

**National Institutes of Health
RELOCATION SERVICES
Relocation Contractor Company (RCC) Processing Procedures
for NIH Commissioned Officers**

PURPOSE: To provide procedures for relocating Commissioned Officers for the following move situations: 1) transfer from one duty station to another; 2) call to active duty; 3) a change in homeport or Permanent Duty Station location change; 4) separation or retirement; and 5) other non PCS related move situations.

POLICY:

IC's forward the following properly completed and signed documents to the RCC for Commissioned Officer (CO) relocations:

- Application 4013 (Application for Shipment of Household Goods)
- Officer Personnel Orders

The following procedures are applicable when any of the move situations referenced above under "Purpose", entail some type of household goods move or storage allowance. **For moves that only entail en route travel and per diem of the CO, the Division of Commissioned Personnel (DCP) will prepare the Personnel Orders and forward them to the NIH CO Liaison Office. In turn, a Travel Order will be prepared by the appropriate IC for transmittal to the OFM Travel Office for processing. The Travel Order is to be transmitted not later than 30 days prior to the CO reporting for duty.**

RCC/IC RESPONSIBILITIES:

1. The RCC assigns a Move Management Consultant to support and coordinate the relocation of the CO and to serve as liaison to both the CO and the IC Relocation Services Coordinator (RSC).
2. The Move Management Consultant will advise the CO to retain all applicable receipts in support of his/her Travel Voucher claim(s). If the CO elects to use his/her own Transportation Services Provider (TSP) for the shipment of household goods, storage, etc., i.e., a Personally Procured Transportation (PPT) scenario, the Move Management Consultant will provide a cost comparison (the costs of the Contractor's TSP vs. the CO's own TSP) for the purpose of determining the amount that can be reimbursed to the CO. This information will be shared with both the CO and the IC RSC. **NOTE:** For additional information on a PPT, please reference JFTR U5320.
3. The RCC, upon request by the IC RSC, selects the carrier best suited for the move, utilizing applicable governing regulations, and begins preparations for the move.
 - a) When a Centralized Household Goods Traffic Management Program (CHAMP) carrier is used, all Industrial Funding Fees (IFF) paid to GSA by both the carrier and the RCC will be assessed to the NIH.

b) When a commercial carrier is used, the NIH will be assessed a 1% IFF (built in to the service fee) and a contractor fee. The RCC will pay the 1% IFF to the GSA.

4. The RCC's Move Management Consultant will coordinate moving dates and arrangements with the individual and will provide any consultation required throughout the process.

If the RCC has not yet received the Personnel Orders, the RCC will not engage the services of a Transportation Services Provider (TSP) until such documentation has been forwarded to the RCC.

NOTE: Any changes in allowances or benefits which necessitate Amended Personnel Orders must be initiated by the DCP in the form of written/faxed communication to the CO and the IC. Any applicable forms, e.g., automobile relocation, should be submitted at this time.

6. If a CHAMP carrier is selected, the RCC will request a virtual SF-1203 "Government Bill of Lading (GBL)" from the OD/OLAO/Division of Logistic Services (DLS) Project Officer and will prepare the hard copy GBL and the Form SF-1113 "Public Voucher" accordingly. If a commercial carrier is selected, there is no need for the virtual GBL nor the corresponding Form SF-1113. NOTE: Typically, the RCC will utilize the services of a commercial carrier since it will be less costly to the NIH and because the RCC has established a working rapport with certain TSP's. However, if a relocating CO wishes to use a CHAMP carrier, the RCC will honor his/her request, provided it does not result in additional costs to the NIH.

7. The OFM will pay the CHAMP carrier or the RCC will pay the commercial carrier for services rendered based on the available funding and the invoice.

8. The RCC will consolidate billing of all move related charges and transmit the invoice to the DLS Project Officer. Prior to the RCC issuing the invoice, the following steps will take place:

- The RCC will notify the IC RSC/AO of receipt of a commercial invoice from a TSP and the need for the IC to complete a "Receiving Report" (See below).
- Within 3 working days following RCC notification, the appropriate IC official must sign and submit a completed "Receiving Report" to the RCC.
- Upon receipt of the signed and completed "Receiving Report", the RCC will submit: 1) an original invoice; 2) a copy of the "Receiving Report"; and 3) any supportive material to the DLS Project Officer.

10. Upon completion of the audit, the DLS Project Officer will forward the Invoice Package to the OFM Travel Office for initiation of payment to the RCC.

TRAVEL VOUCHER PROCESS

1. Upon completion of the move, the relocating CO must contact IC staff in order to discuss preparation of a manual Travel Voucher package inclusive of all applicable dates and times of travel and receipts.
2. IC staff prepares the Travel Voucher package including the posting of any travel advances received, and obtains all proper signatures and approval.
3. IC forwards original signed Travel Voucher package (along with a copy of the applicable Personnel Orders) to the OFM Travel Office.
4. The OFM Travel Office reviews the Travel Voucher package and examines the claim in terms of: 1) Appropriately signed documentation (claimant and approving official); 2) Availability of funds in the CAS ; 3) Proper accounting classifications; 4) Appropriate allowances or benefits; and 5) Properly completed accompanying forms. Upon this review, payment is then made to the individual.

EVALUATION FORMS

1. When a CHAMP carrier is used, the RCC will provide the CO with the GSA Evaluation Form 3080, in addition to the RCC's Quality Assurance Evaluation (QAE) Form. When a commercial carrier is used, only the QAE Form is provided to the employee.
2. The RCC will advise the CO where to send both Forms.

TRAVEL ADVANCE PROCESS

1. A CO will utilize the NIH 2028 to request a Travel Advance.
2. Based on authorized relocation allowances, the RCC will determine the amount of the travel advance to be issued.
3. The RCC will prepare the SF-1038, "Advance of Funds" and in turn, will forward the form to the IC to obtain signatures from the claimant and the authorizing official.
4. IC staff will fax a copy of the signed SF-1038 to the RCC and will forward the original signed SF-1038 along with a copy of the properly signed Travel Order to the OFM Travel Office.
5. OFM Travel Office reviews and processes the advance of funds.
6. The CO may receive the advance of funds via the following options:
 - Electronic deposit to the CO's selected financial account;
 - Paper check to the CO's selected address.

NOTE: In the event, the NIH 2028 does not reflect a request for an advance of funds, and an advance of funds is required, IC staff must notify the RCC immediately so that an Amended Travel Order can be prepared to support payment via the SF-1038.

rccppo 10/21/02

RECEIVING REPORT

1. **VENDOR NAME:**
2. **N.I.H. BLANKET PURCHASE ORDER NUMBER:**
3. **BLANKET PURCHASE ORDER CALL NUMBER:**
4. **INVOICE NUMBER:**
5. **PERSONNEL ORDER NUMBER:**
6. **DESCRIPTION OF SERVICES:**
7. **DATE SERVICES RECEIVED & ACCEPTED:**

I certify that the services reflected on the invoice identified above were received and accepted on the date indicated.

(Signature of Receiving Official & Date Signed)

(Printed or Typed Name of Receiving Official)

**(Telephone Number of Receiving Official)
(Include Area Code)**

(Mailing Address of Receiving Official)