: Inconvenience Claims

The TSP may pay liquidated damages for inconveniences incurred to the customer resulting from missing the prescribed pickup and/or RDD or DDD except for reasons beyond their control, such as weather conditions, holidays that preclude the movement of mobile homes, unavoidable accidents, mechanical/structural failures to the mobile home, and acts of God.

#### ITEM 217: Volume Moves

In accordance with the DTR, PPSOs will request a volume move, preferably within 30 days, when moving five or more mobile homes from the same origin or commuting area to the same destination or commuting area. Mobile home volume moves will also be used when transferring between on-base mobile home parks or when closing on-base mobile home parks.

### **CHAPTER III - PROCESSING DOMESTIC BOAT SHIPMENTS**

#### ITEM 300: General

Effective August 1, 1988, the Joint Federal Travel Regulations (JFTR), Volume 1, permits military customers to ship boats, components, and accessories of such boats as part of their household goods shipment. **On November 1, 2007, this was updated to include personal watercraft (i.e., jet skis) in excess of 14 feet in length, including the associated trailer.** The following information is provided in order to promote coordination between the PPSOs and the TSP industry in order to accomplish the movement of customers' boats with trailers, **jet skis in excess of 14 feet in length with trailers**, and boats without trailers. Item number's 301 through 303 list three ways in which boats, dependent on the size, can be shipped.

NOTE: For Civilians Only, any boat and associated trailer 8 ft in width and under can be shipped and will be included in the shipment as HHGs as specified in the Domestic 400NG Tariff.

#### ITEM 301: Personally-Procured Move

Customer must contact local PPSO for procedures and entitlements.

#### ITEM 302: Personal Property Bill of Lading (BL)

The movement of personal property from one point in CONUS to another point in CONUS using a DoD-approved common TSP will be annotated on a BL. The TSP that is awarded the shipment

is responsible for arranging or performing all required services incident to movement. Specific provisions are:

- a. Boats, canoes, skiffs, rowboats, kayaks, or sailboats of less than 14 feet in length, and dinghies or sculls of any size, without trailers, will move as normal household goods. See rules Domestic 400NG Tariff.
- b. Boats shipped on a boat trailer, any length, or boats without a trailer, normally 14 feet or more, and jet skis with associated trailer in excess of 14 feet in length will be handled by SDDC and movement will be via tow-away service or commercial boat haulers. See Items 304 and 305 for further details.

NOTE: The weight of the boat is required as a separate entry on the BL.

#### ITEM 303: Direct Procurement Method

DPM is a method of shipment in which the Government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contractual arrangements or by the use of Government facilities and personnel. Specific provisions are:

- a. Customer will be responsible for charges on any special crating or materials needed to move the boat by the DPM method.
- b. Small boats less than 14 feet can be shipped by this method.
- c. Canoes and kayaks 14 feet and over, but under 300 pounds in weight, can be shipped by this method.
- d. Customer must contact PPSO for procedures.

#### ITEM 304: Tow-Away Service

The movement of boats on trailers by a commercial TSP in tow of a self-contained power unit capable of being operated over the highways.

- a. This service is for any size boat or jet ski with associated trailer in excess of 14 feet in length with a roadworthy trailer.
- b. If the boat/trailer jet ski/trailer is going to be moved via tow-away option, the customer must ensure the boat or jet ski and motor are securely fastened/strapped to the trailer. The trailer must have a valid license (if origin state does not require trailer to be licensed, customer must be informed that he will be responsible for the cost of a transit permit (to be provided by the tow-away TSP), with working lights, wiring, brakes (if so equipped), good tires, hubs checked for grease/good bearings, and frame not bent, twisted, or broken to prevent safe transport. The customer must ensure boat/jet ski is prepared for shipment in order to avoid additional charges.
- c. Customer must be advised that all personal items, such as clothing, electronic gear, TVs, skis, etc., not part of the structure, must be removed. All antennas and fishing/trolling poles must be lowered or removed.

- d. TSPs accepting tow-away shipments are responsible for arranging SIT. SIT will be accomplished in such a manner as to afford the customer's property adequate protection against loss and damage. Outside storage may be acceptable. Adequate security and protection from the elements must be provided. Tow-away shipments are normally placed in mobile home storage locations as shown in the Personal Property Consignment Instruction Guide (PPCIG), Volume 1. PPSO should also give consideration to using base Morale, Welfare, and Recreation Facilities for storage. Rules for SIT for tow-away boats are similar to SIT of mobile homes (see item 420).
- e. TSP will weigh boat and trailer **or jet ski and trailer** and provide a weight ticket which must be submitted with BL for payment.
- f. TSP will not pickup or move a boat/**jet ski** without a BL. Boat/**jet ski** serial number or registration number should be shown on BL.
- g. Customer may request and pay for extra insurance as shown in Items 421 and 422 of the tender.

#### ITEM 305: Commercial Boat Haulers

A commercial boat hauler is a commercial TSP with specialized equipment used to transport boats on cradles, racks, or flatbeds from a origin to a destination. Boats without trailers are generally picked up and delivered from/to a marina. It is the customer's responsibility, at the origin and destination, to ensure specialized transportation equipment is available to load/off-load the boat by a crane or other type of hoisting means.

- a. This service is for a large boat normally not on its own trailer and normally a special type of boat. A minimum of 20 days notice is normally required prior to the move. PPSO must contact the boat hauler, after SDDC has awarded the shipment, to coordinate pickup and delivery dates. Commercial boat haulers are not held to an RDD, but are given a desired delivery date (DDD). (Boat haulers often consolidate shipments to optimize equipment and keep costs to a minimum, therefore, pickup and desired delivery dates cannot be held firm. Commercial boat haulers only transport the boat.) Any accessorial services are paid by the customer.
- b. Customer must be advised that when using a commercial boat hauler the boat must be picked up at a marina and delivered to a marina where a crane can be utilized to load and offload the boat. Arrangements and cost for the marina crane at origin and destination are the responsibilities of the customer. Boats should not be over 13 feet high from keel to highest point on the bridge. Also, the customer is responsible for dismantling bridges, spars, and masts to meet dimension requirements.
- c. Customer must be advised that all personal items, such as clothing, electronic gear, TVs, skis, etc., not part of the structure, must be removed. All antennas and fishing/trolling poles must be lowered or removed.
- d. There is no sit authorized for boats moved by commercial boat haulers. This is due to the fact that they haul only from marina to marina. It is the customer's responsibility to acquire storage for the boat at destination.
- e. TSP will weigh boat and/or trailer and provide a weight ticket which must be submitted with BL for payment

- f. TSP will not pickup or move a boat without a BL. Boat serial number or registration number should be shown on BL.
- g. Customer may purchase additional insurance for the movement by contacting their own insurance representative.

#### ITEM 306: Storage-In-Transit (SIT)

SIT is allowable on towaway boats/**jet ski** only. Definition: The holding of a shipment or portion thereof in a warehouse or storage facility for the purpose of storage, pending further transportation. Onward movement or delivery to residence will be effected only at the request of the PPSO. The origin PPSO assigns SIT at the origin or enroute and arranges with the TSP for release for delivery to final destination. The destination PPSO assigns the SIT control number for SIT at destination and arranges for delivery and any required destination services.

- a. When a boat/**jet ski** is hauled using the tow-away method, it basically follows mobile home procedures for SIT. SIT can be either in a DoD-approved mobile home SIT facility or a DoD-approved household goods SIT warehouse. When SIT is maintained in a mobile home facility, PPSO's are requested to check the PPCIG, Volume 1, for appropriate storage facilities. TSPs may also place the boat/**jet ski** and/or trailer in a storage yard at nearby marina, if SIT at that marina is less than the mobile home or household goods warehouse.
- b. The flat charge includes delivery to destination after boat/**jet ski** and/or trailer has been placed in SIT at a household goods TSP's warehouse. Therefore the towaway boat/**jet ski** that TSP placed shipment in SIT must be contacted to move the shipment to destination, unless the customer elects to hook up to the boat/**jet ski** and tow it to destination.
- c. The placement of a tow-away boat/**jet ski**, by PPSO, into a SIT facility and the release out of SIT will be accomplished in the same manner as mobile home shipments.
- d. When requesting a boat/**jet ski** shipment, the PPSO must submit a requirement for SIT and the estimated total time the shipment is to remain in storage.

#### ITEM 307: Nontemporary Storage (NTS)

This term applies to the service for long term storage, other than SIT, of personal property at owner's or Government's expense. Water storage is not authorized.

- a. If boat/**jet ski** is accepted by a NTS contractor, customer is responsible for preparing for storage (clean, fuel purged, winterized, etc).
- b. Customer may elect to arrange for storage at own expense when PPSO is unable to make arrangements. The customer can file a claim for reimbursement after withdrawal, dependant on his entitlement. Reimbursement will be in accordance with the JFTR and can be viewed at <http://www.dtic.mil/perdiem/jftr/>.
- c. Customer may elect to include boat/**jet ski** with NTS household goods. NTS contractor must accept boat if it is 14 feet and under without trailer. The NTS contractor is not obligated to accept a boat/**jet ski** that is over 14 feet or with trailer.



## **CHAPTER IV - ACCESSORIAL SERVICES**

### **SECTION IV-A: Included Accessorial Services**

The following services are included in the all-inclusive flat charge and do not need to be requested by the PPSO and/or customer.

#### **ITEM 400: Anti-Sway Devices**

TSP will include cost of rental, labor, etc., for anti-sway devices in the rate submission.

#### **ITEM 401: Escort Service**

When an escort vehicle and driver are required to comply with federal, state, or municipal regulatory bodies, the cost will be included in the MOTO/BOTO rate. When more than one escort vehicle and driver are required according to federal, state, or municipal regulatory bodies and stated on the permits, the additional escorts and drivers will be included in the MOTO/BOTO rate for the portion of travel required.

#### **ITEM 402: Installation of Temporary Lights**

The MOTO/BOTO rate will include the cost of installation of temporary yellow flashing lights on units, a temporary light harness if the unit is not equipped with operative running, stop or turn signal lights, and special lights in lieu of escorts.

#### **ITEM 403: Tolls and Fees**

The MOTO/BOTO rate submitted by the TSP will include bridge, road, turnpike, ferry or tunnel charges, surcharges, taxes, permits, and/or fees assessed by any state or local government through which the shipment must move.

#### **ITEM 404: Transit Axles**

Request must include number of axles, braking axles, and tires actually on mobile home. A response of 'none' or a blank response will automatically require rental of tires/axles in the all-inclusive rate. The MOTO rate will include the cost of renting axles with wheels, tires, and brakes, if required, along with installation costs to meet the following requirements:

- a. Axles required to meet the manufacturer's requirements of a mobile home when the customer does not provide and/or has an insufficient number of axles to move the home.
- b. Axles that are required to comply with permit requirements of federal, state, or municipal regulatory bodies.

#### **ITEM 405: Inventorying**

- a. The TSP, in coordination with the owner, shall prepare an accurate legible household goods descriptive inventory, DD Form 1412 . When an article is packaged in an original container furnished by the owner, the inventory will indicate the type of articles included. The TSP shall:
  - i. Identify cartons by type and cube and estimated weight with an indication of general contents -- such as linens, pots, and pans, 3.5 cubic feet, etc. Each carton shall be inventoried as a separate inventory line item.
  - ii. Avoid the use of words such as ‘household goods’ or other general descriptive terms in the preparation of the inventory. Describe in as much detail as possible, items of furniture. For example, television sets should be identified as being either color (C) or black and white (B&W) and console or portable, as appropriate.
  - iii. Mark the inventory with the proper exception symbols and location symbols to describe conditions such as marred, scratched, soiled, worn, torn, and gouged. The omission of exception symbols shall indicate good condition except for normal wear.
  - iv. List make, model, and serial number of each television set, stereo, or computer equipment on the inventory.
  - v. List the general contents of items that are packaged by either the TSP or customer in dresser or chest of drawers on the inventory.
  - vi. Identify items serviced by the TSP or by third party at origin and record such items in the remarks section of inventory.
  - vii. When available, use the same inventory prepared at origin to verify delivery and condition of the articles at destination.
- b. The inventory shall bear the signature of the owner and date signed together with the signature of the TSP's representative and date signed certifying its accuracy and completeness.
- c. The TSP shall prepare the inventory in three (3) copies. The original and all copies shall be legible and shall bear the name and complete mailing address of the TSP. The original copy shall be furnished to the PPSO, one copy will be given to the customer, and the TSP shall retain a copy.

#### **IV-B: Frequently Requested Accessorial Services**

The following items may be requested by the PPSO at the customer's request. Requested items will be included in the all-inclusive flat charge. Regardless of the items requested, prices for all accessorials will be submitted (as part of the original bid) and used as applicable. Documentation of all charges is to assure error-free billing and proper auditing.

#### **ITEM 406-A: Packing and Related Servicing Requirements**

- a. The TSP shall prepare articles having finished surfaces susceptible to damage by scratching, marring, soiling, or chafing, by wrapping such articles in textile or paper furniture pads, covers (other than burlap), or other acceptable wrapping materials at time of packaging at the residence. Disassembly of swing sets, television antennas, etc., is the responsibility of the customer.
- b. The TSP shall provide materials and accomplish all packaging in accordance with the provisions of this paragraph.

- i. All material shall be new or in sound condition. The use of damp, wet, or unclean packaging materials is prohibited. If the material is not new, all material shall be free of any substance injurious to the articles being packed and to the owner. New material shall be used for packing linens, bedding, and clothing. In the absence of specific standard or required materials listed in this section, materials that are clean, of good quality, commercially available, and appropriate for the purposes intended are acceptable provided they are deemed to be sufficient for protection of the goods by the PPSO. All corrugated and fiberboard cartons shall be stamped with a manufacturer certificate attesting to their bursting strength and weight capacity. Cartons lacking a certificate are not authorized for use on mobile home shipments
- ii. Cartons of solid or corrugated fiberboard may be used for packing linens, books, bedding, lampshades, draperies, and similar articles. After packaging, cartons must be glued or sealed by taping lengthwise at the joint on top and bottom. The sidewalls and ends of the corrugated or solid fiber cartons shall be of a minimum average bursting strength of 200 pounds per square inch. The inside dimensions of the carton length, width, and depth totaled shall not exceed 75 inches with a weight limitation of 65 pounds. Egg crates, fruit or vegetable crates, tea crates, and similar type boxes and cartons shall not be used. Boxes may be used in lieu of cartons when the PPSO determines that their use is necessary to ensure protection and safe movement of the articles.
- iii. Wrapping paper shall be new or clean and appropriate for the purpose intended.
- c. The TSP shall perform all packaging in a manner requiring the least cubic measurement, producing packages that withstand normal movement. The number and weight of containers shall not be greater than necessary to accomplish efficient movement. At the owner's request, articles such as stereo equipment shall be packed in original containers when furnished by the owner and provided the containers are considered by the TSP to be in good condition.
  - i. Books. Books shall be packed in cartons. All books of similar size shall be packed together in rows. Pads of solid or corrugated fiberboard shall be inserted between rows and packed tightly, wedged with pads or paper, if necessary, to fill out the carton and prevent chafing. Books normally shall be packed not more than two rows high in a carton
  - ii. Chinaware, glassware, crockery, lamps, clocks, jardineres, statuary, vases, bric-a-brac. Use of clean or other modern method (not requiring the use of excelsior or shredded paper) of packaging is required for these and similar fragile items.
  - iii. Electrical equipment, portable fans, heaters, portable stoves, sunlamps, home computers, portable microwave ovens, and like items. Such equipment shall be completely wrapped in paper, paper pads, or unicellular polypropylene foam and packaged in a carton with enough padding to provide insulation necessary to prevent contact of one article with another and to eliminate movement of any article in the container. When the TSP determines that packaging in a carton is not necessary, the items shall be properly wrapped and padded for protection.
  - iv. All kitchenware shall be wrapped, packed, and placed into cartons.
  - v. Linens, clothing, draperies, and like items. When not considered safe by the TSP for movement in drawers, chests, dressers, trunks, etc., these and similar items shall be packed into new cartons and sealed in the customer's mobile home.
  - vi. Mirrors, pictures, and paintings (glass-faced or other than glass-faced paintings), glass or stone tabletops, and other fragile articles requiring crating or similar protection. These articles shall be wrapped and packed in a crate or a fiberboard carton. When more than one article is packed in any one crate or carton, a divider shall be provided. No more than four articles shall be packed in

any one crate or fiberboard carton. Stone tabletops shall be packed separately. Small pictures, paintings, mirrors, and other articles of this type shall be packed in cartons and shall be sealed in the customer's mobile home. All fragile items that are not securely fastened will be packed in cartons.

- vii. Lampshades, ornaments, and toys. These and other small items easily crushed shall be wrapped and placed into cartons and insulated from the carton walls and from other items. Lampshades shall be wrapped individually in tissue paper first and then with new paper or new unicellular polypropylene foam and placed into cartons to prevent shifting or damage.
- viii. Removal of debris. Packing at origin shall include removing from the customer's mobile home all empty TSP-provided containers, packing materials and other debris accumulated incident to packing unless specifically waived by the owner in writing.

#### ITEM 406-B: Unpacking And Related Servicing Requirments

Unloading at destination will include the one time placement of furniture and like items in the appropriate room of the dwelling or a room designated by the property owner. All articles disassembled by the TSP will be reassembled. On a one-time basis, all barrels, boxes, cartons, and/or crates will be unpacked and the contents will be placed in a room designated by the property owner. This includes placement of articles in cabinets, cupboards, or on shelving in the kitchen when convenient and consistent with safety of the articles and proximity of the area desired by the owner. The unpacking service and removal of debris will be performed at the time the goods are delivered to the residence unless specifically waived in writing by the customer or customer's agent.

#### ITEM 407: Appliance Servicing

The TSP shall service appliances by securing the item in such a manner that it will withstand handling and transportation. After servicing, an appropriate tag or label shall be attached to the appliance to indicate that it must be serviced at destination prior to its use (reversing the process performed at origin). Tagging is not required on local moves.

- a. Washers requiring servicing shall be secured with washer kits, washer packs and washer locks, or special plastic inserts. The use of sheet fiberboard or cardboard is prohibited. Washers and dryers will be properly secured to prevent sliding.
- b. The tone arm of a record player shall be secured with tape and the turntable shall be anchored with the built-in screws, when present
- c. Refrigerators must be secured to prevent sliding or tipping. Padded straps will be placed on door to prevent opening. Loose parts of refrigerators, freezers, and stoves shall be secured to prevent movement. Glass trays and containers will be packed separately.

#### ITEM 408: Preparation of Mobile Home For Movement

- a. Sliding glass or mirror vanity doors will be taken off and wrapped/packed separately. Gas furnace covers shall be removed and laid flat.

- b. Secure all doors and drawers to prevent sliding or swinging open. All medicine cabinet items shall be packed separately.
- c. Lock all doors and windows. Secure all sliding patio doors with wood strips inside and outside. Tape windows to prevent cracking. Storm windows should be wrapped and packed separately, unless integral with the manufacturer's window.
- d. Anchor all irremovable hanging fixtures by tiebacks or heavy cord between lamps and a window crank handle or similar fixed objects. Remove glass shades and package. All free-standing lamps shall be packed.
- e. Balance household goods so weight is evenly distributed. Locate furniture over or forward of the axles and in a position that it will not shift in transit. Beds shall be moved to the front of their respective rooms and braced against opposite wall. Boxed articles may be used to fill space under the bed.

#### ITEM 409 A: Hitch Installation

TSP shall install customer's hitch on mobile home.

#### ITEM 409 B: Hitch Removal

TSP shall remove customer's hitch from mobile home.

#### ITEM 410-A: Unblocking

TSP shall unblock the mobile home. Disposition and/or movement of blocks will be customer's responsibility.

#### ITEM 410-B: Blocking

The TSP shall block the mobile home. The customer shall be responsible for furnishing blocking material. This service does not include digging ditches, trenches, footers, postholes, or furnishing poles.

#### ITEM 411-A: Unanchoring

The TSP shall perform unanchoring service at origin. This includes removal of the anchors from the ground and disconnection of the straps. If the anchors cannot be removed, they must be sheared off even with the ground.

#### ITEM 411-B: Anchoring

The TSP shall perform anchoring services at destination. The customer shall be responsible for furnishing the anchoring material.

#### ITEM 412-A: Removal of Skirting

The TSP shall remove skirting from the mobile home.

#### ITEM 412-B: Installation of Skirting

The TSP shall install skirting. The customer shall be responsible for furnishing the skirting material.

**ITEM 413-A: Expando, Tipout, Or Slideout Removal**

The TSP shall prepare, separate, and seal each expando, tipout, or slideout unit prior to movement (see Note).

**ITEM 413-B: Installation Of Expando, Tipout, or Slideout**

The TSP shall secure each expando, tipout, or slideout unit at destination (see Note).

**NOTE:** An expando room that is a separate unit and cannot be slid, tipped, or enclosed within the main body of the mobile home and requires separate transport will fall under the provisions of Item's 414-A and 414-B.

**ITEM 414-A: Double-Wide Separation and Preparation for Movement**

The TSP shall separate each unit of a double-wide mobile home and prepare for movement.

**ITEM 414-B: Reassembly of Double-Wide**

The TSP shall reassemble the double-wide mobile home.

**ITEM 415-A: Installation of Customer-Owned Axles/Tires**

The TSP shall install customer's tires and axles, and grease and service wheel bearings prior to movement.

**ITEM 415-B: Removal Of Customer-Owned Axles/Tires**

The TSP shall remove customer's tires/axles at destination.

**SECTION IV-C: SPECIALIZED ACCESSORIAL SERVICES**

A rate for each of the following items will be submitted in DPS as part of TSP acceptance of the award.

**ITEM 416: Extra Axles**

Those not included in the MOTO rate but approved by the PPSO and is part of TSPs bid, as part of rate for installation and rental of axles with wheels, tires and brakes, as required, for the following (unknown at time of bid -- refer to Item 404):

- a. Axles required in addition to the manufacturer's requirements of normally installed axles, utilized to prevent damage to the structure of a mobile home over certain roadways.
- b. Replacement rental axles utilized in place of a customer's axle that breaks en route and is required for a mobile home to continue in transit to destination.

ITEM 417: Labor Charge

- a. Labor charge covers services not included in the MOTO rate and for which no provisions are otherwise provided
- b. Labor charge applies on an hourly basis per person. TSP will be required to include a labor rate when submitting the MOTO tender. TSP will state rate per hour in dollars and cents as part of their bid.
- c. The PPSO must authorize service prior to performance.
- d. TSP's Bill of Lading will identify date, time, and type of labor performed. Customer will sign billing record.

ITEM 418: Waiting Time not the Fault of the TSP

- a. Waiting time applies only on day(s) of pickup and/or delivery when authorized by PPSO. Waiting time charge will be applicable only between the hours of 8:00 a.m. and 5:00 p.m., on regular working days, subject to the following allowable free waiting time:
  - i. Two hours of free waiting time will be allowed at origin and/or destination, regardless of the distance between points of pickup and delivery. Free waiting time will commence when the TSP notifies PPSO.
  - ii. At expiration of the free waiting time, additional waiting time will be subject to authorization of PPSO and agreement of the TSP.
- b. When a SIT shipment is delivered from the storage facility, the allowable free waiting time, when required, will be provided as above regardless of the distance from storage facility to destination.
- c. Waiting time charge(s) for TSP's personnel, other than the vehicle driver, will be subject to an hourly labor charge. TSP will include hourly rate for waiting time as part of their bid.

ITEM 419: Tire and Tube Repair or Replacement

- a. When it becomes necessary for TSP to repair customer-owned tires and/or tubes used on the mobile home, expenses incurred should be borne by the customer. TSP will state a rate for each tire/tube repair as part of their bid.
- b. When it becomes necessary for a TSP to replace customer-owned tires and/or tubes used on the mobile home or to remove or install complete mounted tires on rims before, after, or during movement, expenses incurred shall be borne by the customer. Expenses incurred shall become due and payable upon presentation of valid receipts signed by parties performing services and include the serial numbers of the new tires purchased and the serial numbers of tires being replaced. Replacement tires must be equal to or greater than the ply rating of the tire being replaced. Replaced tire carcasses must be left with the mobile home. TSP will state rate for each tire/tube replacement as part of their bid.
- c. When it becomes necessary for TSP to repair or replace rental tires and/or tubes used on the mobile home or to remove or install complete mounted rental tires on rims during movement, expenses incurred shall be borne by the TSP, which is automatically covered in the MOTO rate.
- d. TSP billing documents will reflect separate costs for material and labor obtained in transit for repair or replacement of customer-owned tires.

#### ITEM 420: Storage-In-Transit (SIT)

- a. When requesting a mobile home shipment, the PPSO must submit a requirement for SIT and identify the estimated total time the shipment is to remain in storage. SIT will be effected only at the specific approval of the PPSO. The TSP may designate any DoD- approved storage facility that is nearest to origin or destination to serve as its agent.
- b. Storage charges apply for each day of storage and each time SIT service is rendered. The storage period will include the day the mobile home is placed in storage, but not the day the mobile home is removed from storage.
- c. TSP will not be responsible for delays in delivery from storage facilities or any other areas authorized by the PPSO unless the origin has been given five working days notice to resume the movement. TSP will be notified by PPSO of this notice via an email from DPS.
- d. Except as otherwise provided below, shipments moving under this rule may be placed in SIT one or more times for an aggregate period not to exceed 180 days from date of placement into DoD-approved storage facility. When not removed at the expiration of the time limit specified herein, the character of the shipment shall cease and the DoD-approved storage facility shall be considered the destination of the shipment. The DoD-approved storage facility shall become the agent for the shipper and the property shall then be subject to the rules, regulations, and charges of the storage facility.
- e. TSP may bill for services rendered at the time the mobile home is placed into the destination SIT facility.
- f. Under normal conditions, SIT is allowed in increments of 90-day periods. When special circumstances exist, a second 90-day period can be authorized. When, during any one of the SIT periods, the shipper has given notice for final delivery of the shipment on a date five (5) working days prior to the expiration of the 90-day period, and the TSP, by no fault of the shipper, fails to provide delivery within the 90-day period, storage charges shall not apply beyond the authorized storage period. In any event, storage charges shall cease to accrue on either of the following dates, whichever is earlier:
  - i. Requested delivery date or within five (5) working days following notification, or
  - ii. the actual delivery date, if earlier.
- g. TSP will submit a SIT rate in dollars and cents per day for the origin/destination.

#### **SECTION IV-D: Insurance**

The customer prior to the pickup date may request the following items. TSP's charge for the following items will not be included in the MOTO all-inclusive rate. The MOTO request will specify when either service is requested.

#### ITEM 421: Acts of God Insurance

TSP will pay claims resulting from acts of God, including, but not limited to, lightning, wind, hail, earthquake, flood or rising water provided that the shipping office specifically requests TSP to pay claims resulting from acts of God by endorsement on the BL.

NOTE: Act of God Insurance charges are solely the responsibility of the customer or his/her agent.



## CHAPTER V – TERMS AND DEFINITIONS

ITEM 500: Area of Responsibility (AOR): A specifically defined geographic area established for the purpose of assigning responsibilities to selected DoD installations for the procurement of transportation, storage, and related personal property movement services.

ITEM 501: Attempted Pickup: The use of permits, labor, and/or vehicles to perform pickup of a mobile home/boat at origin when ordered by the PPSO and service cannot be performed through no fault of the TSP.

**NOTE:** Will not apply if move is cancelled by PPSO with TSP 48 hours (weekends not included) prior to pickup date or if TSP does not meet the inspection requirements stated in Item 108.

ITEM 502: Restricted Period: A period of hours or days imposed by the Highway Department which restricts the movement of oversize loads on the public highways. This occurs on and around all national holidays and on all Friday afternoons, which effects the movement of both mobile homes and boats.

ITEM 503: Blue Bark: The term used to designate the personal property shipment of a deceased customer.

ITEM 504: Boat: A rather small, usually open craft. **This may also include a recreational water craft, which for the purpose of this tender, shall be limited to the type known as a jet ski, in excess of 14 feet in length, which shall include the associated trailer.**

ITEM 505: Boat One-Time-Only (BOTO): A BOTO is a voluntary submission of independently determined cost.

ITEM 506: Consolidated Personal Property Shipping Office (CPPSO): An activity staffed and operated by one military service in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DoD customers.

ITEM 507: Design Zones: The different zones within the Continental United States that require a specific type of foundation and mobile home construction to meet state and/or county restrictions. These zones refer to Structural Roof Design, Heating and Cooling Design, and Structural Wind Resistance Design. Roof load zone maps is available in Appendix B .

ITEM 508: Dimensions: The overall dimensions will include the undercarriage and any attachments or appendage necessary or incidental to the transportation of the mobile home/boat, excluding motor power. Mobile home eave overhangs must be included in the width of mobile homes (see Appendix A for limitations).

ITEM 509: DoD-Approved TSP: A mobile home/boat TSP approved by the SDDC, for participation in the DoD Personal Property Program.

ITEM 510: Enroute: A mobile home/boat is considered en route when moved from its origin location by the TSP until final placement at destination.

ITEM 511: Government Bill of Lading Office Code (GBLOC): A four-letter alpha code that identifies the installation or activity responsible for shipments moving under government bills of lading (see Appendix C for a complete list of GBLOCs)

ITEM 512: Household Goods: Household furnishings, appliances, clothing, books, and similar items belonging to a customer and/or immediate family.

ITEM 513: Installation: A DoD post, camp, station, air base, naval base, yard, base complex, or port.

ITEM 514: Joint Personal Property Shipping Office (JPPSO): A jointly staffed and operated activity operated by customers from two or more military services, in support of all military service components for acquisition of transportation, storage, and related services within a specified area of responsibility for movement of personal property for DoD customers.

ITEM 515: Local Moves: A mobile home movement is considered a local move if it is moving within the same state, commuting area, and PPSOs AOR. The PPSO has the option to procure local service or request a MOTO rate. If a BL is prepared on a local move, the TSP must be DoD approved. If a purchase order is used, it must be handled in coordination with the local contracting officer. Commercial or towaway boats cannot be handled as a local move.

ITEM 516: Customer or Owner: A military or civilian employee of the DoD or Coast Guard, or an individual sponsored by the DoD or Coast Guard for whom services are being provided at Government expense.

ITEM 517: Mobile Home: A mobile dwelling, which includes manufactured installed contents, constructed or converted for use as a principal residence and designed to be moved overland, either self-propelled or by towing. This includes a single or double-wide with or without expandable rooms.

ITEM 518: Mobile Home One-Time-Only Tender (MOTO): A MOTO is a voluntary submission of independently determined cost.

ITEM 519: Overall Costs: The sum of all costs which are known or can reasonably be estimated in connection with the movement of a mobile home or boat.

ITEM 520: Packaging: The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

ITEM 521: Pack/Pickup Date (PUD): In many instances, once the packing of the household goods has been accomplished the pickup begins. This could be the same date as packing.

ITEM 522: Permit: A written authorization from State Highway Departments of Transportation or other issuing authorities to move or operate, on a highway, a vehicle or vehicles with load size, weight or other characteristics exceeding the legal limitations prescribed for moving in regular operation and/or during restricted hours or on Saturdays, Sundays, or holidays. A mobile home or boat will not move from origin without having a valid transit permit according to state law.

ITEM 523: Personal Property Shipping Office (PPSO): An activity designated to provide traffic management, counseling and application processing within a designated area of responsibility, which includes acquisition of transportation, storage, and related services.

ITEM 524: Roadworthy: Inside and outside parts of mobile home/tow away boat are in proper working condition (including tires, frame, axles, wheel bearings, etc.) for safe transportation from origin to final destination.

ITEM 525: Standard Carrier Alpha Code (SCAC): A four digit alpha code assigned to TSPs which are state/federally regulated and used for identification purposes throughout the Government. The code can be obtained from the National Motor Freight Traffic Association, 2200 Mill Road, Alexandria, Virginia 22314-4654, telephone (703) 838-1831.

ITEM 526: Undercarriage and Chassis: The term 'undercarriage' or 'chassis' describes the supporting framework of the mobile home/boat trailer, which is comprised of frame, hitch, suspension, springs, shackle bolts, axles, wheels, tires, tubes, brakes, and parts thereof.

ITEM 527: Valid Receipt: The term 'valid receipt' as used herein, consists of the name of the establishment, address/location, date repair/replacement was performed, cost of labor and/or material listed separately, and signature of party actually accomplishing the repair/replacement and the signature of party receiving the services. When billing, refers to a federal, state, or municipal regulatory body, a copy of the license or permit is required.

Note:

- 1. ANY SUBSTANTIAL VIOLATION OF THIS TENDER, OR FAILURE TO PERFORM IN ACCORDANCE WITH RATE/TENDER/COMMERCIAL TENDER AND OR OTHER LEGAL REQUIREMENTS MAY BE USED AS THE BASIS FOR SUSPENSION ACTION BY A TRANSPORTATION OFFICER.**
- 2. For details on TSP requirement see DTR – Appendix B2**

## Appendix A

## MOBILE AND MODULAR HOUSING DIMENSIONS ALLOWED UNDER PERMIT

STATE	WIDTH	HEIGHT	COACH LENGTH	COMBINATION LENGTH
ALABAMA	16 ft	15 ft 6 in	NS	100 ft
ALASKA	14 ft	15 ft	NS	100 ft
ARIZONA	16 ft <sup>1</sup>	16 ft	NS	NS
ARKANSAS	18 ft	NS	NS	NS
CALIFORNIA	16 ft <sup>1</sup>		80 ft	105 ft
COLORADO	18 ft <sup>1,3</sup>	13 ft 6 in	NS	95 ft
CONNECTICUT	14 ft	13 ft 6 in	66 ft	90 ft
DELAWARE	14 ft	NS	NS	NS
DISTRICT OF COLUMBIA	<sup>2</sup>	<sup>2</sup>	<sup>2</sup>	<sup>2</sup>
FLORIDA	16 ft	14 ft 6 in	70 ft	95 ft
GEORGIA	16 ft <sup>4</sup>	<sup>2</sup>	NS	95 ft
HAWAII	12 ft <sup>5</sup>	13 ft 6 in	NS	70 ft
IDAHO	14 ft <sup>6</sup>	<sup>7</sup>	80 ft	NS
ILLINOIS	16 ft <sup>8</sup>	15 ft <sup>8</sup>	NS	99 ft
INDIANA	16 ft <sup>9</sup>	14 ft 6 in	70 ft	95 ft
IOWA	16 ft	<sup>7</sup>	NS	95 ft
KANSAS	16 ft <sup>1</sup>	<sup>7</sup>	NS	97 ft
KENTUCKY	16 ft	NS	NS	95 ft
LOUISIANA	18 ft	13 ft 6 in	NS	NS
MAINE	16 ft 8 in	NS	NS	NS
MARYLAND	NS	14 ft	NS	NS
MASSACHUSETTS	14 ft <sup>10</sup>	13 ft 6 in	NS	95 ft
MICHIGAN	16 ft	15ft	80 ft	95 ft
MINNESOTA	16 ft 6 in <sup>12</sup>	13 ft 6 in	80 ft	95 ft <sup>13</sup>
MISSISSIPPI	16 ft <sup>12</sup>	13 ft 6 in	NS	105 ft
MISSOURI	16 ft	15 ft	None	100 ft
MONTANA	18 ft	<sup>7</sup>	NS	NS
NEBRASKA	16 ft	14 ft 6 in	85 ft	100 ft <sup>14</sup>
NEVADA	14 ft <sup>1</sup>	16 ft	70 ft	85 ft
NEW HAMPSHIRE	16 ft 6 in <sup>15</sup>	13 ft 6 in <sup>15</sup>	NS	95 ft <sup>15</sup>
NEW JERSEY	14 ft	13 ft 6 in	NS	NS
NEW MEXICO	18 ft <sup>16</sup>	15 ft 10 in	85 ft <sup>16</sup>	105 ft
NEW YORK	16 ft <sup>17</sup>	13 ft 6 in	80 ft	NS
NORTH CAROLINA	14 ft	13 ft 6 in	80 ft	95 ft
NORTH DAKOTA	18 ft	15 ft 6 in	NS	120 ft
OHIO	16 <sup>18</sup>	<sup>18</sup>	<sup>18</sup>	<sup>18</sup>
OKLAHOMA	18 ft	<sup>7</sup>	NS	NS
OREGON	14 ft <sup>19</sup>	14 ft	75 ft	95 ft
PENNSYLVANIA	16 ft <sup>20</sup>	14 ft 6 in	80 ft	NS
RHODE ISLAND	14 ft	13 ft 6 in	NS	79 ft
SOUTH CAROLINA	16 <sup>9</sup>	NS	80 ft	95 ft
SOUTH DAKOTA	<sup>18</sup>	<sup>18</sup>	<sup>18</sup>	<sup>18</sup>
TENNESSEE	16 ft	14 ft	NS	NS

STATE	WIDTH	HEIGHT	COACH LENGTH	COMBINATION LENGTH
TEXAS	20 ft	13 ft 6 in	NS	95 ft
UTAH	14 ft 6 in <sup>21</sup>	14 ft	80 ft	95 ft
VERMONT	14 ft <sup>22</sup>	NS	70 ft	95 ft
VIRGINIA	16 ft	14 ft	NS	95 ft
WASHINGTON	14 ft <sup>23</sup>	14 ft	75 ft	NS
WEST VIRGINIA	16 ft <sup>9</sup>	13 ft 6 in	76 ft	91 ft
WISCONSIN	16 ft <sup>12</sup>	<sup>7</sup>	80 ft	100 ft
WYOMING	18 ft	17 ft	NS	105 ft

**NOTES:**

- NS Not specified.
- 1 Escort required on some highways and roads.
- 2 As needed.
- 3 Special permits on case by case basis.
- 4 14-ft. wide must use 15-ft. toter. 12-ft. wide can go to a combination length of 85 ft.
- 5 Plus overhang for roof portion, overhang is 2 ft. on one side, 1 ft. on each side of manufactured single unit.
- 6 16 ft. overall width including overhang. Maximum overhang extension to the left shall not exceed one foot. The base width is limited to 14 ft. when being towed on own axles. The base width is limited to 16 ft. when being hauled.
- 7 Subject to clearance by permittee
- 8 Illinois toll highway width is 10 ft, height is 14 ft 6 in. 16 ft width is allowed but it is considered a superload
- 9 Moves shall be restricted to roadways featuring a minimum pavement width of twenty four feet (241) unless preapproved.
- 10 14 ft wide allowed only on lowboy and flatbed trailer
- 11 Movement of 16 ft wide mobile homes in the upper peninsula only
- 12 16 ft on certain routes with escorts/police in all cases. Axles width must not exceed 8 ft.
- 13 The towing vehicle must not add more than 17 ft to coach length
- 14 Must have 120 in wheel base truck, Dual wheels 12,000 lbs GVWR on drive axle
- 15 Moves shall be restricted to roadways featuring a minimum pavement width of twenty four feet (241).
- 16 65 ft coach length limit for 14 ft wide, 13 ft 6 in. On some highways, requires a certified escort.
- 17 Requires certified escort minimum 2, 3 required for 2 lane highway
- 18 No dimensional limits; controlled by route of travel
- 19 16 ft if hauled (not on own wheels)
- 20 14 ft 6 in. wide, wall to wall including external appurtenances. 16 ft wide allowed on a lowboy trailer only
- 21 6 in. overhang
- 22 8 in. overhang allowed on curb side
- 23 Heights exceeding 14 ft can be routed on a case by case basis
- 24 With restrictions. See State permit regulations

FOR REFERENCE PURPOSES ONLY  
 INDIVIDUAL STATES MAY CHANGE DIMENSION RESTRICTIONS AT ANY TIME

## Appendix B

**Figure B.1 Roof Load Zone**



**Table B.1 Roof Load Zones**

Zone	Pressure	
	psf	kPa
North Zone	40	1.9
Middle Zone	30	1.4
South Zone	20	1.0

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**Table B.2 Middle Roof Load Zone**

<b>States</b>	<b>Counties</b>			
South Dakota	Grant	Brookings	Hanson	Lincoln
	Codington	Miner	Minnehaha	Yankton
	Deuel	Lake	Hutchinson	Union
	Hamlin	Moody	Turner	Clay
	Kingsbury	McCook		
Minnesota	Koochiching	Stearns	Renville	Sibley
	Stevens	Washington	Le Sueur	
	Pope	Hennepin	Scott	
		Ramsey		
	Itasca	Swift	McLeod	Nicollet
	Hubbard	Kandiyohi	Carver	Blue Earth
	Cass	Meeker	Dakota	Martin
	Crow Wing	Wright	Goodhue	Watonwan
	Aitkin	Lac qui Parle	Wabasha	Brown
	St. Louis	Chippewa	Winona	Redwood
	Lake	Yellow Medicine	Fillmore	Lyon
	Cook	Mille Lacs	Mower	Lincoln
	Carlton	Kanabec	Olmsted	Pipestone
	Pine	Benton	Dodge	Murray
	Wadena	Isanti	Rice	Cottonwood
	Todd	Sherburne	Steele	Jackson
	Morrison	Anoka	Freeborn	Nobles
	Douglas	Chisapo	Faribault	Rock
	Grant	Washington	Waseca	St. Croix
	Stevens	Hennepin	Le Sueur	
	Pope	Ramsey	Scott	
Iowa	Hancock	Mitchell	Hamilton	Buena Vista
	Lyon	Howard	Webster	Cherokee
	Osceola	Chicksaw	Calhoun	Plymouth
	Dickinson	Butler	Sac	Sioux
	Emmet	Floyd	Ida	O'Brien
	Kossuth	Cerro Gordo	Humboldt	Clay
	Winnebago	Franklin	Pocahontas	Wright
	Worth	Hardin	Palo Alto	Crawford
Wisconsin	Douglas	Oconto	Pepin	Lincoln
	Bayfield	Menominee	Pierce	Oneida
	Ashland	Langlade	Dunn	Polk
	Iron	Marathon	Eau Claire	Burnett
	Vilas	Clark	Chippewa	Washburn
	Forest	Jackson	Rusk	Sawyer
	Florence	Trempealeau	Barron	Price
	Marinette	Buffalo	Taylor	Doon
Michigan	Houghton	Iron	Presque Isle	Wexford
	Baraga	Dickinson	Charlevoix	Benzie
	Marquette	Menominee	Montmorency	Grand Traverse

Domestic Mobile Home & Boat Tender

States	Counties			
	Alger	Delta	Alpena	Kalkaska
	Luce	Schoolcraft	Alcona	Oscoda
	Chippewa	Mackinaw	Ogemaw	Otsego
	Keweenaw	Cheyboygan	Roscommon	Leelanau
	Ontonagon	Emmet	Missaukee	Antrim
	Gogebic			
New York	St. Lawrence	Herkimer	Onondaga	Genesee
	Franklin	Lewis	Madison	Orleans
	Clinton	Oswego	Cayuga	Niagara
	Essex	Jefferson	Seneca	Erie
	Hamilton	Oneida	Wayne	Wyoming
	Warren	Fulton	Ontario	Monroe
	Saratoga	Montgomery	Yates	
	Washington	Schenectady	Livingston	
Massachusetts	Essex			
Maine	Franklin	Kennebec	Lincoln	Cumberland
	Oxford	Androscoggin	Sagadahoc	York
Montana	All Countries			
Idaho	All Countries			
Colorado	All Countries			
Wyoming	All Countries			
Utah	All Countries			
Vermont	Franklin	Orleans	Caledonia	Addison
	Grand Isle	Essex	Washington	Rutland
	Lamoille	Chittendon	Orange	Windsor
New Hampshire	Coos	Belknap	Sullivan	Hillsborough
	Grafton	Strafford	Rockingham	Cheshire
	Carroll	Merrimack		



## Appendix C

### List of GBLOCS

<b>ALABAMA</b>	<b>ILLINOIS</b>	<b>OKLAHOMA</b>
FHAT FT RUCKER	GKFL SCOTT AFB	HOAM MCALESTER AAP
FIAM REDSTONE ARSENAL	GLAM ROCK ISLAND AD	HOAT FT SILL
FKFL MAXWELL AFB	GLNT NTC GREAT LAKES	<b>PENNSYLVANIA</b>
<b>ALASKA</b>	<b>INDIANA</b>	DMAC CEKSF OAKDALE
MAPK ISC KET-JUNEAU DET	GONM NSWC CRANE	DMAT CARLISLE BARRACKS
MAPS CG ISC KODIAK	KANSAS	DMNC PHILADELPHIA
MBAT FT WAINWRIGHT	KOAT FT RILEY	DOAQ TOBYHANNA
MBFL JPPSO-ANCHORAGE	KPAT FT LEAVENWORTH	<b>RHODE ISLAND</b>
<b>ARIZONA</b>	<b>KENTUCKY</b>	ALNT NETC NEWPORT
KDAK FT HUACHUCA	FAAM FT KNOX	<b>SOUTH CAROLINA</b>
KDML MCAS YUMA	FAAQ LEX-BLUE GRASS AD	CAAT FT JACKSON
<b>CALIFORNIA</b>	FAAT FT CAMPBELL	CAML MCAS BEAUFORT
LDNP NCBC PT HUENEME	<b>LOUISIANA</b>	CANQ CPPSO CHARLESTON
LENL NAF EL CENTRO	FRNQ NSA NEW ORLEANS	CEFL SHAW AFB
LENQ FISC DET SEAL BEACH	FSAT FT POLK	<b>TENNESSEE</b>
LENV NWS CHINA LAKE	<b>MARYLAND</b>	FDNT NSA MEMPHIS
LFMT MCB CP PENDLETON	BAAV ABERDEEN PG	<b>TEXAS</b>
LFNT NPS MONTEREY	BANT USNA ANNAPOLIS	HAAE FT BLISS
LGFL VANDENBERG AFB	BAV FT DETRICK	HAFC JPPSO-SAT
LGNL NAS LEMOORE	BCNV NAS PATUXENT RIVER	HBAQ RED RIVER AD
LHAT PRESIDIO MONTEREY	MASSACHUSETTS	HBAT FT HOOD
LHNQ ISC ALAMEDA	AGFM JPPSO-NORTHEAST	HBNL NAS JRB FT WORTH
LIFL TRAVIS AFB	<b>MICHIGAN</b>	HBNT NAS CORPUS CHRISTI
LIMT MAGTFTC 29 PALMS	EBAK SELFRIDGE ANGB	<b>VIRGINIA</b>
LKAT NTC FT IRWIN	<b>MINNESOTA</b>	BGAC JPPSOWA FT BELVOIR
LKNQ FISC SAN DIEGO	GBAC FT SNELLING	BGFC CPPSO LANGLEY AFB
LNFL EDWARDS AFB	<b>MISSISSIPPI</b>	BGNC FISC NORFOLK
<b>COLORADO</b>	FMFL KEESLER AFB	BHAQ FT LEE
KKFA JPPSO-COS	FNFL COLUMBUS AFB	<b>WASHINGTON</b>
<b>CONNECTICUT</b>	FNNT NAS MERIDIAN	JEAT JPPSO FT LEWIS
AMNS NSB NEW LONDON	<b>MISSOURI</b>	JENQ FISC BREMERTON
<b>DELAWARE</b>	GSAT FT LEONARD WOOD	JGFL FAIRCHILD AFB
ASFL DOVER AFB	GTFL WHITEMAN AFB	
<b>FLORIDA</b>	<b>NEVADA</b>	
CLPK ISC CG MIAMI	JANL NAS FALLON	
CMFL PATRICK AFB	<b>NEW JERSEY</b>	
CNNQ FISC JACKSONVILLE	APAT JPPSO-NJ FT DIX	
CONT FISC PENSACOLA	<b>NEW MEXICO</b>	
CPFL TYNDALL AFB	KLAE WHITE SANDS MR	
CQNL NAS KEY WEST	<b>NEW YORK</b>	
CSFL MACDILL AFB	DBAQ NYAC FT HAMILTON	
CTFL EGLIN AFB	DBAT FT DRUM	
<b>GEORGIA</b>	DBNK NSU SARATOGA SPRINGS	
CFAK FT MCPHERSON	DCAT USMA WEST POINT	
CFAT FT BENNING	<b>NORTH CAROLINA</b>	
CFFQ ROBINS AFB	BKAS FT BRAGG	
CFMQ MCLB ALBANY	BKML MCAS CHERRY POINT	
CGAT FT GORDON	BKMT MCB CAMP LEJEUNE	
CGNT NSCS ATHENS	BMFL SEYMOUR JOHNSON	
CHAT FT STEWART	<b>OHIO</b>	
CKFL MOODY AFB	ELFL WPAFB	