

PART 2039 - CHANGE OF OFFICIAL STATION

Subpart A - Change of Official Station

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Exhibit A - Memorandum of Understanding For Shipment of Household Goods and Freights Move Management Services Between United States of Agriculture, Rural Development and Interstate International, Inc.

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PART 2039 - CHANGE OF OFFICIAL STATION

Subpart A - Change of Official Station

§ 2039.1 General.

This Instruction states policies and procedures for authorizing expenses in connection with permanent change of official station, and for receiving payment for allowable expenses. The Federal Travel Regulations (FTRs), Agriculture Travel Regulations (ATRs), Interstate International Move Management Services (INIC-MMS), and National Finance Center (NFC) Manuals are available in each Rural Development office. This Instruction supplements those regulations.

(a) Authority. The following officials are delegated the authority to approve relocation authorizations and vouchers for an official change of station from allocated travel funds:

(1) State Directors, Deputy Chief Financial Officer, and Director, Centralized Servicing Center, will authorize transfers in their jurisdiction. This authority can be redelegated.

(2) The respective Agency Administrator will issue Forms AD-202, "Travel Authorization/Advance," and AD-202R, "Attachment for Relocation Travel," for transfers coming to the National Office. This authority can be redelegated. Each division director or staff leader will approve their respective transfers. (Revised 05-18-05, PN 386.)

(b) Eligibility. Relocation expenses will not be paid if an employee relocates to a new official station that is less than 50 miles from his/her old official station. (Revised 05-18-05, PN 386.)

(c) Service agreement.

(1) An employee must sign the computer-generated service agreement Form AD-202R before the official change of station is authorized and expenses paid.

(i) An employee must work for the Government for 12 months after the effective date of the transfer, unless separated for reasons beyond the employee's control and acceptable to Rural Development.

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§ 2039.1(b) (1) (Con.)

(ii) An employee is liable for the full amount of transfer expenses paid by the Government if there is a violation of the service agreement.

(iii) The appropriate Agency Administrator must approve in writing the cancellation of obligation.

(2) The obligation under paragraph (b) (1) (i) of this section is for the transfer shown in the service agreement. The obligation is not voided by a prior transfer or in connection with a second transfer.

§§ 2039.2 - 2039.3 [Reserved]

§ 2039.4 Househunting trip.

(a) The househunting trip is not an automatic entitlement. It may be authorized at the discretion of the approving official. Guidelines are provided in FTR 302-5. (Revised 05-18-05, PN 386.)

(b) Refer to § 2039.5(b) for deduction of days from the first 30-day period of temporary quarters.

(c) There are two methods of reimbursement: Actual and fixed amount. The two methods are explained in FTR Chapters 302-5.1 through 302-5.18. (Revised 05-18-05, PN 386.)

§ 2039.5 Temporary quarters subsistence expenses (TQSE).

(a) Guidelines are outlined in FTRs and ATRs, Chapter 302-5 for extension of time in TQSE.

(1) When an employee does not participate in the Relocation Services Program (RSP) (see § 2039.12 of this Instruction) and needs additional time in TQSE beyond the initial 60 days, the employee must submit a written request for extension of time to the servicing travel office. An administrative level higher than the one who authorized the initial 60 days must approve the extension. The employee's request and State Office's recommendation for any additional time beyond 90 days are forwarded for review to the Support Services Division (SSD), Travel Unit. The Travel Unit submits the request to the respective Agency Administrator for final approval.

(2) When an employee participates in the RSP and needs an additional 30-day extension, the justification for extension must be for compelling reasons, deemed beyond the employee's control. See FTR 302-6.104. The employee's written request and State Office's recommendation are forwarded for review to the SSD, Travel Unit.

§ 2039.5(a) (2) (Con.)

The Travel Unit submits the request to the respective Agency Administrator for final approval. This authority CANNOT be redelegated. (Revised 05-18-05, PN 386.)

(b) Methods of reimbursement.

(1) There are two methods of reimbursement: fixed amount and actual expense.

(2) Days spent on a househunting trip shall be deducted from the first 30-day period of TQSE when the employee elects the actual expense reimbursement.

§ 2039.6 Allowance for expenses incurred in connection with residence transactions.

(a) Extension of time for real estate is outlined in the FTRs and ATRs, Chapter 302-6.1(e).

(b) An extension of time is approved by State Directors for field employees; Deputy Chief Financial Officer and Director, Centralized Servicing Center, for St. Louis employees; and the respective Agency Administrator or Deputy Administrator, for National Office employees.

(c) The applicable office must receive the written justification for an extension of time no later than 30 calendar days after the expiration of the initial 2-year time limitation.

§ 2039.7 [Reserved]

§ 2039.8 Transportation and temporary storage of household goods and personal effects.

(a) Transportation and temporary storage of household goods and personal effects are outlined in the FTRs and ATRs, Chapter 302-8. The employee's household goods and personal effects may be stored for up to 90 days at Rural Development expense. The employee may be authorized an additional 90 days storage after a written request to the respective Rural Development Travel Office is received; FTR 302-7.9. Once an extension for 90 days has been approved for a total of 180 days storage, no further extensions can be granted for any reason.

(b) Rural Development will pay for the shipment and storage of up to 18,000 pounds of the employee's household goods and personal effects.

(c) There are two methods of moving the employee's household goods: Actual Expense and Commuted Rate. Forms AD-202 and AD-202R will show which of the two moving methods is used for the transfer.

(d) The State, St. Louis, and National Offices are responsible for administering the General Services Administration's (GSAs) Centralized Household Goods Traffic Management Program for the employee.

(e) The State, St. Louis, and National Offices will use GSAs Interagency Transportation Management System (ITMS) to extract a cost comparison for shipping household goods. The Travel Coordinator will review the cost comparison to determine if the actual expense method will result in lower costs to the Government. If the difference between the commuted rate and the lowest cost carrier is less than \$100, then the commuted rate is selected. The Travel Coordinator will decide how household goods are shipped after review of the cost comparison.

(f) The following are guidelines for the "actual expense" and "commuted rate" moving methods.

(1) Actual expense method. The actual expense method is further divided into the following two methods.

(i) Interstate International, Inc., Move Management Services (INIC-MMS). (Refer to Exhibit A for the Memorandum of Understanding between Rural Development and Interstate International, Inc.).

(A) The Travel Coordinator will provide INIC-MMS with an initial supply of two hundred (200) General Services Administration (GSA) approved virtual Government Bill of Lading (GBL) numbers. A list with all numbers is maintained in each office, numbers should be deleted as assigned. The Travel Coordinator may designate a specific carrier on any relocation or freight shipment, in writing to INIC-MMS, or a list of carriers may be initially provided.

(B) The Travel Coordinator will contact INIC-MMS by telephone or inputting data into the Interstate on-line system, (www.invan.com), providing specific data to initiate shipment of household goods and/or freight, for each relocation request. INIC-MMS will provide the most effective service at the lowest cost, will contact the transferee and provide information, guidance and instructions regarding all aspects of the move for shipment of household goods and freight. INIC-MMS will prepare the GBL, pre-payment audit, and assist the employee in claiming any loss or damage after the shipment of household goods is completed.

§ 2039.8(f)(1)(i)(B) ( Con.)

(1) Carrier's liability insurance: When Rural Development requests shipment of household goods by INIC-MMS, the receiving office will counsel the employee regarding the amount of insurance required for the shipment and storage of the employee's belongings. The employee may be asked to disclose in writing to the mover any individual item(s) with a value greater than \$100 per pound. Otherwise, the mover is liable for only \$100 per pound, per item. Rural Development offers a liability insurance plan that has two parts:

(i) The first part is fully paid by Rural Development at no cost to the employee. It is called Full Value Protection Service. Its valuation is based on: \$5.00 x the actual total weight of household goods (e.g., \$5.00 x 10,000 lbs. = \$50,000 Rural Development valuation).

(ii) The second part is optional to the employee at additional cost. Its valuation is based on the employee's independent appraisal if higher than Rural Development's valuation (e.g., \$60,000 independent appraisal). Cost to the employee = \$0.85 x each \$100 of excess valuation above what Rural Development allows (e.g., \$60,000 - \$50,000 = \$10,000 excess valuation). Employee's cost to the NFC will be \$10,000/100 = 100; and 100 x \$0.85 = \$85.00). When the shipment valuation is in excess, the employee must make such request in writing. If the employee stores goods under the optional coverage part of the plan, the receiving office notifies the employee that the employee's added cost to NFC is \$0.18 per \$100 of excess valuation (e.g., \$10,000/100 = 100; and 100 x \$0.18 = \$18.00).

(2) Filing claims.

(i) If the employee has loss or damage to household goods or personal effects, the employee must notify INIC-MMS in writing of the intent to file a claim, and to request assistance. Once the employee files the intent, then the employee completes the carrier's claim forms. Settlement is based on the full replacement value of the item. The Government defines the full replacement value of any individual item to be the cost to replace the item, with similar quality, at existing market price.

(ii) If the moving company denied the employee liability, the employee can file a claim against the Government under the provisions of the Military Personnel and Civilian Employees Claims (MPCE) Act of 1964. The complete filing instructions are found in Department Regulation (DR) 2510-1.

(iii) The employee must file Form AD-382, "Employee Claim for Loss or Damage to Personal Property," to the receiving Travel Office for approval. Attach a copy of the following to Form AD-382: communications with the carrier, receipts, canceled checks, appraised value of damaged items, and cost to repair or replace the item(s). If the employee relocated to an office in a State, each State Director has authority to approve the AD-382. If the employee relocated to St. Louis or National Office, the respective Agency Administrator has authority to approve the AD-382.

§ 2039.8 (f) (1) (Con.)

(ii) Do-it-yourself.

(A) If the employee decides to move some or all of their household goods via rental truck, trailer, or car, etc., the employee will be reimbursed for the actual costs. The actual costs may include: truck rental, material handling equipment, packing materials, gasoline, oil, toll charges, etc., not to exceed what it would have cost Rural Development to move the employee by the lowest cost carrier listed on the GSA cost comparison. The employee's labor or the labor of other family members is not reimbursable. The employee must furnish two weight tickets for the vehicle, one for the unloaded vehicle with full tank of gas and the second for the fully loaded vehicle with full tank of gas. Receipts are required for truck rental, weight tickets, equipment, packing material, etc., in order for NFC to reimburse the employee.

(B) If the employee uses a privately owned vehicle to carry the household goods when the employee travels to the new duty station, the employee will not be reimbursed for vehicle expense, since the employee will have a mileage allowance. Receipts are required for material handling equipment, packing materials, etc., in order for NFC to reimburse the employee. For reimbursement of a do-it-yourself method, the employee must obtain weight certificates or itemized warehouse receipts.

(2) Commuted rate method. The employee who is authorized this method will make their own arrangements for transportation, accessorial services, and storage with the mover, FTR 302-7.13. The employee may move the household goods themselves or use a commercial moving company. The employee will pay the moving company directly and is solely responsible for settling any claims with the mover. The employee is reimbursed on the basis of the shipment's weight and distance traveled. The reimbursement is computed on the basis of the Commuted Rate Schedule. The employee must obtain an original receipt from the mover showing payment to support the expense claim.

Note: Short distance relocation mileage increased from 10 miles to 50 miles, FTR 302-1.1 and FTR 302-2.6.

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§§ 2039.9 - 2039.11 [Reserved]

§ 2039.12 Relocation Services Program (RSP).

(a) Participation in the RSP is outlined in the FTRs and ATRs, Chapter 302-12.

(b) Each employee must accept or decline participation in the RSP in writing, submit the written participation with the service agreement, and read the information about the RSP provided in the relocation package. If the employee decides not to use the RSP, Rural Development will not provide this service for the same move at a later date.

(c) Each applicable travel office will counsel and enter the transferring employee in the RSP.

(d) The employee's reimbursement for TQSE is limited to a maximum of 30 days when the home purchase service portion of relocation services has been authorized. The respective Agency Administrator must approve any exceptions to this policy. This authority CANNOT be redelegated.

§ 2039.13 Vouchers and supporting data.

(a) Claims for reimbursement. Claims for reimbursement are made on Form AD-616R, "Travel Voucher (Relocation)."

(b) Filing vouchers. File a copy of the complete set of travel orders, Forms AD-202 and AD-202R in the employee's official travel folder.

§§ 2039.14 - 2039.50 [Reserved]

Attachment: Exhibit A

oOo

Memorandum of Understanding  
For  
Shipment of Household Goods & Freight  
Move Management Services  
Between  
U.S. Department of Agriculture  
Rural Development  
And  
Interstate International, Inc.

**1. General**

The **United States Department of Agriculture-Rural Development**, herein identified as USDA-RD, and **Interstate International, Inc.**, 5801 Rolling Road, Springfield, VA 22152, herein identified as INIC-MMS, agree that INIC-MMS will provide move management services according to the specifications and requirements as set forth in the General Service Administration Tender of Service (GSA TOS), General Services Administration Request for Offers and this agreement. Services will include, but are not limited to, preparing the U.S. Government Bill of Lading (GBL), conducting transferee counseling, providing motor carrier selections, claims counseling and claim monitoring, preparing shipment invoices, providing motor carrier performance evaluations and auditing GSA Form 3080-Household Goods Carrier Report, assigning selected shipments to Storage-in-Transit (SIT), preparing and submitting service requests to carriers, pre-payment auditing, obtaining stipulated service authorizations from USDA-RD and participating carriers, and preparing and submitting management reports to USDA-RD. This MOU agreement is intended to outline the service parameters to be provided by INIC-MMS as requested by USDA-RD unless otherwise defined by signed addendum to this agreement.

**2. Initiation of Service and Authorizations**

a. Permanent Change of Station Coordinator (PCOSC). The USDA-RD PCOSC has authority to issue travel authorization numbers to INIC-MMS and obligate funds so INIC-MMS may commence and carry out all actions necessary to complete shipments of household goods and freight to their destination. The USDA-RD PCOSCs referenced in Attachment A are the primary sources for initiating a move management service request under this agreement.

b. The USDA-RD Program Manager will be designated in writing and a copy will be provided to INIC-MMS. The USDA-RD Program Manager will provide INIC-MMS a list of authorized PCOSCs in writing, by fax, or other electronically agreed upon method of submitting names, addresses, telephone numbers, fax numbers, and email addresses of USDA-RD PCOSCs to INIC-MMS. INIC-MMS will assign an ID and password to each USDA-RD PCOSC so that PCOSCs can access the Internet website of INIC-MMS to check status on shipments for household goods and freight twenty-four (24) hours a day, seven (7) days a week. Upon receipt of changes to authorized PCOSCs from the USDA-RD Program Manager, INIC-MMS will delete and add IDs and passwords within twenty-four (24) hours of notification of changes from the USDA-RD Program Manager.

c. INIC-MMS will ensure that all USDA-RD employee information is kept confidential and shall not be released to persons or vendors other than INIC-MMS or the carrier, and that the carrier shall not release the information to any persons or vendors outside their company.

d. The USDA-RD PCOSC will notify INIC-MMS of each shipment in writing, by telephone, fax or other electronically agreed upon method of transmitting information for shipments of household goods and freight. The following information is necessary for INIC-MMS to initiate shipments of household goods and freight:

- i. Transferee name and address when available
- ii. Phone number, business, residence, mobile, and email address
- iii. Travel Authorization Number
- iv. Transferee Social Security Number
- v. Origin and Destination city, state
- vi. USDA-RD accounting information
- vii. Excess Valuation requested above \$5.00 per pound

e. The USDA-RD PCOSC will provide INIC-MMS with a telephone number to contact the transferee for counseling purposes. INIC-MMS will attempt to contact the transferee within 24 hours after receiving the initial request for move management services. If INIC-MMS is unsuccessful in contacting the transferee within 48 hours, INIC-MMS will notify the USDA-RD PCOSC.

f. INIC-MMS is authorized, without further approval, to order all necessary and required services needed to facilitate shipments of household goods and freight. These services include but are not limited to the following:

- i. Shuttle service
- ii. Crating as required by carrier for safe transportation under \$150.00 each
- iii. Long carry
- iv. Stair carry
- v. Elevator
- vi. Bulky articles as authorized by entitlements (GSA TOS)
- vii. Appliance service as authorized by entitlements (GSA TOS)
- viii. Extra pickup or delivery from/to storage units
- ix. 3rd party services as authorized by entitlements (GSA TOS)
- x. SIT up to ninety (90) days

INIC-MMS will approve needed services and keep USDA-RD PCOSC informed of progress.

g. INIC-MMS must obtain written or electronic authorization from the USDA-RD PCOSC for approval of the following services:

- i. Transferee requested crates or special packaging not required by carrier
- ii. SIT over ninety (90) days
- iii. Extra labor
- iv. Waiting time
- v. Extra pickup or delivery from employee's office, other commercial locations or additional residences
- vi. 3rd party services not otherwise defined in the GSA TOS
- vii. Privately Owned Vehicle (POV) within CONUS
- viii. Boats in excess of 14 ft.
- ix. Additional services not otherwise authorized in the GSA TOS
- x. Overtime services

h. INIC-MMS will contact the transferee and provide information, guidance and/or instructions regarding all aspects of the move for shipment of household goods and freight. These topics include but are not limited to the following:

- i. Entitlements under the Federal Travel Regulations (FTR), GSA TOS and USDA-RD agency-specific policies
- ii. Pre-move survey responsibilities
- iii. Level of service (released valuation) and excess valuation
- iv. Disassembly and reassembly of household furniture
- v. Shipment and storage services that are paid by the government

- vi. Authorized SIT and extra pick-ups and drop-offs
- vii. Name and address of destination SIT facility and delivery out of storage procedures
- viii. Appliance servicing
- ix. Carrier and INIC-MMS responsibilities
- x. Movement of POV for U.S. Offshore Territory moves only (Hawaii, Puerto Rico, Guam, Alaska and Virgin Islands)
- xi. Claims assistance and carrier claims settlement monitoring
- xii. Do-it-yourself movers with reference to SIT, allowable costs and liability issues
- xiii. Weight allowances and responsibility for excess charges

i. The USDA-RD PCOSC may request INIC-MMS to provide on-site service inspections at either the shipment origin or destination point for an additional charge of \$25.00 per inspection.

### **3. Carrier Selection Criteria**

a. USDA-RD and INIC-MMS have established the following criteria to be used in carrier selection and monitoring:

- i. Professionalism and courtesy of carrier personnel
- ii. Performance and accuracy of the pre-move survey
- iii. Knowledge and compliance with this agreement and GSA TOS
- iv. Quality of overall carrier service and responsiveness to requests
- v. Processing, handling, and settlement of claims and other problems
- vi. Satisfactory GSA Form 3080, Household Goods Carrier Report
- vii. USDA-RD recommended carriers as directed
- vii. Financial reliability

b. USDA-RD may designate a specific carrier selection on any relocation or freight shipment and communicate this in writing, by telephone, fax, or other electronically agreed upon method of initiating move management services. Unless otherwise stipulated, INIC-MMS will select carriers via best-in-class relationships and preferred carriers as defined by USDA-RD. USDA-RD may, at any time, add to or withdraw a participating carrier under this agreement. In the event that a participating carrier is removed or suspended, INIC-MMS will provide written notice to the carrier when requested by USDA-RD.

#### **4. Preparation and Distribution of GBLs**

a. USDA-RD will provide INIC-MMS with an initial supply of two hundred (200) GSA approved, virtual GBL numbers for Conus moves and fifty (50) preprinted GBL forms for U.S. offshore relocations. USDA-RD will also provide a supply of the GBL Correction Notice (SF 1200).

b. USDA-RD will provide INIC-MMS with GBL preparation instructions and a sample GBL for U.S. offshore relocations that will identify all pertinent GBL data elements and information.

c. INIC-MMS will maintain accountability records and physical control of the GBLs supplied and manage their distribution to comply with the terms of the GSA TOS, Supplement.

d. INIC-MMS will request additional GBLs when the virtual numbers provided are fewer than twenty-five (25) and preprinted GBL inventory falls below fifteen (15).

e. INIC-MMS will provide the USDA-RD PCOSC with a copy of each GBL and/or GBL Correction Notice (SF 1200) within five days after being sent to the carrier. If the virtual GBL is used, then no GBL copy will be available.

f. INIC-MMS will prepare and issue a separate GBL for a shipment of household goods, unaccompanied baggage, and personally owned vehicles for offshore shipments, and freight.

#### **5. Valuation**

a. INIC-MMS is authorized to order from each motor carrier, replacement value protection limited to \$5.00 times the actual weight for the shipment up to a maximum declared value equal to the greater of \$90,000 or, in the event that additional valuation is to be purchased, the actual maximum declared value of the shipment. This liability limitation shall apply at all times during the performance of service by carrier, including without limitation during transportation and warehousing. Excess valuation above \$5.00 times the actual weight of the shipment, when purchased, will be charged at a rate of \$0.85 per \$100.00 of declared value and \$0.18 per \$100.00 of declared value on SIT. The GBL will reflect full value replacement. Carrier invoices shall not list standard shipment valuation charges.

b. When a shipment valuation in excess of that provided in subparagraph (a) above is requested by transferee, the USDA-RD transferee must make such request in writing to INIC-MMS. INIC-MMS will inform the transferee that he/she will be financially responsible for the excess valuation cost and will advise the USDA-RD PCOSC of the excess valuation request. Any excess valuation must also be shown on the GBL.

#### **6. Service Auditing**

a. INIC-MMS will require that all carrier billings be sent directly to INIC-MMS for pre-payment audit process. INIC-MMS will certify that the services billed by the carrier were necessary, properly authorized and actually performed. INIC-MMS will insure that all support documentation is in order to facilitate billing to the National Finance Center.

b. INIC-MMS will abide by the definitions outlined in the GSA Request for Offers, Section 2-6.5.7, as they apply to pre-payment audit responsibilities.

c. At the request of the USDA-RD PCOSC, carriers will be required to perform on-site origin or destination service inspections, as further provided in paragraph 2.i. above.

#### **7. Billing Information**

a. The selected motor carrier will submit a bill and receive reimbursement from INIC-MMS who will then submit an invoice to the USDA, National Finance Center (NFC) and receive reimbursement from the USDA, NFC.

b. INIC-MMS who will then submit an invoice to the USDA, NFC and receive reimbursement from the USDA, NFC.

c. INIC-MMS will forward invoices to: USDA, National Finance Center  
P.O. Box 60000  
New Orleans, LA 70160-0001

## 8. Management Reporting

INIC-MMS will provide move management reports satisfactory to USDA-RD PCOSCs via electronic web based, password-protected access provided under this agreement. Reports will comply with those stipulated in Section 2-6.5.8 of the current Request for Offers. Reports shall include but not be limited to:

- . Billing Summary Report
- . Claim Summary
- . Storage Summary
- . GSA Form 3080, Household Goods Carrier Report.

USDA-RD PCOSCs and INIC-MMS will work cooperatively to enhance the reporting system throughout the duration of this agreement. The USDA-RD Program Manager will be designated in writing and a copy of designation will be forwarded to INIC-MMS. INIC-MMS will provide annual reports to the USDA-RD Program Manager by December 1 for the preceding fiscal year ending September 30:

- a. Overall shipment report
- b. Overall claims report
- c. The USDA-RD Program Manager may request the development of further reports not outlined above for the enhancement of move management services provided under this agreement. In this situation, USDA-RD and INIC-MMS will develop a specified time line for the completion of this process. It is the intention of INIC-MMS to provide any reporting requirements specific to this agency to maintain proper program oversight.
- d. INIC-MMS will obtain by telephone, written, or electronic means, transferee responses to the GSA Form 3080-Household Goods Carrier Report as soon as possible following completion of delivery of the transferee's household goods to the residence. INIC-MMS will use its best efforts to ensure all GSA Form 3080-Household Goods Carrier Reports are completed and returned. The GSA Form 3080-Household Goods Carrier Report will be provided by INIC-MMS.
- e. INIC-MMS will conduct semi-annual performance reviews with the USDA-RD Program Manager.

**9. Storage**

a. SIT, when required, is authorized without prior approval for an initial storage period not to exceed ninety (90) days. The initial period may be extended in 30-day increments or in one ninety (90) day increment, via the USDA-RD PCOSC's written approval, the total not to exceed 180 days of SIT. The transferee will be counseled as to the period of authorized storage. Shipments remaining in storage beyond the authorized storage period or 180 days, whichever is later, shall be converted to commercial storage for the account of the transferee for which the transferee will be responsible for all storage charges following the authorized storage period.

b. INIC-MMS will require the carrier to obtain authorization from INIC-MMS before the placement of the shipment into SIT at origin and/or destination.

c. INIC-MMS will notify both the transferee and the USDA-RD PCOSC of the actual location for the SIT within five (5) calendar days after delivery into SIT. This notification may be provided in writing or made available by web access and will clearly state the date of expiration of the initial authorized storage period.

d. INIC-MMS will instruct all USDA-RD transferees to submit a written request to INIC-MMS for any extension of SIT beyond the initial authorized period. INIC-MMS will then present this request to USDA-RD PCOSC for review and final approval. The USDA-RD PCOSC will notify INIC-MMS of additional authorized SIT beyond the initialized authorized period. The INIC-MMS will notify carrier of additional authorized SIT. If additional SIT is desired by the transferee but not approved, INIC-MMS will advise the transferee of his/her responsibility for storage charges.

**10. INIC-MMS Contact Information**

GSA Team Leader	LaVerne Sims	800-999-1001 ext. 145
GSA MM Coordinator	William Fice	800-999-1001 ext. 163
Program Manager	Don Tindall	800-999-1001 ext. 140
Program Executive	John Morrissette	800-999-1001 ext. 350
Government Manager	Robert Nease	800-745-6683 ext. 220

The GSA Team Leader and GSA MM Coordinator listed above are authorized to receive shipment requests and initiate any actions necessary to service USDA-RD employees and make arrangements for shipment of freight. The Program Manager and Program Executive listed above are authorized to sign the MOU agreement, terms, conditions and amendments. INIC-MMS will notify the USDA-RD Program Manager of any changes in INIC-MMS personnel.

**11. Further Agreements**

- a. INIC-MMS will obtain written pre-authorization from the USDA-RD PCOSC to conduct a telephone pre-move shipment survey or to perform a shipment pick-up or delivery on a Saturday, Sunday, or holiday.
- b. INIC-MMS will notify the USDA-RD PCOSC whenever the actual weight of the household goods shipment exceeds the estimated weight indicated on the pre-move survey by fifteen percent (15%) or more. INIC-MMS will determine whether or not a reweigh of the shipment is necessary; all reweigh requests shall be in writing. An actual shipment weight in excess of 115 percent of the pre-move survey weight must be justified by the carrier and accepted by INIC-MMS before payment for the weight exceeding 115 percent may be approved.
- c. INIC-MMS will maintain 24-hour telephone accessibility for USDA-RD transferees and the USDA-RD PCOSC for the resolution of problems during a relocation.
- d. All amendments and/or changes to this agreement must be in writing and signed by INIC-MMS and the Chief, USDA-RD.
- e. This MOU is effective from the date signed by the Acting Deputy Administrator for Operations and Management, USDA-RD, and will remain in effect until terminated by either party. Either party may terminate this agreement by filing a thirty (30) day written notice of an intent to terminate the agreement. In no instance will this MOU exceed the terms of the GSA Tender of Service, Supplement B, for the participation of licensed brokers.

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**United States Department of Agriculture  
Rural Development**

**Interstate International, Inc.**

By: S/Sh Sherie Hinton Henry  
Sherie Hinton Henry  
Title: Deputy Administrator  
for Operations and Management  
Date: 4/12/02

By: S/Jm John D. Morrissette  
John D. Morrissette  
Title: Executive Vice President  
Date: 4/12/02

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