



April 2010

Permanent Change of Station Employee Handbook





Above: Zion National Park, Utah; credit: NPS photo
Cover: Canyon Visitor Education Center at Yellowstone National Park, Wyoming; credit: NPS photo



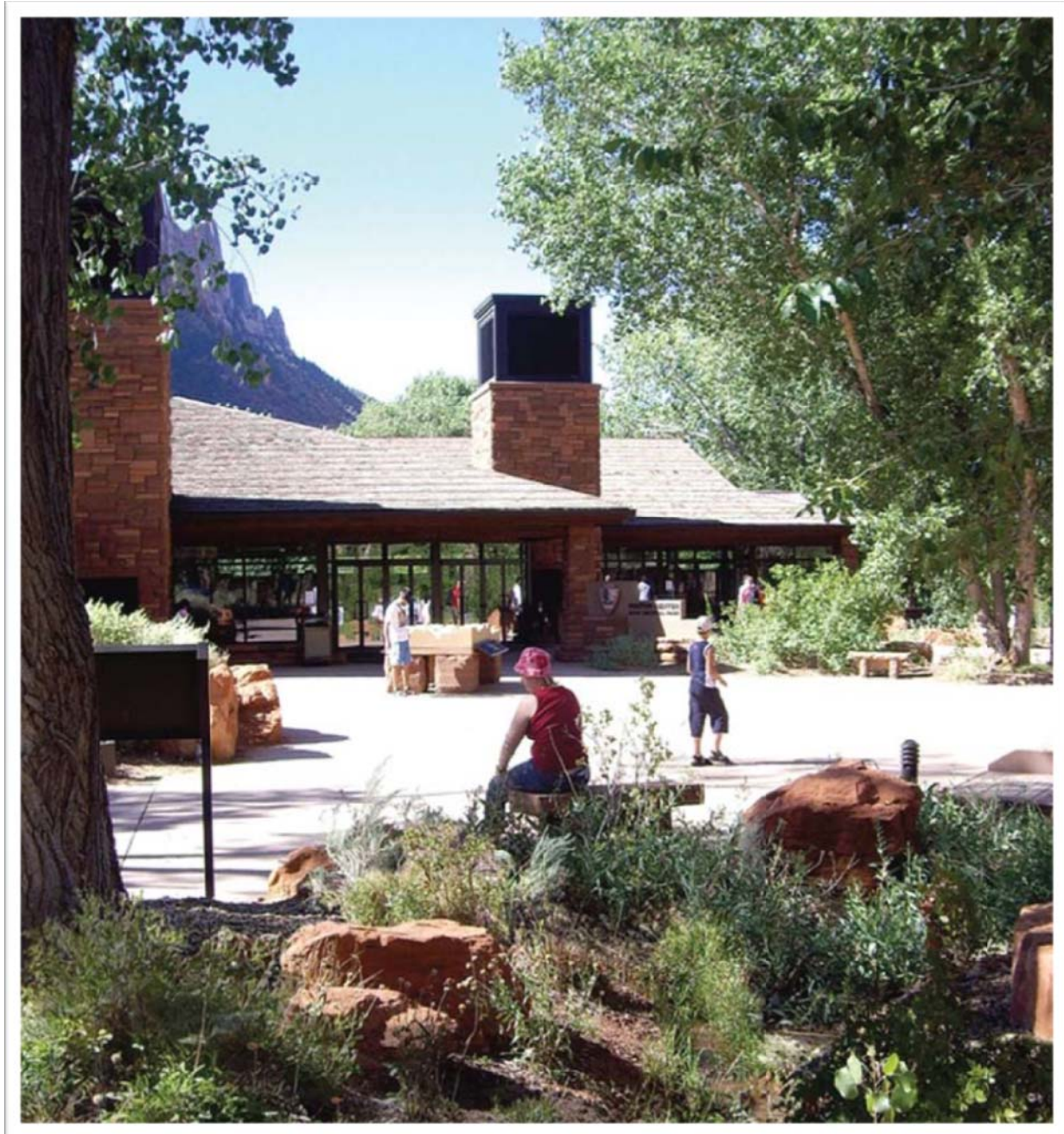
Permanent Change of Station

Employee Handbook

Produced by the
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Accounting Operations Center
Herndon, Virginia

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Washington, DC

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Zion Lodge at Zion National Park, Utah; credit: NPS photo



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Yellowstone National Park, Wyoming; credit: NPS photo



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Employee Relocation Information

Employee Relocation Checklist

Employee Relocation Checklist

In connection with your move, we are enclosing the following documents to be checked off as applicable and/or completed:

- Employee Relocation Allowance Agreement
- Employee Transfer Questionnaire
- Shipment of Household Goods Questionnaire
- SF-1038/Advance of Funds Application and Account
- Subsistence Expenses While Occupying Temporary Quarters
- GSA Form 1485/Cost Comparison for Shipping Household Goods
- Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station.
- SF-1012/Travel Voucher
- Relocation Income Tax Allowance Certificate

Before incurring any relocation expenses, the following documents must be completed and returned to the gaining Regional Office/Park: the Employee Relocation Allowance Agreement, the Employee Transfer Questionnaire and the Shipment of Household Goods Questionnaire. If an advance of funds is desired, also submit the completed Advance of Funds Application and Account. The travel authorization cannot be prepared until the gaining Regional Office/park receives these documents.

The PCS Employee Handbook provides guidelines for completing and submitting the above forms. Do not incur any relocation expenses until you have received an approved written Travel Authorization (DI-1020) or other written notification. Costs incurred before the official travel authorization is prepared may result in your incurring extra non-reimbursable costs if the wrong method of moving household goods is selected or if other costs are incurred which are not authorized.

This handbook provides guidance and information, but the final determination of relocation reimbursement/entitlement will be made based on the existing Federal Travel Regulations and NPS Resource Manual, Relocation Policies allowances are wide-scoped, complex, and subject to occasional change. They are detailed in the Federal Travel Regulations. These regulations, together with the NPS Resource Manual, Relocation Policies and amplifying decisions of the Comptroller General and/or the Civilian Board of Contract Appeals, are the authoritative sources for determining the allowable relocation expenses.



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EMPLOYEE RELOCATION INFORMATION

1. General Information

The regulations covering reimbursement for expenses incurred in a permanent change of station are contained in the Federal Travel Regulations, 41 CFR Chapter 302, and may be found at www.gsa.gov.

**DO NOT INCUR ANY RELOCATION
EXPENSES IN ANTICIPATION OF
RELOCATION UNTIL WRITTEN
NOTIFICATION AND/OR AUTHORIZATION
OF TRANSFER HAVE BEEN RECEIVED.**

It is the responsibility of the gaining Regional Office or park to provide this handbook to the employee. Once a selection is made, the gaining office should forward an SF-52, Request for Personnel Action, to the Servicing Personnel Office.

Employees who are moving to a new official duty station may be authorized applicable relocation allowances when the move is in the interest of the Federal Government and not primarily for the convenience or benefit of the employee. Allowances for moves within the same general local or metropolitan area generally will not be authorized.

A. The current federal employee or transferring employee should complete the Employee Relocation Agreement with original signatures (Exhibit 2 or 2a); an Employee Transfer Questionnaire (Exhibit 3); Shipment of Household Goods Questionnaire (Exhibit 4); SF-1038, and Application for Advance of Funds (Exhibit 5). The employee should return these documents to the Regional Office or park within five days of receiving this packet. The Travel Authorization (TA) cannot be prepared until these documents are received in the Regional Office. Procurement officials responsible for arranging the shipment of household goods will then be able to provide the necessary data to GSA or a GSA service

contract for the subsequent preparation of a bill of lading. The commuted rate may be authorized where a savings of \$100.00 or more is attained between the estimated bill of lading costs and the commuted rate as determined on the cost comparison form. Always allow at least four weeks prior to the desired shipping date.

B. New hires or appointees may be authorized some limited relocation allowances. New appointees include not only individuals who are entering the Federal Government service for the first time, but also individuals appointed after a break in service.

Allowable Expenses for New Appointees

1. Transportation of household goods and personal effects.
2. Temporary storage of household goods and personal effects not to exceed 90 days. An additional 90-day extension may be requested.
3. Transportation of mobile homes, in lieu of shipment or storage of household goods and personal effects.
4. Extended storage of household goods if appointed to an isolated location.
5. Per diem allowance for the appointee only.
6. Transportation costs for the family of the appointee.

The following allowances are not allowable to new appointees:

1. Per diem for family
2. Cost of house hunting trip
3. Subsistence while occupying temporary quarters
4. Miscellaneous expense allowances
5. Lease-breaking expenses
6. Residence sale and purchase expenses

The new appointee should fill out the Employee Relocation Agreement in duplicate with original signatures (Exhibit 2 or 2a) - one to be retained by the employee for his or her records; an Employee Transfer Questionnaire (Exhibit 3); Shipment of



Household Goods Questionnaire (Exhibit 4); and the Application for Advance of Funds, SF-1038 (Exhibit 5) if an advance is needed. These documents must be returned to the gaining park or Regional Office before the travel authorization can be prepared and arrangements made for the shipment of household goods.

An official change of station involves some very complex questions of legality for a multitude of problems and situations. The purpose of this document is not to address every possible problem or set of circumstances, but to briefly advise the traveler on major issues. If there are any travel questions that are not addressed in this document, please direct them to the park or regional administrative staff.

2. Employee Relocation Agreement

When an individual has been formally notified of and has accepted the job offer, he or she must agree in writing to remain in government service for twelve (12) months following the effective date of transfer (Exhibits 2 or 2a). No transfer costs may be incurred before the agreement is signed.

3. Employee Questionnaire

The Employee Transfer Questionnaire (Exhibit 3) is to be completed, not only to facilitate preparation of the travel authorization, but also to obligate funds for the move, as well as to issue an Advance of Funds when required. The form must be completely filled out. Indicate “not applicable” (N/A) where information requested is not pertinent to your move. Incomplete information will delay your move.

4. Travel Authorization

The employee should not incur any expenses until he or she has received the approved written travel authorization or is officially advised that the authorization has been approved. The authorization will state the specific relocation allowances for which the employee is entitled. The gaining Regional Office or park will prepare the travel authorization. A copy of the following

documents must be sent to the Accounting Operations Center (AOC):

1. Personnel Action (SF-50)
2. Travel Authorization
3. Employee Relocation Agreement
4. Employee Transfer Questionnaire
5. Shipment of Household Goods Questionnaire,
6. Application for Advanced Funds, (if applicable, and)
7. Either an updated Direct Deposit sign up form (SF-1199A) or a confirmation that existing vendor information is correct in the Federal Financial System (FFS).

A copy of these forms must be received prior to the issuance of an advance of funds or payment of relocation claims.

5. Advance of Funds

The government-issued charge card may be used for en route travel, advanced house hunting trip, and if authorized, for temporary quarters on a permanent change-of-station move. However, it should be noted that the card has a predetermined monthly credit limit established for travel purposes; this limit is established in the individual’s charge card user agreement. An advance of funds may be requested for the move.

The amount of the travel advance on form SF-1038 will be based on the expected entitlement of an employee for reimbursement of the following expenses:

1. En route mileage and per diem for employee and members of the immediate family to new official station.
2. Advanced house hunting trip (if authorized)
3. Temporary subsistence expenses.
4. Transportation and temporary storage of household goods (when bill of lading is not used).
5. Transportation of a mobile home (when a bill of lading is not used).

No advance of funds allowance may be obtained for the following categories:



1. Real estate transactions.
2. Settlement of unexpired lease.
3. Miscellaneous expense allowance.
4. Shipment of household goods when shipped by bill of lading.

If a travel advance is desired, an SF-1038, Application and Account for Advance of Funds (Exhibit 5) must be submitted to the AOC at least three weeks prior to incurring the costs to assure receipt of the funds. The employee will typically receive the advance within three business days, if the funds are transferred to the employee's bank via electronic funds transfer (EFT). If a Treasury check needs to be issued, the employee will generally receive the funds within ten business days. The amount of the travel advance authorized will be dependent upon whether the employee has a government issued charge card.

Advances will be made in increments. The initial advance may not exceed 80 % of authorized out of pocket expenses for an advanced house hunting trip, en route per diem and the first 30 days of temporary quarters. Funds will be advanced for subsequent 30-day periods, as authorized, with the employee's understanding that a travel voucher will be forthcoming. In no instance will a third advance request be issued, if the employee has not submitted a voucher for their en-route and first 30 days of temporary subsistence expenses. The employee should understand that when an advance is needed for a second and subsequent authorized 30-day period(s), the request should be submitted in time to allow for processing, approval, and issuance of the funds. All subsequent requests must be submitted with an amended travel authorization and letter of approval from their authorizing official, authorizing an extension of temporary quarters.

Please note that the travel advance represents a loan and as such must be adequately justified for a specific travel purpose and must be repaid. Any amounts outstanding, when no vouchers are filed,

for more than 30 days are considered delinquent and will be subject to a salary offset.

6. Allowable Expenses

A. Dual Career Moves

Where more than one member of the same immediate family is employed and transferred in the interest of the Federal Government, each may receive separate relocation benefits. This is generally on the premise that both are being transferred to the same location but at different times. The employee members have two options (Exhibit 11). They must elect either:

1. For both members to be paid separate relocation allowance; or
2. For only one member to be paid separate relocation allowances, in which case the others will be paid allowances as a member of the immediate family.

Non-employee members of the same immediate family (i.e., children) may not receive duplicate allowances when the employee members elect separate allowances; nor may the employee members receive duplicate payment for the same expenses.

When separate relocation benefits are elected, each employee may be reimbursed temporary quarters subsistence expenses based on his or her own separate entitlement for actual expenses incurred, including each employee's claim for one-half their total lodging cost. Each also may be paid a separate full mileage allowance for driving separately to the new station. However, only one miscellaneous expense allowance is payable since only one residence was disestablished and reestablished (Comp. Gen. B-255 824, May 23, 1994) and only one household goods move is allowed as there is only one residence involved.

B. Advance House Hunting Trip

Advance house hunting trips apply only to employees transferring from one federal agency to another or within the same agency. An advance house hunting trip for the employee and spouse traveling together can be authorized when



circumstances indicate the need for such a trip. Under no circumstances should an advance house hunting trip be authorized verbally. The round trip must be accomplished prior to the employee reporting to his or her new official station. If the employee is authorized an advance house hunting trip, temporary quarters subsistence allowance shall not exceed 30 days. The specified time limits are maximum periods, and the normal length of necessary occupancy of temporary quarters is expected to average much less. Temporary quarters should only be used for as long as necessary until the employee can move into permanent residence quarters.

Under extenuating circumstances only, extensions of no more than 15 days may be requested, not to exceed (NTE) a total of 45 days of TQSE. All such requests must be made prior to the end of the first 30-day period.

An advance house hunting trip will not be authorized under the following circumstances:

1. When the employee has not yet formally agreed to transfer to the new duty station.
2. When Federal Government or other prearranged residence quarters are assigned to the employee at the new duty station.
3. When either the old or new duty stations are located outside of the continental United States. However, travel by employee and spouse to seek residence quarters at the new duty station when the employee transferred to Alaska or Hawaii is allowed if authorized by the agency.
4. When the distance between the old and the new duty stations is less than 75 miles apart via usually traveled surface routes.
5. When the trip is for any other purpose than to seek permanent quarters.

The employee must submit to your region's delegated authority, or as authorized in your region's Delegations of Authority, a memorandum

indicating that a house hunting trip is desired for the employee and spouse, employee only, or spouse only; dates of travel; mode of transportation desired; and that he or she is aware that the advance house hunting trip is in lieu of temporary quarters in excess of 30 days.

Only the employee and/or spouse may travel on a house hunting trip at government expense. Dependents are not eligible for a house hunting trip expense allowance. The employee and spouse are entitled to claim per diem not to exceed 10 calendar days (including travel time) and transportation costs in full. The maximum per diem entitlement for the employee or unaccompanied spouse is the locality rate in effect, as prescribed by GSA, for the area where the house hunting trip is made. The maximum daily per diem entitlement for an accompanied spouse is 75% of the employee's rate.

The employee and spouse may be offered a fixed amount per diem rate to make a house hunting trip for a period not to exceed ten days. The purpose of the fixed rate reimbursement is to reduce the administrative process expenses and the Government's overall cost for relocating an employee.

If authorized, the employee may be offered an alternative to be reimbursed a fixed amount without requiring receipts for house hunting trip subsistence expenses instead of the per diem allowance under the lodgings-plus reimbursement method. The fixed amount will be determined by whether one person or two persons will perform the house hunting trip. When only one person will perform a house hunting trip, the amount is determined by multiplying the applicable locality per diem rate by 5. When both the employee and the spouse perform a house hunting trip, a single amount is determined by multiplying the applicable locality rate by 6.25. However, if the employee and the spouse take separate trips, the first voucher will be limited to 5 times the locality rate and the second voucher will be limited to 1.25 times the locality rate. The fixed



amount option should not be offered without weighing the cost of each reimbursement option on a case-by-case basis.

When the two alternatives are authorized, and the election has been made for either the fixed amount or the per diem, the method of reimbursement may not be changed once travel has commenced to either increase or decrease the entitlement. Where the employee and spouse take separate trips, only one method of reimbursement may be authorized. One cannot take the fixed amount while the other takes the per diem under the lodgings-plus reimbursement method.

Generally, the mode of transportation authorized for the house hunting trip should afford a minimum of travel time and a maximum amount of time at the new duty station. Usually, common carriers are the most effective means of transportation. Use of a privately owned automobile (POV) should only be authorized when considered advantageous to the Federal Government.

Relocating employee should consult with the PCS Coordinator on whether a POV should be authorized for a house hunting trip when the driving distance between the old duty station and the new duty station is more than 350 miles. Mileage reimbursement for the house hunting trip is based on the moving expense mileage rate established by the Internal Revenue Service (IRS). IRS guidance is available on the internet at www.irs.gov.

Air travel arrangements should be made by the gaining office and must be procured at the coach class. Payment should also be made by the gaining office on a corporate Government issued credit card. If the total cost of the ticket is less than \$100, the employee should pay cash for the ticket (s). Airline ticket receipt(s) are to be submitted with the reimbursement voucher.

When using common carrier transportation for the house hunting trip, a compact rental car may be

authorized. Taxi fare reimbursement is limited only to transportation between the common carrier terminals and the residence at the old duty station or place of lodging at the new duty station.

Mileage reimbursement to the airport will be at the current POV mileage rate in effect at the time of the trip.

C. En Route Travel Expenses to New Duty Station

Transportation and subsistence expenses will be paid for a one-way trip for the employee and immediate family members from the old duty station to the new duty station.

1. **Per Diem Allowance** - Per diem allowance for a move is based on the standard CONUS rate as set by GSA. The accompanying spouse is entitled to 75% of the employee's rate. Each of the employee's dependent children over 12 years of age is entitled to 75% of the employee's rate. Each of the employee's dependent children under 12 years of age is entitled to 50% of the employee's rate. The spouse may be entitled to the same per diem rate as the employee when the spouse does not accompany the employee and separate travel has been authorized and approved on the travel authorization. However, if the spouse travels separately on the same days and along the same general route, he or she is entitled to three-fourths of the employee's rate. If travel is less than 24 hours where lodging is not required, the rate is reduced.

The standard CONUS rate does not apply for moves to Alaska, Hawaii, Guam, Saipan, or the American Samoa. Per diem rates for those locations are based on the statutory rate established specifically for those locations.

No per diem allowance is payable for transfers when en route travel time between the old and new duty station is 12 hours or less.

If there is an interruption of travel for annual leave, the per diem will not exceed that which would have been incurred on an uninterrupted



travel by the usually traveled short-line route. Leave should be arranged prior to departure from the old duty station. Per diem is not allowed for a day where no travel was made, even though the total trip may average to 350 miles per day.

Immediate family is defined as a member of employee's household, such as dependent parents, siblings, spouse, children, (including stepchildren and adopted children), unmarried and under 21 years of age, or physically or mentally incapable of supporting themselves regardless of age. When claiming dependent parents, siblings, or children over 21, legal documentation must be provided to support that claim. Please note that receipts are required for all lodging and laundry costs. Receipts are also required for any other expenses such as meals costing \$75.00 or more.

2. **Transportation by Privately Owned Vehicle (POV)** -

The use of a POV for transportation requires a minimum driving distance of 350 miles per day. Annual leave is charged for all travel time (exclusive of lieu days) in excess of the time required for the trip based on continuous travel averaging 350 miles per day. An exception to this requirement must be adequately justified with an explanation of the circumstances and the voucher must be approved by the official authorized to approve the transfer. The employee must fully explain and justify any mileage claimed in excess of the short-line distance reflected in the Standard Highway Mileage Guide or MapQuest guide located at www.mapquest.com. An employee may claim up to 10% in excess of the short-line mileage, if fully justified and odometer readings are submitted with the claim. An example of justified excess mileage would be rerouting of travel as a result of road closures due to weather conditions.

The mileage readings at the beginning and end of the trip as well as the date and time of beginning and end of the trip should be recorded. Any personal travel in and about the area where overnight lodging was obtained is not reimbursable.

The authorized mileage allowance for privately owned automobile is based on the moving expense mileage rate established by the Internal Revenue Service (IRS). IRS guidance is available on the internet at www.irs.gov. GSA also publishes the mileage reimbursable rate in a FTR Bulletin on an intermittent basis. You may find the FTR Bulletins at www.gsa.gov/relo.

The relocation mileage rate is fixed, regardless of the number of passengers in the vehicle. If a second vehicle is authorized, the mileage rate for the second vehicle is the same. Bridge and road tolls are allowed in addition to the mileage claim.

Circumstances where the spouse travels separately from the employee must be explained on the travel authorization. The ownership of two cars does not in itself justify the reimbursement for the use of two cars.

Justification for more than one automobile includes:

- a. If there are more members of the immediate family than reasonably can be transported with luggage in one vehicle.
- b. If because of age or physical condition of a dependent, special accommodations are necessary and a second automobile is required.
- c. If employee must report to the new official station in advance of the family
- d. If a member of the immediate family performs unaccompanied travel between authorized points other than those for the employee's travel.
- e. If, in advance of the employee's reporting date, immediate family members must travel to the new official station for acceptable reasons such as to enroll children in school at the beginning of the term.

A memorandum to the official responsible for approving the travel and transportation allowances to the new official station setting forth the reasons for use of more than one automobile must be submitted prior to the actual transfer. If the use of



more than one automobile is not approved, the mileage allowance will be paid in accordance with the above rates as if all persons traveled in one automobile.

Note: Leave taken during travel may affect entitlement to per diem.

3. **Other Means of Travel** - Travel by common carrier is authorized when desirable. In some cases, the transfer of employee and family members may result in the use of both a personal automobile and common carrier.

Airline transportation must be less than first class. For new Appointees, if airfare is \$100 or more, it must be paid with the gaining office's government issued corporate charge card. However, for any moves to parks within the same agency, the employee-issued government charge card should be used. The usual limousine/taxi fares to and from airports will be allowed.

D. Temporary Quarters at New Duty Station

To be eligible for temporary quarters allowance, the old and new official stations must be at least 50 miles or more apart via the usually traveled surface route. "Temporary quarters" refers to any lodging obtained from private or commercial sources to be occupied temporarily by the employee or members of his or her immediate family until more suitable permanent lodging can be obtained. Payments of lodging to relatives and/or friends are not reimbursable unless there are demonstrated justifications that the costs incurred equates to the added costs provided as a result of housing the employee and/or his/her family. As to reasonableness of expenses when staying with relatives, it has been held it is not reasonable for employees to agree to pay relatives the same amounts they would have to pay for lodging in motels.

Occupancy of temporary quarters must have begun and be completed within two years from the effective date of your transfer or appointment.

All members of the family must occupy temporary quarters consecutively.

If the agency offers the fixed amount for temporary quarters subsistence expenses (TQSE), the employee is allowed to choose between the actual TQSE reimbursement and the fixed amount TQSE reimbursement (Exhibit 12). However, the fixed, or less amount TQSE reimbursement is limited to 30 days while the actual TQSE reimbursement may extend up to 120 consecutive days.

1. **Fixed Amount for Temporary Quarters Subsistence Expenses** - Under the fixed amount method, an employee will be allowed up to a maximum of 30 days, three-fourths of the maximum per diem rate for the locality of the new duty station, plus an additional one-fourth for each member of the immediate family. There is no additional reimbursement if the amount is insufficient to cover actual expenses.

No receipts are required for the temporary quarters subsistence expenses under this method. However, in cases where the lodging is purchased by a government issued charge card, lodging receipts are required, as the centrally billed lodging must be accounted for in the allowable fixed rate reimbursement. In deciding whether to offer this option, the potential cost involved must be considered. Reimbursing actual costs could be cheaper to the agency in some situations since the ceiling is based on a standard rate rather than the locality per diem rate. However, the fixed amount system may cost less in other situations due to the lower percentage of the applicable per diem rate.

2. **Actual Expense Method for Temporary Quarters Subsistence Expenses**

a. **First 30 Days of Subsistence Expenses** – Under the actual expense method, an employee will be allowed up to a maximum of 30 days of the standard CONUS per diem rate, plus an additional percentage for each member of the immediate family. Normally,



temporary subsistence will not be authorized if an employee can move directly into government owned permanent quarters. As a general policy, the authorization for actual TQSE will be for a period not to exceed 30 consecutive days. Requests for additional periods of temporary subsistence must be approved and specifically authorized according to your region's Delegation of Authority.

Temporary quarters begin when the employee or any member of the immediate family begins the period of use of such quarters for which a claim is made. The maximum time for beginning allowable travel and transportation is two years. Once temporary quarters have begun, the period runs consecutively and can be interrupted only by temporary duty travel. If an employee moves into his or her permanent residence while awaiting settlement or arrival of household goods, this automatically terminates the temporary subsistence allowance.

- b. Requests for Additional Time in Temporary Quarters – Additional 30 day increments, or less, not to exceed a total of 120 consecutive days, may be granted under extenuating circumstances. If the fixed amount reimbursement has been authorized for TQSE, temporary subsistence may not exceed 30 days under any circumstance. If a house hunting trip was authorized, TQSE will be limited to 30 days maximum. Under extenuating circumstances only, extensions of no more than 15 days may be requested, NTE a total of 45 days of TQSE. A written request must be submitted through your region's delegated authority for approval. Requests should include the following information:
 1. Name and title of employee.
 2. Former official duty station, new official duty station, and beginning date of temporary quarters;

3. Justification for requesting an additional period of time and the number of days required.

All such requests should be made PRIOR to the end of each 30-day period. The extensions for temporary subsistence are not automatic. If it can be shown that the employee has not made a whole-hearted effort to locate permanent housing, requests for extensions will not be granted. Extensions of temporary quarters will be authorized only in situations where there is a demonstrated need for the additional time due to circumstances which have occurred during the first 30-day period, and which are determined to be beyond the employee's control, such as:

1. Shipment and/or delivery of household goods was delayed due to strikes or acts of God, such as hazardous weather, floods, fires, etc.
2. Sudden illness, injury, or death of employee or immediate family member.
3. New residence cannot be occupied because of unanticipated problems, such as delays in settlement or where former owner or tenant has not moved out.
4. Inability to locate a new residence adequate for the family needs due to housing conditions in the area.

Situations that would not generally justify an extension of time in temporary quarters beyond 30 days include:

1. The spouse's continued employment in the old area, which delays the movement of the family to a new area;
2. The children's continued attendance in school(s) at the old duty station, which delays the family's move;
3. Inability to locate permanent quarters (rental, lease, or purchase) in an area of moderate housing availability, due to personal preference and decisions;
4. Personal decisions to have a home constructed;



5. Acceptance of an extended possession date at the time the contract for permanent quarters was signed.

Reimbursement shall be on an actual expense basis for lodging, meals, laundry and cleaning, and tips. Telephone charges, even though made in connection with locating permanent housing, are not allowable. Receipts are required for all lodging and laundry costs (except when coin-operated facilities are used). Lodging receipts must show name, address of lodging and the period of time covered. When possible, lodging charges should be paid with the government issued credit card, as lodging will then be directly billed to the Government. Receipts are also required for those other items of expense where amounts are \$75.00 or more. Employee and Immediate Family Subsistence Expenses (Exhibit 6) must be submitted by the employee, itemizing all temporary subsistence expenses on a daily basis. If the employee utilizes temporary quarters containing cooking facilities and purchases groceries, the grocery costs may either be prorated over the number of days in temporary quarters of claimed in full on the day purchased. Receipts for groceries will be required and must include an itemized list of each item purchased in order to be eligible for the reimbursement. Credit card slips will not be permitted as a receipt. The costs of parking or storing an automobile incident to temporary subsistence are not reimbursable to the employee.

Where a short distance transfer is involved, an employee or members of his or her immediate family will not be eligible for temporary quarters expenses when the distance between the new official station and old residence is not more than 50 miles greater than the distance between the old residence and the old official station.

The temporary quarters rate for Alaska, Hawaii, Guam, Saipan, and American Samoa is based on the statutory rate established for those locations. Reimbursement for temporary quarters within the

conterminous 48 states may not exceed the following:

First 30 days
<ul style="list-style-type: none"> • Standard CONUS rate per day for the employee or spouse unaccompanied by employee.
<ul style="list-style-type: none"> • 75% of employee's rate per day for accompanying spouse.
<ul style="list-style-type: none"> • 75% of employee's rate per day for each family member 12 years or older.
<ul style="list-style-type: none"> • 50% of employee's rate per day for each family member less than 12 years.
Second 30 days
<ul style="list-style-type: none"> • 75% of the standard CONUS rate per day for employee.
<ul style="list-style-type: none"> • 50% of the standard CONUS rate per day for accompanying spouse.
<ul style="list-style-type: none"> • 50% of the standard CONUS rate per day for each family member 12 years or older.
<ul style="list-style-type: none"> • 40% of the standard CONUS rate per day for each family member under 12 years.

Additional days beyond the first 60 days, but not to exceed a total of 120 days, if approved, shall be computed at the same rate as the second 30-day period. Reimbursement will only be for the actual subsistence expenses incurred subject to the maximum allowance provided these expenses are incident to occupancy of temporary quarters and are reasonable as to amount. Moving into permanent type resident quarters on a temporary basis awaiting settlement of permanent residence or arrival of household goods automatically terminates the quarters allowance.

An advance of funds may be authorized in increments of 30-day periods. However, a request for an advance will not be honored if a travel claim has not been submitted for the previous travel advance issued.



E. Transportation of Household Goods

The maximum weight allowable for household goods and personal effects transported is 18,000 pounds for all employees regardless of family status. Employees will be billed for weights in excess of the maximum. Transportation and temporary storage of household goods and professional books, papers and equipment shall not exceed the maximum weight allowance of 18,000 pounds.

The payment for shipping an employee's household goods is based on one of two methods—the actual expense method or the commuted rate method. The Federal Government is to use the actual expense method unless a cost comparison shows that the commuted rate system would be cheaper. Employees in areas outside of the contiguous U.S. (Alaska, Hawaii, etc.) are restricted to using the actual expense method. The responsible NPS official, not the transferring employee, determines which method will be used.

Under the actual expense method, a bill of lading is used. The employee should complete and submit the Shipment of Household Goods Questionnaire (Exhibit 4) at the same time as the Employee Relocation Agreement and Employee Transfer Questionnaire in order for the bill of lading to be processed. The National Park Service selects the carrier, initially arranges for carrier services, prepares the bill of lading, and pays the carrier's bill. With household goods shipped by bill of lading, the shipper does all the packing. After a carrier is selected, a representative from that carrier will notify the employee and arrange a pre-pack survey and answer any questions the employee has regarding movement of household goods.

Under the commuted rate method, the employee makes his or her own arrangements for the transportation of the household goods, pays the carrier's bill, and is reimbursed in accordance with the commuted rate system established by the General Services Administration (GSA). The reimbursement under the commuted rate system is a flat allowance per 100 pounds, which may be more than or less than the employee's actual cost

Claims for reimbursement under the commuted rate method, through the submission of a travel voucher, must be supported by a receipted copy of the bill of lading including any attached weight certificate copies. The employee establishes the commuted rate of the household goods by obtaining proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone). Weight certificates must accompany the voucher claim. The original or certified copy of the receipted warehouse bill for temporary storage must also accompany the voucher claim.

It is mandatory that procurement officials obtain cost estimates from GSA or from a GSA service contractor (SC) to use as a basis for determining which method is appropriate. This is initiated by the completion and submission of Cost Comparison Form 2485 (Exhibit 7) to GSA or an SC. Block 12 of GSA Form 2485 should note whether the carrier will be required to do packing or crating. Other pertinent information not provided for on the form may be included on an attached list. Employees cannot be authorized to ship household goods until the cost comparison and a determination of the appropriate method is made by GSA or the SC, and procurement officials in the field and region. When these determinations are made, the employee will be notified.

If the agency has authorized the bill of lading method of shipment of household goods and the employee chooses not to use this method, the employee is entitled only to the actual expenses incurred in the move, such as mileage of vehicle used in the shipment and actual cost of U-Haul rental, etc. not to exceed the lowest bid commercial carrier provided by GSA or SC on their cost comparison.

Snowmobiles and vehicles with two or three wheels, such as motorcycles, mopeds, jet skis, small canoes and boats, and go-carts may be shipped as household goods. Satellite dishes and waterbeds may be shipped as household goods if they have been disassembled. The cost of



disassembling and reassembling is the responsibility of the employee.

These items are not allowed to be shipped as household goods: automobiles, trucks, vans and similar motor vehicles, airplanes, mobile homes, camper trailers, farming vehicles, live animals, birds, fowl, reptiles, cordwood, building materials and property for resale, disposal or commercial use rather than for use by the employee or the immediate family.

Excess Weight - Under the bill of lading method, when the weight of the household goods exceeds the maximum limitation, the total quantity may be shipped on the bill of lading, but the employee reimburses the Federal Government for the shipment and other charges applicable to the excess weight computed from the total charges according to the ratio of excess weight to the weight of the shipment. Charges for the excess weight will be either deducted from the employee's reimbursement voucher or, if the transportation bill is received after the claim is processed, a bill for collection will be issued to the employee, or the amount may be deducted from the employee's salary.

Liability - Selecting an appropriate release valuation is an important element of a household goods move. The release valuation establishes the carrier's maximum liability should loss and/or damage occur in shipment. It is similar in concept to insurance, in that it provides financial protection to the employee for his or her personal belongings.

When the services are acquired through GSA or an SC, the release value shipments will be handled under the Full Value Service at no costs to the government. The employee has the option to increase the valuation. Any excess valuation charges will be paid on the bill of lading to the transportation carrier, but will subsequently be billed to the employee.

Full Value Service provides a guarantee that the carrier will either replace the articles lost or damaged while in the hands of the carrier's custody, will reimburse for full replacement cost,

or will provide for satisfactory repairs. This is covered under GSA household goods tender of service, which is also used by the SC.

The shipment value is determined by multiplying \$5.00 times the net weight of the shipment. If the employee requests a greater value, an increase in value charge (\$0.85 per \$100) will apply to the excess in addition to the storage valuation charge for the excess at \$0.18 per \$100 of value. For example, a shipment weighing 7,000 pounds with a declared full value of \$40,000 would result in an excess valuation charge as follows:

1. Line-haul Base Value (\$5.00 x net weight of shipment) = \$35,000	
Excess Valuation Charge (\$50,000 - \$35,000 = \$15,000 x \$0.85/100)	\$127.50
2. Storage in Transit: Excess valuation charge covering the 415,000 excess of base value (\$0.18/100 x \$15,000)	27.00
Excess Valuation chargeable to employee	\$154.50

Any article of extraordinary (unusual) value that is part of a household goods shipment should be identified in writing to the moving company prior to packing and loading. Extraordinary articles are those that have a value greater than \$100 per pound (i.e., jewelry, coins, precious stones, antiques, computer software, etc.).

Under the actual expense and the commuted rate methods, the employee deals directly with the carrier or agent to settle loss and damage claims. However, if you are using the services of an SC, they will work on your behalf.

Any insurance claims for household goods damaged during shipment must be documented between the carrier's representative and the employee and the employee must settle with the carrier for any damages before the Federal Government becomes a party to a claim against the Federal Government.



F. Shipment of Professional Books and Equipment

The shipment of professional books, papers, and equipment is allowable in addition to the maximum weight allowance established for the transportation of an employee's household goods and personal effects. Professional books, papers, and equipment are defined as those specialized items that are personally owned by the employee, but are for the use in the performance of his or her official duties.

If the weight of professional books, papers and equipment would cause a shipment to be in excess of the maximum weight allowance, such items may be transported as an administrative expense. However, these must be weighted separately from the household goods. The employee must provide an itemized listing of the professional books, papers, and equipment to the gaining Regional Office for review and certification. The approving official must certify that such items are necessary in the proper performance of the employee's duties at the new duty station and that similar items would have to be obtained by the government for the employee's use at the new duty station. Shop fixtures, furniture, bookcases, file cabinets, desk, racks, and sports equipment do not qualify as professional equipment.

G. Transportation of Mobile Homes

An employee may be authorized, in lieu of shipment of household goods, an allowance for transportation of a mobile home or houseboat within the continental United States. The mobile home or houseboat must be for use as a residence and the travel voucher must include a certification that the mobile home is for use as a primary residence for the employee and/or immediate family at the new destination.

Allowances may be paid to the employee to transport the mobile home by commercial carrier or by private means or, if it is in the Federal Government's interest, the area or office may assume responsibility for transportation of the mobile home and issue a bill of lading to pay the costs.

Allowable costs include carrier's charges for actual transportation, fares, tolls, taxes, fees fixed by state or other authorities for permits to transport mobile homes and carriers' service charges for obtaining necessary permits. Costs of maintenance, repairs, storage, insurance for valuation above carrier's maximum responsibility and charges designated in tariffs as "special service" are not allowable.

When the mobile home is not transported by commercial carrier, 11 cents per mile is allowed as reimbursement for all transportation costs. This allowance is in addition to the allowance authorized for a personal automobile. Such allowance is in lieu of a separate movement of household goods.

The total allowance is limited to the constructive amount which would be allowable for transportation and 90 days temporary storage of the employee's maximum (18,000 pounds) allowable household goods. If a bill of lading is used, the employee is not entitled to any additional allowance for the transportation of the mobile home and is charged for any costs in excess of the maximum allowance.

H. Transportation of Privately Owned Automobile

The cost of transporting a privately owned vehicle shall not be authorized unless such transportation is advantageous and cost-effective to the Federal Government. The approval of transporting a private automobile within the continental United States (the contiguous 48 states), is to be granted only when accelerating the employee's arrival and early work availability at the new duty station will benefit the National Park Service. A cost comparison must be made of the benefits derived by shipment of the privately owned vehicle versus requiring the employee or a member of the employee's immediate family to drive the vehicle to the new duty station. It is not permissible to ship one POV and drive another POV to the new official station. The only exception is when there is a compelling reason that the employee's family cannot



accompany the employee to his or her new duty station.

A separate bill of lading will be required to ship the vehicle under object class 224L. It should be noted that if POV is shipped, there is no authority to reimburse airfreight charges or excess baggage charges for personal items shipped within CONUS. In addition, the cost of commuting at the new duty station is not reimbursable either.

When employees transfer to Alaska, Hawaii, Guam, American Samoa, or Saipan, they may request authorization to ship their privately owned vehicle at government expense. The area receiving the request in coordination with the Regional Office determines that all the conditions are met under the 41 CFR 302, Federal Travel Regulations, Part 10, Allowance for Transportation and Emergency Storage of Privately Owned Vehicles. The area superintendent submits the request through the Regional Finance Office requiring the approval of your region's delegated authority. A copy of the approved authorization goes to the appropriate park or office procurement so that they can prepare the bill of lading to ship the vehicle. The park or office procurement staff makes arrangements with the carrier and the employee to ship the vehicle.

In either case, while waiting for the arrival of the vehicle at the new duty station, any local transportation expenses incurred, such as renting a car, taxicabs, or taking public transportation to commute at the new duty site, are not reimbursable.

I. Temporary Storage of Household Goods

Temporary storage for the maximum allowable weight is authorized up to 90 days. The initial 90-day period may be extended an additional period not to exceed 90 days under certain conditions. Storage is generally financed by the same method (bill of lading or commuted rate) as the shipment of household goods. Reimbursement claims for storage under the commuted rate method must be supported by the carrier bill.

J. Non-Temporary Storage of Household Goods

Extended storage of household goods may be authorized for assignments outside the continental U.S. not to exceed the length of the assignment plus one month before and a reasonable period thereafter to be determined under the particular circumstances.

Extended storage may be authorized not to exceed a maximum of three years, for employees assigned to remote or isolated stations in the continental U.S., when quarters (private or government-owned) will not accommodate the household goods. Request for approval of non-temporary storage should be addressed to your regions delegated authority.

K. Residence Transactions

To be eligible for reimbursement of expenses incurred in the sale of a residence, the property being sold must have been the employee's residence when first definitely informed by competent authority of the transfer, and the employee's interest in the property must have been acquired before being informed of the transfer. The title to the residence being sold or purchased must be in the name of the employee, one or more members of the immediate family, or a combination of both. Refer to FTR 302-11.100 through 302-11.106 for equitable title interest in the residence.

The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested must not be later than two years after the date on which the employee reported for duty at the new official station, except that an appropriate additional extension of time not in excess of two years may be authorized or approved when it has been determined that circumstances justifying the exception exist which precluded settlement within the initial two-year period. Each case must be determined on an individual basis. The request for an additional period of extension must be approved by your region's delegated authority, no later than 30 days following the expiration of the initial two-year period.



“Employee Application for Reimbursement of Expenses Incurred upon Sale or Purchase (or both) of Residence upon Change of Official Station” (Exhibit 8) must be completed and submitted with the travel voucher. This document is also helpful in highlighting items for which the employee may be reimbursed. Vouchers for residence transactions must include all supporting documents, such as purchase and/or sales agreements, escrow statements, property settlement documents, loan closing statements, and invoices or receipts for bills paid. Expenses listed below are reimbursable in connection with the sale and/or purchase of a residence, provided they are customarily paid by the seller of a residence in the locality of the old official station or by the purchaser of a residence at the new official station:

1. Commission or broker’s fee on sale of residence.
2. Advertising and selling expense if no broker or agent is used.
3. FHA or VA fee for loan application.
4. Loan origination fee limited to 1% of the purchase price. A higher rate is allowable if the employee shows clear evidence that the higher rate does not include prepared interest points, or a mortgage discount and that the higher rate is customarily charged in the locality.
5. Credit reports.
6. Mortgage and transfer taxes.
7. State revenue stamps.
8. Charge for prepayment of a mortgage in connection with the sale of residence not in excess of three months interest on the loan balance.
9. Mortgage title insurance policy:
 - Lender’s Coverage on purchase of residence only.
 - Owner’s Coverage on Sale/Purchase of residence, if prerequisite to financing.
10. Appraisal fees.
11. Fees for notarizing deeds and other documents.
12. Escrow fees for preparation of deeds and settlement statements.
13. Termite inspection.
14. Notary Public fee.

The following items of expense are not reimbursable:

1. Interest on loans, points and mortgage discounts.
2. Property taxes.
3. Operating or maintenance costs, such as lawn service, home inspections, and express mail.
4. No fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, such as loan or mortgage discount points and tax service fees.
5. Expenses that result from construction of a residence.
6. Loss on the sale of the residence.
7. Owner’s title insurance policy.
8. Membership fees in condominium or cooperatively owned homes.
9. Mortgage insurance to insure the lender against possible default on the mortgage by the purchaser.
10. VA funding fee.
11. Mortgage guaranty insurance.
12. Fee for release of liability, FHA.
13. Home warranty.
14. Flood insurance.
15. Forfeited earnest money.

Overall reimbursement limitations are as follows:

1. In connection with the sale of the residence at the old official station, reimbursement shall not exceed 10% of the actual sale price.
2. In connection with the purchase of a residence at the new official station, reimbursement shall not exceed 5% of the purchase price.

L. Property Management Services

When an employee is transferred to a foreign area, the agency may offer to contract with a relocation services company to manage the residence at the old duty station. For this part, a non-foreign area is the United States, its territories or possessions, the Commonwealths of Puerto Rico or the Northern Mariana Islands.



Currently, the National Park Service has not elected to have available the option of the property management services.

M. Settlement of an Unexpired Lease

Expenses of unexpired lease are reimbursable when:

1. Terms of the lease provide for payment of settlement expenses.
2. Such expenses cannot be avoided by sublease or other arrangement.
3. Employee has not contributed to the expense by failing to give appropriate lease termination notice promptly after employee has definite knowledge of the transfer.
4. Broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

The voucher must show itemization of expense and evidence that the expense was incurred and paid by the employee (receipt). A copy of the lease is also required.

N. Miscellaneous Expense Allowance

This allowance is for the purpose of defraying various contingent costs associated with discontinuing a residence at one location and establishing a residence at a new location. Types of costs are:

1. Fees for disconnecting and connecting appliances, equipment, and utilities.
2. Fees for cutting and fitting rugs, draperies, and curtains.
3. Cost of automobile registration, driver's license, etc.
4. Transportation costs for dogs and cats.
5. Utility deposits that are not offset by eventual refunds.
6. Forfeiture losses on medical, dental, and food locker contracts that are not transferable; and contracts for private institutional care provided for handicapped or invalid dependents, which are not transferable or refundable.
7. Fees for unblocking, blocking, and related

expenses in connection with relocating a mobile home.

8. Federal Express, telephone calls, and other related expenses for the sales of the real estate at the old location.
9. Animal quarantine fees assessed by the State of Hawaii as a condition to the entry of household into the state.

Types of costs not covered are:

1. Costs of newly acquired items, such as the purchase or installation of new rugs, or draperies.
2. Higher income taxes, real estate taxes, sales taxes, and other taxes, which result from establishing residence in the new locality.
3. Fines imposed for traffic infractions en route to the new official station.
4. Losses in selling or buying real or personal property.
5. Costs reimbursed under other provisions stated in these guidelines.
6. Additional costs for excess weight limitation.
7. Accident insurance premiums incurred in connection with travel to a new official station.
8. Damages or loss of personal effects.
9. Medical expenses due to illness or injuries while en route or living in temporary quarters.
10. Costs incurred for structural alterations; remodeling; repairing appliances or equipment.

Allowances in the following amounts will be paid without support or other documentation of expenses:

1. \$500.00 or the equivalent of one week's basic compensation, whichever is the lesser amount for an employee without an immediate family.
2. \$1,000.00 or the equivalent of two week's basic compensation, whichever is the lesser amount for an employee with an immediate family.

An amount in excess of that specified above may be claimed provided the entire amount claimed is



supported by an itemization of expenditure and receipts evidencing the expenses incurred. In no instance will the allowance amount exceed a weekly or biweekly salary rate of a GS-13, step 10.

7. Intra-Area Moves

Occasionally it is necessary to require an employee to move from one government quarter to another without a change in official station. Such moves are not considered transfers of official station and relocation allowances may not be paid to the employee. However, the expenses of moving the employee's household goods where the move is not subject to relocation allowances, but is in the government's interest may be paid directly by the Federal Government. Moves of this type may be accomplished by government truck or the Federal Government may rent or otherwise provide equipment and services to move the employee.

When the employee is transferred to a new official station within the same area and the move is in the interest of the Federal Government and at their request, eligibility for reimbursement of relocation benefits will have been established provided:

1. The duty assignment change is permanent rather than temporary or seasonal.
2. The move is in the interest of the Federal Government.
3. The move is documented by an official personnel action (SF-50).
4. The employee agrees in writing to remain in government service for 12 months following the effective date of transfer.
5. The move is at least a 50 miles distant from the old duty station and the new duty station.

Intra-area moves that are official changes of station entitle employees to certain allowances. However, superintendents and authorizing officials have some discretion in authorizing how a move is accomplished. Employees and family may be paid per diem and mileage and be reimbursed for other expenses, but they may be limited in moving household goods by government vehicle or similar

limitations as determined appropriate and most advantageous to the Federal Government in the particular circumstances. Per diem is not allowable when en route travel time between the old and new duty station is twelve hours or less.

Intra-area moves must be carefully administered in regard to the miscellaneous expense allowance. Reimbursement for miscellaneous expenses may not be authorized without a specific indication that the employee incurred some expense. In intra-area moves some of the expenses, such as automobile registration fees, driver's license, etc. that are normally covered by the miscellaneous expense allowance are usually absent. The area superintendent would want to review the individual circumstances and determine if the employee has incurred some expense. Travel claim for actual costs (with receipts furnished to support the amount claimed) will not be processed without approval by the superintendent.

8. Temporary Change of Station

The determination to use TCS is based upon what is necessary to accomplish the purposes of the agency effectively and economically (e.g., the total costs of providing TCS would be a lot less costly than the allowable per diem for the duration of the assignment).

The following individuals would NOT be eligible for TCS:

1. A new appointee.
2. An employee assigned to or from a state or local government.
3. An intermittent employee.
4. An individual serving without pay or at one dollar a year.
5. An employee assigned under the Government Employees Training Act.

Temporary change of station can only be authorized for a long-term assignment of not more than 30 months and not less than 6 months. Once TCS is authorized, the employee may not



elect payment of temporary duty travel allowances. A service agreement is not required for TCS.

Expenses that are allowable under TCS are:

1. Travel, including per diem for the employee and his or her family as specified under FTR 302-3, the same as for PCS.
2. Transportation and temporary storage of household goods.
3. Transportation of mobile home in lieu of transportation of household goods.
4. Miscellaneous expenses as allowed under PCS.
5. Transportation of a privately owned vehicle if justifiable.
6. Relocation income tax allowance.

Non-temporary storage of household goods may be allowed for the duration of the long-term assignment. However, the maximum combined weight is 18,000 pounds net weight. If the transportation and non-temporarily store household goods exceed the maximum weight allowance, the employee will be responsible for any excess costs. This will require the employee to obtain weight certifications.

Upon completion of the assignment, the employee will be allowed the same entitlements specified in one through six above for his or her return trip to the previous official station. Temporary quarters subsistence expenses are NOT allowable once the employee has reached his or her temporary official station under TCS. The employee will be responsible for his or her own living arrangements.

9. Reimbursement Procedures

Reimbursement claims for allowable expenses should be filed as soon as possible after arriving at the new official duty station. Due to the limited amount of travel advance that may be granted, it is imperative that the reimbursement voucher(s) be submitted in a timely manner.

Reimbursement claims for other allowable expenses should not be held awaiting the completion of real estate transaction if settlement is

not to be completed right away. A travel voucher is to be filed within five days after the en route travel has been completed. Where temporary quarters are involved, a voucher should be filed within five days after the first 30 days of temporary quarters and each 30 days thereafter. Reimbursement claims are to be submitted on SF-1012, Travel Voucher (Exhibit 9).

Documentation Required: SF-1012, Travel Voucher must include the following information:

1. Names of immediate family and ages of each child. If some member of the immediate family is to travel at a later date, notation should be made on the voucher.
2. Odometer readings are required. Toll roads and bridge tolls are listed individually.
3. Period of annual leave must be shown on voucher.
4. Depending on the method of transporting household goods, certain documentation is required to support the travel voucher.
 - a. If an employee transports the household goods at actual cost (limited to bill of lading), all receipts for cost incurred must be submitted in addition to weight certificates and evidence of points or origin and destination.
 - b. If an employee transports the household goods at the commuted rate, the weight must be established by submitting the proper weight certificates showing gross weight (weight of vehicle and goods) and tare weight (weight of vehicle alone). Evidence showing points of origin and destination such as a U-Haul invoice, must also accompany the claim.

Each voucher should be marked "Partial # 1," "Partial # 2," etc. and the last claim should be marked "FINAL."

Receipts are to be kept in a logical order. If they are difficult to read, they should be annotated. A useful suggestion is to tape the receipts in chronological order to a blank piece of 8-1/2" x 11" paper. Submitting a voucher with loose receipts



will only slow the processing of the voucher and may cause it to be returned for clarification. Meal and lodging receipts should clearly show the number of people in the party and must be itemized to show individual charges.

Do not assume someone will understand an unusual entry on the voucher. If you are claiming something unusual or extenuating circumstances apply, even if it was authorized or you know it is allowable, annotate the entry, enclose a copy of the authorization, and explain the situation. It will help the voucher examiner to process the voucher more quickly. Understand that the person processing the voucher will know nothing about you or your trip except what is on your travel authorization and subsequent voucher claim(s).

10. Treatment of Relocation Allowances for Income Tax Purposes

In accordance with the Tax Reform Act of 1976 (Public Law 94-455), all amounts paid directly to the employee or paid indirectly by the Federal Government (Bills of Lading and Government Transportation Requests) in relocating an employee from one official station to another must be considered in determining what is required to be included in the employee's gross wages and reported on Form W-2, Wage and Tax Statement in the year that the Federal Government reimburses the employee or the shippers (bill of lading) and carriers (GTR) for the costs of the move. Conversely, employees may claim their allowable relocation expenses as deductions if it was included in gross income by filing Form 3903, Moving Expense Adjustment with their tax return, Form 1040. Information on how to claim the moving expense allowance on Federal Income Tax Return (Form 1040) can be obtained by referring to Internal Revenue Service publication 521, Tax Information on Moving Expense, and/or IRS Form 3903. Federal tax withholdings are made at 28% and state tax withholdings are in accordance with the particular state. There will also be a 1.45% Medicare deduction or 7.65% FICA deduction as applicable. Based on legislation, these percentages will change each year.

The reimbursement for the cost of shipment of a POV is not reportable as income and consequently will not be covered by the relocation income tax allowance.

For all reimbursements that are reported as income, the Accounting Operations Center (AOC) will apply tax withholdings on all moving expense items except:

1. Transportation of household goods.
2. En route transportation of employee/family.
3. Lodging expense during en route travel.

When a change of station occurs, a Travel-Related Taxable Income Summary Sheet (Exhibit 13) and the Permanent Change of Station Expenses form (Exhibit 13b) are completed by the Travel Section in the Accounting Operations Center at the time the employee's change of station claim has been processed and paid. The Schedule of Reimbursable Moving Expenses (Exhibit 13a) and the reimbursement voucher are returned to the employee. The forms will indicate the total gross income included on Form W-2, the federal and state tax withheld and the net payment to employee. It is the responsibility of the employee to retain these documents to aid in the preparation of his or her income tax returns.

Public Law 98-151 authorized reimbursement for part of the additional federal, state, and city income taxes incurred by an employee because of certain relocation expense reimbursements. The purpose of the relocation income tax allowance (RITA) is to reimburse transferred employees for "substantially all" taxes incurred because of reimbursed moving expenses. However, the formula in the Federal Travel Regulations is not to accommodate an employee's unique circumstances which may differ from the assumed circumstances stated in Federal Travel Regulations 302-17.8. The RITA calculation only takes into consideration earned income, not investment income from interest and dividends. As a result, employees may have taxable income boosting them into a higher tax bracket, and the RITA will not cover all of it.



The withholding tax allowance (WTA) will be computed at the time the reimbursement voucher is processed by the Accounting Operations Center. The WTA is a flat rate calculation regardless of the employee's tax bracket. This allowance is a prepayment of the (RITA) for the anticipated additional federal, state, and local income taxes incurred by the employee because of certain relocation expense reimbursements. The claim for RITA must be filed in the calendar year following the year in which relocation reimbursements have been paid and reported on the employee's form W-2. A Relocation Income Tax Allowance Certification (Exhibit 10), copies of form(s) W-2s, and SF-1012 travel voucher, must be submitted for the claim by the due date established by the AOC following the end of the calendar year for which the employee has received reimbursement for his or her move. The Accounting Operations Center will calculate the actual amount to be reimbursed to the employee. The employee does not need to claim a dollar amount on the travel voucher. If WTA payment exceeded the total RITA amounts, the employee will be required to pay the difference. If WTA was paid and the employee has not filed his or her RITA claim by the date established by the AOC which is listed in the RITA memo on the website; in the calendar year following the year in which the WTA was withheld, a bill for collection will be issued to collect the amount of WTA paid from the employee.

Please note that the settlement of applicable income taxes regarding relocation reimbursements is a personal matter between the employee and the Internal Revenue Service when the annual tax returns are prepared. The National Park Service, as an employer, is involved only in the recording and reporting of income and the amount of taxes withheld as specified by law.



11. Most Frequently Asked Questions

1. What does PCS stand for?
 - 1A. PCS is the acronym for Permanent Change of Station.
2. What are the entitlements for first duty or training appointments?
 - 2A. First duty appointments have limited reimbursement. Please refer to FTR 302-3.2 for more information. The entitlements are transportation of employee and family members, per diem for the employee only, shipment and storage of household goods, shipment of mobile home in lieu of shipment of household goods, and shipment of POV if the first duty station is outside of conterminous United States (with proper approval).
3. May I travel/move without a travel authorization?
 - 3A. No, you must have your completed approved travel authorization before incurring any relocation expenses. See FTR 302-2.2
4. May I get an advance for my relocation?
 - 4A. Yes, for certain items you can get an advance of 80% of anticipated costs. These items are: en route per diem, en route mileage, first 30 days of temporary quarters, house hunting expenses (if authorized). A government issued charge card can be used for Centrally Billed Lodging (CBL).
5. Do I need to keep receipts?
 - 5A. Yes, all lodging and grocery receipts and all receipts for expenses over \$75.00 must be kept and submitted with the appropriate travel voucher. Also, if you are authorized to move your own household goods, you must keep the weight receipts and submit them with your voucher.
6. Do I need to itemize my temporary quarters expenses?
 - 6A. Yes, temporary quarters must be itemized to show daily expenses for lodging, breakfast, lunch, dinner, groceries and laundry. Use Exhibit 6 to record your daily expenses.
7. May I hold my advance until my real estate transaction is completed?
 - 7A. No, an advance may not be held pending real estate transactions. The advance must be claimed on the first applicable travel voucher, and each subsequent voucher until the outstanding advance(s) are repaid.
8. May I get an advance through imprest or third party draft?
 - 8A. No, advances for PCS must go through AOC for processing.
9. Do I get locality per diem for the area I am in during en route and temporary quarters?
 - 9A. No, PCS per diem is based on the standard CONUS rate as set by GSA, excluding areas outside the conterminous U.S.
10. What is the allowable mileage rate for PCS? Is it the same as TDY travel?
 - 10A. The mileage rate of PCS travel is not the same as TDY travel. The authorized mileage allowance for privately owned automobile is based on the moving expense mileage rate established by the Internal Revenue Service (IRS). IRS guidance is available on the internet at www.irs.gov. GSA also publishes the mileage rate in a FTR Bulletin on an intermittent basis. You may find the FTR Bulletins at www.gsa.gov/relo.
11. May I claim my mother-in-law as dependent on my move?
 - 11A. If your mother-in-law is a dependent and you can show that she is, yes. However, if she simply lives with you, but you do not



- support her as a dependent, then you may not claim her as a dependent on your move.
12. How long may I be reimbursed for temporary quarters?
12A. Temporary quarters are approved in 30-day increments or less. The maximum allowable number of days is 120. Each 30-day increment must be specifically requested and approved. Please see Federal Travel Regulations 302-6 for more information.
13. What is the miscellaneous moving expense allowance?
13A. This is an allowance designed to help defray certain expenses that occur because of the move. The allowance for an employee with family is \$1,000.00, or two week's basic salary, and an employee without family is allowed \$500.00, or one week's basic salary. Please refer to Federal Travel Regulations 302-16 for more information.
14. What is the maximum allowable weight of household goods that I may ship?
14A. The maximum weight allowance that the Federal Government will cover is 18,000 pounds. Any excess weight is billed back to the employee.
15. For which real estate expenses will I be reimbursed?
15A. Each real estate transaction is different and we cannot list individually each expense that is reimbursable. Please refer FTR 302-11 for more information.
16. If my reporting date is in April, but I would like for my children to be able to finish the school year (until early June) at their current school, may they come later and be reimbursed?
16A. Yes. However, the travel authorization must indicate the individual circumstance for separate travel for family.
17. I am beginning temporary quarters; can I be reimbursed for the telephone installation and the cable hook-up fees?
17A. No, utility hook-up, start-up charges, and fees are considered part of the miscellaneous moving expense allowance.
18. Am I eligible to take a house hunting trip? If so, what are the limitations?
18A. A first-duty appointee will not be authorized a house hunting trip. Employees authorized an official change of station may be authorized a house hunting trip not to exceed 10 calendar days, including travel time. Please refer to FTR 302-5 for further guidance.
19. If I take a house hunting trip, can I still have temporary quarters?
19A. Extensions of temporary quarters beyond 30 days may be authorized only in situations where there is a demonstrated need for additional time due to circumstances that are determined to be beyond the employee's control. These requests should go to your region's delegated authority for approval before the expiration of the prior 30 days. In no instance will temporary quarters be authorized beyond 45 days, when the house hunting trip took place.
20. My paycheck was short and payroll indicated that it was because of something AOC sent them. What happened and why?
20A. Invoices or billings from a moving company that transported the household goods are paid by AOC on behalf of the employee according to IRS rules. If the goods were placed in storage for more than 30 days, the additional days thereafter are reported as taxable reimbursement. Since AOC has made the



- payment to the vendor rather than the employee, when the information is sent to the payment unit for processing, the applicable taxes are withheld from the employee salary.
21. Is there a cutoff date for submitting my RITA claim?
- 21A. RITA vouchers must be received at AOC by the date established in the RITA memo on the NPS website.
22. I am eligible for a RITA payment; can you tell me how much I am going to be reimbursed?
- 22A. No, it is not possible to predict the outcome of a RITA claim. The calculation is based on the filing status of the employee, the amount of W-2 and/or self-employment income, the amount of taxable reimbursement, the retirement system the employee is under (FERS or CSRS), and the state of the new duty station where the employee is residing. The calculation is computerized and we cannot predict the amount of the RITA. In some cases, the employee owes for an overpayment of the WTA, but in most cases the employee will receive a reimbursement check.
23. Is the RITA itself taxable? And can I file a RITA against the RITA?
- 23A. Yes, RITA is taxed and is reported as taxable income. No, a RITA cannot be filed on a RITA. The program was set up so that the taxes are taken into consideration and an allowance is made at the time the RITA is calculated.
24. What is WTA?
- 24A. WTA is the acronym for Withholding Tax Allowance. This is an allowance that is given to help compensate for taxes withheld from an employee's voucher. It is an advance payment to the RITA. The amount of the WTA will normally cover the amount of the federal tax withheld, not Medicare tax.
25. What documentation do I need to submit when filing a claim for the real estate expenses?
- 25A. A travel voucher must be completed with attachments consisting of the HUD-1 form (with proper signatures), a copy of the signed settlement statement used at closing, and any receipts for items claimed that are not on the settlement statement.
26. Do I need to show odometer readings for each day that I travel?
- 26A. No. As long as the total mileage is given (beginning and ending odometer readings), a daily log of mileage is not required.
27. As a handicapped employee, can I have an assistant/ attendant travel with me and be reimbursed?
- 27A. Yes. As a handicapped employee, you are entitled to have an attendant travel with you and be reimbursed for their expenses. Please refer to the Federal Travel Regulations for the definition of handicapped.



Appendices



Glacier National Park, Montana
credit: NPS photo



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Appendix A - PCS Support Documents and Forms



View from Mummy Cave Overlook (North Rim) at Canyon de Chelly National Monument, Arizona
credit: NPS photo



Exhibit 1 - Summary of Relocation Entitlements and Eligibility

Payment of Travel, Transportation and Other Related Expenses									
Expense Situation	New Appointee	PCS Within CONUS	TCS Within CONUS	PCS CONUS to Overseas	PCS Overseas to CONUS	PCS Between Overseas	Overseas Non-Foreign	Renewal Agreement Travel	SES & Overseas Return
Agreement Required	YES	YES	YES	NO	YES	YES	YES	YES	NO
Transportation of Employee & Dependents	YES	YES	YES	YES	YES	YES	YES	YES	YES
Per Diem for Employee	YES	YES	YES	YES	YES	YES	YES	YES	YES
Per Diem for Dependents	NO	YES	YES	YES	YES	YES	YES	NO	NO
Mileage Allowance POV	YES	YES	YES	YES	YES	YES	YES	YES	YES
Mileage Allowance Additional POV	NO	Optional	YES	NO	NO	NO	NO	NO	NO
Shipment of POV	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional	Optional
Advance House hunting Trip	NO	Optional	NO	NO	NO	NO	Optional	NO	NO
Temporary Quarter Subsistence Expenses	NO	Optional	Optional	NO, <u>1/</u>	YES	NO, <u>1/</u>	YES	NO	NO
Miscellaneous Expense Allowance	NO	YES	YES	YES	YES	YES	YES	NO	NO
Residence Sales and Purchase	NO	YES	NO	NO, <u>2/</u>	NO, <u>2/</u>	NO, <u>2/</u>	YES	NO	NO
Residence Relocation Services	NO	NO	NO	NO	NO	NO	NO	NO	NO
Lease Breaking	NO	YES	YES	NO	YES	YES	YES	NO	NO
Shipment of Household Goods	YES	YES	YES	YES	YES	YES	YES	NO	YES
Transportation of Mobile Home	YES	YES	YES	NO	NO	NO	NO	NO	NO
Non-Temporary Storage Of Household Goods (isolated & overseas only)	YES, <u>4/</u>	NO, <u>3/</u> & <u>4/</u>	YES, <u>4/</u>	YES, <u>4/</u>	YES, <u>3/</u> & <u>4/</u>	YES, <u>4/</u>	YES, <u>4/</u>	NO	NO
Relocation Income Tax Allowance	NO	YES	YES	YES	NO	NO	YES	NO	NO
Property Management Services	NO	NO	YES	NO	NO	NO	NO	NO	NO

1/. Allowed for new duty station located in the 50 States, District of Columbia, territories and possessions, Commonwealth of Puerto Rico or areas in the Republic of Panama.

2/. Allowed when old and new duty stations are located in the 50 states, District of Columbia, territories and possessions, Commonwealth of Puerto Rico or areas in the Republic of Panama. Also allowed when returned from an overseas post to a different non-foreign area PDS for which s/he was transferred when assigned to the foreign PDS.

3/. Allowed only when assignment is a designated isolated duty station in CONUS.

4/. Non-temporary storage is arranged by the Government.



Exhibit 2 – Employee Relocation Agreement for within the 48 Continental United States

Employee Relocation Agreement

In connection with my transfer within the Continental United States, in the National Park Service, I hereby agree to remain in the Federal Government Service for 12 months following the effective date of transfer in consideration of payment by the Federal Government of travel, transportation, real estate transaction, and other moving expenses including storage of household goods as may be allowable under the Administrative Expenses Act of 1946, as, any monies expended by the Federal Government on account of such travel and transportation amended and Public Law 89-516, approved July 21, 1966, and regulations issued there under by the General Services Administration, the Department, and the National Park Service.

In the event that I fail to remain in the Federal Government Service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Agency (includes Bureau or Office) concerned and other allowances pursuant to the above cited authority shall be recoverable from me as a debt due the United States.

Date Executed:

Printed or Typed Name:

Signature: _____

Employee liability for each agreement. The agreement to remain in the service of the Government for twelve months following the effective date of transfer is not voided by a subsequent transfer whether such subsequent transfer is at the employee's request or in the interest of the Government, nor is such agreement voided by another service agreement made in connection with a second transfer. The liability of the employee for any moneys expended by the United States for his travel, transportation and relocation allowances is a separate liability for each service agreement. The liability in each instance is effective for the full twelve-month period in connection with the transfer for which the service agreement is made. 41 CFR 302-2.14.

NOTE: The employee must execute this service agreement before travel orders can be authorized.

CC:
Personnel:
Finance:
Employee:

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 2A – Employee Relocation Agreement Outside of the 48 Continental United States

Employee Relocation Agreement

In connection with my transfer/appointment in the National Park Service, I hereby agree to remain on the job in or other Federal Government post, for a period of two years, with the understanding that the cost of travel and transportation, including that of my family, household goods, and personal effects from 1/ to will be paid by the Government.

In the event that I fail to remain with the Federal Government for at least 12 months, any money expended by the Government on account of such travel and transportation shall be recoverable from me as a debt of the United States.

I understand that return transportation from my post of duty outside the continental United States to 2/ will be paid by the Government provided I remain in the Federal Government service for a period of two years after arrival at my post of duty.

I further understand that if I am separated from employment for reasons beyond my control and acceptable to the National Park Service prior to the completion of the period of service specified below, the cost of travel and transportation of personal effects from my post in to 2/ will be paid by the Government.

Period of agreement:

From: (Reporting date, not EOD date)

To:

Signature of Employee: _____

Printed or Typed Name:

Per 5 USC 5728, it is determined by the Director, National Park Service, or his designee, that this employee is/is not entitled to receive travel and transportation expenses to perform tour renewal travel upon agreeing in writing to remain at the Government service overseas post for two years after return from such leave, or as otherwise provided by law.

Regional Director:

Actual residence designation is approved.

Regional Director:

1/ In the case of transferees, this will be the former duty location. For new appointees, this will be (a) his designated place of actual residence, or (b) the point where travel begins en route to his new post of duty outside the continental United States, whichever would result in the lesser cost to the Government.

2/ As required by 41 CFR, this will be the designated place of actual residence, determined to be the place of general abode, principal, if not actual dwelling place in fact, without regard to intent.

CC:

Personnel:

Finance:

Employee:

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 3 – Employee Transfer Questionnaire

Employee Transfer Questionnaire

Employees Name: _____ SSN: _____ Title: _____
 Residence Address: _____
 Home Phone: _____ Work Phone: _____
 (From) Old Official Duty Station: _____
 (To) New Official Duty Station: _____

Method of Travel
 Employee: _____ Travel Dates: From _____ to _____
 Family: _____ Travel Dates: From _____ to _____
 Reason for separate travel request: _____
**Separate travel by family members or use of more than one vehicle (or both) must be specifically justified and authorized in advance.*

Name of Dependents	Relationship	Birth Date of Children
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Transfer Cost

Employee's Per Diem: _____ days @ _____	per day	\$ _____
Family's Per Diem: _____ days @ _____	per day	\$ _____
Cost of Private Vehicle: _____ miles @ _____	per mile	\$ _____
Temporary Subsistence Allowance: _____ Number of Days _____		\$ _____
SUB-TOTAL		\$ _____

Advance House Hunting Trip (NOT FOR NEW APPOINTEES)

Method of Travel: _____ Travel Dates: From _____ to _____

Employee's Per Diem: _____ days @ _____	per day	\$ _____
Family's Per Diem: _____ days @ _____	per day	\$ _____
Cost of Private Vehicle: _____ miles @ _____	per mile	\$ _____
Cost of Airfare: _____ Cost of Rental Car: _____		\$ _____
SUB-TOTAL		\$ _____

Real Estate Expenses (NOT FOR NEW APPOINTEES)

Estimated Sales Price: _____ @ 10%	\$ _____	
Estimated Purchase Price: _____ @ 5%	\$ _____	
SUB-TOTAL		\$ _____

Miscellaneous Moving Allowance (NOT FOR NEW APPOINTEES) \$ _____

Shipment of Household Goods Cost Comparison Information

Shortline Mileage: _____ Estimated Shipping Weight: _____
 Dates Temporary Storage Required: From _____ to _____
 Estimated Shipping Cost (TO BE COMPLETED BY THE TRAVEL OFFICE) \$ _____

TOTAL ESTIMATED COSTS \$ _____

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 4 – Shipment of Household Goods Questionnaire

Shipment of Household Goods Questionnaire

Employee's Name: _____ SSN: _____ Title: _____

Relocation Information:

(From) Old Official Duty Station: _____

(To) New Official Duty Station: _____

Current Duty Station Information

Present Residence Address: _____

City: _____ State: _____ ZIP Code: _____ -

Home Phone: _____ Work Phone: _____

New Duty Station Information

Destination Address (if known): _____

City: _____ State: _____ ZIP Code: _____ -

New Work Phone (if known): _____

Phone # Where You May be Contacted: _____

Household Goods Information

Number of Rooms of Household Goods: _____

Estimated Shipping Weight: _____

This may be estimated on the basis of 1,000 lbs. per room, excluding bathrooms, closets, etc.

Packing and Loading

Pack Date: _____ Load Date: _____

Temporary Storage Required From:

Start Date: _____ To End Date: _____

Special Consideration: *long distance to curb, smart driveway, over-large furniture, narrow doorway, etc.*

Requested Release Valuation:

1. Full Value protection at \$5.00 times net weight up to maximum of \$90,000.00:

2. Excess Valuation:

I understand that a release valuation other than "\$5.00 times new weight" will incur expenses for which I am liable. I agree to reimburse the Government for these additional charges when presented with a Bill of Collection.

Anticipated Cost of Moving Mobile Home:

In all cases where a mobile home is to be used as a residence, employee must certify on the travel voucher that the transportation of the mobile home for which s/he is being reimbursed is for use as a residence for himself/herself and his/her immediate family.

Employee's Signature: _____ Date: _____

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 5 – Advance of Funds Application and Account - Standard Form (SF) 1038

<p>ADVANCE OF FUNDS APPLICATION AND ACCOUNT</p>	<p>1. TYPE OF ADVANCE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK</p>	<p>2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT</p>	<p>3. NAME (Last, first, middle initial) 5. TELEPHONE NUMBER(S)</p>	<p>4. ACCOUNT NO. 6. SOCIAL SECURITY ACCOUNT NO.</p>
<p>In compliance with Privacy Act of 1974 the following information is provided: Solicitation of information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.</p>			<p>7. DEPARTMENT OR ESTABLISHMENT</p>	<p>8. BUREAU, DIVISION OR OFFICE</p>
			<p>9. APPLICATION – (For completion by applicant)</p>	
<p>a. UNDER AUTHORIZATION NUMBER</p>		<p>b. DATE OF AUTHORIZATION</p>		<p>e. BALANCE DUE U.S. FROM PREVIOUS \$</p>
<p>c. TRAVEL PERIOD From To</p>		<p>d. MAIL CHECK TO: <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address -- number, street, city, State, ZIP code)</p>		<p>f. AMOUNT HEREIN APPLIED FOR \$</p>
				<p>g. TOTAL \$</p>
			<p><i>Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.</i></p>	
			<p>APPLICANT SIGN HERE DATE</p>	
<p>10. APPROVAL </p>		<p>SIGNATURE AND TITLE OF APPROVING OFFICIAL</p>		<p>DATE APPROVED</p>
<p>11. APPROPRIATION TO BE CHARGED</p>				
<p>12. REMARKS</p>				<p>13. CASH PAYMENT RECEIVED</p>
				<p>DATE</p>

STANDARD FORM 1038 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

13. RECORD OF ACCOUNT		ACCOUNT NO.						
NAME								
TRANSACTION DATE	TRAVEL PERIOD		REFERENCE (Schedule or voucher number)	(Optional)		ADVANCE ACCOUNT		
	FROM	TO		MEMO OF APPROVED VOUCHER TOTAL	AMOUNT PAID EMPLOYEE	ADVANCED	REPAID	BALANCE DUE
REMARKS								

STANDARD FORM 1038 BACK (REV. 10-77)

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 6 – Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters

Employee and Immediate Family Subsistence Expenses while Occupying Temporary Quarters											
Name of Employee:			Enter Temporary Quarters Date:				Vacated Temporary Quarters Date:				
	Cost of Meals							Additional Expenses			
Date: 2009	Breakfast	Lunch	Dinner	Fees/Tips	Groceries	Total	Laundry/ Dry Cleaning	Lodging	Tax on Lodging	Total Expenses	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
Totals											
You must submit a voucher for every 30-day increment in TQ											
Information below will be completed by AOC's Voucher & Accounting Technician											
Actual reimbursement cannot exceed actual expenses or the maximum allowed under the regulations, whichever is less				Number of Family Members in Group		Applicable Per Diem Rate		Number of Days		Total	
Employee (or spouse if unaccompanied)											
Spouse and dependents age 12 or older											
Dependents under 12 years of age											
								Total Maximum Allowance			
Total Subsistence Claimed (Enter actual expense or maximum allowance, whichever is less)											

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 7 – Cost Comparison for Shipping Household Goods - GSA Form 2485

COST COMPARISON FOR SHIPPING HOUSEHOLD GOODS (Commutated Rate System Vs. GBL Method)				1. REQUEST NO.	2. DATE OF REQUEST
3. TO: GENERSERVICESADMINISTRATION			4. FROM: <i>(Requesting agency name, address and ZIP Code)</i>		
5. PERSON MAKING REQUEST			6. AGENCY TELEPHONE NO.		
A. NAME		B. TITLE	A. AREA CODE	B. NUMBER	C. EXT.
SHIPMENT DATA					
7. ORIGIN <i>(City, County and State)</i>			8. DESTINATION <i>(City, County, and State)</i>		
9. ELEVATOR/STAIR CARRY NEEDED <i>(Does not apply to single-family dwellings)</i>	A. AT ORIGIN			B. AT DESTINATION	
	(1) ELEVATOR	(2) FLIGHTS OF STAIRS <i>(No.)</i>	(1) ELEVATOR	(2) FLIGHTS OF STAIRS <i>(No.)</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
10. EMPLOYEE RELOCATING		11. APPROX. MOVING DATE	12. ESTIMATED WEIGHT	13. MILEAGE <i>(GSA will determine)</i>	
COST COMPARISON					
SERVICE OR ITEM (a)		COMMUTED RATE*		GBL METHOD**	
		RATE/CHARGE (\$) (b)	AMOUNT (\$) (c)	RATE/CHARGE (\$) (d)	AMOUNT (\$) (e)
14. TRANSPORTATION***		CWT		CWT	
15. PACKING AND RELATED SERVICES***				CWT	
16. METROPOLITAN AREA ALLOWANCE/CHARGE	A. AT ORIGIN	CWT		CWT	
	B. AT DESTINATION	CWT		CWT	
17. ELEVATOR/STAIR CARRY	A. AT ORIGIN	CWT		CWT	
	B. AT DESTINATION	CWT		CWT	
18. STORAGE IN TRANSIT <i>AT: (Check place)</i>	A. DAY 1 SIT	CWT		CWT	
	B. DAY 2 THRU 90 SIT	CWT		CWT	
	<input type="checkbox"/> ORIGIN C. WAREHOUSE	CWT		CWT	
	<input type="checkbox"/> DESTINATION D. HANDLING	CWT		CWT	
	E. PICK-UP/ DELIVERY	CWT		CWT	
19. OTHER SERVICES <i>(Specify)</i>					
20. TOTALS					
21. REMARKS <i>(Use reverse if additional space is needed)</i>			22A. SIGNATURE		
			22B. NAME OF SIGNER		22D. DATE PREPARED
			22C. TITLE OF SIGNER		22E. GSA CONTROL NO.
NOTES					
*AUTHORITY: GSA BULLETIN FPMR A-2, SUPPL:		**AUTHORITY:		***Commutated rate includes allowance for packing, etc. For comparison purposes ONLY, same amount used to estimate costs for these services under the GBL method. Actual costs may be higher or lower.	CWT ALLOWANCE (\$)
GENERAL SERVICES ADMINISTRATION			GSA FORM 2485 (REV. 4-98)		

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 8 – Application for Reimbursement of Expenses
(page 1 of 2)

1. Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (on separate form for each) of Residence Upon Change of Official Change of Official Residence					
<i>See instructions below</i>					
I. EMPLOYEE/CLAIMANT					
Name: <input type="text"/>		Mailing Address: <input type="text"/>		Check Applicable Box if Earlier Claim for Real Estate Expenses Submitted for this Transfer. <input type="checkbox"/> Yes <input type="checkbox"/> No	
II. TRANSFER DATA					
Old official Station <input type="text"/>		New Official Station <input type="text"/>		Date of Notification of Impending Transfer <input type="text"/>	
Travel Authorization Number: and Date: <input type="text"/>		Date Reported for Duty at New Official Station <input type="text"/>		Date Service Agreement Signed <input type="text"/>	
III. RESIDENCE PROPERTY DATA					
Item	Old Official Station		New Official Station		
COMPLETE ADDRESS OF RESIDENCE	<input type="text"/>		<input type="text"/>		
NUMBER OF DWELLING UNITS ON PROPERTY	<input type="text"/>		<input type="text"/>		
SALE AND/OR PURCHASE PRICE	<input type="text"/>		<input type="text"/>		
DATE OF CLOSING OR SETTLEMENT	<input type="text"/>		<input type="text"/>		
AMOUNT OF EXPENSE BEING CLAIMED	<input type="text"/>		<input type="text"/>		
EMPLOYEE CERTIFICATIONS					
I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.			I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and is my new residence		
Employee Signature		Date: <input type="text"/>	Employee Signature		Date: <input type="text"/>
IV. APPROVALS					
A. Sales Expense The expenses of the sale applied for above are hereby approved as being (1) reasonable in the amount and (2) customarily paid by a seller in the locality where the property is located.		B. Purchase Expense The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.		C. Final Administrative Approval for Payment	
<input type="checkbox"/> As Claimed <input type="checkbox"/> As Reduced, Per attached Memo		<input type="checkbox"/> As Claimed <input type="checkbox"/> As Reduced, Per attached Memo		Payment of this claim is approve in the Amount of \$ <input type="text"/>	
Employee Signature	Date: <input type="text"/>	Employee Signature	Date: <input type="text"/>	Employee Signature	Date: <input type="text"/>
Title: <input type="text"/>		Title: <input type="text"/>		Title: <input type="text"/>	
INSTRUCTIONS					
A. EMPLOYEE/CLAIMANT			B. HEAD OF OFFICE		
<ol style="list-style-type: none"> Prepare application in triplicate, completing Parts I, II, and III of front and enter all applicable amounts and totals on reverse side. Attach one complete set of documents required to support claim-sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photo or picture copies, as they will not be returned. Be sure you have signed the employee. Prepare and attach an appropriate agency travel voucher form, or SF-1012, Travel Voucher. (Record total amounts claimed on this form. Submit original and first copy of application and supporting documentation, together with SF-1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency. Retain second copy of the application 			<ol style="list-style-type: none"> For Sales: Send original and copy of the application, together with the supporting documentation and travel voucher, to the head of the office at the locality of the claimant's old official station as provided in the Federal Travel Regulations (FTR) for handling and execution of the approval (see item IV.A) by him or his designee, who will return the package to you. For Purchases: Approval of the claim must be executed by the head of the office, or his designee, at the locality of the claimant's new official station (unless agency review and approval functions are performed elsewhere. (see item IV. B.) Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine in accordance with the provisions of the FTR, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined. 		

PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is authorized by Federal Travel Regulation, 41 CFR, 302-6.3 issued under authority of Executive Order 11609. Compliance is voluntary; however, if the information is inadequate or incomplete, reimbursement of expenses claimed may be delayed or disallowed.

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 8 - Application for Reimbursement of Expenses
(page 2 of 2)

2. Cost Incurred and Paid in Selling Residence at Old Official Station or Purchasing Residence at New Official Station Location (or Both)		
ITEM and EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Total of line #700 on HUD-1 form (Settlement Statement).	\$ <input type="text"/>	\$ <input type="text"/>
2. ADVERTISING: Expenses paid for advertising when a direct sale is made without the services of a real estate broker or real estate agent.	\$ <input type="text"/>	\$ <input type="text"/>
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.	\$ <input type="text"/>	\$ <input type="text"/>
4. REIMBURSABLE ITEMS: (All items taken from the HUD-1 form)		
801. Loan Origination Fee	\$ <input type="text"/>	\$ <input type="text"/>
803. Appraisal Fee	\$ <input type="text"/>	\$ <input type="text"/>
804. Credit Report	\$ <input type="text"/>	\$ <input type="text"/>
805. Lender's Inspection Fee	\$ <input type="text"/>	\$ <input type="text"/>
1301. Survey	\$ <input type="text"/>	\$ <input type="text"/>
1302. Pest Inspection	\$ <input type="text"/>	\$ <input type="text"/>
(Only with proper justifications) <input type="text"/>		
(Only with proper justifications) <input type="text"/>		
1. REIMBURSABLE TITLE CHARGES (All items taken from the HUD-1 form)		
1101. Settlement or Closing Fee	\$ <input type="text"/>	\$ <input type="text"/>
1103. Tax Examination	\$ <input type="text"/>	\$ <input type="text"/>
1104. Title Insurance Bidder	\$ <input type="text"/>	\$ <input type="text"/>
1105. Document Preparation	\$ <input type="text"/>	\$ <input type="text"/>
1106. Notary Fees	\$ <input type="text"/>	\$ <input type="text"/>
1107. Attorney's Fees	\$ <input type="text"/>	\$ <input type="text"/>
1108. Title Insurance	\$ <input type="text"/>	\$ <input type="text"/>
1109. Lender's Coverage	\$ <input type="text"/>	\$ <input type="text"/>
2. GOVERNMENT RECORDING AND TRANSFER CHARGES/TAXES (All items taken from the HUD-1 form)		
1201. Recording Fees	\$ <input type="text"/>	\$ <input type="text"/>
1202. City/County/Tax/Stamps	\$ <input type="text"/>	\$ <input type="text"/>
1203. State Tax/Stamps	\$ <input type="text"/>	\$ <input type="text"/>
3. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above (Itemize and explain; if necessary, attach separate sheet):	\$ <input type="text"/>	\$ <input type="text"/>
TOTAL FORMER RESIDENCE	\$ <input type="text"/>	
TOTAL NEW RESIDENCE		\$ <input type="text"/>
<p>In accordance with the real estate provisions of the FTR, cost of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost, charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title 1, Public Law 90/321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.</p>		
<p>1. These are expenses which may be reimbursed when initially authorized, but it shall not exceed 10% of the sale price of the prevailing amount that is in effect as of October 1 of the year that you transfer.</p> <p>2. The aggregate amount of expenses which may be reimbursed is this amount, but it shall not exceed 5% of purchase price or amount limited to as of October 1 of that year, whichever is the smaller.</p> <p>3. If property is multiple family unit type (excluding condominium) or includes land or building excesses of that which relates to the residence site, expenses will be prorated and allowed for residence and its site only.</p>		

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 9 – Travel Voucher SF-1012
(page 1 of 2)

TRAVEL VOUCHER (Read the Privacy Act Statement on the back)		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.	
		a. NAME (Last, first, middle initial)		b. SOCIAL SECURITY NUMBER		4. SCHEDULE NO.	
TRAVELER (PAYEE)	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NO.		6. PERIOD OF TRAVEL a. FROM b. TO		
	e. PRESENT DUTY STATION		f. RESIDENCE (City and State)		7. TRAVEL AUTHORIZATION a. NUMBER(S) b. DATE(S)		
	8. TRAVEL ADVANCE a. Outstanding b. Amount to be applied c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) d. Balance outstanding		9. CASH PAYMENT RECEIPT a. DATE RECEIVED b. AMOUNT RECEIVED \$ c. PAYEE'S SIGNATURE		10. CHECK NO.		
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side.)		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7).				TRAVELER'S INITIALS	
						AGENT'S VALUATION OF TICKET (a)	
				DATE ISSUED (d)		POINTS OF TRAVEL	
						FROM (e) TO (f)	
13 I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.							
TRAVELER SIGN HERE				DATE	AMOUNT CLAIMED		\$
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).							
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).				DATE		17. FOR FINANCE OFFICE USE ONLY COMPUTATION	
APPROVING OFFICIAL SIGN HERE						a. DIFFERENCES, IF ANY (Explain and show amount)	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION						b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		Certifier's Initials: \$	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT				DATE		c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): \$	
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE						d. NET TO TRAVELER \$	
18. ACCOUNTING CLASSIFICATION							

NSN 7540-00-634-4180

STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 9 – Travel Voucher
(page 2 of 2)

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expense)	MEALS					MISCELLANEOUS SUBSISTENCE EXPENSE	LODGING	TOTAL SUBSISTENCE EXPENSE	MILEAGE RATE: NO. OF MILES	AMOUNT CLAIMED				
			BREAK-FAST (a)	LUNCH (b)	DINNER (c)	TOTAL (d)	(e)					MILEAGE (f)	SUBSISTENCE (m)	OTHER (n)		
		SUBTOTALS														
		TOTALS														

If additional space is required, continue on another SF 1012-A, BACK, leaving the front blank.

Enter grand total of columns (l), (m), and (n), below and in Item 13 on the front of this form.

TOTAL AMOUNT CLAIMED

STANDARD FORM 1012 BACK (REV. 10-77)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unfilled items are self-explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete this PAGE information of continuation sheet.

TRAVEL AUTHORIZATION NO.

TRAVELER'S LAST NAME

Col. (a) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

Col. (b) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to hairdressers, porters, etc. (other than for meals).

Col. (c) Complete for per diem and actual expense travel.

Col. (d) Show total subsistence expense incurred for actual expense travel.

Col. (e) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (d) or maximum rate.

Col. (f) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 10 – Relocation Income Tax Allowance Certification
(page 1 of 2)

Relocation Income Tax Allowance Certification

This certification must be attached to a SF-1012 (Travel Voucher) to support a Relocation Income Tax Allowance Claim.

Name: _____

Reporting Date (E.O.D.): _____

Office Phone Number: _____

I certify that the following information, which is to be used in calculating the Relocation Income Tax Allowance (RITA) to which I am entitled, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and Local tax authorities for the tax year 20 .

Gross compensation as shown on the attached Form(s) W-2 for the tax year and/or net earnings (or loss) from self-employment income shown on Schedule SE 1040 (Line 1 + Line 2):

	Forms W-2	Line 1 + Line 2 Schedule SE
Employee	<input type="text"/>	<input type="text"/>
Spouse (if filing joint return)	<input type="text"/>	<input type="text"/>
	Total: <input type="text"/>	

Federal Tax Filing Status
Please Check One:

<input type="checkbox"/> Single	<input type="checkbox"/> Married Filing Separate Return
<input type="checkbox"/> Joint Return	<input type="checkbox"/> Qualified Widow w/Dependent Child
<input type="checkbox"/> Head of Household	

State or States where a tax liability was incurred as a result of relocation payments

(See Attachment 1 for instructions on taxation by more than one State.)

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 10 - RITA Certification
(page 2 of 2)

If total compensation shown above is less than \$20,000, indicate State income tax rate:

State tax rate above is expressed as a percent of the following:

Please Check One: Income Federal Tax

Locality of localities where a tax liability was incurred as a result of relocation allowance payments:

Type of Locality: City or Municipality

County

Indicate local income tax rate for locality/localities:

Local tax rate above is expressed as a percent (%) of which of the following:

Please Check One: Income State Tax Federal

Is your new duty location at least 35 miles farther from your old residence than your old duty station was from your old residence? Yes or No

Retirement Plan

Indicate the Retirement System you are currently enrolled under:

Please Check One: FERS CSRS

The above information is true and accurate to the best of my (our) knowledge, but (we) agree to notify the finance office of any changes to the above (i.e. – from amended tax returns, tax audit, etc...) so that appropriate adjustments to the RIT allowance can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.

Employee's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____
(If filing joint return)

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 11 – Dual Career Move Election

Dual Career Move Election			
Travel Authorization No:		Travel Authorization No:	
<i>Travel Authorization for Employee</i>		<i>Travel Authorization for Spouse</i>	
Name of Husband:			
Work Phone:		Home Phone:	
Transferring From:		To:	
Name of Wife:			
Work Phone:		Home Phone:	
Transferring From:		To:	
<u>Election</u>			
<input type="checkbox"/> Move as employee and spouse <input type="checkbox"/> Move separately as individual employees			
Dependents of the immediate family are to be included on the following Travel Authorization:			
<i>Names of dependents to be included on the Husband's Travel Authorization</i>			

<i>Names of dependents to be included on the Wife's Travel Authorization</i>			

Shipment of household goods and/or privately owned vehicle (POV) to be included on the Travel Authorization of the:			
<input type="checkbox"/> Husband <input type="checkbox"/> Wife <input type="checkbox"/> Both (Limited to a combined total of 18,000 lbs.)			
Signature of Husband: _____		Date: _____	
Signature of Wife: _____		Date: _____	

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 12 – Temporary Quarters Subsistence Expense Agreement

Temporary Quarters Subsistence Expense Agreement

In connection with the change of station move in the National Park Service, you will be authorized temporary quarters and subsistence expenses (TQSE) as would be necessary until permanent residence quarters can be obtained.

Pursuant to Public Law 104-201, the National Park Service will be making available to you one of two methods of reimbursement for TQSE. You are allowed to choose between the actual TQSE reimbursement and the fixed amount of TQSE reimbursement.

Actual Expense Method: Covers the actual TQSE incurred, provided the expenses are reasonable and do not exceed the maximum amount allowable. Claims may be made in 30-day increments, not to exceed 60 consecutive days. However, if the agency determines that there are compelling reasons for you to continue occupying temporary quarters after 60 days, an extension may be granted. *Under no circumstances may you be authorized to claim actual TQSE reimbursement for more than a total of 120 consecutive days.*

The maximum amount allowable under the actual expense method will be:

First 30 days (Day 1 – 30)
• Standard CONUS rate per day for the employee or spouse unaccompanied by employee.
• 75% of employee's rate per day for accompanying spouse.
• 75% of employee's rate per day for each family member 12 years or older.
• 50% of employee's rate per day for each family member less than 12 years.
Second 30 days (Day 31 – 120)
• 75% of the standard CONUS rate per day for employee.
• 50% of the standard CONUS rate per day for accompanying spouse.
• 50% of the standard CONUS rate per day for each family member 12 years or older.
• 40% of the standard CONUS rate per day for each family member less than 12 years.

Fixed Amount Reimbursement Method:

You will be reimbursed a fixed amount of 75% the per diem rate of the locality of the new official station, multiplied by the number of days you are authorized TQSE, NTE 30 consecutive days. There are no extensions allowed under this method.

The method I have elected for TQSE is:

Actual Expense Method

Fixed Amount Method

I understand that the method of reimbursement agreed upon may not be changed at a later date, nor may it be changed to further increase or decrease my entitlement for TQSE.

Employee's Signature: _____ Date: _____

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



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Exhibit 13 – Travel-Related Taxable Income Summary Sheet (Memorandum)



United States Department of the Interior
NATIONAL PARK SERVICE
Accounting Operations Center
P.O.Box 100000
Hemdon, VA 20171-9998

IN REPLY REFER TO:

Memorandum

To: Payroll Operation Division

Attention: _____

From: Accounting Operation Center

Subject: Travel Related-Taxable Income Summary Sheet

Travel Type: Change of Station X

Extended Travel _____

Other: **GBL > 30** _____

Employee Name: _____

SSN:

Department: **IN** Bureau: **10** Sub-Bureau: _____

Block: _____

Taxable Income to be reported in Tax Year:

	Amount	BOC	Cost Account
Hours code:33A Not Subject to Tax Withheld	<input type="text" value="S"/>	_____	<input type="text"/>
Hours code:33B Taxable Income	<input type="text" value="S"/>	_____	<input type="text"/>
Hours code:66A Payment Outside Payroll System	<input type="text" value="S"/>	_____	<input type="text"/>
Estimated Taxes withheld by Accounting Operations Center	<input type="text" value="S"/>	_____	_____

Prepared by: _____ Date: _____ Phone: _____

Reviewed by: _____ Date: _____ Phone: _____

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 13a – Schedule of Reimbursable Moving Expenses – Cover

Schedule of Reimbursable Moving Expenses - Cover

To: _____

Date: _____

TA#: _____

IMPORTANT-TAX INFORMATION

Attached is a schedule of reimbursement moving expense that will be included on your W-2, annual earnings statement. Current public law provides that reimbursements received for allowable moving expenses must be reported as income expenses in arriving at adjusted gross income. Your form W-2 will include as wages the amount indicated on line 20. The W-2 will also include in block 13, the amount on which tax was not withheld, line 21. IRS Form 3903, Moving expense Adjustment, should be used when preparing your tax return.

*******GOVERNMENT BILL OF LADING INFORMATION*******

Be advised that temporary storage in excess of 30 days is taxable and will be shown on line 20 of the "Schedule of Reimbursable Moving Expenses" form. All other reimbursement will be shown on line 21 (non-taxable). The applicable tax will be deducted from your salary check.

PLEASE RETAIN ALL ATTACHED FORMS

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 13b – Schedule of Reimbursable Moving Expenses – Worksheet

Schedule of Reimbursable Moving Expenses					
To: _____			Date: _____		
From: Accounting Operation Center			TA# _____		
Item	Number of Miles	Rate	Parking/ Toll	WAGES FOR W/HOLDING TAX	AMOUNT REIMBURSABLE
1 Transportation en-route	<input type="text"/>	0.15	\$ <input type="text"/>		\$ <input type="text"/>
a. Airfare					<input type="text"/>
2 Per Diem en-route					
a. Lodging	<input type="text"/>				<input type="text"/>
b. M&IE	<input type="text"/>				<input type="text"/>
3 Transportation/storage HHG (first 30 days)					
a. GBL#	<input type="text"/>	b. Amt	<input type="text"/>		\$ <input type="text"/>
c. Add'l Storage HHG (over 30 days)				<input type="text"/>	<input type="text"/>
4 Transportation of Privately Owned Vehicle					
a. GBL#	<input type="text"/>	b. Amt	<input type="text"/>		
5 Temporary Quarters				\$ <input type="text"/>	\$ <input type="text"/>
a. Lodging Tax	\$ <input type="text"/>				\$ <input type="text"/>
6 Advance HHT				<input type="text"/>	<input type="text"/>
a. Perdiem	<input type="text"/>				<input type="text"/>
b. Mileage	<input type="text"/>				<input type="text"/>
7 Real Estate Cost				<input type="text"/>	<input type="text"/>
8 Miscellaneous moving expense allowance				\$ <input type="text"/>	\$ <input type="text"/>
9 Subtotal of wages subject to w/holding tax				\$ <input type="text"/>	
10 Withholding Tax Allowance (33% of #9)				\$ <input type="text"/>	\$ <input type="text"/>
11 Total wages subject to w/holding tax				\$ <input type="text"/>	\$ <input type="text"/>
12 Total Reimbursable amount					\$ <input type="text"/>
13 Federal Tax Withheld (25% of #11)			\$ <input type="text"/>		
14 State Tax Withheld	<input type="text"/>		\$ <input type="text"/>		
15 - 16 Retirement Status of #11	<input type="text"/>		\$ <input type="text"/>	\$ <input type="text"/>	
17 Amount applied to Travel Advance			\$ <input type="text"/>		
18 Total deductions					\$ <input type="text"/>
19 Net Reimbursement Check or Direct Deposit					\$ <input type="text"/>
PAYROLL INFORMATION					
20 Reimbursements reportable as wages- item 11					\$ <input type="text"/>
21 Reimbursement reportable as Other Compensation-total of items 1,2a,3a,4a and 5a					\$ <input type="text"/>
22 Total reimbursement reportable -item 20 plus 21					\$ <input type="text"/>
23 Federal Income Tax Withheld- item 13					\$ <input type="text"/>
24 State Tax Withheld item- 14					\$ <input type="text"/>
25 Medicare Tax Withheld- item 15 - 16					\$ <input type="text"/>

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Exhibit 13c – Permanent Change of Station Expenses Form

PCS Expenses Form/Voucher Input Sheet

Traveler's Name: _____

DOCUMENT ID: T2 _____

DOC ACTION: (E,M,C,OR X) _____ REF DOC #: _____

EMPLOYEE ID: TOTAL VERIFIED: \$ _____

BFYS: _____ FUND: _____ TRANS TYPE: _____ ACCTG PRD _____

BEGIN DATE: END DATE:

TRAVEL PURPOSE: **R** MILEAGE: MILEAGE COST: \$

TAXABLE: \$ _____ TAX WITHHELD: \$ _____

OWED TO EMPLOYEE (NET CHECK AMOUNT) \$ _____

TRAVEL TYPE(S): _____ TA# _____

ADVANCE NUMBER(S): _____ APPLIED AMT(S) \$ _____

REF LINE	ALLOWANCE	OBJ CODE	ACTUAL COST	P/F	DES CODE	TAX CODE
_____	HHT P/D	213V	\$ _____		U	C
_____	HHT TRANS	213W	\$ _____		U	C
_____	P/D ENROUTE	213D	_____		P	B
_____	MILEAGE ENR	213P	\$ _____		F	B
_____	MISC ALLOW	1216	\$ _____		M	G
_____	TEMP QTRS	1212	\$ _____		Q	D
_____	LODGING TAX	213I	\$ _____		Z	Z
_____	REAL ESTATE	1213	_____		R	E
_____	WTA	1215	\$ _____		W	H
_____	RITA	1215	_____		V	M
_____	NON-GBL HHG	224G	_____		C	A

ORGN: JOB (PROJ) PGM PWE

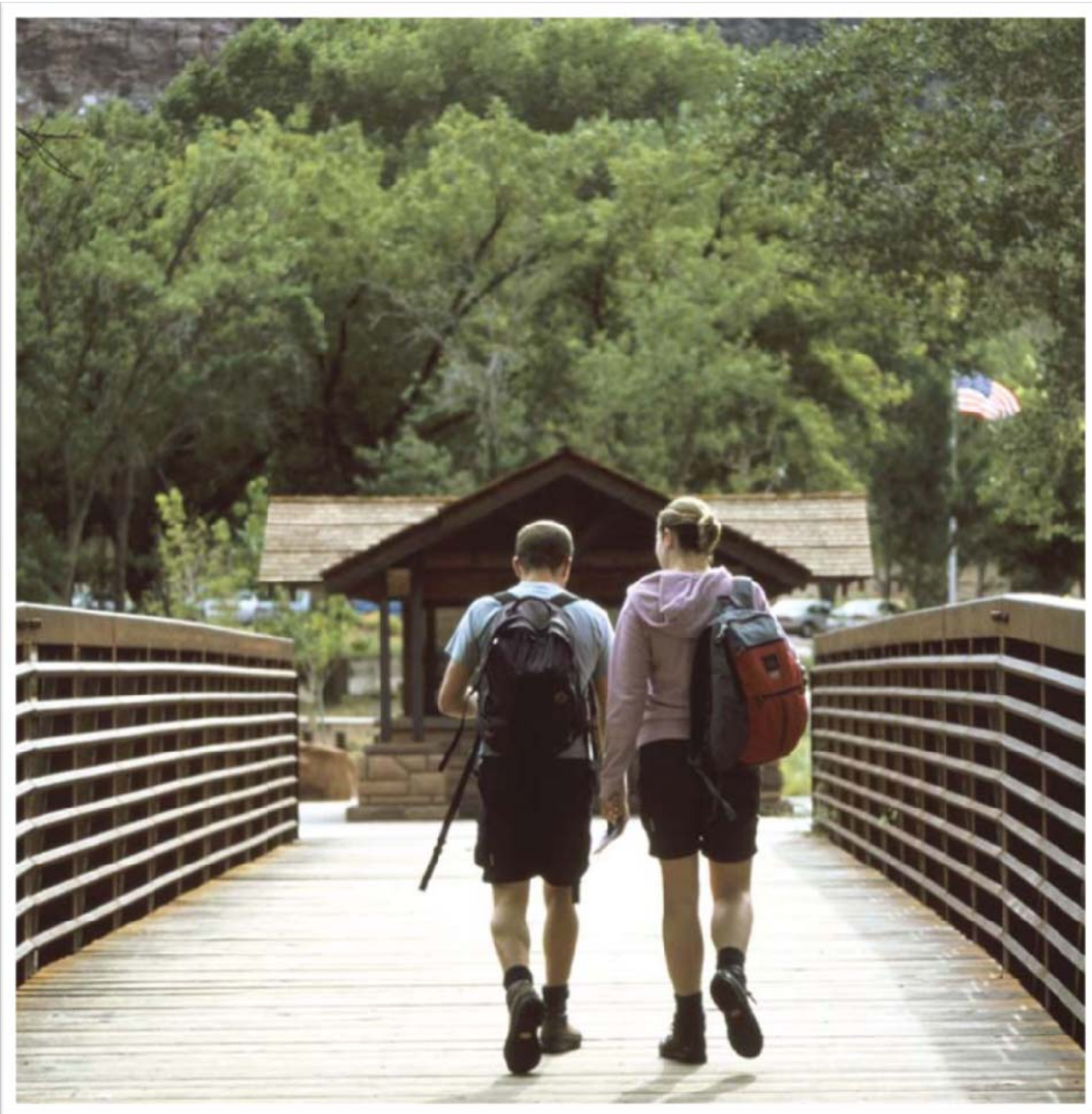
The ACCTG PRD and BFYS fields should only be used when coding a document in a non-current accounting period or fiscal year.

The I/D should only be used when modifying a document.

(This form is attached for example purposes only. Go to <http://www.aoc.nps.gov> for the actual form.)



Appendix B



Zion National Park, Utah
credit: NPS photo



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Exhibit 1 – Destination Area Services

Home Finding Assistance

The contractor will assist the employee in buying or renting a home. The rental assistance counseling shall include:

- Sending the employee a relocation information kit.
- Preparing a house hunting itinerary and scheduling appointments with the rental agent.
- Discussing the rights and obligations of the renter, including the requirements of lease agreements, prior to the showing of available rental units.
- Orienting the employee to the typical rentals within a suitable commuting distance.
- Discussing the customary deposit requirements.
- Temporary apartment finding.

The contractor will inform the employee of any obligation for fees before services are provided. For employees interested in buying, the contractor will contact the employee for information about the desired location, purchase price range preferred, and housing needs of the family at the destination location. A broker will be selected to provide buyer assistance counseling to include:

- Screening the available homes in the area, and contacting the employee, familiarizing him or her with the information kit containing specific data on the new area.
- Preparing a house hunting itinerary, scheduling appointments to view the available properties, and acquainting the employee and spouse with points of interest in the new area.
- Assisting in the preparation of the proper contracts and negotiating the purchase according to local custom once a suitable property has been selected.

The contractor will not charge, nor will the Federal Government pay the contractor, a fee for buyer's assistance. However, if a particular market area requires payment of other fees, the employee will be liable for payment of the fees. The contractor will inform the employee of any obligation for fees before services are provided.

Mortgage Consulting

The contractor will advise and provide assistance on nationwide and local mortgage programs that meet the employee's financial objective and qualifications. This may include:

- Providing information on types of mortgages available, rates, fees, lender qualification requirements, and relative availability of financing in the new area.
- Qualifying the employee, prior to the house hunting trip, for mortgage amount and monthly payment, without the employee's obligation to pay an application fee.
- Referring the employee to national and local lending sources, to enable the employee to compare financing available and select a mortgage produce and lender that meets the requirements of the employee.



- Providing employee assistance in applying for a mortgage and monitoring the progress of the application until approval is obtained.

The contractor is not required to provide the actual financing to the employee. Any financing actually provided by the contractor will be considered “Optional Services.”

Optional Services

The contractor may offer the employee optional services not covered by the Federal Government contract; however, the contractor may charge the employee for such services. Services that are provided on an optional basis will not be requested on a purchase order. The employee will be responsible for ordering these services through the contractor and the Federal Government will not be liable for any reimbursement to the contractor.

Certain payments to the relocation company on behalf of the employee may constitute as taxable income depending on the specific terms of the contract.

If an employee had entered into an exclusive right-to-sell listing agreement and subsequently terminated the agreement for a fee so that he or she could use the agency’s relocation service contractor, it should be noted that there is no federal statute or regulation that would permit reimbursement of this expense (GAO decision BTAC-252355, July 20, 1993).

PLEASE NOTE: While the Department of Interior provides many contract services to the relocating employee, the National Park Service DOES NOT REIMBURSE employees for the services mentioned below.

The following contract services are listed for informational purposes only.

- Home Marketing Assistance
- Guaranteed Home Sale Program



Appendix C



View of the 'Garage', a sea cave at Apostle Islands National Lakeshore, Lake Superior, Wisconsin
credit: NPS photo



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Exhibit1 – Mobile Home Preparation Checklist

Checklist

Awnings, Fence, and Other Outside Equipment

- Wrap and secure them to prevent damage to walls, floors, and furniture.
- Dismantling and setup are the responsibility of the homeowner.

Beds

- Move beds and chest of drawers to the front wall of the room and braced against the opposite wall by filling in the space between the bed and opposite wall with packed boxes of unbreakable items.
- Do not place anything on top of the bed as road vibration may cause them to bounce off and break.

Cabinets

- Unbreakable items such as pots and pans may be left on the lower shelves of the kitchen cabinets. Cover them with paper or cloth to prevent movement.
- Items in upper shelves should be packed in boxes.

Closets

- Remove heavy items from the shelves.
- Do not overload the clothes rod as road vibration may cause rods to break loose from the wall.

Dishes and other Breakable Items

- Glassware and other breakables need to be packed with paper in a box, and placed close to the front of the mobile home.

Furniture

- Turn the kitchen table upside down to rest the top on the floor with padding between the floor and the table.
- Tape chairs inside of the inverted table to the table legs.
- Floor lamps should be padded and taped to the floor to prevent toppling.
- Place cushioned furniture next to the front walls with a cardboard wedged between them to prevent movement.

Hitch and Lights

- Check hitch for worn or defective parts.
- Make sure locking mechanism works properly.
- Check to make sure the running lights, brake lights, and turn signals are working properly.



License

- Display all required license plate on the mobile home.
- Light Fixtures
- Pack all table lamps and free standing lamps.
- Hanging fixtures should be anchored by tying them with a heavy cord to a secured object.

Plumbing

- Empty and flush the toilet.
- Drain and leave open all plumbing outlets.
- Pad the bathtub with blankets to store wrapped breakables.

Propane Tanks

- Propane and gas containers are prohibited from being transported in mobile homes or autos, if the route includes tunnels, and/or restricted bridges.

Refrigerators and Freezers

- Contents are to be removed from the refrigerator and freezers.
- Doors to the refrigerator/freezer must be taped shut and fastened securely to the floor or wall.

Tires

- Make sure the size and ply rating is sufficient to transport the mobile home legally.
- Tire pressure should be checked to make sure it complies with manufacturers specifications.

Windows and Mirrors

- Tape all glass doors and mounted mirrors in a crisscross manner using heavy-duty making tape.



Appendix D



View of Colonial Parkway Bridges at the Colonial National Historic Park, Virginia
credit: NPS photo



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Exhibit 1 – GSA: Shipping Your Household Goods

GSA Federal Supply Service

Employee Guide

SHIPPING

Your Household Goods

2002

For the latest GSA Federal Supply Schedules and more, please visit GSA's Schedules E-Library at fsa.gsa.gov.

For copies of this publication, and more — contact:
U.S. General Services Administration
Federal Supply Service
Centralized Mailing List Service
501 W. Felix Street, Warehouse 3, South End
P.O. Box 6477
Fort Worth, TX 76115
(817) 324-5216

U.S. General Services Administration
Federal Supply Service
Centralized Mailing List Service
501 W. Felix Street
Warehouse 3, South End
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IT'S YOUR MOVE

This guide is provided to assist you, the employee, in making your move as smooth and worry-free as possible. While this guide provides you with information to assist you in your relocation process, you should also make yourself familiar with your agency's policies. Some agencies have specific instructions in addition to the rules and guidelines found in this guide.

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(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



EXPLANATION of Terms Used in This Guide

CLAIM: A demand made upon a moving company for payment on account of loss or damage alleged to have occurred while shipment was in possession of the moving company.

CONCEALED LOSS AND DAMAGE: Concealed loss or concealed damage is when no one has noted any external evidence of the loss or damage at the time delivery of the shipment is accepted.

CONSTRUCTIVE WEIGHT: A determination of the weight by another method when certified scales are not available; will be based on 7 pounds per cubic foot.

FREETIME: The period allowed the owner/shipper to load or unload before waiting time charge begins to accrue.

GROSS WEIGHT: The weight of the truck and its contents.

HOUSEHOLD GOODS: All personal property associated with the home and all personal effects belonging to an employee and the immediate family when shipment or storage begins, which can be legally accepted and transported as household goods by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority.

NET WEIGHT: The net weight of the shipment includes the weight of the cartons, barrels and packing materials, other than parts.

PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT: The term "professional books, papers and equipment" includes those professional or specialized items and other materials that are personally owned by you for use in the performance of official duties. The term does not include sports equipment, or office, household, or shop furniture and furniture; i.e., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers and equipment.

LEVEL OF SERVICE: The level of service is the value that is placed on a particular shipment based on full value that is consistent with the agency's requirements.

RELEASED VALUE RATE: A rate applied subject to limitations with respect to the liability of the moving company in case of loss and/or damage to a shipment.

RESTRICTED ARTICLES: Articles that are handled only under certain conditions.

STORAGE-IN-TRANSIT (SIT): Storage of household goods for a limited period of time at origin, destination, or enroute in connection with transportation to, from, or between official stations or places of duty or authorized points.

TARE WEIGHT: The tare weight of a vehicle used in the transportation of household goods is the weight of the vehicle and an blanket, pads, chains, dollys, hand trucks and other equipment needed in loading, unloading and transporting the shipment.

PROHIBITED ARTICLES: Articles that will not be handled by the moving company include such items as frozen food, pets, and hazardous materials.

INTRODUCTION A Helpful Guide to Moving Your Household Goods

when the shipment occurs by the Bill of Lading method. Separate rules will apply for household goods moves from, to, and between U.S. territories of Guam, Puerto Rico, Virgin Islands and Hawaiian Islands and foreign countries. Contact your agency's transportation office for specific information.

For additional information on planning and carrying out your move, contact the Responsible Transportation Officer/Agency Move Coordinator. Also, you may telephone or write one of the General Services Administration's Regional Transportation Zone Offices identified on page 4 of this guide.

This guide also details the types of Government assistance available, the process and procedures performed in a typical household goods move, and the responsibilities of both you and the moving company. It is published by The General Services Administration (GSA) which administers the Centralized Household Goods Traffic Management Program (CHAMP) for the civilian executive Federal agencies.

The rules and regulations used for the program are published by GSA in the Federal Travel Regulation 41 CFR 101-11.6. Copies are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; telephone (202) 512-1800.

The information contained in this booklet is applicable for domestic moves between all points in the Continental United States (CONUS), Alaska, and Canada and applies only in those instances

This guide has been developed into seven major subjects, as follows:

PART 1: Entitlements – discusses entitlements regarding all the aspects of the household goods moving system;

PART 2: Different Move Methods – discusses the Actual Expense Bill of Lading and the Do-It-Yourself method;

PART 3: Levels of Service – discusses Released Valuation;

PART 4: Planning the Move – discusses the Pre-Move Survey and any additional facts to assist in making the move smooth;

PART 5: Making the Move – discusses the actual move itself, such as loading, packing and unpacking;

PART 6: Transporting Mobile Home – discusses the process for moving a mobile home and

PART 7: Claims and Complaints – discusses the employee's involvement with filing claims and complaints.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 1: Entitlements

Section 1:
What Are My Entitlements When I'm Relocating?

Privately Owned/Vehcle (POV): Under certain conditions you may be entitled to the cost of transportation of a POV in connection with a transfer of duty station when it is advantageous and cost effective to the Government. Check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.

Uncompressed Air Baggage (UAB): Under certain conditions you may be entitled to the cost of transportation of UAB in connection with a transfer of duty station. Check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.

Household Goods: You are entitled to the cost of transportation of your household goods and personal effects from your old official duty station to the new official duty station in one lot shipment by the most economical routing.

You may ship your household goods from and to anywhere, however, the maximum allowable transportation costs will not exceed what they would have been had all the property been moved from the old to the new duty station in one lot by the most economical routing.

- You are entitled to a Pre-Move Survey and Weight Estimate.
- You are entitled to ship a maximum of 10,000 pounds of household goods and personal effects and the Government will pay for them to be shipped.
- You are entitled to have your household goods shipment released at full value service based on your agency's policy.
- You are entitled to accessorial services in conjunction with your move.
- You are entitled to temporary storage of your household goods and personal effects.

What if the moving company does not send a representative to my home to perform a pre-move survey?

If the moving company refuses to conduct an on-site pre-move survey, contact your Responsible Transportation Officer/Agency Move Coordinator.

Should I conduct my own pre-move survey?

In addition to the moving company's pre-move survey, it is recommended that you conduct your own pre-move survey of the household goods that you have decided to take. It will be well worth the effort to make a detailed list of every item you will ship. Though it may seem silly to write down every blanket, measuring cup, or oil can, the list will be invaluable when filing a claim if part of your shipment is lost. It is also a good idea to take photos of your household goods furnishings, if possible, in case of loss and/or damage. Appendix II is a sample form you may use to help you conduct your pre-move survey.

General Services Administration

Transportation Assistance — Central Office and Regional Zone Offices

CENTRAL OFFICE
Travel and Transportation Management Division (FBL)
Office of Transportation and Property Management
Washington, DC 20406
Voicecall: (703) 305-5745
Voicecall: (703) 305-5745
Fax: (703) 305-7946

HEARTLAND REGION (HFBD-X)
1500 East Barnharter Road
Kansas City, MO 64131
Voicecall: (816) 833-3646
Fax: (816) 833-3656

NATIONAL CAPITAL REGION (NFT-W)
470 L'Enfant Plaza East, SW
Suite 8100
Washington, DC 20447
Voicecall: (202) 519-8956
Fax: (202) 519-8962

SOUTHEAST SUNBELT REGION (SFT)
401 Peachtree Street
Atlanta, GA 30365-2500
Voicecall: (404) 331-5121
Fax: (404) 331-0019

PACIFIC RIM REGION (PFBT)
Burton Federal Building & U.S. Courthouse
450 Golden Gate Ave, 4th Floor
San Francisco, CA 94102
Voicecall: (415) 522-2850
Fax: (415) 522-2815

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Section 3:
Is There a Weight Limit on My Shipment of Which the Government Will Pay?

Yes, there are limits on the weight of your shipment. The weight limit for shipments of household goods is 12,000 pounds, net weight.

How can I determine if the weight estimate provided by the moving company is reasonable?

Depending on the size of the household, there are methods you can use to estimate the weight of your shipment.

For example, on a large house, such as a three- to four-bedroom house, you may multiply the number of items in the moving company's inventory list by 40 pounds (for instance, 80 line items times 40 pounds equals 32,000 pounds). Remember that 12,000 pounds is only an estimate figure, and a variance of plus or minus 10-15% should be considered. If you have many heavy items, however, such as safes, tools, boxes of tools, or heavier-than-average furniture, your estimated average weight may be 45 pounds or more per item. You can also estimate the weight of your household goods shipment by multiplying the number of rooms including attic, garage, basement, etc., by 1,000 pounds per room.

What should I do if I have professional books, papers and equipment?

There is no statutory authority to transport personally owned professional books, papers and equipment in addition to the

maximum weight allowance established by law for transportation of your household goods and personal effects. However, there may be instances in which the weight of the professional books, papers and equipment would cause your household goods shipment to be in excess of the maximum weight allowance. In such instances, the personally owned professional books, papers and equipment may be transported to the new permanent duty station as an administrative expense of an agency.

How will I know if I can ship my professional books, papers and equipment as an administrative expense?

The authority to transport professional books, papers and equipment as an administrative expense will be subject to agency policy and discretion within the following guidelines:

(4) You must furnish an itemized inventory of your professional books, papers, and equipment for review by an appropriate authorizing official at the new permanent duty station. In addition, you must furnish appropriate evidence (as determined by your agency concerned) that transshipping the limited materials as part of your household goods would result in an excess of your maximum weight allowance.

(b) The authorizing official at the new permanent duty station will review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of your duties at your new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for your use at the new duty station.

(c) When professional books, papers, and equipment are certified as provided in (b) previously, and shipped for you as an administrative expense of an agency, the shipment will be by the actual expense method. When shipped in the same lot with your household goods and other personal effects under the actual expense method, your professional books, papers, and equipment will be packed and weighed separately. The weight thereof and the administrative appropriation chargeable will be stated as separate items on the Bill of Lading, in unusual instances in which it is impractical or impossible to obtain separate weights, a constructive weight of 7 pounds per cubic foot may be used. See Appendix 1, "Weights of Common Household Goods Furnishings."

Section 4:
What Household Goods Articles May I Ship?

You may ship all personal property and effects that belong to you and your immediate family to include such items as: automobiles and vehicles with two or three wheels, motorcycles, mopeds, and golf carts, outdoor structures if disassembled by you, and watercraft if drained and refilled by you or a third party service.

What article(s) may not be shipped at Government expense?

You are not permitted to ship the following items at Government expense:

- Objects that don't belong to you or your immediate family, such as a safe for your mother or a painting for a friend;
- Boats or their parts, such as outboard motors, airpumps or generators, camper trailers, farming vehicles;
- Major vehicle replacement parts, such as the engine of a car or truck;

We suggest that you carry these valuables with you. Never hide these valuables among your household goods.

Are there articles in my household that the moving company will not move?

Yes, there are restricted article(s) that are not permitted to be transported.

Examples are:


- Hazardous articles, such as explosives, ammunition, fireworks, flammable and corrosive materials, and poisons;
- Items that are likely to damage equipment or other property while in transit, such as tools (e.g., gasoline, kerosene, propane, automotive oil, turpentine, paint, varnish removers, cleaning fluids), matches, aerosol cans, flashbulbs, or, as mentioned previously, combustible, corrosive, or explosive items, and poisons;
- Articles which cannot be taken from your home without damage to the item, house, or apartment; and
- Perishable goods, including live plants, unless the articles will be transported no more than 150 miles and/or delivery will be completed within 24 hours after loading, the articles will not be stored, and no servicing or watering is required during transit.

- Live animals, birds, fowl, and reptiles;
- Cordwood, (i.e., firewood);
- Building materials;
- Property for resale, disposal, or commercial use rather than for use by you or your immediate family, such as a line of clothes which you sell; and
- Mobile homes unless they are being shipped in lieu of your household goods and will be used as your residence at the new location (See Part 6, "Transporting Mobile Homes").

What items are not recommended for shipment?

Items that are not recommended for shipment include:

- Jewelry, family heirlooms, photographs, albums, snapshots, and personal mementos with sentimental value since they are often difficult to place a value on and may be irreplaceable;
- Money, bank books, bonds, stock certificates, tax returns, legal papers; and
- Firearms, the transport of which is subject to various local, state, and Federal laws.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Section 5: What Does the Term "Shipment Released Valuation" Mean?
The term "shipment released valuation" means the total amount of monetary value placed on a shipment at the time of its release to the carrier.
What will be the value of my shipment?
Your shipment will be automatically valued at a base value of \$5.00 times the actual shipment weight in pounds. For example, under the base value, if your shipment weighs 10,000 pounds the total released value of your shipment would be \$50,000. You may specifically elect a higher total value or your agency may have elected a higher value than the base value. Check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.
Will the \$5.00 base liability be enough revaluation?
You can only determine your household goods value. You may want to check your homeowner's insurance policy for the amount of coverage you currently have and whether it applies while your goods are being moved. The base value of \$5.00 times the net weight of your shipment is the minimum released valuation available to you. It generally provides adequate valuation for an average shipment of household goods. The moving company's liability is limited to the actual full replacement value for the lost article and the repair cost for damaged articles, regardless of their individual weight, up to a maximum value of \$5.00 times the net weight of your shipment.

Who is liable if my shipment is lost or damaged?
The moving company is liable if the loss or damage occurred while the shipment was in the moving company's control, or if the moving company uses a third party to perform a portion of the move.
Can I purchase additional liability coverage?
Yes. See Part 3.

Section 6: What are Accessorial Services?
Accessorial services include such service as packing, unpacking, crating, appliance servicing, and any other service that is not part of the in-haul services necessary to complete the move.
Section 7: Am I Entitled to Place My Household Goods into Temporary Storage?
Yes, if authorized by your agency. Your household goods may be temporarily stored initially up to 90 days. If you require additional temporary storage time, you may be allowed an additional 90 days, if authorized by your agency. You should contact your Responsible Transportation Officer/Agency Move Coordinator for instructions on how to request this additional storage time.

Who pays for temporary storage charges?
The Government will arrange and pay for authorized temporary storage.
Is there any special justification needed to request additional temporary storage time?
Yes, justification for additional storage time may include:
• An intervening temporary duty or long-term training assignment;
• Lack of available housing;
• Delays in construction work on a new or renovated residence;
• Serious illness of employee, or illness or death of a close relative; and
• Strikes, acts of God, or other circumstances beyond the employee's control.

What happens if my household goods are still in storage after the temporary storage time expires?
If your household goods are not removed from storage-in-transit at midnight on the 90th day, liability of the moving company terminates. The interested character of the shipment or portion thereof, however, the warehouse is considered the destination of your property. The warehouseman becomes the agent for the property owner, and the property is then subject to the rules, regulations and charges of the warehouseman.

How are isolated locations determined?
Heads of agencies concerned are responsible for designating the isolated official stations at which conditions exist for allowing non-temporary storage of household goods at Government expense for some or all employees.
How long can my household goods stay in non-temporary storage at the Government's expense?
Non-temporary storage will be authorized for periods of time not exceeding one year and extended as necessary in accordance with the length of your assignment at an isolated official station. However, the period of non-temporary storage will not exceed three years.
How should I insure my household goods in non-temporary storage?
Goods going into non-temporary storage should be insured through the warehouseman who is storing your household goods or a commercial insurance company.

Section 8: What About the Transportation of Mobile Homes?
See Part 6: "Transporting Mobile Homes."

What is the criteria to be considered an isolated location?
An isolated location is a place of permanent duty assignment in the contiguous United States for which an employee has no alternative except to live where he/she is unable to use his/her household goods because:
(1) The type of quarters he/she is required to occupy at the isolated permanent duty station will not accommodate his/her household goods, or
(2) Residence quarters which would accommodate his/her household goods are not available within reasonable daily commuting distance of the official duty station. The determination should be made in individual instances that accommodate housing is available for some employees stationed there based on housing which may be available within daily commuting distance and the site and other characteristics of each employee's immediate family should be made. In those instances, the station will not be considered isolated for the employee with adequate family housing available.

If I leave my household goods in storage after the 180-day temporary storage period, will the Government pay for the storage?
No, the Government will not pay for temporary storage that exceeds 180 days. Household goods shipments that remain in storage after the 180-day temporary storage period change its character from temporary storage to non-temporary storage without transition.
Will the Government pay for non-temporary storage if I'm assigned to an isolated location?
If approved by the head of the agency concerned, the Government in some instances will provide an allowance for non-temporary storage during assignment to isolated locations in the contiguous United States only when it is not primarily for the convenience or at the request of the employee.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 2: Different Move Methods

Section 1: Move Method 1

The Government makes the arrangements and selects the moving company.

reference are the CSA Household Goods Tender of Service (HTGS) and the moving company's rules, rates, and charges.

The Government, not you, act as the shipper.

Section 2: Move Method 2

The Government makes the arrangements and the employee selects the moving company.

Method 2 is used if you prefer to use a mover that is more expensive than the one your agency selects. Your agency will pay the moving company and then collect from you the difference between the cost of the carrier the agency selects and the cost of the carrier that you selected.

How does my move begin?

The Bill of Lading (BL) is the document used by your agency to procure transportation services. The BL serves as the contract for transportation services between the Government and the moving company transporting your shipment. Because of certain Federal statutes, the moving company is required to issue a Commercial Bill of Lading (CBL) for the shipment. The BL is the controlling document, and in the event of a dispute, the BL is the document proving the contractual relationship between the Government and the moving company. As a contract, the BL must set out the terms and conditions that apply to the move either specifically or by reference.

Terms and conditions applicable by

goods and a copy of the CSA pamphlet "When You Move, Your Rights and Responsibilities." This pamphlet contains valuable information on the moving company's liability in the event of loss or damage to your shipment, the services you should expect, as well as papers you must sign. It also includes advice on such matters as packing, verifying the weight of your shipment, payment of bills, and loss or damage to your shipment.

What are my responsibilities as an employee?

Your chief responsibilities are:

- to ensure that the mover services your shipment in a professional manner and to immediately advise your Responsible Transportation Officer/Agency Move Coordinator when it does not;
- to establish with the mover the date on which your shipment will be packed and loaded;
- to advise (prior to pickup of your shipment) your Responsible Transportation Officer/Agency Move Coordinator, in writing, if you want to declare excess valuation on your shipment above that declared by your agency. Any increased valuation in excess of that declared by your agency must be shown on the BL;
- to be present or have your designated agent present as your goods are packed and loaded to protect your interests and those of the Government;

- to verify and sign the inventory prepared at your residence to ensure that it properly reflects the contents and condition of your household goods;
- to advise the mover of everything you intend to move, and you must make accessible to the carrier all items you intend to move, including items in the attic, garage, basement, and attic stairs;
- to stop work on your shipment and notify your Responsible Transportation Officer/Agency Move Coordinator when it is not being performed to your satisfaction;
- to disconnect/reconnect or arrange to have disconnected/reconnected gas and/or electric water/heating, or you also have the responsibility of draining and refilling waterbeds and water hoses;
- to arrange for the disassembling, reassembling, or servicing/unservicing of articles that require special servicing or services of a technician or craftsman such as a grandfather clock, hi-fi stereo or other electronic equipment, phonograph sets, gas dryers, wall units/room dividers (Carmen Stranks), electric pipe organs, hot tubs, pool tables, etc.;
- to pay transportation costs to ship that portion of your household goods in excess of 10,000 pounds;

- to take out additional valuation, if you desire, to fully protect the value of your goods;
- to ensure that the moving company's equipment is in good condition and the interior of the van, trailers, and containers are clean and contain a sufficient quantity of clean pads, covers, and other protective equipment to ensure safe transit of your household goods;
- to be present or have your agent present when your goods are delivered to confirm from the original inventory listing that all boxes, furniture, and other items are accounted for and are received in the same condition as when they were picked up. You must immediately notify the carrier and articulate on the carrier's delivery papers/inventory listing all loss or damage that is readily visible as your goods are unloaded;
- to instruct the mover in the placement of property at your new residence. This does not mean the mover must place articles being unpacked in drawers, cupboards, cabinets, or closets except when articles are removed from hanging wardrobe;
- to report and submit a claim in writing for any loss/damage discovered at the time of delivery or any loss/damage found after delivery. Any loss or damage that is not readily noticeable at the time of delivery, such as broken china or glassware in a carton that was not unpacked when goods were delivered, must be reported, in writing, to the mover within 15 days after delivery. This does not mean, however, that you cannot file a claim after 15 days.

- Concealed damage must be reported within 15 days. If it is not, you must prove that the mover did the damage;
- to be aware of the laborers employed by the moving company to determine if they are component in the performance of required services. They must be neat and courteous to the people with whom they interact;
- to report immediately to the moving company representative and the Responsible Transportation Officer/Agency Coordinator all moving company employees who you have determined to be under the influence of alcohol, drugs, or using abusive language, or engaging in abusive conduct. You must ask those employees to leave your premises. If the employees refuse to leave, contact the local law enforcement authority; and
- to complete and return the Household Goods Carrier Evaluation to your Responsible Transportation Officer/Agency Move Coordinator.

How will the moving company bill the Government?

Your Responsible Transportation Officer/Agency Move Coordinator will authorize the moving company to bill the charges directly to your agency's paying office.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 3: Levels of Service (Shipment Valuation)



How will the cost for the increase in the level of service be computed, and how much will I have to pay?

In the event you want a greater value than the base value, an additional charge of \$0.35 per \$100 will apply on that portion of the valuation declared in excess of the base value times the weight of the shipment. See the following example:

Full Value Service with employee's declared excess valuation:

10,000 pound shipment with declared valuation of \$50,000. In this example, the employee did request excess valuation, therefore, there are additional charges to be reimbursed to the Government:

Base level of service = \$50,000.00 (\$5.00 x 10,000 pounds)
Excess valuation = \$10,000.00 (\$50,000 - \$50,000)
Employee pays = \$85.00 (\$10,000/100 = 100 x 0.85)

NOTE: If your household goods are placed in storage, in transit, you will also have to pay a Storage Liability Insurance Charge (SLIC) for the excess valuation; the additional SLIC excess valuation charge for Full Value Service is \$0.16 per \$100 on that portion of the valuation declared in excess of the base value or \$5.00 times the weight of the shipment. In this example the employee pays \$10.06 (100 x \$0.16 = \$16.00).

Who selects the level of service under which my shipment is released?

Each agency is responsible for selecting the base level of service consistent with the agency's requirements. Check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.

What if I determine the base level of service that my agency selects is not adequate; can I increase the level?

Yes, you may increase the moving company's maximum liability above the base level of service selected by your agency.

Any cost associated with this increase will ultimately be the responsibility of the relocating employee.

What is "Level of Service?"
Level of service defines the extent of a carrier's liability with regards to household goods items.

What is "Full Value Service?"
The Full Value Service is determined by multiplying the base value of \$5.00 times the actual weight of the shipment in pounds. This establishes the moving company's maximum liability and its liability for any given item in the shipment is limited to the full replacement value of that item. Full replacement value is defined as the cost to replace the item with one of the same or similar quality and function at the current market price.

Part 4: Planning the Move

Be definite rather than using vague terms, such as "as soon as possible." You should confirm these dates with your Responsible Transportation Officer/Agency Move Coordinator at this time. The dates you select should be entered on the Bill of Lading.

What hours will my household goods be packed, loaded and delivered?

You may expect the carrier to pick up and deliver your goods between the hours of 8 A.M. and 5 P.M., Monday through Friday, excluding Federal holidays.

What if the moving company arrives at my residence to deliver my household goods after 5 p.m.?

The carrier may perform packing, pickup and delivery services at hours other than between 8 A.M. and 5 P.M., including Federal holidays, only if this is satisfactory to you and the carrier agrees to do so at no additional cost to the Government. The Government does not pay for overtime work which has not been authorized.

If the moving company arrives at my residence at 1 p.m. or 2 p.m. to deliver and unload my household goods and it is not a convenient time, do I have to let them begin to unload?

No. The moving company will allow you a specific amount of FREE TIME before assessing a waiting time charge. This waiting time is based on the time between 8 A.M. and 5 P.M., depending on when the moving company arrives.

For example: If the distance between point of pickup and point of delivery is less than 200 miles, and the moving company arrives at your residence at 3 P.M., you have one hour of free time. After the one hour free time ends, the moving company will be allowed to charge for one hour (4 P.M. to 5 P.M.) waiting time.

If the distance between point of pickup and point of delivery is 200 miles or more, and the moving company arrives at your residence at 1 P.M., you have two hours of free time. After the two-hour free time ends, the moving company will be allowed to charge for two hours (3 P.M. to 5 P.M.) waiting time. This charge for waiting time is not applicable on Sundays except:

- (1) When pickup or delivery on Sunday is requested by the shipper, or (2) When waiting time occurs on a Sunday preceding a Monday holiday. The charge is not applicable on National or State holidays except: (1) When pickup or delivery on a holiday is requested by the shipper, or
- (2) When waiting time charges apply the day before such holidays.



Section 1: Setting Packing, Pickup and Delivery Dates

How do I set my packing, pickup and delivery dates?

Your packing, pickup and delivery dates should be arranged with your Responsible Transportation Officer/Agency Move Coordinator. However, if permitted by your Responsible Transportation Officer/Agency Move Coordinator, you may negotiate with the moving company's representative the times for packing, loading and delivery of your household goods.

You will be expected to tell the moving company's representative when you want the goods to be packed, picked up and delivered. The moving company will tell you if the dates are practical and suggest alternatives if they are not.

(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



**Section 2:
Household Goods
Planning Checklist**

TASK

1. Survey Home-Determines what will be moved.
2. Prepare weight estimation chart.
3. Agency Transportation Office will contact you to arrange move:
(a) Set tentative move date.
(b) Determine storage requirements.
(c) Identify large items.
(d) Determine special packing requirements.
4. Carrier representative will contact you for pre-move survey.
5. Date pre-move survey performed.
6. Confirm dates with your Agency Relocation Coordinator:
(a) Packing
(b) Loading
(c) Delivery
7. Actual packing date.
8. Actual loading date.
9. Arrange utilities final billing.
10. Travel to new area.
11. Delivery of household goods.
12. File claims, if any, for loss or damage.
13. Complete carrier evaluation report (CSA Form 300).
14. Agency Relocation Coordinator:
Name: _____
Agency: _____
Address: _____
City/State/Zip: _____
Phone: _____
15. Moving company's coordinator:
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____

Can I change my agreed upon delivery date?
Yes, you may, if you do so prior to loading or pickup. First, you **MUST** contact your agency's Responsible Transportation Officer/Agency Move Coordinator. Most moving companies will agree to change the delivery date even after pickup has been made, but they are not required to do so. They have the right to place your shipment in storage at additional cost, if you are unwilling or unable to accept delivery on the date entered on the BL.

What should I do if the moving company doesn't show up on our agreed delivery date?
You should call the local office of the moving company and your Responsible Transportation Officer/Agency Move Coordinator.

What if I have problems with the moving company's personnel during my move?
Depending on the nature of the problems, if you encounter issues that cannot be resolved with the moving company's representative, you should contact your Responsible Transportation Officer/Agency Move Coordinator. If the problems are unrelated in nature and cannot be resolved by the moving company and/or your Agency Move Coordinator, you should contact the local law enforcement authority.

What if the moving company can't make the agreed upon pickup and delivery dates?
If the moving company cannot make the agreed pickup and delivery dates, you should contact the Responsible Transportation Officer/Agency Move Coordinator for further instructions, and to reschedule the pickup and/or delivery dates.

How many days does the moving company have to deliver my goods?
Once your household goods are loaded, the moving company is required to deliver the shipment according to the maximum amount of time listed in the Household Goods Tender of Service (HTGS). These transit times may be adjusted when the moving company and the Government mutually agree to a transit time longer or shorter than the HTGS. Check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.

Who pays the cost of waiting time?
If after the free time has expired, you (the property owner) will be responsible for paying any costs for any additional waiting time if you fail to allow the moving company to deliver your household goods between the hours of 8 A.M. and 5 P.M. except as noted in the previous paragraph; and
(f) If your household goods, after the free time has expired, are authorized for storage-in-transit (SIT), you may elect, in lieu of actual warehouse storage, to keep your household goods on the moving company's vehicle, and your agency will bear the costs for the extended waiting time, not to exceed the cost of temporary storage. The decision to pay waiting time in lieu of storage costs is based on the lesser of the two costs and whether there is a benefit to you and/or the Government.

Does the free time and waiting time apply to delivery from storage-in-transit?
Yes, as described previously.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Section 3:
Lightening the Load
What type of household goods should I discard to help lighten my shipment?

Examples of items you may wish to discard are:

- Magazines and books you no longer want or read.
- Clothes you haven't worn in several years.
- Empty bottles and jars, opened cans of food, syrup or other liquids.
- Furniture and appliances that you plan to replace at your new location.
- Items in your storage area you haven't used in several years.

Suggestion: You might consider having a garage sale to clear out items no longer needed or used.

Section 4:
Other Preparations
What if some of my household goods will require disassembly and reassembly?


The disassembling and reassembling of property for shipment, such as regular beds (not outdoor furniture), regular sectional bookcases, and the preparation of appliances, such as washers, dryers and record players may be performed by the moving company as part of the transportation services entitlements.

What items will the moving company not disassemble or reassemble as part of the transportation services entitlements?

Items such as hamaker refrigerators, outside TV antennas, swing sets, outside sheds, and pool tables must be disassembled/reassembled by you or arrangements made to be disassembled/reassembled by you with a third party service company or the moving company. This is not considered as part of the transportation services entitlement. The cost for such services may be reimbursed to the employee as miscellaneous expenses.

What does the government consider to be a miscellaneous expense?

A miscellaneous expense is an allowance authorized for the purpose of defraying various continuing costs associated with discontinuing residence at one location and establishing residence at a new location in connection with a voluntary or approved permanent change of station.




What types of miscellaneous expense costs are covered?

The expenses that are common to living quarters, furnishings, household appliances, and to other general types of costs inherent in relocation of a place of residence. The types of costs include but are not limited to the following:

- Fees for discontinuing and connecting appliances, equipment, and utilities involved in relocation and costs of converting appliances for operation with available utilities;
- Fees for unhooking and blocking and related expense in connection with relocating a mobile home, but not the transportation expense;
- Fees for cutting and fitting rugs, draperies, and curtains moved from one residence to another;
- Utility fees or deposits that are not offset by eventual refunds;
- Forfeiture losses on medical, dental, and hood locker contracts that are not transferable; and
- Costs of automobile registration, driver's license, and use taxes imposed when bringing automobiles into certain jurisdictions.

What types of miscellaneous expense costs are not covered?

Miscellaneous expense cannot be used to reimburse costs or expenses incurred that exceed maximums provided by statute. Costs reimbursed under other provisions of law or regulations; costs or expenses incurred for reasons of personal taste or preference and those incurred because of the move; losses covered by insurance; fines or other penalties imposed on employees or members of their immediate family; judgments, court costs, and similar expenses growing out of civil actions; or any other expense brought about by circumstances, factors, or actions that were not caused by the move to a new duty station.

Examples of these types of costs are as follows:

- Losses in selling or buying real and personal property and cost items related to such transactions;
- Cost of additional insurance on your household goods while in transit to the new official station or cost of loss or damage to such property;
- Additional costs of moving household goods caused by exceeding the maximum weight limitation for your household goods;
- Costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies.

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- Cost of additional insurance on your household goods while in transit to the new official station or cost of loss or damage to such property;
- Additional costs of moving household goods caused by exceeding the maximum weight limitation for your household goods;
- Costs of newly acquired items, such as the purchase or installation cost of new rugs or draperies.

(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



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What does the term "servicing and unservicing" of household goods articles mean?

"Servicing and unservicing" means preparing the articles at origin that have free-moving parts, mechanisms, attachments or accessories, which if not properly serviced, would be damaged or rendered inoperative during transit and reversing the process at destination EXCEPT when delivery is to permanent storage. Servicing and unservicing DOES NOT INCLUDE disconnecting or reconnecting, repairing the articles in any way at origin or destination, removal or installation of TV antennas, air conditioners, wiring or plumbing, electrical or carpentry services.

What are some of the articles that might require servicing and unservicing?

- Servicing and unservicing of washers that require other than lightning belts and securing permanently installed braces (combination washer-dryers will be considered one article), and
- These articles of unusual nature or high value, such as, but not limited to, grandfather clocks, hi-fi stereos, phonograph sets, cryers, electric pipe organs, electronic equipment, wall unit/room dividers (German Shrank), water beds, hot tubs, pool tables of certain design also and weight and other articles of similar nature.

Will the moving company arrange for the disassembly or reassembly of these items?


The moving company will, at your request, when services are required to be performed by a third party, arrange for assembling and disassembling or servicing and unservicing articles.

How will the charges for these services be paid?

Charges for such services will be billed by the moving company on SF Form 1193 (Voucher for Transportation Charge) as an advanced charge when performed by a third party when approved by the responsible transportation Officer/Agency Move Coordinator. The Government will then collect from you for these services.

Can I pack my clothes in chest and dresser drawers?

Lightweight clothing, sweaters, shirts, blouses, and lingerie may be left in drawers. Do not fill drawers with heavy items such as books, table linens or sheets, which can damage the piece of furniture during transit. Be careful NOT to include fragile items or anything that might spill or leak.



Can I move my frozen foods?

Frozen foods can be moved, but only under certain specific conditions. Be sure to discuss this with your responsible transportation Officer/Agency Move Coordinator and the moving company representative prior to shipment. In most instances, we suggest shipping arrangements be made through local frozen food locker plants, especially for a long distance move.

Should I move jewelry and other valuables?

While the moving company can move valuables such as money, credit cards, stamp collections, or other items of extraordinary value, we recommend that you carry irreplaceable and expensive articles with you or check with your local bank or post office for alternate methods of transporting your valuables.

Under no circumstances should you take your valuable items in boxes, dresser drawers, etc., without telling your moving company's representative and asking that the item(s) be shown on the inventory. Such information clearly establishes that the particular item is included in the shipment and extends the moving company's liability for that item.




Can I move my houseplants?

The moving company can move your plants under certain conditions, but plants may suffer from changes in climate and a lack of water and sun. If you attempt to transport plants in the family car, you will have to contact with these same problems. Ask the moving company's representative for advice on moving houseplants.

Some states prohibit the entry of all plants, while other states will admit plants under certain conditions; still others have no plant regulations. Be sure to check the regulations of the state to which you're moving or through which you will be traveling.

Can I move my pets?

Pets cannot be carried on the moving van. Dogs, cats, canaries, and parakeets can usually be transported in the family car. If this isn't possible, your moving company may suggest alternative ways to ship your pets safely.



Section 5: Final Preparations

What are some final preparations I should do?

Before the moving company arrives, arrange in a separate area of your home those items that you plan to take with you from those that will be packed and moved by the moving company.

Separate your professional books and papers. You may ship these items separately if the total weight of your shipment exceeds the maximum limit of 15,000 pounds.

Take your garden tools together in a secure box.

Drain the fuel and oil from your power lawn mower and other combustion-engine powered machinery.

Demolish outdoor play equipment and other outdoor structures that will be part of your shipment, such as sheds and playhouses.

Clean the refrigerator and freezer. If these items are to be shipped, allow two days for the refrigerator and freezer to dry, leaving doors open during that time.

Dispose of any leftover foods, plants or other items that you don't intend to move.

Remove heavy items (and liquids) from furniture drawers.

Demolish stereos, video games and similar items.

Remove your window air conditioner if you have one that will be part of your shipment.

Take down curtain rods, pictures, electrical fixtures, and mirrors, as well as framed and food racks, hanging bookcases, cabinets, and anything else secured to the wall that is to be included in your shipment.

Arrange to disconnect utility services (gas, electricity, telephone, paper delivery, mail, etc.). If a utility is to remain in service, see that the meter is read just before you leave.

Arrange to have carpentry, plumbing, electrical or other work as needed to disconnect your appliances.

Arrange to have items such as musical instruments prepared for transport. Special attention and care should be considered when transporting wood constructed instruments, such as, guitars, banjos, etc. These items may be damaged if and when there are climatic condition changes during transport. Special packing may be required, or you may want to consider moving these items in your vehicle or by some other mode.

Arrange to have coin collections, antiques, and art objects properly appraised and packed for transport.

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(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 5: Making the Move

Section 1: Moving Day

What happens on moving day?

The moving company will arrive at your residence at any time after 8 A.M., on the agreed moving date. It is strongly recommended that you be there. If you cannot be there, have a trusted friend or relative represent you. However, make every effort to supervise the move yourself and, if possible, have someone assist you. Don't leave the house while the movers are there, and don't leave money or valuables lying around unattended.

Section 2: Packing, Crating and Transportation

How will my household goods be transported?

Household goods transported within the United States ordinarily will be shipped in highway moving vans. For a move within the 48 adjoining states, the moving company will load furniture on the van and pack your dishes, lamps, clothing, books, and similar items in barnet, cartons, or other suitable containers.

The moving company is responsible for:

- using new, clean packing materials for linens, clothing, and bedding and new or like-new packing materials for other items;
- wrapping mirrors, pictures, and glass table tops in special padding and placing them in separate cartons;
- wrapping and protecting all finished surfaces from marring and scratching;
- properly rolling and protecting rugs and rug pads; and
- putting all nuts, bolts, and screws from disassembled items in bags and strapping the bags to the items.

How are packing and unpacking charges assessed?

Packing and unpacking charges include a charge for the container and packing materials, a charge for packing the containers, and a charge for unpacking.

Note: You should not be billed for any packing containers not provided by the moving company and/or any unpacking services that are not performed by the moving company.

What if I require special packing and crating?

If you feel the packing and crating are used by the moving company are inadequate, you may request special packing through your Responsible Transportation Officer/Agency Moves Coordinator.

Will the Government pay for the special packing and crating?

No. The Government will only pay for packing and crating and materials that are used in the normal course of business by the moving company. You must pay any special packing and crating requirements that you request. However, if you feel that the packing materials used by the moving company are inadequate, you may request, through the Responsible Transportation Officer/Agency Moves Coordinator, any special packing and/or crating requirements to be authorized that will fall within the applicable limits for the costs of transporting your household goods.

Who is responsible for packing and unpacking my shipment?

The moving company is responsible for performing all packing and unpacking when requested. The moving company will not change such notations, make these changes yourself before signing. Note on the inventory, by the item number, any exceptions you may have. Each sheet of the inventory has several blank lines at the bottom where you may write your exceptions.

Section 3: Inventory of Household Goods

What is an inventory?

An inventory is the document containing an itemized list of your household goods possessions and their condition.

How is the inventory of my household goods performed?

Once the moving company has completed packing, all the boxes and items are numbered. The name and number of each item is listed on the shipment inventory together with an abbreviation that will indicate the condition of the item. For instance, if a piece of furniture is matted or scratched, the moving company will write "M" or "SC" and the location of the matted or scratched condition on the furniture on the inventory next to the item description. You should make sure such notations are accurate. The inventory sheets list explanations of the abbreviations or notations as made by the moving company.

What if I disagree with the moving company's notations?

If you disagree with the moving company's notations, request that the inventory be changed to indicate the exact or correct condition. The moving company will not change such notations, make these changes yourself before signing. Note on the inventory, by the item number, any exceptions you may have. Each sheet of the inventory has several blank lines at the bottom where you may write your exceptions.

What is my responsibility for the preparation of inventory?

Before your move, your responsibility at origin is to ensure that the inventory is accurately prepared and is complete. Remember that your signature is on the inventory listing and indicates that you agreed with the moving company's listing. Be sure to get a copy of the inventory after you have signed it.

At your destination, you should check your unloaded household goods against the inventory listing and compare their delivered condition with the condition indicated at loading time. Also note on the inventory listing any lost or damaged items. It is your responsibility to double-check your inventory at the beginning and end of your move.

What if there is no destination inventory?

In the event the moving company does not have a copy of the inventory, it is recommended that you make your own itemized listing of your household goods and personal effects, while being unloaded, and note the conditions as you receive them.

Should I also make an inventory of my household items?

It is strongly recommended that you make your own inventory listing and code it to indicate what should be unpacked immediately at destination and what can wait. Such a system will be especially helpful if some of your goods go into storage. In addition, you can write on each box indicating where it should go at destination. For instance, marking boxes for the kitchen, dining room, living room, master bedroom, garage, basement, etc., can speed up the unloading process considerably and help you set up your new household more quickly.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Section 4: Weighing of Household Goods
How is the actual weight of my household goods shipment determined?

The weight of your shipment will be determined by weighing the moving van before and after loading. The difference, or net weight, is the weight on which charges are paid. "Ballers" and "other" weight-in, too, van should be loaded with all pads, ramps, dollies, hand trucks, and other equipment used to transport your household goods. The fuel tanks are to be full at each weighing or, alternatively, no fuel should be added between the weigh-in if the first weighing is done before your shipment is loaded. Neither the driver nor any other person may be aboard during the weighing.

Am I allowed to observe the weighing of my household goods?

Yes. The moving company must use public certified scales that will permit you to observe the weighing of your shipment and must tell you the location of the scale.

What if there is more than one shipment on the moving van?

There may be one or more shipments on board the van before your goods are loaded, but the will not affect the accurate weighing of your goods. The weight of each shipment will be obtained by determining the difference between the tare weight of the vehicle on which the shipment is to be loaded and the gross weight of the same vehicle after the shipment is loaded.

Will the moving company weigh my shipment at the origin and the destination?

Not necessarily; the moving company will in most instances weigh your shipment at origin. The weighing of your shipment at destination will be performed if requested by you or the responsible Transportation Officer/Agency Move Coordinator. The moving company will determine the weight of your shipment before the assessment of any charges dependent on the shipment weight. You will have the right to observe all weigh-ins of your shipment. The moving company must advise you or any other person entitled to observe the weighing of the time and specific location where each weighing will be performed and must give you a reasonable opportunity to be present to observe the weighing.

What if I have doubts about the weighing of my household goods?

Before the actual unloading of your household goods, you may contact your Responsible Transportation Officer/Agency Move Coordinator and request your shipment be reweighed at destination. This is the time to clear up any doubts about the weight. The charges will be based on the re-weigh weight.

Section 5: Unloading and Unpacking of My Goods
Who unloads and unloads my household goods?

The moving company will deliver and unload your shipment. The moving company will unpack, however, you must request unpacking. Unpacking is part of the transportation costs entitlement.

What time will the moving company deliver, unload and unpack my household goods?

The moving company should deliver, unload and unpack your shipment on the agreed upon day between the hours of 8 A.M. and 5 P.M. Monday through Friday.

What if the moving company arrives to deliver my household goods after 5 p.m.?

If the moving company arrives after 5 P.M. to deliver your household goods, you do not have to allow the unloading of your household goods until the following business day, beginning at 8 A.M.

Can the moving company deliver and unload my household goods on weekends and/or Federal holidays?

Unless mutually agreed upon by you and the moving company, in writing, and no liability on the part of the Government will be incurred for overtime labor or any other additional charges, the moving company cannot deliver your household goods on weekends and/or Federal holidays.

Should I be there when the moving company unloads and unloads my household goods?

Yes, it is best that you are there to accept your household goods. However, if it is impossible, your representative must be at your new residence when the shipment arrives.

What if I have doubts about the weighing of my household goods?

Before the actual unloading of your household goods, you may contact your Responsible Transportation Officer/Agency Move Coordinator and request your shipment be reweighed at destination. This is the time to clear up any doubts about the weight. The charges will be based on the re-weigh weight.

What if I am expected to do when the moving company arrives for delivery?

You should perform the following tasks:

- Inspect the household goods as they are unpacked to make sure they haven't been damaged and then check them off the shipment inventory;
- See that the moving company notes any missing or damaged items on all copies of the shipment inventory listing. If they do not make such notations, MAKE THEM YOURSELF;
- Sign the shipment inventory or the delivery receipt, but only after delivery is complete and any damage or loss has been noted on all inventory copies. Do not sign any receipt which does not provide that you are signing for your shipment in apparent good condition except as noted on the shipping documents; and
- Keep your copy of the inventory. The notations on it about loss or damaged items are legal proof for a claim against the moving company.

If there is loss or damage at destination, should I refuse to sign for delivery?

Do not refuse to sign any papers merely because of loss or damage as long as the loss or damage is noted. Should you discover loss or damage later, notify the moving company immediately by phone and confirm the message in writing (see Part 7 on claims and complaints).

What happens to my household goods if I am not at home to accept delivery?

If you are not at your residence, the moving company will allow you up to a maximum of one or two hours free time, depending on the number of miles your shipment has moved before departing. The moving company has the right to charge the Government for waiting time at the hourly rate specified in the moving company's tariffs, or may place your goods in temporary storage charges according to the moving company's tariffs.

What should I do before the moving company's arrival to unload and unpack?

Before the movers arrive, plan where you want each item placed in your new home.

What is the moving company actually required to do once it arrives at my residence?

The moving company is required to perform the following tasks:

- Unpack, if requested, the containers packed by the company at origin and place the furniture ONCE where you say;
- Reassemble all furniture and equipment that was disassembled by the moving company at origin;
- Remove packing and blocking from appliances but not connect the appliances;
- Remove all packing materials and other clutter resulting from the unpacking; and
- Record, in writing, any loss or damage and give you a copy of the shipment inventory.

(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 6: Transporting Mobile Homes

Section 6: Time of Performance

How much time does the moving company have to deliver my household goods to my residence?

The moving company is required to deliver your household goods directly to your residence in accordance with the transit times set forth in the Household Goods Tender of Service. Check with your Responsible Transportation Officer/Agency Move Coordinator.

How much time does the moving company have to deliver my household goods from temporary storage?

Delivery from temporary storage must be accomplished on the date you requested, excluding Saturdays, Sundays, and Federal holidays. If, because of prior commitments, the moving company cannot deliver on the day requested, delivery must be completed no later than three business days thereafter.

If my household goods are placed in storage at origin, do the transit times in the Household Goods Tender of Service still apply?

Yes. Transit times are based on a minimum of five days notice before the pickup date. The days should be increased by one for each day less than the five days notice. Transit time is measured in calendar days from the date loading is completed to the date on which the shipment is offered for delivery at the residence, except when the last day of the transit time falls on a Saturday, Sunday, or a Federal holiday. If that is the case, then the next Government working day will be the last day of transit. Check with your Responsible Transportation Officer/Agency Move Coordinator for applicable times for your shipment based on weight and mileage.

Check with your Responsible Transportation Officer/Agency Move Coordinator for transit time requirements.

Section 7: Household Goods Shipment Tracing

Can I ask the moving company to trace my household goods shipment, and, does the moving company have a specific timeframe in which to respond to my tracing request?

Yes, you may request your shipment to be traced. When you or the Responsible Transportation Officer/Agency Move Coordinator requests information concerning your household goods shipment in transit, the moving company must acknowledge such requests and make a prompt report within 24 hours as to the location of your shipment.

Will the Government pay to move my mobile home?

Yes. The Government will pay to move your mobile home if it is to be used as a residence for you or your family at your destination. However, such moves are available only within the 48 adjoining states of the United States, within Alaska, or through Canada to and from Alaska.

Section 1: Methods of Transport

Will the Government contact the moving company to have my mobile home shipped?

Yes. The Government will contact a commercial transporter to make the arrangements to move your mobile home.

Section 2: Weight Allowance for Transporting My Mobile Home and Temporary Storage

Is there a weight allowance restriction for moving my mobile home?

No. There is no weight allowance restriction on your mobile home. However, reimbursement of costs tied to what the costs would be to move 15,000 pounds of household goods plus 30 days storage. Your mobile home may weigh more than 15,000 pounds.

Am I authorized to place my mobile home in temporary storage?

No. There are no provisions in the current regulations that allow placing your mobile home into temporary storage at Government expense. However, you should check with your Responsible Transportation Officer/Agency Move Coordinator for agency policy.



(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Part 7: Claims and Complaints

Section 3: How Should I Prepare My Mobile Home to be Transported?

- The following general areas should be checked when preparing your mobile home for transporting. You should also verify what the moving company expects of you.
- Unlock the trailer a day or so ahead of moving to allow the springs to settle into proper riding position.
 - Inspect the hitch components, lights and tires (provide two or three spare tires, if possible).
 - Check the wheel bearings and grease (these should be repacked if the mobile home has been parked longer than six months).
 - Tighten the lugs on all wheels.
 - Remove flower boxes, awnings, antennas, air conditioners, etc., which are attached to the mobile home and secure these items inside.
 - Pack all loose items, including breakables, in boxes and place them on the floor of the trailer.
 - Place furniture against the wall toward the front and center of the mobile home. As little weight as possible should be placed in the rooms in the back. Do not overload your trailer. The distances between the top of each wheel and the floor should be at least 3 inches or more to allow trailer movement without rubbing the tires. If the tires rub, they may blow out.
 - Pack and secure all appliance accessories.
 - Disconnect, remove, clean, and secure all pipes inside the mobile home.
 - Secure all doors.
 - Anchor all fixtures that cannot be removed.
 - Remove outside fuel tanks.
 - Carry all valuables in your car.

Section 1: Loss or Damage Claims

When will I know if I should file a loss or damage claim?

You should consider filing a loss or damage claim if you observe loss or damage as the moving company unloads or unpacks your household goods, or if you discover loss or damage after your household goods have been delivered.

How should I document the loss or damage?

You should list the loss or damage on the shipment inventory form. You should also note discrepancies on the inventory form if the moving company won't. Then sign your name, be sure the moving company representative signs the form, and keep your inventory copy.

Will the moving company settle my claim using the inventory forms?

No. You should write or call the moving company and request claim forms and a visit from the moving company's representative to verify the loss or damage, if necessary. You should contact the moving company in writing for the claim forms immediately after you discover your loss or damage.

What if I discover loss or damage while unpacking after the moving company has completed the delivery and the destination inventory forms have been signed?

You should write or call the moving company and request claim forms and a visit by the moving company's representative to verify the loss and/or damage. The discovery of loss and/or damage after delivery may be considered concealed loss and/or damage and you have up to 75 days after delivery of your household goods to notify the moving company, in writing (describe what the loss and/or damage is), and the moving company WILL BE LIABLE. You may also file a claim for concealed loss or damage after 75 days, however, you must prove the moving company caused the loss and/or damage while your household goods were in its custody.



What if the moving company does not send me the claim forms or a representative to my home to verify the loss or damage?

You should promptly prepare a list of the lost or damaged items and forward this information, in writing, to the moving company, describing the following information for each item:

- Inventory item number;
- Item description (i.e., Johnson's Food Blender);
- Description of loss or damage (i.e., food blender glass broken);
- Repair and replacement cost (glass cannot be repaired; manufacturer no longer makes the Johnson model; part is unavailable; replacement model is \$175.00); and
- Claim must be for a specific dollar amount (generalizing such as "approximately \$100.00" or "between \$75.00 and \$100.00" is not sufficient).

If the moving company refuses to verify the loss or damage at your residence, that fact should be included in your letter.

(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



What if the moving company sends a representative to verify the loss or damage and I do not agree with the moving company representative's position, what should I do?

You should make a copy of the notification and your exceptions to the moving company's position and submit these exceptions to the moving company along with your claim. A copy of your inventory should also be included.

How will the moving company determine the current value of my lost or damaged items?

Each item's value is determined by the current market value of an item of the same or like value.

When the moving company settles my claim, what will be used to determine the basis of the settlement?

All shipments moving under CHAMP are released at full value. The moving company will either reimburse you for the full value (as determined by current market value), repair the item, or reimburse you for the cost of repairs to damaged items to the extent necessary to restore the item to the same condition as when received by the moving company from the shipper. Actual replacement articles, if any, will consist of articles of like kind and quality.

How much time do I have to file a claim with the Government?

Under the Military Personnel and Civilian Employees Claims Act, the time frame in which to file a claim is limited to two years from the date of delivery. However, all Federal agencies do not participate in the Claims Act so you must check with your Responsible Transportation Officer (RTO) to confirm eligibility.

Does the moving company have a specific timeframe to acknowledge the receipt of my loss and damage claim?

Yes. The moving company must acknowledge all claims for loss and/or damage within 30 days after receipt.

How much time does the moving company have to settle a loss or damage claim?

The moving company has 30 days after receipt of a properly filed claim to pay, decline, or make a firm compromise settlement offer to you in writing.

What if the moving company is unable to offer me a settlement within 30 days?

If the claim cannot be processed and disposed of within 30 days after its receipt, the moving company may be allowed, with approval by the Government, an additional 30-day period for settlement of the claim.

What if the moving company refuses to settle my claim to my satisfaction?

You should contact your Responsible Transportation Officer/Agency Move Coordinator for assistance.

Can I file a lawsuit against the moving company?

If the loss is consequential and you're not satisfied with the moving company's settlement offer, you may consider filing a civil action suit in a court to recover your loss.

What is the General Services Administration's role involving disputes?

In the event a satisfactory agreement cannot be reached between the carrier and the Federal agency, the Program Manager of the Centralized Household Goods Traffic Management Program (CHAMP) will provide assistance and issue a final decision in the resolution of claims disputes when and if requested by the moving company.

What is considered a properly filed claim?

The following items are minimum filing requirements that are considered sufficient to constitute a properly filed claim.

(a) You must always submit your claim to the moving company or its representative in writing.

(b) Your claim must contain facts sufficient to identify the shipment of property involved.

(c) Your claim must identify the loss or damage, and assert that it was caused by the moving company.

(d) Your claim must demand restitution of a specified or determinable amount of compensation.

What if I specify an uncertain amount, such as \$100 more or less in my claim? Is this considered sufficient?

No. Whenever a claim is presented against a moving company for an uncertain amount, such as \$100 more or less, it is not considered to be a proper claim.

Can I file a claim against the moving company for delay?

No, you may not. However, your agency may file a claim against the moving company if a moving company fails to perform services as agreed and contracted for.

(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



**Section 4:
Household Goods
Carrier Evaluation
Report**

Is there a form that I should use to rate the performance of the moving company that moved my household goods?

Yes. To help the General Services Administration (GSA) judge how well various household goods moving companies are performing their tasks, please complete the "Household Goods Carrier Evaluation Report (CSA FORM 3880)," after your move. It is very important to do this promptly and completely. Your agency should provide you with a copy of the CSA Form 3880 at the time of your shipment or shortly after. If your agency fails to provide the CSA Form 3880, you can use the sample form included in this booklet (see Appendix III) to note dates, weights, costs, and other facts you might otherwise forget.

FOR EXAMPLE:

- If the moving company refuses to unpack your household goods upon your request at the time of delivery, or
- If the moving company refuses to remove debris from your residence, or
- If after the move the moving company denies your claim for loss and/or damage in full or in-part, missing items, etc.; or
- If the moving company fails to offer you a settlement to a claim within 30 calendar days. For these types of problems, you should contact your Responsible Transportation Officer/Agency Move Coordinator immediately for assistance to correct the problems. In all of the previously mentioned instances, make sure you have the number assigned to your shipment by the moving company as well as other documents relating to the move.

If I have a complaint, whom should I contact first?

Filing complaints depends on the nature of the problem.

FOR EXAMPLE:

- If you have a problem during packing where the packers are being careless and not packing your household goods properly, i.e., mixing miscellaneous with other household goods items, etc.; or
- If you have a problem during loading where the moving company's crew, based on your opinion is not loading your furnishings in a safe manner; i.e., packing your sofa in the vehicle without proper padding or wrapping, or
- If during delivery the moving company's crew refuses to allow you enough time to inventory the condition of your household goods as they are being unloaded from the vehicle; or
- If you have a problem with the placement of your household goods in storage-in-transit at a location that is not a desirable location, i.e., lack of security at the location; warehouse construction does not prevent rats from entering the building; entry facilities. For these types of problems, you should stop work immediately and contact your Responsible Transportation Officer/Agency Move Coordinator for assistance to correct the problems.

Is there a time limit for filing a claim with the Government?

Yes. You are limited to two years from the date of delivery of your household goods by the moving company to file a claim with the Government.

**Section 3:
Complaints and
Inquiries**

Must the moving company have a complaint and inquiry system if I have a problem?

Yes. All interstate moving companies must have complaint and inquiry procedures. If you are not given information on your moving company's procedures, ask the moving company about them. Also, find out whom to call regarding complaints, the telephone number, and if the moving company will pay for such calls.

What are some of the other types of claims that I may file with the moving company?

You may file a claim for damage to real property and claims for personal injury.

Do the same time limitations for filing a claim, as prescribed for loss or damage described previously, apply on real property claims for personal injuries?

Yes. However, for injury claims, you may want to contact your agency legal counselor or your own legal representative for advice and assistance.

Can I file a claim for loss or damage against the Government?

You may file a claim against the Government under the terms of the Military Personnel and Civilian Employees Claims Act of 1964, Public Law 87-226 (31 U.S.C. 360), Under 31 U.S.C. 3751 (the Military Personnel and Civilian Employees Claims Act of 1964, as amended), damage to their household goods that exceeds the amount recovered from a carrier in settlement of a claim may file a claim against the United States for the difference sustained. The Act authorizes, but does not require, agencies to compensate employees up to \$40,000 for the excess loss or damage sustained by the employee. When it is the policy of the agency not to compensate its employees under the Act, the agency should advise employees of the options available to them for insuring their household goods against greater risk of loss.

Can I file a claim against the moving company for inconvenience?

You may, if the moving company through its own fault causes any inconvenience, then the moving company becomes responsible for reimbursing either the Government or you for any damages that either you or the Government have suffered. You may only collect for the difference between the amount of per diem reimbursement from the Government and your actual expenses.

If I am inconvenienced because of a delay in receiving my household goods, can I rent or purchase some essentials for immediate use?

Yes. However, you should contact the moving company before buying items such as pots, pans, bedding, and other essentials.

Sometimes moving companies will make them available at no cost; if you purchase them without notifying the carrier, the moving company may refuse to pay for the rental or purchase of the essentials. Save all receipts for such purchases and for groceries, restaurants, or lodging that result from the moving company's delay.

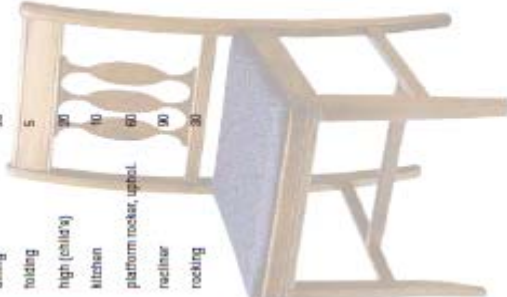

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(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Appendix I Weights of Common Household Goods & Furnishings

ITEM	POUNDS	ITEM	POUNDS	ITEM	POUNDS	ITEM	POUNDS
APPLIANCE		CLOCK		EQUIPMENT/TOOLS		ITEM	POUNDS
dehumidifier	50	bar or grandfather	30	baroque stand	30		
dishwasher	150	west, antique	30	battery, auto	40		
dryer	150	CABINET		bench saw	60		
freezer/refrigerator (per cubic foot)		corner	90	bicycle	40		
up to 10 cu. ft.	100	DESK		drill	5		
10 to 15 cu. ft.	200	office size	150	drill press, floor model	170		
15 to 20 cu. ft.	250	rolltop	100	extension ladder (per foot)	2		
over 20 cu. ft.	300	secretary	11	fishing rod & reel	5		
oven, microwave	70	small	70	hedge trimmer	5		
refrigerator		DRESSER (per seat/chest)		ice chest cooler	10		
apartment or small	100	with drawers, child's	40	lawn mower	30		
double oven	250	double	110	hand	30		
regular oven	200	triple	150	power	60		
washer	200			SAW			
BED (includes box springs, mattress, bedstead)				bench	60		
bunk (set)	140			chain	30		
twin	150			hand	2		
double	180			sabre	5		
queen/king	290			table	150		
crib	60			tool box, w/contents	70		
rollaway with mattress	50			tool chest w/drawers w/contents	100		
water	210			tool cabinet			
				professional type with casters/contents	300		
				wheelbarrow	30		
				workbench, shop	70		





(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



Wherever you go—we'll go, too.
We ship to any domestic or international destination in the world at less than half the commercial rates.

For more information, contact our Regional Zone Offices listed on page 4 of this guide.



REMARKS Employee and/or Issuing Office/Agency Name (optional)

PRIVACY ACT STATEMENT: This information requested on this form is collected under Title 38, United States Code, and will be used to monitor and control the carrier's performance. This information may be furnished to the carrier involved for their evaluation. Your disclosure of this information will put in our care all sensitive information that is necessary to ensure the safe and efficient performance of the shipment of your household goods, personal effects, and/or baggage. GSA Form 3880 (prev. ed.) (A) (1)

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(This appendix is attached for example purposes only. Go to www.gsa.gov for more information.)



U.S. Department of the Interior

The mission of the Department of the Interior is to protect and provide access to our nation's natural and cultural heritage and honor our trust responsibilities to tribes. We:

- encourage and provide for the appropriate management, preservation, and operation of the nation's public lands and natural resources for use and enjoyment both now and in the future;
- carry out related scientific research and investigations in support of these objectives;
- develop and use resources in an environmentally sound manner, and provide an equitable return on these resources to the American taxpayer; and
- carry out trust responsibilities of the U.S. Government with respect to American Indians and Alaska Natives.



National Park Service

The National Park Service is a bureau within the Department of the Interior. We preserve unimpaired the natural and cultural resources and values of the National Park System for the enjoyment, education, and inspiration of this and future generations. We also cooperate with partners to extend the benefits of natural and cultural resource conservation and outdoor recreation throughout this country and the world

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