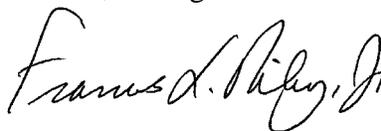


For: FSA, FAS, and RMA Employees

Move Management Services for Household Goods

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Pub. L. 105-264, Travel and Transportation Reform Act of 1998, required agencies to perform prepayment audits of all transportation charges. Before this legislation, audits were performed post payment by GSA.

Office of the Chief Financial Officer (OCFO) has the responsibility for policies relating to the transportation of persons and the Office of Procurement and Property Management (OPPM) has the responsibility for policies relating to the transportation of things (41 CFR, Chapters 102 through 118).

As a result of the enactment of Pub. L. 105-264 and the OCFO and OPPM guidance, agencies were given the option to sign a memorandum of agreement with an approved GSA move management provider for all household goods and office moves. FFAS has signed an agreement with the Interstate Move Management Company, Springfield, Virginia, for all household goods movements. Interstate has set up an interactive web-based system for all moves. The Interstate point of contact for information on this system is Rob Neese. Rob Neese may be contacted at 703-750-0275.

B Purpose

This notice informs State Offices of the procedures to use in arranging for movement of household goods.

<p>Disposal Date</p> <p>December 1, 2003</p>	<p>Distribution</p> <p>All FSA, FAS, and RMA employees, State Offices relay to County Offices</p>
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Notice AS-2067

2 Move Management Policies

A Effective Date

This notice is effective upon issuance.

B Procedures

All FFAS household goods moves/storage may be arranged by each State FSA Office or by contacting the FSA point of contact, Jerald Greenwood at 202-690-1722, or Alan Oakes at 202-720-2304.

Before contacting Interstate for a move and/or storage of household goods, the individual requesting these services must have an authorized AD-202R, requested move dates, locations from and to, and available telephone numbers where the individual may be contacted during normal working hours. The Agency suggests authorizing 1 individual from each State Office and a backup in case the individual is on leave. Individuals requesting a move of household goods should not be contacting the moving company until the authorized FFAS representative has contacted Interstate.

C Move Management Standards

Normal standards are as follows.

Standard	Description
Weight	Up to 18,000 lbs. allowed for Government standard household move. Excess weight must be paid by the individual.
Storage	Up to 90 calendar days allowed with additional 90 days calendar after approval by Agency officials.
Packing	Moving company will provide packing/unpacking of all items. If individual intends to pack items, then the moving company may not handle the items because of possible handling problems.
Insurance	If an individual has items of a high financial value, they may want to increase the standard Government insurance at their own cost.

D Contact

Contact the Agency Move Management Coordinator, Jerald Greenwood, by telephone at 202-690-1722 or e-mail to jerald.greenwood@usda.gov, with questions or if additional information is needed.