



U.S. General Services Administration

Federal Acquisition Service

Rights and Responsibilities for Household Goods Shipments Under CHAMP

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GSA & AMSA Forum, January 30 – February 1, 2007



Employee's Household Goods



- Moving?? What can I take? (i.e. what will the movers move)
 - Household Goods – personal property (unless specifically excluded) belonging to the employee and immediate family that can be legally accepted and transported by a commercial household goods carrier.



Acceptable Items to Move

- Personal Vehicle (POV) (at agency discretion)
- Professional Books, Papers & Equipment
- Vehicles other than POVs that can reasonably fit inside a moving van (motorcycles, jet skis, golf carts, kayaks – mounted or unmounted on trailers)
- Ultralight Vehicles as defined in Chapter 300 of the Federal Travel Regulations





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Exclusions:

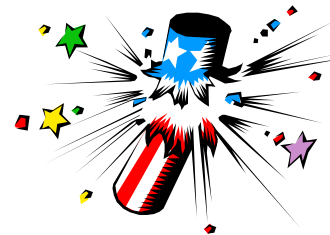
- Airplanes, mobile homes, camper trailers
- Birds, pets, live stock
- Cordwood, building materials
- Property intended for resale or used in a business
- Live ammunition
- Propane gas tanks
- Perishable items, including plants





Exclusions (continued)

- Items that cannot be taken from the residence without damage to the article or residence
- Property liable to impregnate or damage equipment or other property





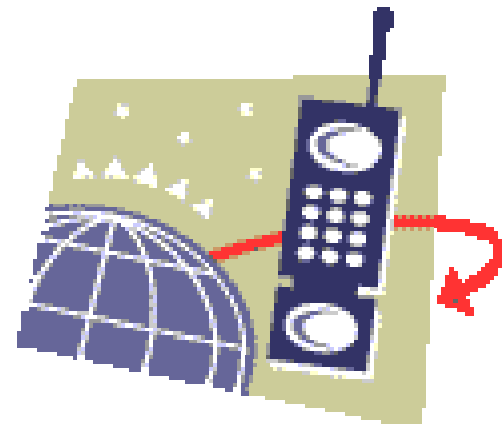
Weight Additives

- A weight added to the net weight of the shipment to compensate for excessive van space taken up by an item.
- Examples of items where a weight additive may be added:
 - Camper shells
 - Canoes, sailboats & other water floating devices
 - Boat trailers
 - Hot tubs/Jacuzzis
- Generally does not apply if an item can be hand carried by one individual &/or can be transported in a standard moving carton.



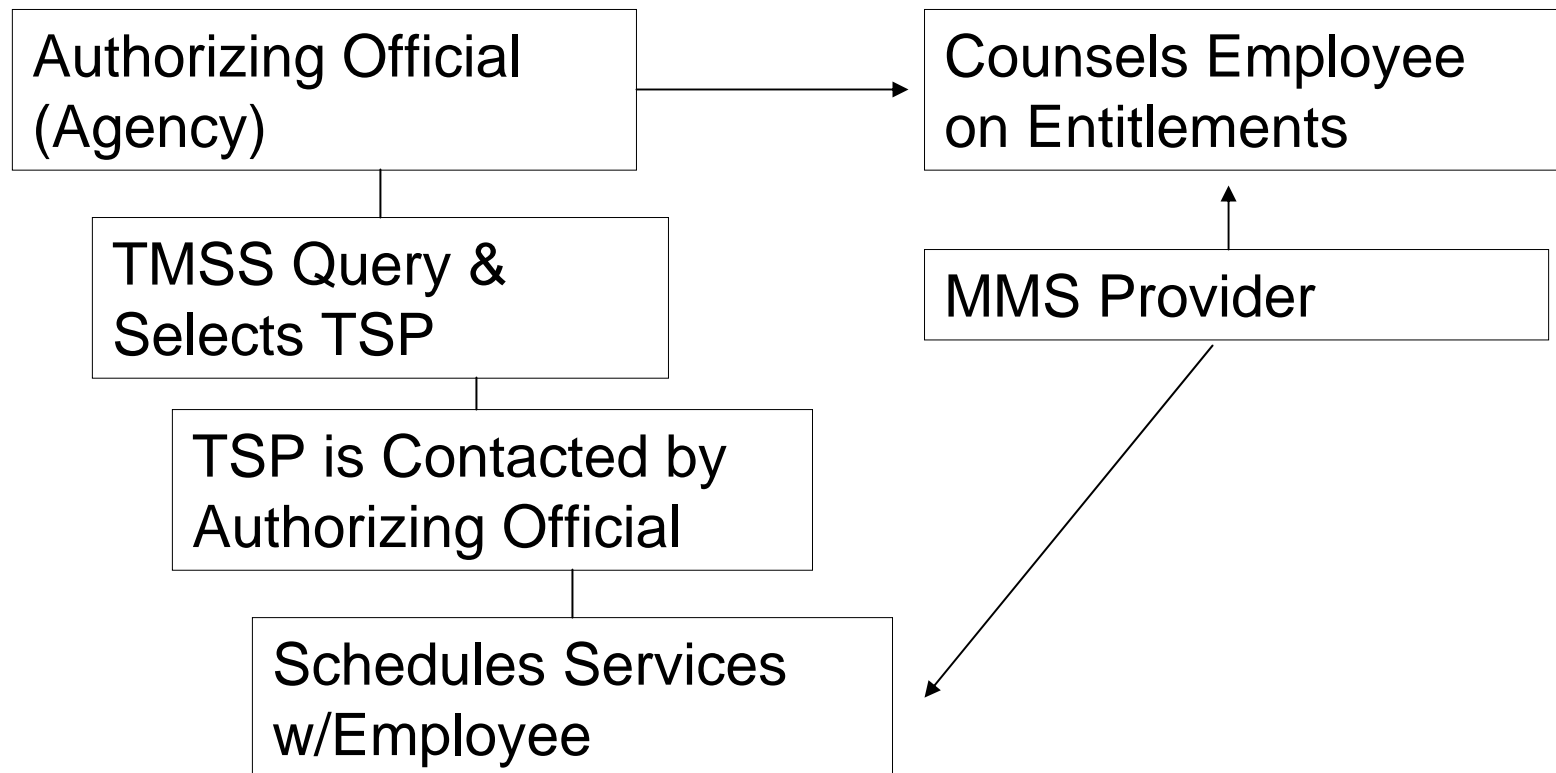
Communication

- Communication between the employee, the move coordinator, and the moving company is vital to the success of the move.
- Questions? ASK!



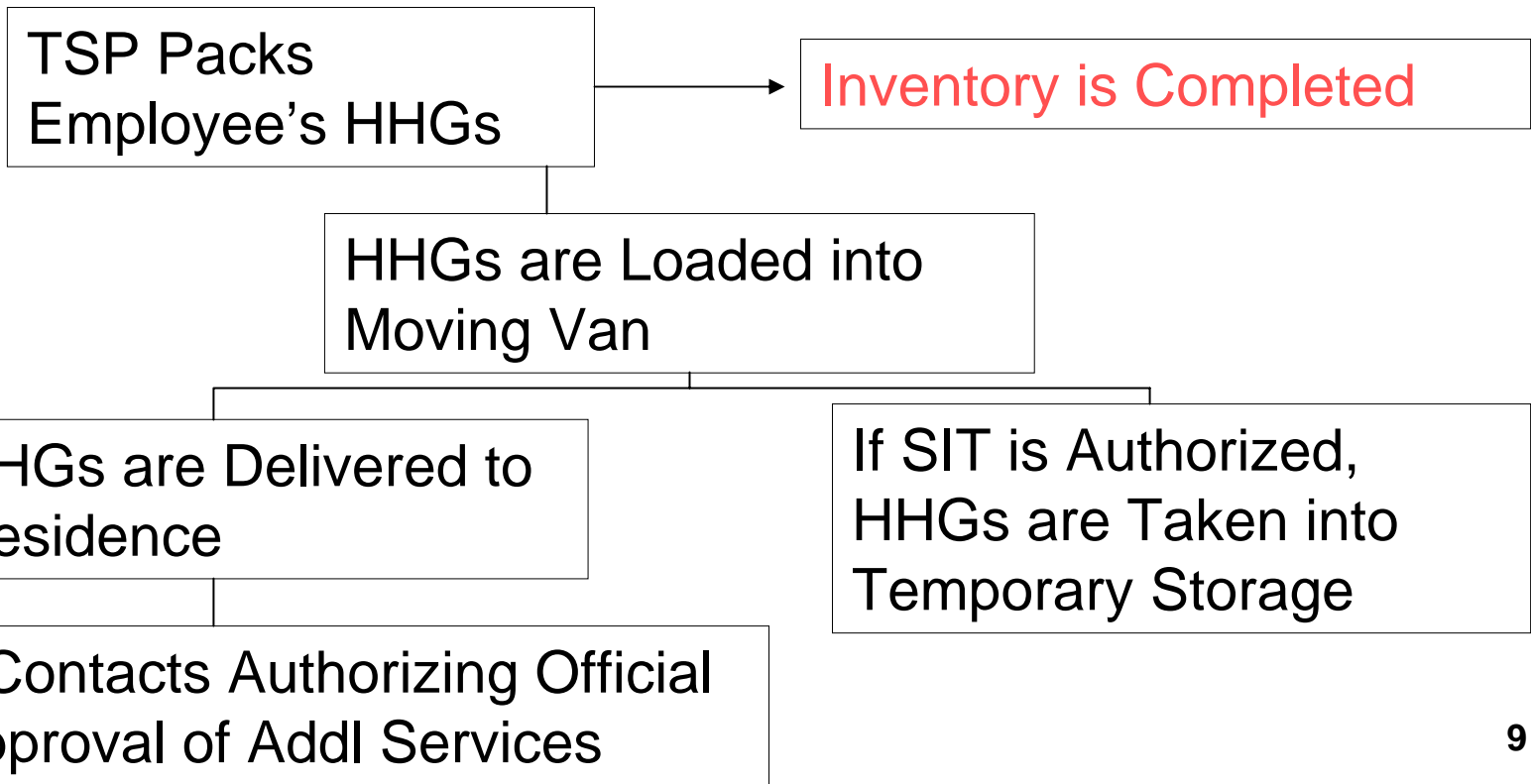


Beginning the Relocation Process





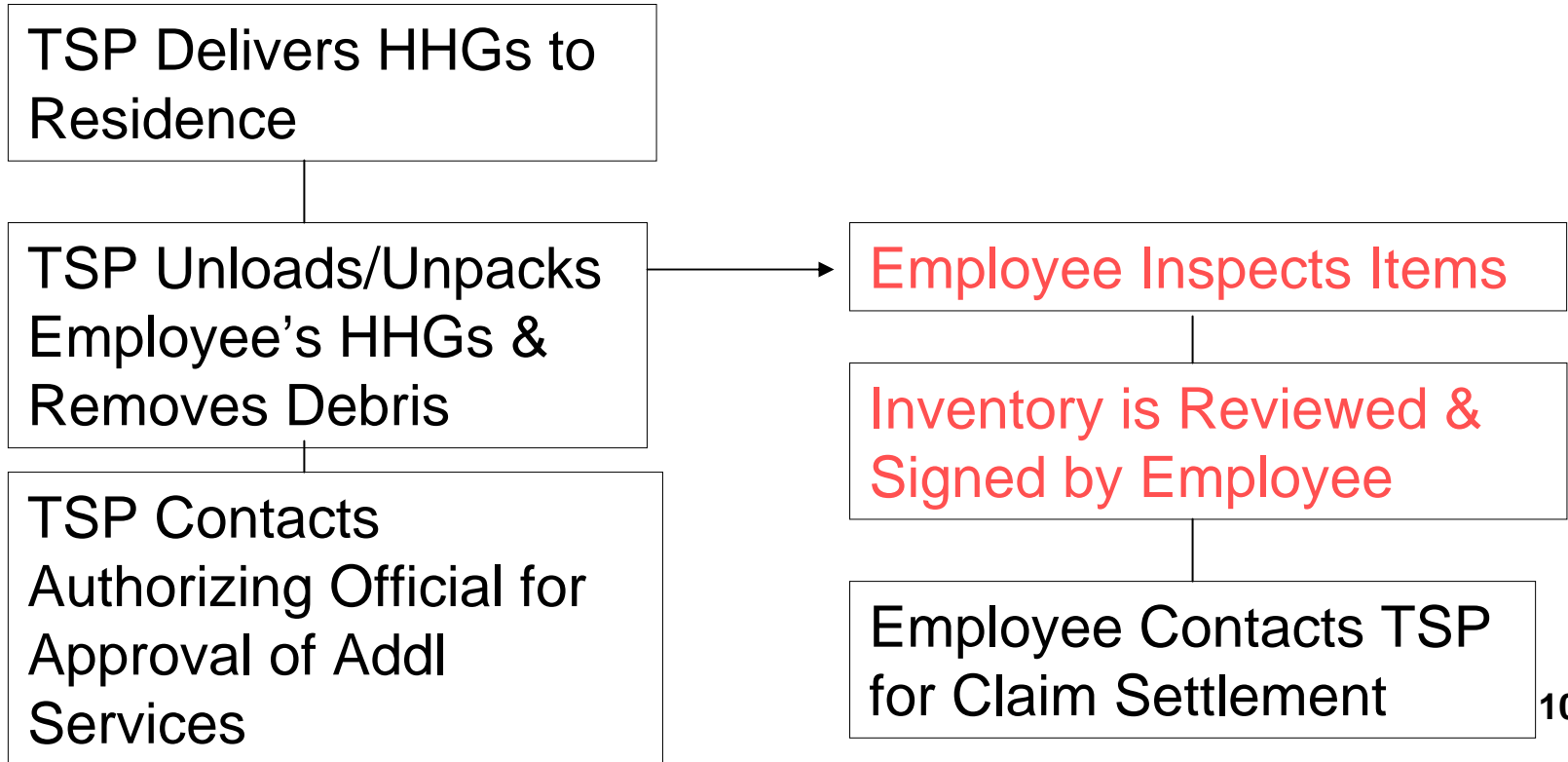
Packing, Pickup, and Delivery of HHGs





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At Destination





Follow-Up After Delivery

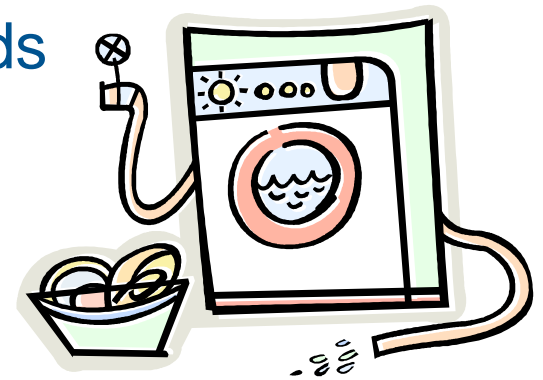
- Employee is responsible for completing GSA Form 3080, Carrier Evaluation
 - Employee forwards to Agency (via e-mail or regular mail)
- Agency is responsible for completing portion of 3080
 - Agency forwards to GSA (via e-mail or regular mail)
- GSA uses scores to rate TSPs
 - Cut off for submitting 3080s to GSA is 2/28 of the calendar year following completion of the move.



TSP Responsibilities – At a Glance

- Preparation of appliances for safe transportation
 - Proper packing of all household goods
 - Washers/Dryers
 - Stereo Equipment

- Does not include:
 - Disconnecting/connecting water or gas lines





TSP Responsibilities – At a Glance

- TSP is not responsible for:
 - Removing items embedded in the ground
 - Removing items secured to a building
 - Assembling/disassembling outdoor articles
 - Utility cabinets/tool & storage sheds
 - Outdoor play equipment
 - TV/radio antennas & satellite dishes



Items may be disassembled by owner & indicated on inventory



Employee Rights

- Disassembly of items at origin / reassembly at destination by TSP
- Identified on Inventory Form
- Example:
 - Bed frame disassembled at origin
 - Hardware (nuts/bolts) secured to disassembled property
 - Identified on inventory form
 - Reassembled at destination



Miscellaneous Expense

- Allowance to defray costs associated with relocating.
- Allowable expenses –
 - Disconnecting/connecting appliances, equipment, and utilities
 - Cutting/fitting rugs, draperies, and curtains
 - Deposits/fees for setting up utilities (not offset by refunds)
 - Medical, dental, and food locker contracts
 - Private institutional care contracts





Miscellaneous Expense - continued



- Privately Owned Vehicle
 - Registration
 - New driver's license
 - Use taxes imposed for bringing into specific areas
- Pet Transportation
 - Dogs, cats and other household pets
 - Limited to transportation and handling costs



Miscellaneous Expense Exclusions

- Losses in buying/selling real or personal property
- Costs of additional insurance of household goods
- Costs of moving additional household goods caused by exceeding maximum weight allowance
- Costs of newly acquired items, such as rugs/draperies (including installation)
- Costs incurred with structural alterations
- Complete List of Exclusions: FTR, Subchapter F, Part 302-16



Miscellaneous Expense \$\$



- Reimbursement through agency's internal travel policy
- Without documentation (i.e. receipts)
 - \$500 or 1 week basic gross pay – whichever is less (no immediate family relocating w/employee)
 - \$1,000 or 2 weeks gross pay – whichever is less (with immediate family relocating w/employee)



Miscellaneous Expense \$\$ (continued)

- Employees may claim more than the \$500/\$1,000 limit under these examples:
 - Must be authorized by the agency
 - Supported by statements of evidence justifying amounts spent
 - Amount cannot exceed basic gross pay of the employee
 - One week for employee moving without family
 - Two weeks with immediate family
 - Amount cannot exceed maximum limitation of a GS-13 salary



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More on Employee Rights / Responsibilities



Employee Rights

- The employee has the right to an on-site premove survey of their belongings.
- The employee has the right to have all allowable HHG items disassembled and reassembled.
- The employee has the right to review and object to the way their property is coded on the inventory at origin.
- The employee has the right to stop the mover's work at any time they believe that to continue would subject them or their possessions to harm.
- The employee has the right to have the mover provide reasonable assistance in the preparation of a claim.



Employee Responsibilities

- The employee has the responsibility prior to pick up to advise the TSP in writing if they want to declare excess valuation.
- The employee is responsible for being present or have a designated agent present as their goods are packed and loaded.
- The employee or agent is responsible for verifying and signing the inventory at origin to ensure that it properly reflects the contents and condition.
- The employee has the responsibility to advise the TSP of everything they intend to move and they must make accessible to the TSP all items which they intend to move, including the attic, basement, and storage sheds.



Employee Responsibilities

- The employee has the responsibility to disassemble before their move and reassemble after delivery, electronic equipment, ice makers, swing sets, antennas, satellites, storage sheds, and other similar articles.
- The employee has the responsibility for disconnecting/reconnecting, gas and/or electric washer/dryers.
- The employee is responsible for draining waterbeds and water hoses.
- The employee is responsible for preparation of grandfather clocks, electronic equipment, hot tubs, pool tables, etc.
- The employee is responsible for the transportation costs to ship the portion of their household goods in excess of 18,000 pounds.



Over 18,000 Pounds

- Magazines and books you no longer want or need
- Clothing that has not been worn for several years
- Empty bottles and jars
- Furniture and appliances that you plan to replace at your new location
- Items in your storage area that you have not used in several years

HAVE A GARAGE SALE



Before The Movers Arrive

- **Keep all items that the employee is taking with them separate and let the packers know before they get started.**
- **If applicable, separate PB&E**
- **Drain any household good item that contains liquid.**
- **Drain fuel and oil from lawnmowers, weed eaters, etc.**
- **Tear down swing sets and other outdoor structures that will be part of the shipment.**
- **Take down curtain rods, pictures, under the counter kitchen appliances, mirrors, and anything else secured to the walls.**
- **If applicable, remove window air conditioners.**



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