

Section 16 - Definitions & Explanation of Terms

16-1. Advanced Charges.

A charge advanced by the participant for services of others engaged at the request of the RTO, or required by Federal, State or local law.

16.2. Attempted Pickup and/or Delivery. [old 16.1]

Is when a participant fails to perform pickup services, through no fault of its own, at a relocating employee's residence. The participant is authorized compensation for labor services and/or vehicle use in accordance with the applicable tariff and/or tender for the origin municipality shown on the bill of lading.

16.3. Attempted Delivery. [old 16.1.1]

Is when a participant fails to perform delivery services, through no fault of its own, at a relocating employee's residence. The participant is authorized compensation on direct delivery and from SIT shipments for labor services and/or vehicle use in accordance with the applicable tariff and/or tender for the destination municipality shown on the bill of lading.

16-4. Auxiliary Services.

RTO approved labor services and/or non-standard linehaul or delivery vehicles used by the participant to pickup or delivery of shipments when the origin or destination is inaccessible by virtue of building design or roadway nonexistence, design, condition, construction, or obstacles.

16-5. Agency.

The Federal shipping or receiving office responsible for shipping a relocating employee's HHG. Any reference in this HTOS made to "agency" will be understood to mean Federal shipping agency, Federal ordering agency, Federal civilian agency or Federal agency

16-6. Bill of Lading (BL).

An accountable shipping document used for the acquisition of authorized transportation and related services from commercial participants for the movement of GSA sponsored HHG shipments. (See Federal Management Regulation Part 117 (41 CFR Part 102-117) for GBL terms and conditions for all Government shipments moving under this HTOS.)

16-7. BLIO.

Bill of Lading Issuing Officer.

16-8. Destination Point. [old 16.7]

That city or post shown in the block #5 (destination) on the Government Bill of Lading (International) or the appropriate destination block on the bill of lading (Domestic).

16-9. Diversion. [old 16.8]

A change in the original destination of an en route HHG shipment to a new destination more than a 30 mile radius from the original destination point. Shipment requiring further over ocean transportation will be terminated and reshipped.

16-10. Domestic Transportation

The movement of a relocated Government employee's HHG within the conterminous United States (CONUS), including Alaska and Canada.

16-11. Employee.

Any reference to “employee” in this HTOS will be understood to mean relocating employee or relocating employee’s representative.

16-12. Filing Dates. [old 16.9]

Designated dates announced by GSA during which CHAMP rates and other data must be filed.

16-13. Filing Criteria. [old 16.10]

The terms and conditions for the filing of rates established in the GSA issued Request for Offers.

16-14. Final Delivery Point. [old 16.11]

Place at which participant surrenders possession of property to the relocating employee and no further transportation or services are required under the bill of lading.

16-15. General Services Administration (GSA). [old 16.12]

The Agency responsible for the administration of the Household Goods Tender of Service (HTOS) and the Centralized Household Goods Traffic Management Program (CHAMP). The office is located at 1500 East Bannister Road, Kansas City, MO 64131-3088.

16-16. General Transportation Services.

Transportation and accessorial services normally associated with a HHG move as set out in interstate and intrastate tariffs or this HTOS.

16-17. Government Bill of Lading (GBL). [old 16.42]

An accountable shipping document (OF 1203) used for the acquisition of authorized international transportation (including domestic offshore Alaska, Hawaii, Guam, Virgin Islands and Puerto Rico), and related services from commercial participants for the movement of GSA sponsored HHG shipments. For GBL terms and conditions, see Federal Management Regulation Part 102 (41 CFR Part 102-117). The GBL is being retired for domestic use (in all forms) March 31, 2002. For domestic shipments, where reference is made in this HTOS to a GBL, it shall be construed as a BL.

16-18. Government Bill of Lading Office Code (GBLOC). [old 16.14]

A designated code consisting of four alpha characters unique to GSA and each overseas post participating in the ITGBL Program. It is found in block 33b of the GBL.

16-19. GBLIO.

Government Bill of Lading Issuing Officer.

16-20. Government Rate Tender (GRT)

The Professional Movers Government Rate Tender, STB HGB 415 series and supplements thereto, issued by the Household Goods Carriers' Bureau Committee, Agent.

16-21. Government Storage Warehouse. [old 16.15]

Government-owned or leased facility used for storing household effects shipments.

16-22. Gross Weight. [old 16.16]

The aggregate weight of all articles plus necessary packing materials and shipping containers.

16-23. Household Goods (HHG). [old 16.17]

The personal effects of Government employee's and their dependants. (Please note that GSA does not consider boats to be Household Effects/HHG).

16-24. International Transportation

Door to door container movement of HHG outside the conterminous United States (OCONUS), including Alaska and Canada, in lift vans. A Participant provides complete through service from origin to destination residence by surface ocean means.

16-25. ITBL International Government Bill of Lading. 16-24. Item (Or Article). [old 16.20]

The terms "**item**" and "article" used in this solicitation shall be interchangeable. Each shipping piece or package and the contents thereof shall constitute one item. Any item taken apart or knocked down for handling or loading shall constitute one item.

16-26. Kilogram. [old 16.21]

One kilogram is equal to 2.2046 pounds. To convert kilograms into pounds, multiply kilograms by a 2.2046 factor. To convert pounds into kilograms, multiply pounds by a 0.453 factor.

16-27. Kilometer. [old 16.22]

One kilometer is equal to 3,280.8 feet or 0.62137 mile. To convert kilometers into miles, multiply the number of kilometers by a 0.62137 factor. To convert miles into kilometers, multiply the number of miles by a 1.609 factor.

16-28. Miscellaneous Charge

Any cost incurred by the participant performing a service authorized by the RTO that is outside the terms of this HTOS.

16-29. Mistake in Rate Filing (MIRF). [old 16.23]

An error acknowledged by the participant after rate submissions. Participants may obtain relief for mistakes in rate filing upon review and approval by GSA.

16-30. Move Management Services (MMS)

Services performed by a MMS provider to arrange, coordinate, and monitor each relocating employee's HHG move, from initial notification of shipment booking through delivery at destination. Services as identified in Section 4A will be provided within a participant's approved scope of operations.

16-31. Net Weight. [old 16.24]

The net weight of shipments transported in containers shall be the difference between the tare weight of the empty container and the gross weight of the packed container.

16-32. Non-temporary Storage (NTS). [old 16.25]

Service for long-term storage, other than storage-in-transit, or personal property at the relocation employee's or Government's expense.

16-33. One-Time-Only (OTO) Rates. [old 16.26]

Rates solicited by GSA from individual participants for the one time movement of personal property.

16-34. Packing Carton. [old 16.27]

The carton used for packing articles requiring additional protection prior to placing them inside a shipping container.

16-35. Participant. [old 16.3]

Any HHG carrier/forwarder that is approved to participate in the Centralized Household Goods Traffic Management Program (CHAMP) and provide HHG General Transportation Services and/or Move Management Services (MMS).

16-36. Participant's Agent. [old 16.4]

A business firm, corporation, or individual acting for or in behalf of a participant. A bona fide agent of a personal property participant, as distinguished from a broker, is a person who, or business enterprise which, represents and acts for a participant and performs its duties under the direction of the participant, pursuant to a preexisting agreement with the participant, providing for a continuing relationship between them.

16-37. Pick-up Point. [old 16.28]

The specific location where the participant takes possession of HHG for shipment.

16-38. Point of Diversion. [old 16.29]

The location of the shipment when orders are given to change destination point.

16-39. Port of Embarkation/Debarcation. [old 16.30]

Includes dock, wharf, pier, berth at which cargo is loaded aboard ship or is discharged from ship, including the participant's port terminal facility or warehouse serving the port.

16-40. Program Management Office (PMO).

The PMO is responsible for providing transportation management services to Federal departments and agencies through out the world including CHAMP carrier approval, price negotiation and participant

performance measurement. The PMO responsibilities are managed through five GSA Zone Offices in Washington, DC (National Capital Region), Atlanta, GA (Southeast Sunbelt Region), Kansas City, MO (Heartland Region) and San Francisco, CA (Pacific Rim Region). (See GSA website www.kc.gsa.gov/fsst for detailed information and points of contact) Any reference to PMO in this HTOS will be understood to mean PMO and or its designees or representatives.

16-41. Property Owner.

Any reference made to “property owner” or “property owner’s representative” in this HTOS will be understood to mean “relocating employee”.

16-42. Rate Cycle. [old 16.31]

A period of time during which rates filed by participants are effective.

16-43. Rate Solicitation Cycle. [old 16.32]

The designation assigned to the bill of lading electronic rates filed with GSA which are effective for a specific rate cycle.

16-44. Regular Working Hours. [old 16.33]

Regular working hours include the days Monday through Friday, between the hours of 8 a.m. and 5 p.m. local time, and exclude all other hours of the day, days of the week, and officially declared foreign national, U.S. National or State holidays

16-45. Relocating Employee.

An employee of an agency relocating to a different duty station. The term “relocating employee” includes a relocating employee’s agent, designee or representative.

16-46. Required Delivery Date (RDD). [old 16.34]

A specified calendar date on or before which the participant agrees to offer the entire shipment of personal property for delivery to the employee or employee's agent at

destination. If the RDD falls on a Saturday, Sunday, Foreign National, U.S. National, or State holiday, the RDD will be the following working day.

16-47. Responsible Transportation Officer (RTO). [old 16.35]

The individual or its designee or representative or office within the shipping or receiving agency responsible for HHG traffic management functions.

16-48. Shipper. [old 16.36]

The agency responsible for the payment of the bill of lading or GBL, usually the employer of the relocating personnel.

16-49. Shipping Container. [old 16.37]

External container, lift van, crate, tri-wall, bi-wall as specified by the RTO into which individual articles and/or packing cartons are placed.

16-50. Solicitation Period. [old 16.38]

The period of time specified in the rate solicitation during which the rates will be in effect.

16-51. Storage-in-Transit. [old 16.39]

Temporary storage, other than non-temporary storage of a HHG shipment prior to final delivery.

16-52. Supporting Documentation. [old 16.40]

Documentation requiring participant certification and submission to GSA by designated dates provided in each cycle solicitation letter to include participant Tender of Service Signature Sheet, LOI's, etc.

16-53. Tare Weight.

The weight of an empty vehicle or liftvan before loading and after unloading.

16-54. Unaccompanied Air Baggage (UAB). [old 16.41]

The portion of an employee's prescribed weight allowance of HHG including professional books, papers, and equipment, normally shipped separately from the bulk of personal property and designated as such on the employee's application for shipment.