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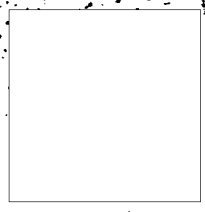
CHAPTER 8: TRANSPORTATION OF HOUSEHOLD GOODS

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A-PCSV D

TO COMPTROLLER/DRM, FAO, CIV PEKS OFFICIES AND TRANSPORTATION
SUBJECT: CIVILIAN NON-TEMPORARY STORAGE
MSG. ACOA(F&A). DACA-FAP-A, 251300Z MAR 85, SAE.
MSG. ACOA(F&A). DACA-FAP-A, 271916Z AUG 85, SAE.
MSG. ACOA(F&A). DACA-FAP-A, 241743Z SEP 85, SUBJ: RECORDING OF
OBLIGATIONS FOR EMPLOYEE PCS COSTS.

PAGE 02 RUFEP0PC1001 UNCLAS
1. REFERENCES A AND B PROVIDE PROCEDURES FOR CHANGING THE
ACCOUNTING OF NON-TEMPORARY STORAGE FOR ARMY-SPONSORED CIVILIANS.
2. REF A AND B HAVE RAISED SOME QUESTIONS AS TO WHO, WHAT AND WHEN
THESE PROCEDURES APPLY. BELOW ARE ANSWERS TO CLARIFY THOSE
WHO: THESE PROCEDURES APPLY TO ARMY-SPONSORED CIVILIANS WHO ARE
IN A PCS STATUS.
WHAT: APPLIES TO NON-TEMPORARY STORAGE (NTS) OF HOUSEHOLD GOODS
AND WILL INCLUDE BOTH STORAGE AND IN/OUT HANDLING COSTS. SPECI-
FICALLY EXCLUDED ARE FUNDS BY MAP, IMET, FMS, NAF, DODDS OR OTHER
DEFENSE AGENCIES. THERE IS NO CHANGE IN FUNDING PROCEDURES FOR
MAC FLIGHTS OR OTHER PCS COSTS.
WHEN: FUNDING IS FOR MTS CHANGES FOR DA CIVILIANS WHO PCS AFTER
MAY 85 OR THE CHARGES ARE FOR STORAGE AND HANDLING AFTER 1 OCT 85
AND THE DA CIVILIAN IS CURRENTLY PCS. THERE WILL BE NO PRIOR YEAR
INITIAL FUNDING (FSN 12121) FOR NTS CHARGES EXCEPT FOR THE DA
EMPLOYEES WHO HAVE A PCS BETWEEN 1 MAY 85 AND 30 SEP 85. FUNDING
FOR NTS CHARGES ARE ANNUAL IN ACCORDANCE WITH REF C AND SHOULD NOT

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/// U N C L A S S I F I E D ///

BE OBLIGATED FOR A PERIOD EXCEEDING THE CURRENT FISCAL YEAR.
REMINDER: FIELD FINANCE OFFICERS COORDINATE WITH THEIR SERVICING

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CIVILIAN PERSONNEL OFFICES AND TRANSPORTATION OFFICES TO ENSURE
THAT ONE COPY OF THE COMPLETED DA FORM 1154, ANY ISSUED AMENDMENTS
AND ONE COPY OF THE PCS TRAVEL ORDERS FOR ARMY-SPONSORED CIVILIANS
ARE FORWARDED TO THE COMMANDER, USAFAC, ATTN: FINCP-FD, INDIANAPOLIS
IN 46249.

3. POC FOR ACCOUNTING POLICY IS DOUG PODE, AV 599-3065. POC FOR
PROCEDURAL QUESTIONS IS MR. JOHN HOWELL, AV 599-2844.

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/// U N C L A S S I F I E D ///

CHAPTER 8

TRANSPORTATION OF HOUSEHOLD GOODS

★C8000 MAXIMUM WEIGHT ALLOWANCES

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 12 October 1984.

1. GENERAL. The maximum weight of household goods that may be transported or stored in connection therewith at Government expense is limited to 18,000 pounds net weight for all employees. The total weight of household goods stored incident to an assignment outside the continental United States plus the weight of household goods transported under this part will not exceed the maximum weight allowance authorized herein. For inclusion of baggage allowances in certain cases, see par. C2304. If both husband and wife in the same household are employees, transportation of household goods applies to either, provided there is no duplication and the maximum household goods weight allowance is not in excess of 18,000 pounds net weight for the same household.

2. DETERMINING THE NET WEIGHT

a. Uncrated Shipments. When household goods are shipped uncrated as in a household mover's van or similar conveyance, the net weight shall be that shown on the bill of lading or on the weight certificate attached thereto, which, under Interstate Commerce Commission (ICC) regulations, includes the weight of barrels, boxes, cartons, and similar materials used in packing, but does not include pads, chains, dollies, and other equipment needed to load and secure the shipment. When a noncommercial means of shipment is involved, the above provisions of the ICC regulations shall apply for the purpose of determining the net weight. When employee's claim is based on constructive weight as authorized in subpar. d, the net weight shall be the weight as determined under that provision.

b. Crated Shipments. When property is transported crated, the net weight shall not include the weight of the crating material; therefore, the net weight shall be computed as being 60% of the gross weight. However, if the net weight computed in this manner exceeds the applicable weight limitation and

if it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, the net weight may be computed at less than 60% of the gross weight.

c. Containerized Shipments. When special containers designed normally for repeated use, such as lift vans, CONEX transporters, and household-goods shipping boxes are used and the known tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, the net weight of the household goods shall be 85% of the gross weight less the weight of the container. If the known tare weight includes interior bracing and padding materials so that the net weight is the same as it would be for uncrated shipments in interstate commerce, the net weight shall not be subject to the above reduction. If the gross weight of the container cannot be obtained, the net weight of the household goods shall be determined from the cubic measurement on the basis of 7 pounds per cubic foot of properly loaded container space.

d. Constructive Weight. If no adequate scale is available at point of origin, at any point en route, or at destination, a constructive weight, based on 7 pounds per cubic foot of properly loaded van space, may be used. Such constructive weight also may be used for a part-load when its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle, or when the household goods are not weighed because of the carrier's charges for a local or metropolitan area move are properly computed on a basis other than the weight or volume of the shipment (as when payment is based on an hourly rate and the distance involved). However, in such instances the employee should obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment.

3. EMPLOYEE MARRIED TO MEMBER OF A UNIFORMED SERVICE. An employee married to a member of a Uniformed Service has the same entitlements to shipment and storage of household goods as an employee who is not married to a

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uniformed member. However, such employee has no entitlement to ship or store the same household goods shipped and/or stored under the member's entitlement when both make permanent changes of station between the same old and new duty stations (MS Comp. Gen. B-202023, 4 December 1981).

C8001 SHIPMENT WITHIN THE CONTINENTAL UNITED STATES

1. **WHEN AUTHORIZED.** Shipment of household goods may be authorized in connection with an employee's permanent change of station from one permanent duty station to another and in connection with appointment to manpower shortage positions for travel to first duty station. Reimbursement is allowed for shipment of household goods in anticipation of a permanent change-of-station movement prior to the issuance of a travel order provided the travel order issued subsequently contains authority for such transportation.

2. STORAGE

a. **General.** Storage of household goods may be authorized on a temporary basis or, in the case of an isolated duty station, on a nontemporary basis.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 October 1982.

b. **Temporary Storage.** The time allowable for temporary storage in connection with an authorized shipment of household goods will not exceed a period of 90 days. However, upon an employee's written request, the initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions if approved by the commanding officer of the DOD activity involved or his designated representative. Justification for an additional storage period may include but is not limited to the following reasons:

1. an intervening temporary duty or long-term training assignment;
2. nonavailability of suitable housing;
3. completion of residence under construction;
4. serious illness of employee or illness or death of a dependent; or
5. strikes, acts of God, or other circumstances beyond the control of the employee.

Storage may be at point of origin, destination, or en route, or any combination thereof. When shipment is made on a commuted rate basis, reimbursement is subject to the table of allowances in the General Services Administration Commuted Rate Schedule. Reimbursement for storage, however, will not exceed the amount actually paid by the employee for storage. Claim for reimbursement must be supported by the original or certified copy of receipted warehouse bill.

c. Nontemporary Storage Incident to Assignment at an Isolated Duty Station

(1) **General.** Nontemporary storage of household goods belonging to an employee assigned to a duty station at an isolated location in the continental United States will be allowed only when clearly justified under the conditions in this subparagraph and not primarily for the convenience of the individual or at his request. A duty station at an isolated location means a place of permanent duty assignment in the continental United States at which an employee is unable to use his household goods because:

1. the type of quarters he is required to occupy at the permanent duty station will not accommodate his household goods; or
2. the residence quarters which would accommodate his household goods are not available within reasonable daily commuting distance of the official station; however, the designation of an official station as isolated in accordance with subparagraph (3)(b) will not preclude a determination in individual cases that adequate housing is available for some employees stationed there based on housing which may be available within daily commuting distance and the size and other characteristics of each employee's immediate family. In such cases the station will not be considered isolated with regard to those employees for whom adequate family housing is determined to be available.

The authorization for nontemporary storage should be contained in the travel order. However, storage may be approved subsequently where the employee or new appointee is otherwise entitled to it. Authority may also be granted for the conversion of

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household goods from temporary to nontemporary storage and from storage at personal expense to nontemporary storage at Government expense. An eligible employee or new appointee may be authorized to have a portion of his property transported to the isolated duty station and to have the remainder stored at Government expense. However, the weight of the property stored, plus the weight of the property transported, will not exceed the maximum weight allowances prescribed in par. C8000.

(2) Eligibility. Provided the isolated duty station conditions are met, eligibility for nontemporary storage of household goods applies to the following:

1. an employee stationed at an isolated duty station in the continental United States who performed permanent change-of-station travel or travel as a new appointee under par. C4051 to such duty station under travel orders issued on or after May 22, 1966;
2. an employee or new appointee under par. C4051 whose effective date of transfer or appointment to an isolated duty station in the continental United States is on or after July 21, 1966.

(3) Designation of Isolated Permanent Duty Stations

(a) General. Application for designation of an isolated duty station will be addressed to the appropriate headquarters office, through channels, with a full statement of the facts. Approved designated isolated duty stations are listed in subpar. (b). Periodic review will be made by commanding officers of designated isolated duty stations to determine whether conditions at the isolated locality, with regard to availability of housing, warrant continuation of the authority for nontemporary storage. Any change will be reported to the appropriate headquarters office through channels.

(b) Places Designated. Isolated duty stations are as follows:

LocalityEffective Date

Adams, ND	1-1-70
Bridgeport, WA	4-7-75
Cavalier, ND	1-1-70
Chester, MT	1-1-70
Conrad, MT	1-1-70
Dutton, MT	1-1-70
Eureka, MT	6-22-67
Finley, ND	9-5-75
Garrison, ND	5-9-75
Glasgow, MT	7-13-72
Green River, UT	12-12-67
Kahlotus, WA	4-1-69
Kenmare, ND	3-11-71
Langdon, ND	1-1-70
Lewiston, MT	4-4-68
Libby, MT	4-18-67
Max, ND	5-9-75
Nekoma, ND	9-5-75
Parshall, ND	2-13-70
Shelby, MT	1-1-70
Smith, KY	12-10-75
Starbuck, WA	1-1-70
Tiber Dam, MT	1-1-70
Valier, MT	1-1-70
Walhalla, ND	1-1-70

(4) Agreement and Liability Conditions. An employee or new appointee for whom nontemporary storage of household goods at Government expense is authorized or approved will be subject to the written agreement conditions prescribed in par. C4103-2a and the liability provisions therein.

(5) Time Limitation. The period of nontemporary storage of an eligible employee's household goods will not exceed 3 years. Nontemporary storage should be authorized for periods of time not exceeding 1 year and extended as necessary in accordance with the length of an employee's assignment at an isolated duty station. Eligibility for nontemporary storage at Government expense will terminate on the employee's last day of active duty at the isolated duty station. When an employee ceases to be eligible, nontemporary storage at Government expense may continue until the beginning of the second month after the month in which his eligibility terminates.

(6) Place of Storage. Household goods may be stored either in available Government-owned storage space, or in suitable commercial or privately owned space if Government-owned space is not available, or in commercial or privately owned space if more economical or suitable because of location, difference in transportation costs, or for other reasons. The responsible transportation officer will determine whether Government or commercial storage will be utilized. When household goods are placed in nontemporary storage at Government expense, the responsible transportation officer will prepare a Service Order for Household Goods (DD Form 1164) showing the weight of goods and the date placed in nontemporary storage. One copy of the completed DD Form 1164 will be forwarded to the civilian personnel officer at the employee's duty station where it will be placed in the employee's personnel folder for subsequent reference and action purposes.

(7) Allowable Costs. Allowable costs for storing the property include the cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage.

★ 3. ORIGIN AND DESTINATION OF SHIPMENT. Shipment of household goods may be made whether the shipment originates at the employee's last permanent station or place of residence or at some other point, or if part of the shipment originates at the last permanent station and the remainder at one or more other points. Similarly, shipment may be made whether the point of destination is the new permanent station or some other point selected by the employee, or if the destination for part of the property is the new permanent station and the remainder is shipped to one or more other points. However, the total amount which may be paid or reimbursed by the Government will not exceed the cost of transporting the property in one lot by the most economical route from the last permanent station of the transferring employee to the new permanent station or the place of actual residence of the new appointee at the time of appointment. Shipment of household goods is limited to those owned by the employee and his dependents when shipment or storage begins.

4. METHOD OF SHIPMENT

a. General. When shipment of household goods is authorized and both the point of origin and new duty station are within the continental United States, shipment may be made under the commuted rate system or the actual expense method depending upon costs.

b. Description of Methods

(1) Commuted Rate System. Under the commuted rate system, an employee makes his own arrangements for transporting household goods between points within the continental United States. An employee may make arrangements for shipment of goods by commercial van, common carrier, hired truck, personally owned automobile, truck, or trailer (other than mobile homes), or rented trailer. He is reimbursed by the Government in accordance with schedules of commuted rates which are compiled and distributed by the General Services Administration, together with instructions concerning their use. The schedules of commuted rates are developed from tariffs which the carriers have filed with the Interstate Commerce Commission. The schedules consist of tables showing the amounts allowed per hundred pounds when household goods are transported for various distances in specified geographic areas for each of the types of services provided by the carrier, including not only transportation but also packing and unpacking, crating, drayage, and temporary storage. Commercial shipments will be made on a commercial bill of lading.

(2) Actual Expense Method. Under the actual expense method, the Government assumes responsibility for awarding contracts and for other negotiations with carriers as the property is shipped on a Government bill of lading, the Government audits and pays transportation vouchers directly to carriers.

c. Use of Commuted Rate or Actual Expense Method

(b) Considerations. When the commuted rate system is used, the Government is relieved of the responsibility and administrative expense of selecting and dealing with carriers and making other

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arrangements for transporting employees' household goods; however, the Government cannot take advantage of special discounts which may be offered. Conversely, when the actual expense method is used, the Government incurs the additional expenses of selecting and dealing with carriers, preparing bills of lading, auditing and paying transportation vouchers, supervising the packing of household goods, handling employee loss and damage claims, and other incidentals.

(2) Estimating Costs. Under the commuted rate system, an accurate estimate of cost depends upon the accuracy of the estimate of weight. However, under the actual expense method, the cost to the Government usually will depend not only on the weight involved but also on the accessorial services required, the quality of packing, and the quantity of individual cartons, boxes, barrels, and wardrobes used by the carrier in packing. When the commuted rate system is used, the packing and accessorial charges are authorized and paid for by the employee from the amounts allowed for those charges under that system. Under the actual expense method, the accessorial and packing charges are paid by the Government and, if those charges are high, they may more than offset any discount in the line haul rate which may be available for shipments by Government bill of lading. A proper comparison of costs must take into account the line haul transportation charge, the administrative costs, and the expected accessorial and packing charges.

(3) Policy. The general policy is that commuted rate will be used for transportation of employee's household goods when individual transfers are involved and that appropriate action, depending on the amount of goods to be transported, will be taken to estimate and compare actual expense method costs with commuted rate costs when groups of employees are transferred between the same official stations at approximately the same time so that the method resulting in less cost to the Government may be used.

(4) Criteria for Use of the Actual Expense Method

(a) Individual Transfers. Experience with the actual expense method has shown that shipment by Government bill of lading does not result in sav-

ings simply because a line haul discount is available. Therefore, in case of individual transfers, the commuted rate system will be used without consideration being given the actual expense method, except that the actual expense method may be used if the actual costs to be incurred by the Government for packing and other accessorial services are predetermined (at least as to price per 100 pounds) and if that method is expected to result in a real savings to the Government of \$100 or more.

(b) Multiple Transfers. Under general rate tenders, household goods carriers agree to transport the household goods of Government employees at rates below commercial rates for specific periods of time. These tenders are arranged under Section 22 of the Interstate Commerce Act and no further agency negotiation is necessary to take advantage of them. Agencies should evaluate the use of such rates when, because of the transfer of several employees, they have a large volume of household goods to be moved between the same places at the same time even though no mass move is involved; however, the added costs for use of the actual expense method and the uncertainty as to total cost for packing and accessorial services should be taken into consideration, and the actual expense method selected only if it is considered likely that a real savings to the Government will result from the use of that method.

(c) Mass Moves

(1) General. The Commander, Military Traffic Management Command (MTMC), is responsible for attempting to arrange favorable rates for mass movements of civilian employees when the total estimated weight of the household goods is 50,000 pounds or more. He will not negotiate for a reduced rate when the total estimated weight is less than 50,000 pounds. Travel orders authorizing the movement of household goods totaling an estimated weight of 50,000 pounds or more in mass transfer will not be issued until MTMC advises the transportation of the method to be used and the rate established, if any.

(2) Procedures for Obtaining Rates. Industrial relations or personnel officers will advise transportation officers of impending mass movements of civilian employees' household goods when the total

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estimated weight of such goods is 50,000 pounds or more. The estimated weight of each employee's household goods will be based on written statement of the employee disclosing the number of rooms containing household goods for shipment, excluding bathrooms, closets, and reception halls in apartments. The number of rooms reported by each employee will be multiplied by 1,500 and the result will be considered the estimated net weight of his household goods to be shipped. If the total estimated weight of the household goods is 50,000 pounds or more, transportation officers will furnish the Commander, MTMC, Attn: MTMC-PPN, Washington, DC 20315, with the following information regarding these movements at least 30 days in advance, if possible, or in emergency cases as soon as possible:

1. number of employees to be transferred who will ship household goods,
2. estimated weight of each individual shipment and the estimated aggregate weight of the entire movements,
3. date on which the first shipment will be ready to move,
4. anticipated date of completion of last shipment of mass movement,
5. points of origin and destination,
6. estimated number of van loads,
7. estimated weight to be tendered daily to carrier,
8. lowest available rate and applicable tariff or tender authority,
9. names of carriers qualified to serve the mass movements including names of suspended carriers when there is reasonable expectation that suspension will be terminated prior to completion of pending movement,
10. estimated weight requiring storage-in-transit at origin and destination.

(3) Reports Control Exemption. Information furnished in subpar. (2) is exempt from reports control.

(4) Information in Travel Orders. In addition to citing the authorization for transportation, travel orders for employees whose household goods are included under the actual expense method of shipment will contain the information that the

household goods will be shipped under Government bill of lading. A reimbursement claim is not required. A statement will be included that charges not allowed at Government expense will be borne by or collected from the employee concerned.

(5) Entitlement. Under the actual expense method of shipment, employees will be entitled to the same transportation and temporary commercial storage eligibility as provided elsewhere in this Part except that payment on a commuted rate basis is not applicable. Employees will neither gain nor lose transportation entitlement when moved under Government bill of lading. All arrangements for handling goods will be the responsibility of the transportation officer concerned.

(d) Unusual Circumstances. In view of the fact that the commuted rates which are prescribed do not take into account intrastate rates, which in some instances may be substantially higher than the interstate rates which form the basis for the commuted rates prescribed, and in order to avoid the necessity or prescribing commuted rates for such circumstances, the actual expense method (Government bill of lading) may be used when it is administratively determined that an unusual hardship would be experienced by the employee through use of the commuted rate system incident to a transfer between official stations within a state. This authority should not be used indiscriminately, and all instances of its use shall be carefully documented and justified.

5. TIME LIMITATION. The time limitation for shipment of household goods is the same as that prescribed for transportation of dependents in par. C7001-6. For movement of household goods which has been delayed incident to successive permanent change-of-station assignments, see par. C4106.

6. REIMBURSEMENT UNDER COMMUTED RATE SYSTEM. When shipment is made under the commuted rate system, reimbursement is allowed in accordance with the General Services Administration Commuted Rate Schedule which is in effect on the date the common carrier picks up the household goods or, if other than common carrier is used, the date household goods begin movement.

Transportation of Household Goods**C8002****C8002 MOVEMENT TO AND BETWEEN OVERSEAS ACTIVITIES****1. WHEN AUTHORIZED****Effective 10 July 1985**

a. General. Movement of household goods may be authorized between the same points as those set forth for movement of dependents in in par. C7002. Shipment of household goods is limited to those owned by the employee and his dependents at the time of authorized shipment or storage. In effecting shipment to an oversea area for employees hired in the continental United States, the continental United States command responsible for recruitment of the employee will advise the activity assigned to process the employee for movement overseas as to whether the overseas command has authorized shipment of household goods and of any weight limitation thereon.

b. Maximum Weight Allowances When Government-Owned Furnishings Are Provided. Public quarters or private housing is furnished with Government-owned furnishings at selected overseas stations specifically designated by the Department of Defense component concerned. Shipment of household goods at Government expense to and from such designated overseas station is limited to 4,500 pounds (net weight) for all employees, exclusive of the weight of unaccompanied baggage, whenever full furnishings are provided. Whenever any item of Government-owned furnishings which is normally provided is unavailable at any of these designated overseas stations and the employee is so advised, this allowance will be increased in an amount equal to the weight of personally owned furnishings required in lieu of the unavailable items of Government-owned furnishings, provided that in no event shall the weight of household goods stored plus the weight of household goods shipped exceed the maximum weight allowance prescribed in par. C8000. If the employee is subsequently required to surrender Government-owned furnishings for any reason other than permanent change of station or items of Government-owned furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance as prescribed in par. C8000, less the weight of

household goods previously shipped under this subparagraph, is authorized from the place of storage or designated place to the current duty station.

c. Shipment of Excess at Employee's Expense. Household goods in excess of the maximum weight prescribed in subpar. b may be shipped by Government bill of lading subject to payment by the employee for the cost of the excess weight through appropriate collection and reimbursement procedures. Transportation officers are responsible for assuring that estimates are made as accurately as possible in order that shipments by Government bill of lading, regardless of who bears the expense, are within the limits prescribed.

d. Areas Not Subject to Limitation. The maximum weight allowances prescribed in subpar. b will not apply to shipments from Alaska, Hawaii, Puerto Rico, or United States territories and possessions to any location where the weight restriction prescribed in this subparagraph is not applicable, for employees who are in receipt of permanent duty travel orders and whose household goods have been turned over to a transportation officer on or after 28 February 1974.

e. Storage or Shipment to a Designated Place. Nothing contained in subpar. 1 will prevent appropriate storage or shipment to a designated place of the remainder of an employee's allowance prescribed in par. C8000 as authorized elsewhere in this Chapter.

f. Transfer Between Overseas Activities. If an employee is transferred from an overseas area to which movement of household goods was limited in accordance with subpar. b to an area in which Government-owned furnishings are not provided, movement of household goods may be authorized from the place from which transferred, the place of storage, and/or the designated place to such subsequent duty station within authorized weight limits.

g. Movement of Household Goods Back to Overseas Duty Station. Household goods which have been returned to the continental United States

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or other allowable geographical locality in which place of actual residence is located will not be shipped back to an overseas post of duty during a continuous period of overseas employment unless return was for reasons beyond control of the employee and the shipment back to the overseas duty station has been approved by the Headquarters of the Department of Defense component concerned. Execution of a new transportation agreement is not required under such circumstances except as prescribed in subpar. 8.

h. Shipment of Nonperishable Consumables.

An employee who is assigned to an overseas post or station which has been designated as one where additional consumable items may be shipped is entitled to a shipping allowance for such consumables in addition to the 4,500 pounds household goods weight allowance authorized under subpar. b except that in no event will the weight of household goods stored at Government expense plus the weight of household goods shipped at Government expense, including nonperishable items, exceed the maximum weight allowance prescribed in par. C8000. The overseas post or stations where additional consumable items may be shipped and the consumable weight allowance authorized for such locations are contained in Appendix F. The appropriate weight allowance for consumable items will be shown on the employee's permanent change-of-station orders and the transportation of such consumables shall be in the same manner and under the same conditions as household goods.

2. MAXIMUM WEIGHT ALLOWANCES

a. General. The maximum weight allowances are prescribed in par. C8000 except where restricted weight limitations in subpar. 1 apply to shipment of household goods. For all weight in excess of the authorized allowance, the employee must pay the cost of packing, crating, drayage (in case door-to-door common carrier rates are not applicable), storage-in-transit, unpacking, uncrating, and transportation and other accessorial charges upon completion of shipment as determined by the appropriate Service concerned. Signature of the employee

on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to pay excess weight charges. When excess weight is known prior to shipment, transportation officers will notify the employee and the accounting activity providing funds for the shipment so that activity may increase their obligation costs and monitor collection efforts. See also par. C4359-1.

b. Excess Weight Beyond the Control of Employee. When household goods are transported in a crated condition and it is determined that, for reasons beyond the control of the employee concerned, the use of heavy packing and crating materials caused the computed net weight of the household goods to exceed the allowable weight limitation, the case will be fully documented and forwarded through channels with recommendations for adjustment action as follows:

1. in the Army, see AR 55-71, Transportation of Personal Property and related services;
2. in the Navy, see Transportation of Personal Property (NAVSUP P-490);
3. in the Air Force, to Headquarters, U.S. Air Force (LETT), Washington, DC 20330;
4. in the Office of the Secretary of Defense, to Director for Budget and Finance, Office of the Deputy Assistant Secretary of Defense (Administration), Washington, DC 20301;
5. in the Defense Nuclear Agency, to Transportation Officer, Headquarters, Defense Nuclear Agency, Washington, DC 20305;
6. in the Defense Communications Agency, to Assistant Chief of Staff for Administration, Defense Communications Agency, Washington, DC 20305;
7. in the Defense Intelligence Agency, to Chief, Financial Services Division, Comptroller, Defense Intelligence Agency, Washington, DC 20301;
8. in the National Security Agency, to Director, National Security Agency, Fort George G. Meade, MD 20755, Attn: Director of Civilian Personnel;
9. in the Defense Advanced Research Projects Agency, to the Director, Program Management, 1400 Wilson Boulevard, Arlington, VA 22209;
10. in the Defense Investigative Service, to Comptroller, Defense Investigative Service, Washington, DC 20314;

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11. in the Defense Joint Tactical Communications (TRI-TAC) Office, to the Executive Officer, Defense Joint Tactical Communications, (TRI-TAC) Office, Fort Monmouth, NJ 07703;
12. in the Defense Contract Audit Agency, to the Deputy for Resources Management, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314;
13. in the Defense Logistics Agency, to the Staff Director, Administration, Headquarters Defense Logistics Agency, Alexandria, VA 22314;
14. in the Defense Mapping Agency, to the Staff Director of Logistics for Headquarters, Defense Mapping Agency, and the Chief of Logistics for each DMA component;
15. in the Defense Civil Preparedness Agency, to the Assistant Director for Administrative Services, Defense Civil Preparedness Agency, Washington, DC 20301.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 12 October 1984.

★c. Multiple Shipments. When shipment of goods is authorized, but the maximum weight allowance is not shipped to the overseas station during the initial tour of duty, an employee may be authorized shipment of the balance of his household goods through execution of a renewal agreement for an additional tour of duty at the same or a different overseas post, provided the total weight of all shipment does not exceed the applicable weight limit to which the employee is entitled. For example, an employee with dependents ships only 4,000 pounds of his household goods from place of residence on the initial tour of duty, the balance being placed in nontemporary storage at Government expense. He completes the required tour and enters into a renewal agreement for a tour of duty at a different overseas post where additional household goods are needed. He is authorized shipment of household goods from the old overseas post direct to the new overseas post of duty in the amount of 4,000 pounds net. The maximum weight allowable for shipment of additional household goods from place of residence to the new permanent duty station is limited to 14,000 pounds net.

3. STORAGE

a. General. Storage of household goods may be authorized on a temporary or nontemporary basis or between school years for dependents schools professional personnel employed on a school year basis.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 October 1982.

b. Temporary Storage. The actual expenses of temporary storage of household goods (not in excess of the allowable weight) moving to and between overseas duty station or within the continental United States incident to an employee's transfer to an overseas assignment will be allowed for a period not to exceed 90 days. Such temporary storage may be allowed at point of origin, destination, or en route, or any combination thereof. In those cases where an employee returns to place of actual residence for a period of leave prior to serving a new overseas tour of duty, temporary storage of household goods left overseas may be allowed for a period not to exceed 90 days, provided the new period of service is at a different post of duty or, if at the same post of duty the storage is in lieu of payment of quarters allowance. Temporary storage of household goods will not be allowed when such storage is not incident to authorized shipment or not in lieu of Government furnished quarters or payment of quarters allowance. However, upon an employee's written request, the initial 90-day period may be extended for an additional period not to exceed 90 days under certain conditions as stated in par. C8001-2b if approved by the commanding officer of the DOD activity involved or his designated representative.

c. Nontemporary Storage

(1) General. An employee stationed at, an employee transferred to, or a new appointee for assignment to, an overseas permanent duty station may be allowed nontemporary storage of his household goods as provided in subpars. (2) through (4). The employee or new appointee may be authorized to store a portion of his household goods and to have the remainder transported to the

permanent duty station unless it is to a station to which he is not authorized to take, or at which he is unable to use, any of his household goods. If an employee's goods are placed in nontemporary storage because he is not authorized to take, or is unable to use, his goods at an overseas permanent duty station, he may request withdrawal and be authorized shipment when that situation no longer exists and the goods are required for use during a current tour of duty or when a renewal agreement is executed (see subpar. 1b). However, the weight of the household goods placed in storage plus the weight of the household goods shipped will not exceed the applicable weight allowance to which the employee is entitled. The conversion of household goods from temporary to nontemporary storage at

Government expense and from storage at personal expense to nontemporary storage at Government expense may be authorized when the employee or new appointee is otherwise entitled to it.

(2) Eligibility. One of the following conditions must be met in order for an employee to be eligible for nontemporary storage:

1. the permanent duty station is one to which he is not authorized to take or at which he is unable to use his household goods,
2. the storage is authorized in the public interest,
3. the estimated cost of storage would be less than the cost of round trip transportation

(including temporary storage) of the household goods to the new permanent duty station.

(3) Place of Storage. Household goods may be stored in available Government-owned storage facilities or in suitable commercial or privately owned facilities obtained by the Government. Normally, Government-owned facilities will be used; however, commercial or privately owned facilities will be used when Government-owned facilities are not available or if the use of commercial or privately owned facilities is determined to be more economical or suitable because of location, difference in transportation costs, or for other reasons considered to be in the best interest of the Government. The responsible transportation officer will determine which storage facilities will be used.

(4) Time Limit for Storage. Storage at Government expense may be authorized for a period of not to exceed the length of the tour of duty plus 1 month prior to the time the tour begins. This storage also may be authorized for subsequent service or tours of duty at the same or other overseas permanent duty station if the condition in subpar. (2) continues to be met. When an employee ceases to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which his eligibility terminates unless, to avoid inequity, the overseas command extends the period. Eligibility shall be deemed to terminate on the last day of work at the post of duty. Industrial relations, civilian personnel, and transportation officers at the overseas command to which the employee is assigned for permanent duty will be responsible for notifying the appropriate transportation officer of termination of the employee's eligibility for storage.

(5) Storage Between School Years. Storage of household goods will not be allowed in those instances where the teacher is to be separated from the rolls during the summer recess. Storage of household goods between school years may be authorized for teachers in the Department of Defense Overseas Dependents Schools System

employed on a school-year basis under the following conditions:

1. if the teacher is serving at the close of a school year and agrees in writing to serve as a teacher for the next school year;
2. the period of storage does not exceed the period of recess between the 2 school years;
3. the storage is subject to the provisions of this paragraph and authorization for nontemporary storage contained in the agreement or travel order authorizing the teacher's change of station or authorizing the appointee to report to his permanent duty station, with such storage to be subsequently approved when the teacher or appointee would otherwise be entitled to it;
4. the property stored shall not exceed the applicable weight allowance for which there is entitlement;
5. the storage shall be in lieu of Government quarters or quarters allowance, and any other storage of household goods to which the teacher might be entitled through employment in another position during any recess period between school years.

If the teacher does not report for duty at the beginning of the next school year, he shall be obligated to reimburse the Government the amount paid for commercial storage including related services. If, however, the household goods were stored in a Government facility, the teacher shall pay the Government an amount equal to the reasonable value of the storage furnished including related services. These obligations apply unless it is determined that the reasons are beyond control of the teacher and such reasons are acceptable to the employing activity.

(6) Storage During Extended Leave

(a) General. Nontemporary storage of household goods may be authorized for a period not to exceed 12 months for a teacher or administrator employed in the Department of Defense Overseas Dependents Schools System in connection with an

authorized extended leave of absence in a leave status, with or without pay, under the conditions in par. C4164-2d except that, in the case of an administrator, the entire period specified in that administrator's current agreement must have been completed rather than the 2 school years specified in par. C4164-2d, item 1.

(b) Weight Allowance. The household goods stored will not exceed the applicable weight allowance for which there is entitlement.

(c) Determination Required. Authorization for nontemporary storage of household goods as provided herein is contingent on a determination by the Regional Director concerned that the storage is in the public interest.

(d) Conditions Under Which Indebted to Government. If the teacher or administrator does not report for duty at the overseas duty station upon expiration of leave without pay or fails for reasons unacceptable to the activity concerned to present satisfactory evidence of completion of the course of study, that teacher or administrator will be obligated to reimburse the Government the amount paid for the commercial storage including related services. If, however, the household goods were stored in a Government facility, the teacher or administrator will pay the Government an amount equal to the reasonable value of the storage furnished including related services. These obligations apply unless it is determined that the reasons are beyond the control of the teacher or administrator and such reasons are acceptable to the employing activity.

(7) Administrative Responsibility for Storage Records. When household goods are placed in nontemporary storage at Government expense the following action will be taken:

1. the transportation officer storing the household goods will forward one copy of the completed Service Order for Household Goods (DD Form 1164) as well as any issued amendments and a copy of the original warehouse inventory receipt to the employee at his overseas address for the employee's personal records;
2. the transportation officer will also forward one copy of the completed DD Form 1164 and any issued amendments to the employee's overseas servicing civilian personnel officer; (if the address of the employee's overseas servicing civilian personnel officer is not known to the transportation officer, he will forward the DD Form 1164 including any issued amendments to the employee with the request that he deliver the form to his personnel officer);
3. for Army sponsored civilians, the transportation officer will forward one copy of the completed DD Form 1164 as well as any issued amendment and a copy of the employee's PCS travel orders, DD Form 1164, to Commander, USAFAC, Attn: FINCO-AA, Indianapolis, IN 46249-1306.
4. the gaining overseas servicing civilian personnel officer will establish a "Nontemporary Storage of Household Goods" file for

the employee at the time of his in-processing which will be maintained separately from the official personnel records and will serve as a suspense file for fiscal year funding and any subsequent shipment of household goods; (in the event that the employee is subsequently reassigned to another overseas duty station the "Nontemporary Storage of Household Goods" file will be forwarded with the employee's official personnel records);

5. the overseas servicing civilian personnel officer will furnish the fiscal year fund citation to the storing transportation officer, and when the employee's nontemporary storage entitlement ceases for any reason (i.e. local separation-retirement, violation of agreement, approved delay in travel or return for separation or reemployment), the overseas servicing civilian personnel officer will inform the storing transportation officer of the date the nontemporary storage entitlement ceases;
6. the overseas servicing civilian personnel officer will destroy the "Nontemporary Storage of Household Goods" file a reasonable time after the employee's permanent departure for CONUS.

(8) Forms and Procedures. Forms and procedures prescribed for nontemporary storage of goods belonging to military personnel are applicable to the nontemporary storage of goods belonging to civilian employees to the extent not inconsistent with the provisions of this Chapter.

(9) Withdrawal of Household Goods From Nontemporary Storage. An employee, with or without dependents, whose household goods were placed in nontemporary storage at Government expense is entitled to withdraw all or any portion of his authorized weight allowance of household goods from storage provided the articles withdrawn are for use by the employee (with or without dependents) or dependents of the employee in establishing or augmenting a place of residence. All costs for withdrawal, drayage, unpacking, and uncrating will be at Government expense, provided:

1. the place to which they are delivered is within the commuting area of employee's actual place of residence, and

2. the employee has earned entitlement to return transportation.

When household goods are removed from nontemporary storage prior to an employee's having attained eligibility for return transportation and for reasons other than those described in par. C7003-4a, transportation will be at the employee's expense. When, however, the employee has subsequently earned eligibility for return transportation at Government expense, the employee will be reimbursed for the proper expense of the withdrawal not to exceed the cost of drayage and related charges that would have been incurred at the time the employee became eligible for return transportation at Government expense. Paid receipts for expenses incurred will be required with the claim for reimbursement. No further shipment or storage of the withdrawn household goods will be authorized at Government expense prior to the issuance of further permanent duty travel orders.

4. ORIGIN AND DESTINATION OF SHIPMENT. Shipment of household goods may be made whether the shipment originates at the employee's last permanent station or place of residence or at some other point, or if part of the shipment originates at the last permanent station or place of residence or at some other point, or if part of the shipment originates at the last permanent station and the remainder at one or more other points. Similarly, shipment may be made whether the point of destination is the new permanent station or some other point selected by the employee, or if the destination for part of the property is the new permanent station and the remainder is shipped to one or more other points. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from the last permanent station of the transferring employee (or the place of actual residence of the new appointee at time of appointment) to the new permanent station. Selection of an alternate destination will be in lieu of transporting the property to the permanent duty station for that portion of the household goods shipped to such alternate location except for employees who are assigned to an area where shipping restrictions or an administrative embargo prohibit shipment or prescribe less than the maximum weight allowance. Shipment of household goods is limited to those owned by the employee and his dependents at the

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time of authorized shipment or storage.

5. METHOD OF SHIPMENT

a. Household Goods in General. Movement of household goods will be accomplished by Government bill of lading when Government facilities for such issuance are available irrespective of whether the destination is within or outside the continental United States. The activity processing the employee will make the necessary arrangements through the local transportation officer for shipment of household goods. In isolated areas where Government facilities for issuance of a Government bill of lading are determined to be unavailable, the employee may be reimbursed for the actual expenses incurred in moving household goods from his place of actual residence to the port of embarkation within the limitations set forth in subpars. 2, 3, and 4. When household goods ultimately destined overseas are shipped by commercial carrier at Government expense, the transportation officer will endorse a copy of the employee's travel orders which are presented for preparation of bills of lading issued for the shipment. Such endorsement will show the serial number of the bill of lading issued and the costs of packing and crating, which costs will be obtained from an official of the commercial firm performing the service. If packing and crating are performed by Government facility, the cost will be obtained from such performing facility. The points between which the household goods will be shipped at Government expense will be given. This copy, so endorsed, will be forwarded immediately by the transportation officer to the industrial relations or civilian personnel officer at the appropriate overseas or the continental United States station having jurisdiction over the employee for placement in the employee's personnel folder. When the normal processing of the movement of an employee's household goods will not assure timely arrival at the destination, and certain items of household goods are needed immediately upon arrival at the new permanent duty station, certain items may be shipped as unaccompanied baggage (see Chapter 2, Part G). Unaccompanied baggage in connection with permanent duty travel may consist of personal clothing and equipment; essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles

required for the care of dependents. Such items as refrigerators, washing machines, and other major appliances or furniture will not be included in unaccompanied baggage.

b. Items of Extraordinary Value and Other Articles of Substantial Value. Items of extraordinary value, such as articles of gold and other precious metals, jewels, valuable articles of art, rare and costly collections, etc., and other items of substantial value usually worn or carried by the employee or members of his family, such as cameras and accessories, binoculars, jewelry, including costume jewelry, etc., which are prone to pilferage when shipped by ordinary modes of transportation, may be shipped by the expedited mode of transportation which will produce the lowest overall cost to the Government and which will provide satisfactory service. The net weight of such shipments will be charged against the weight allowances prescribed in subpar. 2.

6. EXPENSES AUTHORIZED. The following expenses may be allowed not to exceed the authorized weight limit for which there is eligibility:

1. the actual expenses of packing, crating, uncrating, and transportation;
2. actual cost of drayage to and from the common carrier (except in case of door-to-door common carrier rates where such drayage is not applicable);
3. the actual costs of temporary storage not to exceed 60 or 90 days as applicable (see subpar. 3b).

Allowable costs for nontemporary storage include cost of necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, charges while in storage, and other necessary charges directly relating to the storage. If an employee desires insurance on the property higher than the valuation allowable under the carrier's tariffs or warehousemen's liability, the employee will assume such costs.

7. EXPENSES NOT AUTHORIZED. In addition to any charges for excess weight, the employee will be responsible for any extra expense involved in pickup of household goods from more than one point, local or otherwise, and transportation of articles not allowable at Government expense. The valuation of property as declared for shipping purposes on Government bill of lading will not exceed

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that at which the lowest transportation rates will apply. If the employee desires a higher valuation, he must assume all costs of transportation in excess of the charge at the lowest rate.

8. **TIME LIMITATIONS.** The time limitations for movement of household goods are the same as those prescribed for dependents in par. C7002-7. If the movement of household goods to the overseas area is delayed for any reason, movement will not be authorized unless 1 year of the employee's current period of service agreement remains to be completed or the employee agrees to serve at least 1 year after arrival of the household goods in the overseas area, except at Adak and Kodiak, Alaska, where the remaining service requirement is reduced to 6 months of the agreed minimum period of service which remains to be completed or the employee agrees to serve 6 months after arrival of the household goods at Adak or Kodiak. For movement of household goods which has been delayed incident to successive permanent change-of-station assignments, see par. C4106.

C8003 MOVEMENT FROM OVERSEAS AREAS

1. **GENERAL.** Movement of household goods to the United States, or other geographical area in which an employee's place of actual residence at the time of overseas assignment is located, may be authorized when an employee stationed in an overseas area is authorized travel and transportation allowances at Government expense incident to a permanent change of station, separation, or when authorized advance transportation of dependents. Household goods will not be moved at Government expense when:

1. there is no corresponding official movement of the employee or official advance return of dependents,
2. the employee violates the agreement under which the household goods were transported to the overseas area or otherwise has no entitlement to return transportation at Government expense,
3. authorized transportation does not begin within the time limits prescribed in this Chapter (see par. C8002-8), or
4. the employee does not return to the allowable geographical locality of place of actual residence but travels to and/or moves own household goods to a different geographical locality and/or accepts private employment overseas.

2. ADVANCE RETURN SHIPMENT OF HOUSEHOLD GOODS

a. **Conditions.** The advance return shipment at Government expense of all or part of an employee's household goods, while the employee remains continuously assigned at an overseas duty station, is authorized only in conjunction with and under the same conditions as those described in par. C7003-4 for the advance return of dependents. Advance shipment of household goods at Government expense is not authorized unless the employee has earned eligibility for return transportation by completing an agreed period of service, or advance return travel has been authorized for the employee's dependents in accordance with par. C7003-4a, item 2, as being in the best interest of the Government. If the employee has not completed an agreed period of service, shipment of household goods in advance will be at the employee's expense, and Government transportation facilities may not be used to make such shipment. In such case the allowable costs of shipping the household goods in advance may be reimbursed by the Government even if there was no advance return of dependents, when the employee has earned entitlement to return travel and transportation, and at such time as official orders have been issued directing the employee's permanent change of station or separation travel (MS Comp. Gen. B-188345, 13 April 1977). Reimbursement of employee's shipment costs may not exceed what it would have cost the Government to make the household goods shipment at the time of the employee's actual return travel. Paid receipts for expenses incurred will be required with the claim for reimbursement.

b. **Limitations.** The total weight of household goods shipped in advance at Government expense from an overseas duty station plus the weight of household goods placed in nontemporary storage at Government expense may not exceed the maximum applicable weight to which the employee is entitled.

3. **MOVEMENT BECAUSE OF EVACUATION.** When the conditions stated in Chapter 12 exist, household goods may be moved at Government expense to the same location designated for movement of dependents. If it is considered necessary and practicable, household goods may be transported later at Government expense from a safe haven post to a permanent duty station to which an evacuated employee is assigned.

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4. MAXIMUM WEIGHT ALLOWANCES

a. General. The maximum weight allowances for household goods moving from an overseas area on permanent duty travel orders are the same as those prescribed in par. C8002-2.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 12 October 1984.

★ b. Maximum Weight Allowance Administratively Restricted. The 4,500 pounds limitation indicated in par. C8002-1b will apply equally to the return shipment when the employee completes the required tour of duty in the overseas area. This administratively restricted maximum weight allowance will not apply retroactively to household goods shipped to an overseas location prior to the effective date on which any administrative weight limitation was imposed on the location concerned. An additional amount may be shipped by Government bill of lading provided that the employee pays for the excess weight through appropriate collection and reimbursement procedures. The reduced weight allowance prescribed in par. C8002-1b will not apply to shipments from Alaska, Hawaii, Puerto Rico, or United States territories and possessions to any location where the weight restriction prescribed in that subparagraph is not applicable incident to permanent duty travel orders received by the employee and whose household goods have been turned over to a transportation officer on or after 28 February 1974.

c. Combined Weight. The combined weight of (1) household goods shipped in advance, (2) household goods shipped in connection with the employee's return to his actual place of residence, or in conjunction with the next permanent change of station, and (3) household goods placed in nontemporary storage at Government expense, may not exceed the maximum applicable weight allowance to which the employee is entitled. Except as provided in par. C8002-1, there is no authority to ship household goods back to the overseas duty station during a period of continuous assignment.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 1 October 1982.

5. TEMPORARY STORAGE. When an overseas employee is entitled to shipment of household goods from the overseas area, or from locations in the continental United States in the case of transferred employees, temporary storage in commercial facilities will be authorized for a period not to exceed 90 days. However, upon an employee's written request, the initial 90-day period may be extended for an additional period not to exceed 90 days under certain conditions as stated in par. C8001-2b if approved by the commanding officer of the DOD activity involved or his designated representative. Temporary storage may be allowed at point of origin, destination, en route, or any combination thereof. Reimbursement for such storage within the authorized weight allowance will be made on an actual expense basis. Prior to departure from the overseas station, returning employees will be instructed to locate housing as soon as possible after arrival at destination to avoid necessity of temporary storage. In those instances when the delivery address was not furnished prior to departure from the overseas area, the employee is responsible for furnishing a delivery address as soon as possible to the transportation officer designated by the overseas station.

6. ORIGIN AND DESTINATION OF SHIPMENT

a. General. Shipment of household goods may be made whether the shipment originates at the employee's last permanent station or place of residence or at some other point, or if part of the shipment originates at the last permanent station and the remainder at one or more other points. Similarly, shipment may be made whether the point of destination is the new permanent station or some other point selected by the employee, or if the destination for part of the property is the new permanent station and the remainder is shipped to one or more other points. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one

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lot by the most economical route from the last permanent station of the transferring employee (or the place of actual residence of the new appointee at the time of appointment) to the new permanent station. Shipment of house-

hold goods is limited to those owned by the employee and his dependents at the time of authorized shipment or storage or on the effective date of the permanent change-of-station orders, whichever is earlier.

★ b. Employees Returning for Separation. Household goods of employees returning for separation may be transported at Government expense from the overseas permanent duty station and/or place of nontemporary storage to the place of actual residence at the time of appointment. Shipment may be made to an alternate destination anywhere in the world. Reimbursement for such shipment may not exceed the constructive cost of shipment in one lot from the overseas post of duty to the country and place of actual residence. Any excess cost must be borne by the employee (MS Comp. Gen. B-211490, 10 April 1984).

7. METHOD OF SHIPMENT

a. General. The allowable transportation and related services may be obtained by the DOD component concerned from any available commercial carrier, except that all shipments of household goods by water shall be made on ships registered under the laws of the United States whenever such ships are available.

b. Use of Government Bill of Lading or Purchase Order. Except as otherwise provided in this paragraph and when available and feasible, shipment of household goods will be made under a Government bill of lading or purchase order. The shipment under the Government bill of lading or purchase order will be from the overseas area and/or place of nontemporary storage, including movement in the continental United States, to the employee's place of actual residence or a different place in the country of actual residence that may be designated by the employee if the employee is returning for separation, or to the new permanent duty station if the employee is reassigned or transferred.

c. Shipment at Personal Expense

(1) Government Bill of Lading or Purchase Order Not Available. When a Government bill of lading or purchase order is not available or the use of such is not feasible, reimbursement will be made to the employee for transportation expenses actually and necessarily incurred within the limitations

prescribed in this Chapter, such as weight, valuation of property, points of shipment, etc.

(2) Government Bill of Lading or Purchase Order Available. If a Government bill of lading or purchase order is available but the employee chooses to make personal shipping arrangements, reimbursement is authorized for costs actually incurred which are otherwise proper and do not exceed those which would have been authorized had the shipment been made by the Government.

d. Itemization of Charges. If the services rendered cover, in addition to transportation, other services such as packing, crating, drayage, unpacking, and temporary storage, the total charge for the services will be itemized to show the charge for each service.

e. Services in Excess of Those Authorized

(1) Means Other Than Selected by the Government. An employee may elect to have his/her household goods moved by some means other than the means selected by the Government provided:

1. that the household goods are moved by ships registered under the laws of the United States whenever such ships are available; and
2. that the employee will pay the amount, if any, by which the charges for the means of transportation selected by him/her exceed the charges for the means of transportation selected by the Government.

(2) Excess Weight. If household goods in excess of the weight allowable under this Chapter are shipped on a Government bill of lading or purchase order, the employee shall promptly, upon completion of the shipment, pay to the proper transportation officer of the DOD component concerned an amount equal to the charge for the transportation of such excess computed from the total charges according to the ratio of the excess weight to the total weight of the shipment.

8. **EXPENSES AUTHORIZED.** Expenses authorized for the transportation of household

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goods from overseas are the same as those prescribed in pars. C8002-6 and 7.

9. TIME LIMITATIONS

a. General. Transportation of household goods from the overseas area must begin as soon as practicable after the effective date of the employee's change of official duty station or return for separation. If practical, movement of household goods will be made concurrently with the employee or as soon thereafter as appropriate transportation is available. For movement of household goods which has been delayed incident to successive permanent change-of-station assignments, see par. C4106.

b. Reassignment to New Duty Station. When an employee is reassigned to a new duty station, transportation of household goods will be as provided in this paragraph. In no event will the movement of household goods begin later than 2 years after the effective date of the reassignment to the new duty station exclusive of any time during which administrative embargoes or shipping restrictions make the transportation impossible.

c. Return for Separation. When an employee is being returned for separation, household goods transportation entitlement will be forfeited if not used within a reasonable time after separation. Upon written request from the employee or surviving dependents, the overseas activity commanding officer concerned may authorize delayed transportation of household goods from the overseas area, if proper under provisions of par. C4202-2. Upon arrival in the United States, onward movement of the household goods from storage is authorized provided the movement to the final destination is begun within 2 years from the effective date of the employee's separation. Temporary storage of household goods will be authorized for a period not to exceed 90 days. However, upon an employee's written request, the initial 90-day period may be extended for an additional period not to exceed 90 days under certain conditions as stated in par. C8001-2b if approved by the commanding officer of the DOD activity involved or his designated representative.

C8004 MISROUTED SHIPMENTS

When household goods or personal baggage within the prescribed weight limitations are forwarded erroneously under a Government bill of lading to the wrong destination, or are otherwise unavoidably separated from the employee through no fault of his/her own, such property may be forwarded to the proper destination at Government expense in accordance with regulations of the Service concerned.

C8005 LOSS OR DAMAGE CLAIMS

Procedures for submission of claims for loss or damage to household goods while in transit are provided in the applicable regulations of the separate departments.

C8006 DRAYAGE BETWEEN LOCAL QUARTERS

Local drayage of an employee's household goods is authorized when, for the convenience of the Government, the local commander issues written orders to the employee directing a change in place of residence from:

1. Government quarters to other Government quarters,
2. Government quarters to private quarters,
3. private quarters to Government quarters,
4. private quarters to other private quarters at an overseas duty station.

Effective for those employees whose effective date of transfer (date the employee reports for duty at the new official station) is on or after 12 October 1984.

This authority will not be used in connection with an authorized permanent change of station (MS Comp. Gen. B-138678, 22 April 1959; 52 Comp. Gen. 293). The cost of the local drayage authorized by this paragraph will be charged as an operating expense of the installation concerned. The maximum weight which may be drayed at Government expense is 18,000 pounds net. Local drayage in overseas weight restricted areas will be limited to the weight imposed in that area. Where the

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household goods shipment of the employee exceeds the maximum amount authorized as determined by an appropriate official, the employee is liable for the excess costs. If no adequate scale is available, the excess weight may be determined on the basis of par. C8000-2d, which provides for a constructive weight based on 7 pounds per cubic foot of properly loaded van space (MS Comp. Gen. B-198211, 26 March 1981).

C8007 PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT

1. GENERAL. For the purpose of this paragraph, the term "professional books, papers, and equipment" includes those professional or specialized items and other materials which are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment. There is no statutory authority to transport personally owned professional books, papers, and equipment in addition to the maximum weight allowance established by law for transportation of an employee's household goods and personal effects. However, there may be instances in which the weight of the professional books, papers, and equipment would cause an employee's household goods shipment to be in excess of the maximum weight allowance. In such instances they may be moved in accordance with subpars. 2 and 3.

2. CONDITIONS. Shipment of professional books, papers, and equipment will be authorized subject to the following conditions:

1. the employee will furnish an itemized inventory of professional books, papers, and equipment for review by an appropriate authorizing official at the new permanent duty station;
2. the employee will furnish appropriate evidence (as determined by the DOD component concerned) that transporting the

itemized materials as part of the employee's household would result in an excess of the maximum weight allowance;

3. the appropriate authorizing official at the new permanent duty station will review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items are not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new permanent duty station.

3. SHIPMENT AS AN ADMINISTRATIVE EXPENSE. When the employee's personally owned professional books, papers, and equipment are authorized for shipment under the provisions of subpar. 2, they will be transported to the new permanent duty station as an administrative cost not chargeable to appropriations available for travel and transportation expenses. Shipment will be by the actual expense method. The commuted rate method will not be used. When shipped in the same lot with the employee's household goods and other personal effects under the actual expense method, the professional books, papers, and equipment shall be packed and weighed separately; the weight thereof and the administrative appropriation chargeable will be stated as separate items on the Government bill of lading. In unusual instances in which it is impractical or impossible to obtain separate weights, a constructive weight of 7 pounds per cubic foot may be used.

4. WEIGHT OF HOUSEHOLD GOODS AUTHORIZED TO BE SHIPPED ADMINISTRATIVELY RESTRICTED. When an employee is assigned to an overseas area or activity where the weight of household goods and personal effects authorized to be shipped has been administratively restricted by the overseas command, shipment of his personally owned professional books, papers, and equipment will be authorized subject to the same conditions as cited in subpar. 2 and in accordance with the provisions of subpar. 3. The weight of professional books, papers, and equipment will

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be in addition to an administratively restricted weight allowance that may be shipped to an overseas area or permanent duty station. The weight of professional books, papers, equipment, and other household goods and personal effects authorized for shipment and for nontemporary storage, chargeable to travel and transportation appropriations, will not exceed, in aggregate, the maximum weight allowance to which the employee is entitled.

**C8008 HOUSEHOLD GOODS
TRANSPORTATION AND
STORAGE**

1. **FORM AND PREPARATION OF VOUCHER.** The Travel Voucher or Subvoucher (DD Form 1351-2) will be used in submitting claims for reimbursement of expenses for the authorized transportation of household goods or for temporary storage. The voucher will be prepared, signed, and routed in the same manner as that prescribed in par.

5004.

2. **SUBSTANTIATING DOCUMENTS AND EVIDENCE**

a. **Travel Orders.** Three copies of the official travel order will be attached to the voucher. In the Navy, the original and 2 copies of the travel order will be attached.

b. **Evidence of Shipment.** Paid carrier's original bill of lading or a certified copy thereof will be attached to the voucher. Official weight certificate or authenticated weight designation also will be attached. If no bill of lading is available, other evidence showing point of origin, destination, and weight must be submitted. In instances in which no proper weighing facilities are readily available at point of origin, or any point en route, or at destination, a constructive weight, based upon 7 pounds for each cubic foot of properly loaded van space,

may be used. Such constructive weight also may be used for a part-load when its weight could not be obtained at origin, en route, or at destination, without first unloading it or another part-load being carried in the same vehicle.

c. **Temporary Storage, Packing and Hauling.** Receipts for temporary expense, paid packing and hauling or drayage bill, if applicable, will be attached to the voucher.

**C8009 REIMBURSEMENT FOR
MOVEMENT OF HOUSEHOLD
GOODS WITHIN THE
CONTINENTAL UNITED STATES**

Packing, crating, movement, and delivery of household goods within the continental United States to the extent authorized in permanent duty movement orders on a commuted basis will be reimbursed as provided in par. C8001 and GSA Commuted Rate Schedule. Reimbursement for necessary expenses of temporary storage incident to such movement also will be made on a commuted rate basis as provided in par. C8001, but will not exceed the amount paid by the employee. Reimbursement will not be allowed for storage of household goods in excess of 90 days unless the initial storage period has been extended (see par. C8001-2b). Receipts should be in the form of carrier's original bills of lading, or a certified copy thereof. If a bill of lading is not used, the receipt will show point of origin, destination, and weight. When the employee fails to furnish the actual or constructive (cubic foot measurement) weight of a shipment of household goods, payment upon a commuted basis is not authorized. In such cases, reimbursement will be limited to the amount actually expended by the employee, provided that such amount does not exceed that payable at the commuted rate, and provided further that the employee furnishes an acceptable statement of estimated weight (28 Comp. Gen. 95).