

**General Services Administration
HOUSEHOLD GOODS FOCUS GROUP MEETING
Meeting Highlights
May 23, 2001
Expo 2001, Orlando, FL**

ATENDEES

Francine Allen, FBI	Stephen Hollingsword, Atlas
Mary Arrand, Pasha/	Dorothy Holloway, NASA/MSFC
Noreen Bania, DOS	Sue Jordan, Ace World Wide/Atlas
William Bardwell, VA	Scott Kiewitt, McCollisters
Douglas Barnett, Hilldrup	Brian Kellhofer, GSA
Brenda Beard, FAA	Carol Knight, Cendant Mobility
Michael Beffa, Atlas International	Joe Knight, Planes M&S
Joelle Behrens, Mitchell M&S	James Lewis, SBA
Ed Bembenek, GSA	Tim Liebeno, American Red Ball
Tom Carter, Johnson S&M	Kelly McGowna, Allied Van Lines
Mike Berry, Hilldrup	Scott Michael, AMSA
Bill Bracken, IRS	Al Molitor, United Van Lines
Glenda Brooks, Ed Davis, GSA	Dan Partlow, Stevens Van Lines
Aileen Caravelli, Allied Van lines	Rita Petersen, Berger Transfer
Bud Cole, Lincoln Mayflower	Jim Pippin, Allied Van Lines
Rick Curry, Gateways, Int'l	Elaine Plotkin, USDA
Dottie Dixon, Alexander's/Atlas	Luis Roque, DOS
Paul Dixon, South Hills Movers	John Ryan, Moholland/Mayflower
Mary Lou Domingue, DHUD	Brad Schiele, Schiele Ent.
Sheila Fant, EPA	Carl Seaton, Seaton Van Lines
Michael Ewing, Graebel Companies	Matt Shea, Paul Arpin Van Lines
Mathis Gardner, GSA	Blanca Sloan, DOT/FHWA
Russell Gindlesperger, Graebel Companies	Hank Spieler, HQMTMC
Gary Goolsby, CDC	Ann Tinker, FBI
Damian Green, McCollister's	Amber Tucker, Cendant Mobility
Mark Greene, Arpin International Group	Larry Tucker, GSA
Dee Griffith, DHUD	Ron Walters, Stevens Van Lines
Al Guest, Arrow Moving and Storage	Mildred Watkins, USDA
Kathy Hansen, Assoc. Relo.	Teja Whitehill, MMI
Donna Hausman, Atlas International	Frances Wilches, USDA
Charles Hill, NOAA	Peg Wilken, Stevens Van Lines
	Anneliese Wipp, Atlas International
	Rick Wozniak, Bekins

GBL Retirement – A copy of the presentation by Ed Davis, GSA, Office of Governmentwide Policy, Washington, DC, is provided as **Attachment 1**.

Status of the Industry's Single Factor Rate Tariff – A copy of the presentation by Scott Michael, American Moving and Storage Association, Alexandria, VA, is provided as **Attachment 2**.

Transportation Management Services Solution (TMSS) – Larry Tucker, GSA, Office of Transportation and Property Management, Washington, DC, explained the program, its objectives, and the ultimate goal of the TMSS project. A detailed description of the presentation is provided as **Attachment 3**.

HHG Committee Mailing List – A mailing list of members of the Federal Civilian Agencies Household Goods Relocation Committee (requested by some meeting participants) is provided as **Attachment 4**.

Operational Issues – Brian Kellhofer, GSA, Heartland Region, Kansas City, MO, provided the responses indicated below to issues/questions submitted to GSA in advance of the meeting:

1. **Definition of unaccompanied baggage** – Clarification will be added to the RFO, stating: “Unaccompanied Air Baggage items must be packed in Tri-Wall containers measuring no more than 11.3 cube. A carrier must have written approval from the GBL certifying officer specifically authorizing any exception to use of the required Tri-Wall containers.”
2. **Agency specific requirements for next RFO** – Any agency having specific requirements for the next RFO must submit them in writing to the Kansas City office by June 15, 2001.
3. **Carriers placed in temporary non-use status or removed from CHAMP** – It is GSA's intent to place carriers who fail to perform or comply with Household Goods Tender of Service provisions in temporary non-use status and to remove them from the program if they do not correct the failure within the appropriate time period.

Issues raised by Stevens Worldwide Van Lines – Mr. Kellhofer also addressed the following questions/issues:

1. **Must a carrier collect charges for which the transferee is responsible** – The Government should pay any charges authorized by the GBL Issuing Officer and the Government should recoup payment directly from the employee.
2. **Requesting bids from individual carriers** – The ITMS cost comparison makes it unnecessary for agencies to have their employees seek individual carrier bids. The cost comparison provides

all the information an agency needs to make an informed decision in selecting a carrier to handle a particular move.

- 3. When actual weight exceeds estimated weight by more than 15%, and third party billing for crating charges** – Neither of these is an issue among Federal agencies that are aware they may waive certain CHAMP provisions when a carrier provides proper justification. GSA recognizes that turnover in Federal agency personnel has resulted in a need to keep our customers informed about their rights and responsibilities under CHAMP.