

§ 302-7.105

(c) If a commercial HHG carrier is not used, you are responsible for establishing the weight of the HHG, and temporary storage by obtaining proper certified weight certificates. Certified weight certificates include the gross and tare weights. This is required because payment at commuted rates on the basis of constructive weight usually is not possible.

§ 302-7.105 May an advance of funds be authorized for transporting HHG and temporary storage?

An advance of funds may be authorized when the transportation of HHG and temporary storage is authorized under the commuted rate method.

§ 302-7.106 What documentation is required to receive an advance under the commuted rate method?

To receive an advance under the commuted rate method, you must provide a copy of an estimate of costs from a commercial HHG carrier or a written statement that includes:

- (a) Origin and destination;
- (b) A signed copy of a commercial bill of lading annotated with actual weight (or other evidence of actual weight) or a reasonable estimate acceptable to your agency; and
- (c) Anticipated temporary storage period (not to exceed 90 days) at Government expense.

§ 302-7.107 May my HHG be temporarily stored at Government expense?

Yes, HHG may be stored at Government expense incident to the transporting of such goods either at the HHG carrier storage facility or a self storage facility. Storage may be at any combination of origin, en route locations or destination.

§ 302-7.108 What temporary storage expenses will be reimbursed?

The following will be reimbursed:

- (a) Reimbursable temporary storage cost incident to storage at the HHG carriers facility are:
 - (1) Handling in;
 - (2) Daily storage;
 - (3) Handling out; and
 - (4) Drayage to residence.
- (b) Reimbursable cost of storage at a self storage facility. This is the cost of

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the storage space that will reasonably accommodate the HHG transported.

§ 302-7.109 Are receipts required?

Yes, under the commuted rate system, a receipted copy of the warehouse or other bill for storage is required to support reimbursement.

§ 302-7.110 Is there a reimbursement limit?

Yes, reimbursement must not exceed the rates published in the Nationwide Household Goods Commercial Relocation Tariff (issued by the Household Goods Carriers' Bureau, 1611 Duke Street, Alexandria, VA 22314-3482), supplements thereto and reissues thereof.

Subpart C—Actual Expense Method

§ 302-7.200 How are charges paid and who makes the arrangements for transporting HHG, PBP&E and temporary storage under the actual expense method?

Your agency is responsible for making all the necessary arrangements for transporting HHG, PBP&E, and temporary storage, including but not limited to packing/unpacking, crating/uncrating, pickup/delivery, weighing, line-haul, etc., under the actual expense method. Your agency will issue a Bill of Lading or any other shipping document with all charges billed directly to the agency. Any cost or weight in excess of 18,000 pounds will be at your expense.

§ 302-7.201 Is temporary storage in excess of authorized limits and excess valuation of goods and services payable at Government expense?

No, charges for excess weight, valuation above the minimum amount, and services obtained at higher costs must be borne by the employee in the same manner as he/she is responsible for excess transportation costs.

Subpart D—Agency Responsibilities

NOTE TO SUBPART D: Use of pronouns "we", "you", and their variants throughout this subpart refers to the agency.

Relocation Allowances

§ 302-7.303

§ 302-7.300 What policies and procedures must we establish for this part?

You must establish policies and procedures as required for this part, including who will:

(a) Administer your household goods program;

(b) Authorize PBP&E to be transported as an agency administrative expense;

(c) Authorize temporary storage in excess of the initial 90-day limit;

(d) Collect any excess cost or charges;

(e) Advise the employee on the Government's liability for any loss and damage claims under 31 U.S.C. 3721-3723; and

(f) Ensure that international HHG shipments by water are made on ships registered under the laws of the United States whenever such ships are available.

§ 302-7.301 What method of transporting HHG should we authorize?

You should authorize one of the following methods, of transporting an employee's HHG, PBP&E and temporary storage. The selected method should be stated on the relocation travel authorization.

(a) *Commuted Rate System.* For relocation or first duty station assignment within CONUS. This method will be used without regard to the actual expense method, unless that method is more economical to the Government and results in a savings of \$100 or more. Under this system the employee assumes total responsibility for arranging and paying for, at least the following services: Packing/unpacking, crating/uncrating, pickup/delivery, weighing, line-haul, drayage, and temporary storage of your HHG and PBP&E with a commercial HHG carrier or by renting self drive equipment for a do-it-yourself move. When any PBP&E is transported as an administrative expense of the agency, all arrangements (*e.g.*, packing/unpacking, pickup/delivery, weighing, temporary storage, etc.) will be handled and paid for by you the agency.

(b) *Actual Expense Method.* For all shipments OCONUS and where deemed economical to the Government within

CONUS. Under the actual expense method, the Government assumes the responsibility for arranging and paying for all aspects (*e.g.*, packing/unpacking, pickup/delivery, weighing, line-haul, drayage, temporary storage, etc.) of transporting the employee's HHG, PBP&E.

§ 302-7.302 What method of transporting should we authorize for PBP&E?

You should authorize the actual expense method for transporting an employee's PBP&E only when the weight of the PBP&E causes the employee's shipment to exceed the maximum 18,000 pound HHG weight limitation. PBP&E should be weighed prior to shipment, if necessary, so the weight can easily be deducted from the 18,000 pound weight allowance. The PBP&E shipment should then be made separately from the HHG shipment and is an administrative expense to your agency.

§ 302-7.303 What guidelines must we follow when authorizing transportation of PBP&E as an administrative expense?

You have the sole discretion to authorize transportation of PBP&E provided that:

(a) An itemized inventory of PBP&E is provided for review by the authorizing official at the new official station;

(b) The authorizing official has certified that the PBP&E are necessary for performance of the employee's duties at the new duty station, and if these items were not transported, the same or similar items would have to be obtained at Government expense for the employee's use at the new official station; and

(c) You have acquired evidence that transporting the PBP&E would cause the employee's HHG to exceed 18,000 pound maximum weight allowances.

NOTE TO § 302-7.303: PBP&E transported as an agency administrative expense to an OCONUS location may be returned to CONUS as an agency administrative expense for an employee separating from Government service.