

FEDERAL AVIATION ADMINISTRATION TRAVEL POLICY
Chapter 302—Relocation Allowances

**PART 302-40—ALLOWANCE FOR TRANSPORTATION OF HOUSEHOLD GOODS
AND PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT**

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SUBPART A—GENERAL RULES

- § 302-40.1** **What is the purpose of the allowance for the transportation of household goods and professional books, papers, and equipment?** To facilitate employee mobility by assisting the relocating employee to move personal living items from his old duty station to his new duty station.
- § 302-40.2** **Am I eligible for an allowance for the transportation of household goods and professional books, papers, and equipment?** Yes, if you are:
- (a) An employee authorized relocation benefits for a permanent change of station (PCS) under part 302-3 of this chapter;
 - (b) An employee authorized relocation benefits for a temporary change of station (TCS) under part 302-4 of this chapter;
 - (c) A new appointee or student trainee authorized relocation benefits in connection with your assignment to your first official station under part 302-5 of this chapter;
 - (d) An employee authorized return transportation under part 302-6 of this chapter; or
 - (e) An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter.

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- § 302-40.3 **Must FAA pay an allowance for transportation of my household goods and professional books, papers, and equipment?** Yes, unless you select to transport a mobile home in accordance with part 302-45 of this chapter.
- § 302-40.4 **What is the maximum amount of household goods and professional books, papers, and equipment that I may transport at Government expense?** You may transport up to 18,000 pounds net weight at Government expense. The amount of household goods subject to the 18,000 pound net weight limitation includes household goods transported under this part and household goods stored under part 302-42.
- § 302-40.5 **May I transport professional books, papers, and equipment in excess of the limit in § 302-40.4?** No, the total net weight of your household goods and professional books, papers, and equipment may not exceed 18,000 pounds. FAA, however, may transport your professional books, papers, and equipment separately as an administrative expense (not a travel and transportation expense) if:
- (a) You furnish an itemized inventory of professional books, papers, and equipment for review by an appropriate authorizing official at the new official station or temporary official station;
 - (b) You furnish appropriate evidence (as determined by the FAA) that transporting the itemized materials as part of the employee's household goods would result in an excess of the employee's maximum weight allowance;
 - (c) Your supervisor at the new duty station reviews and certifies that the professional books, papers, and equipment as itemized are necessary in the proper performance of your duties at the new official station or temporary official station;
 - (d) Your supervisor at the new duty station certifies that if these items were not transported to the new official station or temporary official station, the same or similar items would have to be obtained at Government expense for your use at the new official station or temporary official station; and
 - (e) Your authorizing official authorizes payment for transportation of professional books and equipment as an administrative expense in advance of the transportation of your household goods.

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§ 302-40.6 **How do I determine the net weight of my household goods and professional books, papers, and equipment?** As follows:

When household goods and professional books, papers, and equipment are transported using...	You determine your net weight by...
A commercial uncrated shipment, as in a household mover's van or similar conveyance, and the carrier provides you a bill of lading or weight certificate describing the net weight,	The net weight shown on the bill of lading or on the weight certificate attached thereto, which includes the weight of barrels, boxes, cartons, and similar materials used in packing, but does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.
A crated shipment and you know the gross weight of the crate,	Multiplying the gross weight by .6, unless it is determined that, for reasons beyond the employee's control, unusually heavy crating and packing materials were necessarily used, in which case you may determine the net weight by multiplying the gross weight by a factor determined by FAA which is less than .6.
A containerized shipment, such as lift vans, CONEX transporters, and household-goods shipping boxes, and you know the gross weight of the container,	As follows: <ul style="list-style-type: none"> (a) If the known tare weight includes interior bracing and padding materials so that the net weight is the same as it would be for uncrated shipments in interstate commerce, subtracting the tare weight from the gross weight. (b) If tare weight does not include the weight of interior bracing and padding materials but only the weight of the container, subtracting the tare weight of the container from the gross weight, and multiplying that amount by .85.
A noncommercial uncrated shipment, and you have a weight certificate, or other document, which shows the gross weight and tare weight of the shipment,	The difference between the gross weight and the tare weight.
Any method of shipment if no adequate scale is available at point of origin, at any point en route, or at destination,	Multiplying the cubic foot of properly loaded van space by 7. If the shipment is transported by a carrier, you must obtain a statement from the carrier showing the amount of properly loaded van space required for the shipment.

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- § 302-40.7 **Must I obtain a bill of lading, weight certificate, or other document which shows gross weight and tare weight?** Yes, unless:
- (a) No adequate scale is available at your point of origin, at any point en route, or at your destination;
 - (b) Your household goods are transported as a part-load and its weight could not be obtained at origin, en route, or at destination, without first unloading it or other part-loads being carried in the same vehicle; or
 - (c) Your household goods are not weighed because the carrier's charges are properly computed on a basis other than the weight or volume of the shipment.
- § 302-40.8 **Is there a limit on the number of lots of household goods that I may transport at Government expense?** No, but you will be limited to the cost of transporting all household goods by one lot.
- § 302-40.9 **Where is the “authorized point of origin” and “authorized destination” of the transportation of my household goods and professional books, papers, and equipment?** As follows:

If you are...	Your authorized point of origin is...	Your authorized destination” is...
An employee authorized relocation benefits for a PCS under part 302-3 of this chapter,	Your old official station or old residence,	Your new official station or new residence.
An employee authorized relocation benefits for TCS and are performing en route travel to your temporary official station under part 302-4 of this chapter,	Your old official station or old residence,	Your temporary official station or you residence at the temporary official station.
An employee authorized relocation benefits for TCS and is performing return travel upon completion of the temporary assignment under part 302-4 of this chapter,	Your temporary official station or you residence at the temporary official station.	Your old official station or old residence.
A new appointee or student trainee authorized relocation benefits under part 302-5 of this chapter,	Your place of actual residence,	Your new official station or new residence.
An employee authorized return transportation under part 302-6 of this chapter,	Your old official station or old residence,	Your designated place of residence.

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If you are...	Your authorized point of origin is...	Your authorized destination” is...
An employee authorized relocation benefits for a “last move home” under part 302-7 of this chapter,	Your old official station or old residence,	The place where you have selected to reside in § 302-7.12 of part 302-7 of this chapter.
§ 302-40.10	What if I transport my household goods and professional books, papers, and equipment from a point of origin other than my authorized point of origin and/or to a destination other than my authorized destination?	FAA will pay your transportation costs not to exceed the cost of transportation of one lot from your authorized point of origin to your authorized destination.
§ 302-40.11	What will FAA pay me if my household goods are damaged or destroyed by the household goods carrier?	Generally, the carrier is responsible, in whole or in part, for loss or damage to goods in transit. You must submit loss and damage claims to the carrier. If FAA arranges for the transportation under the actual expense method and a dispute arises between you and the carrier about your claims, FAA will assist in resolving the dispute. If the carrier’s liability does not cover your expenses, you may request, through your regional Office of Chief Counsel, payment for lost or damaged goods under the Military Personnel and Civilian Employees’ Claims Act of 1964 (31 U.S.C. 3721-3723).
§ 302-40.12	If I relocate wholly within CONUS, under what methods may FAA transport my household goods and professional books, papers, and equipment?	FAA will transport your household goods and professional books, papers, and equipment by the actual expense method, unless it determines that the commuted rate system is more advantageous to the Government. Generally, the actual expense method will be considered more advantageous to the Government except when the distance between the authorized point of origin and the authorized destination is relatively short.
§ 302-40.13	If I relocate to or from a point outside CONUS, under what methods may FAA transport my household goods and professional books, papers, and equipment?	FAA will transport your household goods and professional books, papers, and equipment by the actual expense method.

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- § 302-40.14 **Under what method will FAA transport my professional books, papers, and equipment if they are transported separately as an administrative expense?** FAA will transport your professional books, papers, and equipment by the actual expense method, regardless of how FAA transports your household goods. In such instance, the professional books, papers, and equipment must be separately weighed, and you must provide a bill of lading or a weight certificate which states the weight of the professional books, papers, and equipment separately.
- § 302-40.15 **If I arrange for the transportation of my household goods, and professional books, papers, and equipment are there any limitations on the method of transportation I may select?** Yes, you may not transport your household goods by a foreign flag vessel unless you establish the necessity therefor and FAA approves in advance your use of foreign flag vessel. If you arrange for air shipment, you must ship your household goods by U.S. flag carrier, unless U.S. flag service is not available. FAA will not pay your transportation costs if you improperly use a foreign flag vessel or air carrier.

SUBPART B—ACTUAL EXPENSE METHOD

- § 302-40.100 **What expenses will FAA pay in connection with transportation of my household goods and professional books, papers, and equipment?** FAA will pay your actual expenses of transportation, including line-haul transportation, packing, crating, unpacking, drayage incident to transportation, and necessary accessorial services. FAA will also pay expenses incurred for hiring, transporting lift vans, when shipments are made in whole or in part by water, but will not pay for shipment or storage of empty lift vans or import duties on lift vans.
- § 302-40.101 **How are my transportation expenses paid under the actual expense method?** FAA will pay the carrier for the transportation of household goods, select a carrier, prepare a bill of lading, and issue the bill of lading to the carrier for transportation of your household goods.

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- § 302-40.102 **What must FAA do when I transport household goods and professional books, papers, and equipment under the actual expense method?**
- FAA must:
- (a) Arrange for commercial transportation services (through contracts, tenders of service, or other arrangements), including packing and crating services;
 - (b) Select the carrier;
 - (c) Pay the carrier, including preparing the bill of lading and issuing the bill of lading to the carrier;
 - (d) Pay the bill of lading and audit the transportation costs; and
 - (e) Mediate disputes with the carrier arising out of loss and damage claims.
- § 302-40.103 **What must I do when I transport household goods and professional books, papers, and equipment under the actual expense method?**
- You must:
- (a) Provide the movers entry to your home or other location where household goods and professional books, papers, and equipment are stored; and
 - (b) Submit loss and damage claims to the carrier.

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- § 302-40.104 **What is my liability if I transport more household goods than are authorized under § 302-40.4?** You are responsible for the excess amount which is determined by multiplying the total cost by the ratio of excess weight to total weight. FAA will pay the bill of lading and collect the excess amount from you. FAA will treat the excess amount as a debt to the Government.
- § 302-40.105 **What am I reimbursed if I decide to transport my household goods myself after FAA authorizes transportation of household goods by the actual expense method?** You will be reimbursed your actual transportation costs not to exceed the cost of transportation by the commercial carrier. You will have to provide a weight certificate in accordance with § 302-40.7. You will assume FAA's responsibilities under § 302-40.102, including responsibility for resolving loss or damage claims.
- § 302-40.106 **Will FAA pay me a wage, salary, fee or other charge for my labor if I or a member of my immediate family pack my household goods and/or transport my household goods?** No. FAA will not pay you a wage, salary, fee or other charge for your labor or your immediate family's labor in packing your household goods and/or transporting your household goods. If you are on leave, however, you will continue to receive your normal salary or wage. FAA will pay the labor costs of professional packers.
- § 302-40.107 **What value should I declare for the shipment of my property to a post of duty?** You should declare the valuation which will result in the lowest freight rate applicable. You will be responsible for any costs which result from declaring a higher valuation.

SUBPART C— COMMUTED RATE SYSTEM

- § 302-40.200 **How are my transportation expenses paid under the commuted rate system?** FAA will pay a fixed amount determined under the commuted rate schedule published by GSA. The fixed amount is computed by multiplying the number of hundreds of pounds shipped (within the maximum weight allowance) by the applicable rate per hundred pounds for the distance shipped as shown in the commuted rate schedule. The fixed amount also includes an amount for other transportation charges (including packing, crating, and accessorial charges) determined under the commuted rate schedule published by GSA.

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§ 302-40.201	How do I determine the appropriate mileage for my commuted rate fixed amount reimbursement?	The appropriate distance is determined by Household Goods Carriers Standard Mileage Guide, or a standard road atlas. If the rate is not shown in the commuted rate schedule for the exact mileage, the rate shown for the next greater distance applies.
§ 302-40.202	How is my reimbursement affected if I am charged a rate for a weight of household goods in excess of my actual weight?	If you are charged a minimum weight above the actual weight of your household goods under the applicable tariff (other than one based on expedited or special services), FAA will base your commuted rate fixed amount reimbursement on the minimum weight as charged instead of the actual weight of the goods.
§ 302-40.203	What must FAA do when I transport household goods under the commuted rate system?	FAA pays you the fixed amount as provided in § 302-40.200.
§ 302-40.204	What must I do when I transport household goods under the commuted rate system?	<p>You must:</p> <ul style="list-style-type: none">(a) Select the carrier and arrange for commercial transportation services, including packing and crating services;(b) Pay the carrier;(c) Prepare and submit loss and damage claims with the carrier;(d) Resolve disputes with the carrier arising from loss and damage claims; and <p>Submit a voucher claim with all paper work to your appropriate accounting office.</p>
§ 302-40.205	May I get an additional payment if my commuted rate fixed amount payment does not cover all my transportation expenses?	No.