

## SUBCHAPTER D—TRANSPORTATION AND STORAGE OF PROPERTY

### PART 302-7—TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD GOODS AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E)

#### Subpart A—General Rules

Sec.

- 302-7.1 Who is eligible for the transportation and temporary storage of household goods (HHG) at Government expense?
- 302-7.2 What is the maximum weight of HHG that may be transported or stored at Government expense?
- 302-7.3 May HHG be transported or stored in more than one lot?
- 302-7.4 Does the weight of any professional books, papers and equipment (PBP&E) count against the 18,000 pound HHG weight limitation?
- 302-7.5 May the 18,000 pound HHG weight limitation be increased if PBP&E are transported as an administrative expense to the agency?
- 302-7.6 What are the authorized origin and destination points for the transportation of HHG and PBP&E?
- 302-7.7 May the origin and destination points be other than that prescribed in §302-7.6?
- 302-7.8 Is there a time limit for the temporary storage of an authorized HHG shipment?
- 302-7.9 What are some reasons that would justify the additional storage beyond the initial 90-day limit?
- 302-7.10 Is property acquired en route eligible for transportation at Government expense?
- 302-7.11 What is the Government's liability for loss or damage to HHG?
- 302-7.12 What are the various methods of shipping HHG and how is the weight determined for each type of shipment?
- 302-7.13 What methods of transporting and paying for the movement of HHG, PBP&E and temporary storage are authorized?
- 302-7.14 Are there any disadvantages to using the commuted rate method for transporting HHG, PBP&E and temporary storage?
- 302-7.15 Must I use the method selected by my agency for transporting my HHG, PBP&E and temporary storage?
- 302-7.16 Is the maximum weight allowance for HHG and temporary storage limited when quarters are furnished or partly

furnished by the Government OCONUS or upon return to CONUS?

- 302-7.17 May PBP&E be transported at Government expense upon returning to CONUS for separation from Government service, after completion of an OCONUS assignment?
- 302-7.18 Who is liable for any loss or damage to HHG incident to an authorized relocation?
- 302-7.19 Should I include items that are irreplaceable or of extremely high monetary or sentimental value in my HHG shipment?
- 302-7.20 If my HHG shipment includes an item (e.g. boat, trailer, ultralight vehicle) for which a weight additive is assessed by the HHG carrier, am I responsible for payment?

#### Subpart B—Commuted Rate

- 302-7.100 How are the charges of transporting HHG, and temporary storage calculated?
- 302-7.101 Where can the commuted rate schedules for the transportation of HHG, and temporary storage be found?
- 302-7.102 How is the mileage distance determined under the commuted rate method?
- 302-7.103 How are the charges calculated when a carrier charges a minimum weight, but the actual weight of HHG, PBP&E and temporary storage is less than the minimum weight charged?
- 302-7.104 What documentation must be provided for reimbursement?
- 302-7.105 May an advance of funds be authorized for transporting HHG and temporary storage?
- 302-7.106 What documentation is required to receive an advance under the commuted rate method?
- 302-7.107 May my HHG be temporarily stored at Government expense?
- 302-7.108 What temporary storage expenses will be reimbursed?
- 302-7.109 Are receipts required?
- 302-7.110 Is there a reimbursement limit?

#### Subpart C—Actual Expense Method

- 302-7.200 How are charges paid and who makes the arrangements for transporting HHG, PBP&E and temporary storage under the actual expense method?
- 302-7.201 Is temporary storage in excess of authorized limits and excess valuation of goods and services payable at Government expense?

**Relocation Allowances**

**§ 302-7.6**

**Subpart D—Agency Responsibilities**

- 302-7.300 What policies and procedures must we establish for this part?
- 302-7.301 What method of transporting HHG should we authorize?
- 302-7.302 What method of transporting should we authorize for PBP&E?
- 302-7.303 What guidelines must we follow when authorizing transportation of PBP&E as an administrative expense?
- 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?

AUTHORITY: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13747, 3 CFR, 1971-1973 Comp., p. 586.

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

**Subpart A—General Rules**

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

**§ 302-7.1 Who is eligible for the transportation and temporary storage of household goods (HHG) at Government expense?**

The following are eligible for the transportation and temporary storage of household goods (HHG) at Government expense when a relocation has been determined to be in the interest of the Government:

- (a) An employee transferred between official duty stations, within or outside the continental United States (CONUS);
- (b) A new appointee to his/her first official duty station within or outside the CONUS;
- (c) An employee being returned to CONUS for separation from an outside CONUS assignment, after completion of an agreed upon period of services;
- (d) An SES employee authorized last move home benefits under § 302-3.304 of this chapter;
- (e) An employee authorized a temporary change of station (TCS).

**§ 302-7.2 What is the maximum weight of HHG that may be transported or stored at Government expense?**

The maximum weight allowance of HHG that may be shipped or stored at

Government expense is 18,000 pounds net weight.

**§ 302-7.3 May HHG be transported or stored in more than one lot?**

Household goods may be transported and stored in multiple lots, however, your maximum HHG weight allowance is based upon shipping and storing all HHG as one lot.

**§ 302-7.4 Does the weight of any professional books, papers and equipment (PBP&E) count against the 18,000 pound HHG weight limitation?**

Yes, the weight on any PBP&E is generally part of and not in addition to the 18,000 pound HHG weight limitation. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new duty station as an administrative expense of the agency. Authorization for such shipment is granted solely at the discretion of the agency and subject to its policies governing such shipment.

**§ 302-7.5 May the 18,000 pound HHG weight limitation be increased if PBP&E are transported as an administrative expense to the agency?**

No, the 18,000 pound HHG weight limitation is mandated by statute and cannot be exceeded. Shipments of PBP&E as an administrative expense to the agency are not subject to the HHG maximum weight allowance.

**§ 302-7.6 What are the authorized origin and destination points for the transportation of HHG and PBP&E?**

The authorized origin and destination points for the transportation of HHG and PBP&E varies by category of employee and are as follows:

TRANSPORTATION OF HHG AND PBP&E	
Category of employee	Authorized origin/destination
(a) Employee transferred between official stations.	Between the old and new official station.
(b) New appointee .....	From place of actual residence to New official station.
(c) Employee returning from outside CONUS assignment for separation from Government service.	Last official station to place of actual residence.
(d) SES last move home benefits.	From last official station to place of Selection.