

Relocation Allowances

§ 302-7.303

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

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

(a) Administer your household goods program;

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

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

(d) Collect any excess cost or charges;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

§ 302-7.304

§ 302-7.304 When HHG are shipped under the actual expense method, and PBP&E as an administrative expense, in the same lot, are separate weight certificates required?

Yes, the weight of the PBP&E and the administrative appropriation chargeable must be listed as separate items on the bill of lading or other shipping document.

PART 302-8—ALLOWANCES FOR EXTENDED STORAGE OF HOUSEHOLD GOODS (HHG)

Subpart A—General

Sec.

- 302-8.1 When may extended storage of HHG be authorized?
- 302-8.2 What is the purpose of extended storage?
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Subpart B—Extended Storage During Assignment to Isolated Locations in the Continental United States (CONUS)

- 302-8.100 What is the policy for extended storage of HHG during assignment to isolated locations in CONUS?
- 302-8.101 What are the criteria for determining whether an official station is an isolated official station for purposes of this part?
- 302-8.102 Am I eligible for extended storage of HHG and personal effects?
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- 302-8.105 May I transport a portion of my HHG to the official station and store the remainder at Government expense?
- 302-8.106 May I change from temporary to extended storage?
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- 302-8.200 Am I eligible for extended storage during assignment OCONUS?
- 302-8.201 Am I entitled to reimbursement for extended storage of HHG?

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302-8.202 Do provisions for the place, choice, or type of storage, allowable costs, or partial storage during assignment OCONUS differ from those prescribed for storage during assignment to isolated locations in CONUS?

302-8.203 What is the authorized time period for extended storage of my HHG?

Subpart D—Storage During School Recess for Department of Defense Overseas Dependents School (DoDDS) Teachers

302-8.300 Under what authority am I provided storage during school recess?

302-8.301 What obligations do I have if I do not report for service at the beginning of the next school year?

Subpart E—Agency Responsibilities

302-8.400 What policies must we establish for the allowance for extended storage of HHG?

302-8.401 How should we administer the authorization and payment of extended storage of HHG?

302-8.402 May we allow the employee to determine options in the preference of his/her storage?

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SOURCE: FTR Amdt. 98, 66 FR 58196, Nov. 20, 2001, unless otherwise noted.

Subpart A—General

NOTE TO SUBPART A: Use of pronouns “I”, “you”, and their variants throughout this subpart refers to the employee, unless otherwise noted.

§ 302-8.1 When may extended storage of HHG be authorized?

Your agency may authorize extended storage of HHG under the following circumstances:

(a) Extended storage of HHG may be authorized in lieu of shipment when:

(1) You are assigned to an isolated duty station within CONUS (see subpart B of this part);

(2) You are assigned to an overseas official station where your agency limits the amount of HHG you may transport to that location;

(3) You are assigned to an OCONUS official station and your agency determines extended storage is in the public interest or cost effective to do so; or

(4) It is necessary for a temporary change of station (TCS).