

CARRIER NOTICE OF					1. DATE (YYYYMMDD)		
☐	WARNING	☐	SUSPENSION	☐	REINSTATEMENT	☐	CANCELLATION
2. FROM					3. TO		
SECTION I - SHIPMENT DATA							
4. PROPERTY OWNER'S NAME			5. PPGBL	6. PICKUP DATE (YYYYMMDD)	7. DESTINATION		
SECTION II - CARRIER ACTION							
8.							
☐	a. DUE TO THE VIOLATIONS CITED BELOW, YOU ARE HEREBY WARNED THAT A REPETITION OF THE TYPE OF SERVICE PROVIDED IN SECTION I ABOVE WILL SERVE AS A BASIS FOR YOUR SUSPENSION.						
☐	b. DUE TO THE VIOLATIONS CITED BELOW, YOUR COMPANY IS SUSPENDED AT THIS ACTIVITY UNTIL PROOF OF CORRECTIVE ACTION IS PROVIDED.						
☐	c. YOUR COMPANY WILL BE REINSTATED TO THE LIST OF CARRIERS ELIGIBLE TO SERVE THIS ACTIVITY ON THE DATE SHOWN BELOW.						
9. TENDER OF SERVICE VIOLATIONS/REMARKS							
10a. NAME OF PERSONAL PROPERTY SHIPPING OFFICER (Last, First, Middle Initial)				b. SIGNATURE		11. EFFECTIVE DATE OF ACTION (YYYYMMDD)	

INSTRUCTIONS

a.

- (1) The original Letter of Warning shall be forwarded to the home office of the carrier.
- (2) One copy shall be forwarded to the origin TO for placement in the carrier's performance file.
- (3) One copy for the terminal's file.

b. **Letters of Warning/Suspension Issued by the TO.** The DD Form 1814 will be distributed as follows:

- (1) The original will be sent to the home office of the carrier. Letters of Warning for Suspension must be forwarded by certified mail, return receipt requested.
- (2) When the action results from a recommendation by the destination TO, an information copy will be sent to the destination TO.
- (3) One copy shall be retained in the carrier's performance file.
- (4) One copy provided to the carrier's agent.

c. **Letters of Reinstatement/Cancellation.** After expiration of the minimum 30 day suspension period and when the TO is satisfied that the carrier has taken adequate corrective action, the TO shall issue a letter of reinstatement to advise the date reinstatement will be effective. A DD Form 1814 will be issued as soon as possible for any action that is cancelled or retracted (for example, a suspension that was successfully appealed by a carrier). An original and two copies of the letter of reinstatement or cancellation shall be prepared and distributed as follows:

- (1) The original DD Form 1814 shall be forwarded to the home office of the carrier.
- (2) One copy provided to the carrier's local agent.
- (3) One copy shall be retained in the carrier's performance file.