

Combined Federal Civilian Agencies
Household Goods Relocation and Freight Committee Meeting
Crystal Mall 3 – Room C-43, Arlington, VA 22202
December 1, 2004 – 9 am – 11am

Meeting Facilitator – Raymond Price, GSA Transportation Programs Branch

Ray opened and facilitated the meeting.

Jeff Thurston, Acting Assistant Commissioner for the Office of Transportation and Property Management (FB) welcomed the attendees and encouraged ongoing communication about transportation issues between GSA and civilian agencies.

Jeff presented Tony Cicala, Senior Traffic Management Specialist, Mid-Atlantic/National Capital Regions, Washington, DC, with a plaque in appreciation for his 31 years of government service. Tony plans to retire early next year. We will surely miss his expertise and wish him well.

Discussion Topics

1. Office of Governmentwide Policy (OGP) Update. (Ted Bembenek, Director of Transportation Management Policy, OGP)
 - a. Agencies are required to retain transportation documents for at least seven years.
 - b. Things to expect from Transportation Management Policy:
 - 1) Obligation Authority. Persons obligating the federal government when procuring transportation services must have official written delegation authority. If you do not have this formal delegation of authority, you are personally liable for transportation procurements on behalf of your agency. OGP will publish this rule in the Federal Register in the near future.
 - 2) Transportation Training. OGP will soon provide training requirements and resources in accordance with guidance from the Office of Management and Budget (OMB).
 - 3) Transportation e-Commerce Requirement. According to 41 CFR 102-118.60, "Your agency **must** use electronic commerce in all areas of your transportation program. This includes the use of electronic systems and forms for ordering, receiving bills and paying for transportation and transportation services."

OGP needs to collect standardized transportation data from all federal government agencies for OMB and Congress. OGP will provide agencies with the layout format and requirements in the near future (e.g., regularity of the reports, specific data such as

mode, tonnage, prices paid, commodity, hazardous material shipments, standard format, etc.). OGP expects to provide agencies with a draft format for comment early next year.

- 4) Working Groups. OGP will continue to partner with agencies on various working groups to incorporate best business practices in its policies (e.g., training, reports).
- 5) Agency systems interface. OMB and the Department of Homeland Security (DHS) are asking OGP to require all federal government agencies' transportation systems to interchange with other agencies (e.g., DOD, FSS, and DOE). The questions mainly stem from security and emergency contingency needs. Of course, agency privacy issues will need to be addressed, as well as other issues.
- 6) Executive Transportation Board Meeting. On December 8, 2004, OGP will host the first SES executive board meeting to discuss how transportation impacts agencies. They will discuss transportation issues that need to be addressed so that federal government agencies can accomplish their missions easier.
- 7) Consultant Survey. OGP hired consultants from Maximus and George Mason University to solicit input from federal agencies about what they think about government policies and programs – what they like and don't like, what changes they'd like to see. The interviews should be completed by the end of this year. OGP will publish the results early next year.

2. FSS Transportation Customer Survey. (Lynn Ju, Program Evaluation Branch, Travel and Transportation Management Division, GSA Federal Supply Service)

Lynn gave a PowerPoint presentation of an independent customer agency survey fielded June 30 – August 16, 2004 by the CFI Group. Key findings were:

- a. Combined Satisfaction Score held steady from 2003
- b. Household Goods customers rated every component higher than did Freight customers
- c. Transportation Management Services Solution (TMSS) Help Desk Support personnel and Customer Service/Program Support were the highest scoring components

GSA will send the 2004 Customer Satisfaction Survey Slide Show via email as an attached file to these minutes to committee members and to those who signed up to receive email notifications at www.gsa.gov/transportation. Contact Lynn Ju at 703-305-7061 with questions about the survey.

3. Household Goods International Expansion. (Brian Kellhofer, Transportation Program Management Office, Heartland Region, Kansas City, MO, GSA Federal Supply Service)

Brian discussed the need to add countries to the list in the Centralized Household Goods Traffic Management Program (CHAMP). He will add fourteen countries at the request of the Department of State. GSA will solicit rates from transportation service providers (TSPs) during the July-August Request for Offers to become effective November 1, 2005.

Brian will be working with the Household Goods Freight Forwarders Association (HHGFFA) to put together the list of countries. He plans to meet with the association sometime in March 2005. Agencies that would like GSA to add countries to CHAMP should contact Brian at 816-823-3646 before March 2005 with their requests (e.g., need for one-time-only rates to certain countries or need to structure the countries differently).

The list of countries is in Attachment 1 at the end of these minutes.

4. Proposed Rule Changes to Federal Travel Regulations; Relocation Allowances. (Mary Anne Sykes, Transportation Programs Branch, Travel and Transportation Management Division, GSA Federal Supply Service)

Mary Anne discussed the Federal Register notice dated November 23, 2004 and provided a handout of the highlights of the proposed rule. Comments are due before January 24, 2005.

The highlights are in Attachment 2 at the end of these minutes. GSA will attach The Federal Register notice file to these minutes via email to committee members and to those who signed up for email notifications at www.gsa.gov/transportation.

5. TMSS Complete Shipment Features. (Scott Tiedt, Chief of Transportation Programs Branch, Travel and Transportation Management Division, GSA Federal Supply Service)

TMSS programmers anticipate presenting the FSS business line its version of the Complete Shipment Module by January 10, 2005, which will enable TSPs to enter delivery information in TMSS. After testing, GSA hopes to roll out the new module in TMSS on or about February 1, 2005.

After the Complete Shipment Module, GSA will add Prepayment and Payment Modules to TMSS.

6. Household Goods and Freight Forum in Philadelphia, PA. (Raymond Price, Transportation Programs Branch, Travel and Transportation Management

Division, GSA Federal Supply Service)

Ray encouraged agencies to register at www.gsa.gov/events and make hotel reservations before January 21, 2005 for the Philadelphia transportation forum to be held on February 23-25, 2005 at the Philadelphia Marriott to ensure you will get the government rate of \$116. Make sure you identify yourself as a government employee attending the forum and ask for the government rate.

GSA made a special effort to balance the forum with both freight and household goods topics and TSP participation. We expect over 400 attendees and 60 exhibits.

For more information, go to www.gsa.gov/events. GSA will attach the forum brochure to these minutes via email to committee members and those who signed up for email notifications at www.gsa.gov/transportation.

7. Proposed 2005 Committee Meeting Dates. (Raymond Price, GSA)

March 23
May 17
August 3
October 25

8. Executive Director, Household Goods Relocation Committee. (Raymond Price, GSA)

Since Charlie Hill's retirement, we were in need of a new executive director to take his place. Rocky Loewner from the Federal Emergency Management Agency (FEMA) is the executive director on the freight side.

Luis Roque, Department of State, nominated Shawn Griffin, Department of State. The nomination was seconded and the committee unanimously voted for Shawn. Shawn accepted the executive director position as the liaison between agencies and GSA, thanked everyone for their vote of confidence, and said he would do his best to serve in this capacity.

The Executive Director's role centers on the following areas:

- Raises agency issues
- Performs liaison role between GSA and agencies
- Champions the cause of agencies and GSA programs
- Expresses and raises differing opinions
- Submits agenda ideas and topics for meetings
- Possesses an understanding and working knowledge of GSA programs and TMSS

- Encourages agency attendance and participation
- Participates in GSA industry meetings

9. Open Forum. (Scott Tiedt, GSA)

Scott reminded the committee that the quarterly meetings are for the agencies' benefit and encouraged active participation in putting together the agenda, asking questions, bringing up issues, and sharing with others how they use TMSS with their own systems. He asked the group to help recruit other agencies to attend these meetings to keep informed and take advantage of the wealth of expertise from GSA and other agencies.

Rocky Loewner, FEMA, asked what we could do to attract more transportation specialists from agencies. Scott said GSA would send invitations to all who signed up for email notifications at www.gsa.gov/transportation in addition to the committee members or those who have attended quarterly meetings. Half of today's attendees were from GSA.

Tony Cicala, GSA, suggested reaching heads of agencies via the FSS Commissioner or GSA Administrator. Al Demarcki, EPA, Mathis Gardner, GSA, and others agreed that reaching agencies from the top down would help encourage more to attend these important and informative meetings.

Bill Bardwell, VA, suggested that GSA must pay attention to the needs of agencies. He suggested a committee or group of transportation experts from GSA and other agencies offer to provide an in-depth analysis of how they procure transportation services and offer assistance where needed.

Chris Matos, VA, shared a recent experience in clearing government shipments through Customs and how he finally resolved it by using a broker.

Don Casey, GSA, shared that Canada has US Customs personnel who can pre-clear shipments exported to Canada via the Consulate in bond.

Donna Graige, GSA, said that the Program Promotion and Education Branch (FBCP), Program Support and Business Division, does offer site visits to agencies through its Agency Review and Assistance Program. They typically send the agency a cover letter and check list of what they plan to cover during their visit. Usually they make contact first with the Finance Section. FBCP could let FBL know if the agencies they visit would like assistance from our group of transportation experts at GSA or from other agencies, depending on the need. Any agency that is interested in this friendly review, please contact Corinne Bachiller, FBCP, at 703-305-7211 or corinne.bachiller@gsa.gov.

Ivan Thomas, FAA, asked how the prepayment module in TMSS will work. Scott said there would first be a matching model in TMSS within a tolerance that the agency set (e.g., 5%), then the invoice would be sent to the prepayment auditor. Agencies could have TMSS do the prepay audit on their behalf or have the invoice sent to them or their prepayment auditor.

Donna Graige, GSA, offered that GSA has not yet finalized the business line requirements for the payment module. However, we envision agencies having a choice of paying their own bills or having GSA's Kansas City Finance pay the transportation bills on behalf of the agencies. Similar to US Bank with PowerTrack, GSA will likely charge TSPs a nominal percentage if they want to be paid quickly through TMSS.

Willie Gookin, NASA, asked if agencies could use TMSS to process shipments, but use someone other than GSA's Kansas City Finance to pay TSPs. NASA uses PowerTrack. Donna Graige said that GSA plans to provide an interface to US Bank for those who want to use PowerTrack to pay their transportation bills. Also, some agencies might want to pay their own bills or have another third party that they would like TMSS to forward their bills to. GSA recognizes the need for agencies to have choices and will develop TMSS accordingly.

Tony Cicala, GSA, shared his concern for adequate hazardous material (HAZMAT) training for those who ship HAZMATs. He believes there is not enough emphasis by agencies on this subject and a lack of highly trained personnel to keep up to date with regulations and operational guidelines for shipping HAZMATs. He thinks agencies should appoint HAZMAT specialists and ensure they are adequately compensated and trained. Tony also added that it was difficult to get good advice or interpretation of the regulations from the Department of Transportation (DOT).

Rocky Loewner, FEMA, questioned whether or not the person issuing the bill of lading needed to be certified.

Bill Bardwell, VA, suggested GSA put together a team made up of HAZMAT and operational experts from agencies. He also shared that Traffic World has a list of organizations that provide the required training for handling HAZMATs.

Rocky, FEMA, shared that DOD provides FREE HAZMAT training to both DOD and federal civilian agencies in Aberdeen, MD. They have a two-week course and a one-week refresher. Agencies are responsible for travel/per diem expenses.

The Department of Transportation Docket HM-126F (49 CFR 172.700) makes training mandatory for almost anyone who manages hazardous materials, regardless of the amount. This affects employees who classify materials and determine proper shipping names, select or fill hazardous materials packages, mark, label and placard containers/vehicles, fill out shipping papers, load or unload vehicles, move hazardous materials, or operate transportation vehicles.

Don Casey, GSA, suggested GSA invite experts from the Department of Transportation and US Customs and Border Protection to be part of the committee as standing members and give presentations to educate and keep members up to date about HAZMATs, border issues, and other helpful information. Don said he knows a PhD at DOT he could contact. Darrell Washington, USGS, said he knows someone from DOT who contacted him to discuss HAZMAT procedures. Both Don and Darrell will provide contact information to GSA Central Office.

10. Events.

GSA Household Goods and Freight Forum in Philadelphia, PA in February 2005. In July, GSA announced its premier Household Goods and Freight Forum to be held in Philadelphia, Pennsylvania, on February 23 through February 25, 2005. The theme is Transportation Trends & Technology. This forum is co-sponsored with the American Moving and Storage Association (AMSA) and is given in partnership with the household goods and freight transportation industries. This forum is supported by the American Trucking Associations, Inc., and the National Motor Freight Traffic Association, Inc. The host hotel is the Philadelphia Marriott Downtown, 1201 Market Street, Philadelphia, PA 19107.

This event brings together the federal civilian agency transportation community and the transportation industry experts to learn more about transportation policies and programs mutually impacting their functional responsibilities. The forum gives government employees an opportunity to learn about the latest trends, procedures, and products within the freight and household goods arenas. Learn from those with practical experience and those who can provide insight and solutions to transportation challenges. The Atlanta, Georgia, event in February 2004 was a success, and the 2005 forum will be even larger and more dynamic.

Registration is free to all federal civilian agency employees at www.gsa.gov/events. Household Goods and Freight Transportation Service Providers and industry representatives must register via the AMSA website at www.promover.org. Points of contact below:

Government: Mary Anne Sykes; (703) 305-7061;

maryanne.sykes@gsa.gov.

Industry: Cindy Simpson; (703) 706-4963; csimpson@moving.org.

GSA EXPO 2005 in San Diego, CA in May. Over 10,000 attended the EXPO in May 2004. Registration for the GSA Expo 2005 begins September, 2004. Registration is free to government employees and military members. For more information, go to www.gsa.gov/events.

Attendees

No.	Name	Agency
1.	Charles Olden	DOS
2.	Luis Roque	DOS
3.	Shawn Griffin	DOS
4.	Al Demarcki	EPA
5.	Brenda Thompson	FAA
6.	Connie Lindsay	FAA
7.	Ivan Thomas	FAA
8.	Kelley Wong	FAA
9.	Rocky Loewner	FEMA
10.	Angela Jones	GSA Crystal City, VA
11.	Blaine Jacobs	GSA Crystal City, VA
12.	Lynnette Ju	GSA Crystal City, VA
13.	Mary Anne Sykes	GSA Crystal City, VA
14.	Raymond Price	GSA Crystal City, VA
15.	Scott Tiedt	GSA Crystal City, VA
16.	Donna Graige	GSA Denver, CO
17.	Christina Kingsland	GSA Intern
18.	Mark King	GSA Intern
19.	Brian Kellhofer	GSA Kansas City, MO
20.	Beth Allison	GSA OGP
21.	Ted Bembenek	GSA OGP
22.	Don Casey	GSA Washington, DC
23.	John Wheeler	GSA Washington, DC
24.	Mathis Gardner	GSA Washington, DC
25.	Tony Cicala	GSA Washington, DC
26.	Willie Gookin	NASA
27.	Anita Holley	NOAA
28.	Darrell Washington	USGS
29.	Garnel Palin	USPS
30.	Bill Bardwell	VA
31.	Chris Matos	VA

**CURRENT COUNTRIES
CHAMP INTERNATIONAL PROGRAM**

Attachment 1

Albania	Guadeloupe	Pakistan
Algeria	Guam	Panama
American Samoa	Guatemala	Papua New Guinea
Angola	Guinea	Paraguay
Antigua	Guyana	Peru
Argentina	Haiti	Philippines
Australia	Hawaiian Islands	Poland
Austria	Honduras	Portugal
Azores	Hong Kong	Puerto Rico
Bahamas	Hungary	Qatar
Bahrain	Iceland	Romania
Bangladesh	India	Russia
Barbados	Indonesia	Saint Lucia
Belgium	Ireland	Saipan
Belize	Israel	Saudi Arabia
Bermuda	Italy	Scotland
Bolivia	Ivory Coast	Senegal
Botswana	Jamaica	Sierra Leone
Brazil	Japan	Singapore
Brunei	Jordan	Slovenia
Bulgaria	Kazakhstan	Solomon Islands
Burkina Faso	Kenya	South Africa
Burma	Korea (South)	Spain
Burundi	Kuwait	Sri Lanka
Cambodia	Laos	Sudan
Cameroon	Lebanon	Suriname
Canary Islands	Lithuania	Sweden
Cayman Islands	Luxembourg	Switzerland
Central African Republic	Madagascar	Syria
Chad	Malawi	Tahiti
Chile	Malaysia	Taiwan
China	Mali	Tanzania
Colombia	Malta	Thailand
Costa Rica	Marinas Island	Trinidad
Croatia	Mauritania	Tunisia
Cuba	Mauritius	Turkey
Cyprus	Mexico	Uganda
Czechoslovakia	Micronesia	Ukraine
Denmark	Monaco	United Arab Emirate
Djibouti	Morocco	Uruguay
Dominican Republic	Mozambique	Venezuela
Ecuador	Namibia	Vietnam
Egypt	Nepal	Virgin Islands of St. Thomas/St. Croix
El Salvador	Netherlands	Virgin Islands of St. John
England	Netherlands Antilles	Western Samoa
Ethiopia	New Zealand	Yemen
Fiji	Nicaragua	Yugoslavia
Finland	Nigeria	Zaire
France	Northern Ireland	Zambia
Gabon	Northern Mariana	Zimbabwe
Germany	Norway	
Ghana	Okinawa	
Greece	Oman	

Countries To Be Added

Effective 11/01/05

Armenia

Belarus

Bosnia-Herzegovina

Congo

Cote D'ivoire

Eritrea

Georgia

Iraq

Jerusalem

Libya

Serbia

Togo

Turkmenistan

Uzbekistan

If you would like to have additional countries added to the CHAMP Inetnational Program, please contact Brian Kellhofer at 816-823-3647 or via e-mail at brian.kellhofer@gsa.gov

Proposed changes to the Federal Travel Regulation; Relocation Allowances
(Comments due before January 24, 2005)

Reduces the length of time to complete a relocation from two years to one year;

Reduces the length of time for relocation extensions from two years to one year;

Requires disclosure statements so that the Government will not pay for relocation expenses that are paid by another Government or private source;

Defines relocation programs, relocation payment systems, and relocation management reporting systems;

Reduces the mileage rate for relocation to be in line with the Internal Revenue Service (IRS) relocation reimbursement rates;

Amends section 302-5.11 to reduce the maximum allowable number of days for a househunting trip from 10 to 8 calendar days, to be in line with industry practices;

Establish a threshold for determining which mode of transportation (POV or common carrier) should be authorized for more cost efficient househunting trips;

Encourage the use of lump sum payments because of the administrative efficiency as well as the potential for cost savings;

Requires employees who select lump sum TQSE reimbursement to certify that TQSE expenses will be incurred, and that payment to the employee of TQSE lump will be made prior to occupancy of temporary quarters (TQ);

Clarifies that the definition of 18,000 pounds net weight of household goods does not include packing materials;

Includes an agency option for unaccompanied air baggage (UAB) as a part of the household goods allowance;

Clarifies where HHG may be temporarily stored;

Revises and redesignates section 302-7.9 limiting the maximum number of days of temporary storage of household goods to a total of 150 and requiring that the number of days allowed parallel the number of days allowed for TQSE;

Reduces the initial temporary storage period from 90 to 60 days;

Ensures that agencies are not domestically transporting POV's when the cost of transportation is more than the value of the POV;

Limits the number of POV's that may be transported at Government expense to two;

Ensures that agencies are not transporting a POV to a post of duty when the cost of transportation is more than the value of the POV and limits agency shipment of a POV to 600 miles or more;

Amends section 302-11.2 to follow guidelines in Internal Revenue Service Publication 521 Moving Expenses for relocation by requiring the commute to new job location via commonly traveled routes from the old residence increase by at least 50 miles;

Reduces the time limit for submitting claims for residence transactions from two years to one year;

Reduce the time limit for extensions to submit claims for residence transactions from two years to one year;

Clarifies that reimbursement of residence transaction expenses is limited to amounts customarily charged where the residences are located;