

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

October 1, 1998

COMMUTED RATE SCHEDULE  
FOR TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS  
REVISED 1998

TO: Heads of Federal agencies

1. Purpose. This document transmits a revised commuted rate schedule (without the rate tables) to be used in reimbursing civilian employees of the United States Government for transportation, temporary storage, and related expenses incurred in moving their household goods and personal effects when authorized at Government expense.

2. Effective date. This document is effective October 1, 1998.

3. Expiration date. This document contains information of a continuing nature and will remain in effect until canceled or revised.

4. Background.

a. Since its inception, the commuted rate schedule has been based on the commercial tariff published by van carriers; specifically, the Nationwide Household Goods Commercial Relocation Tariff published by the American Moving and Storage Association, Household Goods Carriers' Bureau Committee, Agent. The current publication is STB HGB 400-M, effective January 1, 1998.

b. In the interest of Government economy and efficiency and to avoid unwarranted delays in conforming the commuted rate schedule to changes in the commercial tariff, the commercial tariff should be used in place of a Government constructed reproduction of that tariff.

5. Explanation of changes.

a. The rate allowance tables are not included in this document.

Attachment

b. This document establishes the American Moving and Storage Association, Household Goods Carriers' Bureau Committee, Agent, Nationwide Household Goods Commercial Relocation Tariff, STB HGB 400-M, supplements thereto and reissues thereof, together with the special provisions and exceptions provided in this document, as the commuted rate schedule.

c. Copies of the Nationwide Household Goods Commercial Relocation Tariff, STB HGB 400-M may be obtained by subscription from the American Moving and Storage Association, 1611 Duke Street, Alexandria, VA 22314-3482. Telephone number is 703-683-7410.

6. Cancellation. Supplements 9 and 10 of the commuted rate schedule are canceled.

7. Filing instructions. The attached revised commuted rate schedule supersedes and replaces the former commuted rate schedule transmitted by supplements 9 and 10. However, the superseded rate schedule should be retained for determining which commuted rates were in effect at particular times. The current commuted rate schedule consists of this document and the American Moving and Storage Association, Household Goods Carriers' Bureau Committee, Agent, Nationwide Household Goods Commercial Relocation Tariff, STB HGB 400-M, supplements thereto and reissues thereof.

8. Inquiries. Inquiries regarding use of the commuted rate schedule may be directed to GSA's Travel and Transportation Management Policy Division (MTT), 1800 F Street, NW, Washington, DC 20405, or telephone (202) 208-7638.

At the direction of the Administrator of General Services.

s/G. Martin Wagner  
G. Martin Wagner  
Associate Administrator  
Office of Governmentwide Policy

COMMUTED RATE SCHEDULE

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COMMUTED RATE SCHEDULE

SECTION 1 - GENERAL INFORMATION

1-1. AUTHORITY.

a. Executive Order No. 11609 of July 22, 1971, delegated to the Administrator of General Services the authority to establish rates to be used in reimbursing Federal civilian employees on a commuted basis, in lieu of the payment of actual expenses, for transportation, packing/unpacking, and temporary storage and related expenses of the household goods and personal effects incident to a transfer in the interest of the Government from one official station to another for permanent duty within the continental United States. These commuted rates are also used for reimbursement of household goods moving and storage expenses authorized for certain new appointees when reporting to their first duty station and for certain Senior Executive Service career appointees upon separation from service for retirement.

b. Use of the commuted rate schedule is authorized by the Federal Travel Regulation (41 CFR Chapter 302) and is incorporated therein by reference.

1-2. CARRIER LIABILITY. The line-haul rates contained in the commuted rate schedule are based on the lowest released valuation offered by commercial movers. Any excess costs resulting from use of higher valuation charges will be the responsibility of the employee.

1-3. WEIGHT CERTIFICATE.

a. Guaranteed Estimates. Normally, carriers offering guaranteed estimates do not provide weight certificates. However, some carriers will provide weight certificates, if requested. If household goods shipments are made under guaranteed estimate provisions of the carrier's tariff, employees should be advised to use carriers that will provide weight certificates since proof of the actual weight shipped must be provided for reimbursement under the commuted rate schedule.

b. Storage. If an employee does not use a common carrier of household goods for both the shipment and temporary storage of the household goods, weight certificates are required to establish both the weight shipped and the weight stored.

1-4. INTRASTATE SHIPMENTS.

a. The rates and charges in the commuted rate schedule are based upon sections of the Household Goods Carriers' Bureau Tariff No. 400 Series, which is an interstate rate tariff. The commuted rate schedule is to be used for reimbursement to employees for all types of shipments; however, its use may not be compensatory for intrastate shipments.

b. Section 302-8.3(c)(4)(iv) of the Federal Travel Regulation contains guidelines providing authority for use of a Government bill of lading (GBL) for intrastate household goods shipments under certain circumstances. Intrastate rates for cost comparison purposes and for GBL shipments can be obtained from the GSA Travel and Transportation Services Zone Offices within the Federal Supply Service Bureau having jurisdiction over the state in which the shipment will move (see FPMR 101-40.101-1 for addresses).

1-5. CARRIER EXCEPTIONS TO RATES. The commuted rate schedule is based upon the Household Goods Carriers' Bureau Tariff No. 400 Series. However, a number of household goods carriers have individual exceptions to that tariff in the Household Goods Carriers' Bureau Tariff No. 104 Series. To avoid excess costs to the Government employee, users of the commuted rate schedules are cautioned to verify whether the desired carrier has exceptions to the rates provided in Tariff No. 400 Series.

1-6. PEAK SEASON TRANSPORTATION RATES. Employees whose claims are based on peak season rates may be reimbursed only after providing adequate documentation supporting the claim, such as a copy of the actual commercial bill of lading used to ship their household goods.

1-7. [Reserved]

1-8. [Reserved]

1-9. [Reserved]

SECTION 2 - RULES FOR THE COMPUTATON OF ALLOWANCES

2-1. COMPUTATION OF TOTAL ALLOWANCE.

a. Basic Allowance. The basic allowance to be paid to a transferring employee for moving his/her household goods is computed by summing the following: transportation; normal accessorial; and storage (exclusive of warehouse handling and pickup/delivery) allowances.

b. Additional Allowances. In addition to the basic allowance, allowances may be paid to a transferring employee for moving his/her household goods for all applicable additional services listed in this section when such services are provided only by a common carrier.

c. Shipment Weight in the Computation of Allowances. Except as provided below and unless otherwise specified in the schedule, both basic and additional allowances are applied against the actual weight shipped as shown on original bills of lading or other evidence of weight shipped.

(1) Minimum weight of 1,000 pounds. Except as may be otherwise specifically provided in the schedule, or as amended, reimbursement for shipments transported under the provisions of this schedule weighing less than 1,000 pounds shall be based on a weight of 1,000 pounds and applicable allowances based on weight shall be subject to a 1,000 pound minimum.

(2) Maximum weight limitation. Allowances in this schedule based on weight apply only to shipments weighing 18,000 pounds or less. If the shipment weighs more than 18,000 pounds, apply the allowances against 18,000 pounds.

d. Determination of Mileage in the Computation of Allowances. When the computation of an allowance is based on mileage, mileage shall be determined as provided in the Household Goods Carriers' Bureau Tariff No. 400 Series; provided, however, that should a department or agency have adopted a specific mileage determination system different from that in the Household Goods Carriers' Bureau Tariff No. 400 Series, the department's or agency's system will be used.

e. **Exclusive Use of the Schedule.** The Household Goods Carriers' Bureau Tariff No. 400 Series is the only basis for computing the allowances under this schedule. That a carrier's bill of lading may evidence that its rates and charges are based on some other tariff, e.g., the Household Goods Carriers' Bureau Tariff No. 104 Series or an intrastate tariff, the determination of the allowance shall be based exclusively on the Household Goods Carriers' Bureau Tariff No. 400 Series.

f. **Computation of Allowances.**

(1) **Application.** Unless otherwise specified in the schedule, the allowances are computed based on the cost schedules for the origin and destination, as appropriate. They may be flat allowances or computed by multiplying the actual weight, as a number of hundreds of pounds (cwt.), by the applicable rate per hundred pounds (cwt.).

(2) **Computed additional allowance versus actual payment to the carrier.** Payment of any additional allowance is limited to the amount actually paid the carrier.

2-2. APPLICATION OF THE HOUSEHOLD GOODS CARRIERS' BUREAU TARIFF NO. 400 SERIES TO THIS SCHEDULE. The provisions set out in the Household Goods Carriers' Bureau Tariff No. 400 Series apply to this schedule as follows.

<b>Governing Provisions.</b> The items set out in the section titled "Governing Provisions" apply only as follows:	
Item F	Cancellation Of Items Or Portions Thereof; applies.
Item G	Explanation Of Abbreviations And Reference Marks; applies.
Item H	Governing Publications; applies only to MILEAGE GUIDE and U.S. GOVERNMENT MILEAGE GUIDE.
Item I	Cancellation Of Looseleaf Pages; applies.
<b>Section 1.</b> The items set out in the section titled "Section 1" apply only as follows:	
Item 9	Distances, but the exception does not apply.

Section 1 (con't)	
Item 17	Storage, applies only in conjunction with Item 50, below.
Item 21	Fractions, Disposition Of; applies.
Item 22	Hourly Rates; applies.
Item 26	Reissued Matter, Method Of Treating; applies.
Item 30	Determination Of Warehouse Shipments; applies.
Item 38	Determination Of A Mileage Radius; applies.
Item 39	Service From And To Points Accessible Only Via Ferries Not Authorized Under The Governing Mileage Guide Or Specifically Provided For In Section 2, Additional Services; applies.
Item 50	Effective Date Governing Application Of Rules, Rates And Charges Of This Tariff; applies.
Item 100	Classification of Articles (Commodity Description); only paragraphs (1) and (1)(A) of the 1 <sup>st</sup> Proviso apply.
<p><b>Section 2.</b> When an employee uses a common carrier of household goods to transport his/her household goods, the provisions of the section titled "Section 2" apply as indicated below. However, when an employee does not use a common carrier of household goods, only the provisions of Item 185 apply.</p>	
Part A	Applies, except for Alaska, Canada and Hawaii.
Part B	Applies, except for Alaska, Canada and Hawaii.
Part C	The following pertains to corresponding items in each cost schedule. (See Part D for rules to apply to the allowances in this Part C.)
Item 105	Packing & Unpacking, Regular & Overtime, and Rates Per Container: Does not apply. (See Paragraph 2-3, Normal Accessorial, below.)
Item 115	Extra Pickup or Delivery: Does not apply.
Item 120	Extra Labor: Regular time rate per hour per man applies regardless of time of day service is performed.



Section 2, Part C (con't)		
	Item 125	Auxiliary Service: Does not apply.
	Item 130	Bulky Articles and Weight Additives: Refer to Part D for provisions and allowances to apply.
	Item 140	Waiting Time: Applies.
	Item 145	Export or Import Charge: Does not apply.
	Item 155	Ferry, Bridge and Service Charges: Refer to Part D for provisions and allowances to apply.
	Item 160	Elevator, Stair Carry or Long Carry: Applies.
	Item 160-1	Piano or Organ Carry Charges: Applies.
	Item 175	Overtime Loading and/or Unloading: Does not apply.
	Item 195	Servicing Appliances: Applies.
	Item 207	Climatic Control Service: Does not apply.
	Item 210	Pickup and Delivery TO/FROM Storage-in-Transit: (Refer to Part D for provisions and allowances to apply.)
	Item 217	Officially Assessed State Fees: Applies.
	Item 225	Warehouse Pickup and Delivery Services: Does not apply.
	Part D	Applies as follows:
	Item 105	Packing and Unpacking Rates and Charges: Does not apply.
	Item 115	Stopoffs: Does not apply.
	Item 120	Extra Labor: Applies subject to the following conditions: <ul style="list-style-type: none"> <li>• Allowances do not apply for disassembly or reassembly of swing sets, other playground equipment, television or radio antennas, storage sheds, or other similar articles.</li> </ul>

Section 2, Part D, Item 120 (con't)		
		<ul style="list-style-type: none"> <li>• Allowances apply at the point where such service is performed.</li> <li>• Sub-item 2 and notes 1,2, and 3 do not apply.</li> </ul>
	Item 125	Impracticable Operation and Auxiliary Services: Does not apply.
	Item 130	<p>Light and Bulky Article Classifications: Applies, subject to the following conditions:</p> <p>(a) The listing of bulky articles in Item 130 does not apply. The following applies in lieu thereof. When a shipment includes bulky articles as specified below, the employee may be reimbursed the amounts specified in this item (in addition to applicable elevator, stair carry, or excessive distance carry allowances) associated with the handling of the articles. Reimbursement shall not exceed the amount actually paid to the carrier.</p> <p>(1) Motorcycles; motorbikes; go-carts; three-wheel-all-terrain cycles; riding mowers; or tractors (less than 25 horsepower); snowmobiles; motorized golf carts; jet skis; trailers: utility, less than 14 feet in length; excluding toys and articles capable of being conveniently hand carried by one person and/or transported in standard cartons;</p> <p>(2) Playhouses; tool sheds; utility sheds; animal houses/kennels; doll houses; bath or hot tubs; spas; whirlpool baths; jacuzzis (transported set-up, not dismantled); excluding articles capable of being conveniently hand-carried by one person and/or transported in standard cartons;</p> <p>(3) Pipe organs; grand pianos; harpsichords, and all other types of pianos and organs (any size); excluding portable organs; pianos or harpsichords capable of being conveniently hand-carried by one person;</p> <p>(4) Large screen televisions, 40 inches and over; satellite television/radio receiving discs/dishes, including mounts, stands, and accessorial equipment (excluding articles capable</p>

Section 2, Part D, Item 130(a)(4) (con't)	
	<p>of being hand carried by one person and/or transported in standard cartons as defined in Item 105); and</p> <p>(5) Grandfather clocks or grandmother clocks (transported set-up, not dismantled).</p> <p>(b) The allowances to apply are those in this item containing the above identified articles. Any other articles listed in Item 130 are not allowable.</p> <p>(c) The following do not apply: Weight Additives, Notes 1, 2, 4, 5, and the Exception. Note 6 applies, but only with respect to the Bulky Article Charge.</p>
Item 140	<p>Detention: Does not apply. The following applies in lieu thereof:</p> <ul style="list-style-type: none"> <li>•An employee may be reimbursed for waiting time of a van in lieu of storage.</li> <li>•The allowance for expenses incurred in connection with waiting time of a van in lieu of storage are subject to the maximum allowance of one month's storage and related expenses based on the cost schedule applicable to the destination location.</li> <li>•The allowances for temporary storage-in-transit, warehouse handling, and pickup or delivery allowances are combined to determine the maximum amount of reimbursement.</li> </ul>
Item 145	Export, Import, Coastwise or Intercoastal Freight: Does not apply.
Item 150	Distances: Does not apply.
Item 155	Tolls: Applies, except ferry and bridge charges for Canada.
Item 160	Handling Freight Not Adjacent to Vehicles (Involved in pickup or delivery): Applies.
Item 160-1	Special Services (Piano or Organ Carry Charges): Applies.
Item 165	Advertising on Carrier Equipment: Does not apply.

Section 2, Part D (con't)	
Item 170	Arbitrarities or Differentials: Applies as follows: <ul style="list-style-type: none"> <li>• Schedule A: Applies, except for Notes 5 and 6; and</li> <li>• Schedule B: Applies, except for Notes 3 and 4.</li> </ul>
Item 175	Pickup or Delivery Service - Saturdays, Sundays or Holidays: Does not apply.
Item 185	Storage: Applies, except for Notes 1, 2, and 3. The allowance for storage <b>cannot</b> exceed 180 days.
Item 190	Released Value: Does not apply.
Item 195	Transportation of Appliances: Applies.
Item 197	Equipment: Does not apply.
Item 200	Claims, Loss and Damage: Does not apply.
Item 205	Special Services (Papering and Padding)(When requested by the shipper): Does not apply.
Item 206	Special Services (Wrapping and/or Metal Banding)(When requested by the shipper): Does not apply.
Item 207	Special Services (Climatic Control Service): Does not apply.
Item 210	Pickup or Delivery Transportation Charges on Storage-in-Transit Shipments (Except Within Alaska): Does not apply. The following applies in lieu thereof:  <ul style="list-style-type: none"> <li>• The allowances in this item will apply when service is performed at all points in the Continental United States. Allowances apply on pickup or delivery on storage-in-transit shipments or portions thereof as provided in Item 17.</li> <li>• Pickup or delivery transportation allowances in this item apply on storage-in-transit shipments or portions thereof when point of pickup or delivery and warehouse are both located within the same municipality or within a distance of 30 miles or less. When both points are not located within the same municipality or not located within a distance of 30 miles or less, apply transportation</li> </ul>

Section 2, Part D, Item 210 (con't)		
		<p>in Section 3 or the applicable allowance from Schedule A through H in this item, whichever is greater.</p> <ul style="list-style-type: none"> <li>• Allowances in this item apply based upon location of warehouse where storage is effected.</li> <li>• Allowances in this item are subject to the minimum weights as provided in rules of this schedule, and the pickup or delivery allowance shall be based on the higher minimum as may be applicable, except for pickup or delivery of portions of the shipment, which allowances shall be based on weight of the portion of shipment, subject to a minimum weight of 1000 pounds or higher minimum weight as may be applicable.</li> </ul>
	Item 216	Carrier Supervisory Personnel: Does not apply.
	Item 217	Permits, Special (Officially Assessed State Fees): Applies.
	Item 225	Warehouse Pickup and Delivery Service: Does not apply.
Part E	Does not apply.	
Part F	Does not apply.	
<b>Section 3.</b> The provisions set out in the section titled "Section 3" apply as follows:		
1	Governing Provisions of this Section: In lieu of the governing provisions of this section, the following applies: Allowances in this Section apply on shipments of household goods consisting entirely of articles as embraced in Paragraphs (1) and (1)(A) of Item 100.	
2	Exceptions: Do not apply.	
3	Charges in this Section Apply on Shipments Transported: In lieu of these provisions, the following applies: Allowances in this section apply on shipments transported between points within the United States (except Alaska and Hawaii)	

Section 3 (con't)	
4	<p>Peak, Non-Peak Transportation Charges: In lieu of the provisions, the following apply: Allowances in this section are shown as non-peak and peak season transportation allowances and apply as follows:</p> <ul style="list-style-type: none"> <li>• Peak season allowances are applicable on all shipments transported under Paragraph (1)(A) of Item 100, pickup up on and after May 15<sup>th</sup> through September 30<sup>th</sup> of each year.</li> <li>• Except for pickup or delivery of storage-in-transit shipments transported under Item 210, the linehaul transportation allowances on all shipments delivered from storage-in-transit during the period May 15<sup>th</sup> through September 30<sup>th</sup> will be subject to the peak season transportation allowances provided in this section.</li> <li>• Non-peak allowances apply on shipments at all other times (i.e. picked up from residence or delivered from storage-in-transit on or after October 1<sup>st</sup> through May 14<sup>th</sup> of the following year).</li> </ul>
5	<p>The allowances in Section 3 require no additional computations; the allowances shown are the allowances to be applied, based on the weight of the shipment, subject to the 18,000 pound maximum, and the distance it is transported.</p>
6	<p>The allowances in Section 3 include the loading and unloading of the shipment, and the actual movement or transportation of the shipment from origin to destination, but do not include the additional services named in Section 2 of the schedule.</p>
7	<p>The allowances in Section 3 apply based on the actual weight of the shipment, subject to Paragraph 2-1C. Allowances are expressed in terms of: (1) dollars per shipment and (2) dollars for each 100 miles, or fraction thereof, in excess of 3800 miles.</p> <ul style="list-style-type: none"> <li>• The column headed "18000 to 18499" is used to determine the allowance for shipments weighing 18000 pounds or greater. The columns headed "18500 to 18999," "19000 to 19499," "19500 to 19999," "20000 to 20499," "20500 to 20999," "21000 to 21499," "21500 to 21999," "22000 to 22499," "22500 to 22999," "23000 to 23499," "23500 to 23999" and "Each Add'l Cwt" do not apply.</li> </ul>

Section 3, Item 7 (con't)	
	<ul style="list-style-type: none"> <li>•The "Addn'l 100m" allowance applies for each additional 100 miles, or fraction thereof in excess of 3800 miles, plus the base transportation charge.</li> </ul>
8	For example, a shipment weighing 8000 pounds that is transported 4050 miles would have a non-peak transportation allowance of \$12,537 plus \$230 for each 100 miles, or fraction thereof, in excess of 3800 miles, or in this example, an additional \$690 (3 times \$230) for a total allowance of \$13,227.
<b>Section 4:</b> The provisions set out in the section titled "Section 4" do not apply.	
<b>Section 5:</b> The provisions set out in the section titled "Section 5" do not apply.	
<b>Section 6:</b> The provisions set out in the section titled "Section 6" do not apply.	
<b>Section 7:</b> The provisions set out in the section titled "Section 7" do not apply.	
<b>Section 300000:</b> The provisions set out in the section titled "Section 300000" apply.	

2-3. NORMAL ACCESSORIAL SERVICES.

a. This allowance covers move-related miscellaneous expenses, including such expenses as containers, packing, valuation and overtime differentials not covered by the allowances set out elsewhere in this schedule.

b. The following schedule sets out allowance for normal accessorial services based on the weight of the shipment. The allowances are in flat dollars per shipment for that base weight. The allowances in the columns headed "Add'l Cwt" are for excess weight and are shown in dollars and cents for each additional 100 pounds of weight over the base weight of the shipment.

Applicable Schedule	WEIGHT		WEIGHT		WEIGHT	
	1000 Pounds Base	Add'l Cwt. Excess	2000 Pounds Base	Add'l Cwt. Excess	4000 Pounds Base	Add'l Cwt. Excess
	A	490	35.40	844	27.95	1403
B	513	37.10	884	29.10	1466	36.65
C	536	38.80	924	38.23	3058	38.23
D	559	40.40	963	31.45	1592	39.80

Applicable Schedule	WEIGHT		WEIGHT		WEIGHT	
	8000 Pounds Base	Add'l Cwt. Excess	12000 Pounds Base	Add'l Cwt. Excess	16000 Pounds Base	Add'l Cwt. Excess
	A	2806	35.08	4209	35.08	5612
B	2932	36.65	4398	36.65	5864	36.65
C	3058	38.23	4587	38.23	6116	38.23
D	3184	39.80	4776	39.80	6368	39.80

c. Steps for computing normal accessorial services allowance. Use the State, County and Independent City Listing (Section 2, Part A) and the Service Area Listing (Section 2, Part B) determine the cost schedule for the shipment's origin. Identify the base weight and the additional hundredweights, or excess weight. For example, if a shipment weighs 7562 pounds, the base weight is 4000 pounds and the excess weight is 3562 pounds. Using Schedule C, above, the base allowance would be \$3,058. The allowance for the excess weight would be calculated by multiplying the excess weight of 35.62 cwt (3562 divided by 100) by the excess weight rate of \$38.23, for a total of \$1,361.75. Adding the base allowance to the excess allowance produces a total normal accessorial services allowance of \$4,419.75.

d. This allowance is applicable only at the origin of the shipment.