

Section 1 - General

1-1. Scope Of The Tender Of Service (HTOS). [old 1-1]

1-1.1. General. [old D1-1]

This HTOS is for the transportation, accessorial services, and storage-in-transit of the personal effects and property of employees of civilian, non-Department of Defense, Departments and agencies of the United States Government when relocating pursuant to permanent change of station orders between or within the continental United States and trust territories, or possessions of the U.S., or between or within the continental United States and foreign countries. (as specified in Section 14.)

1-1.2. Services to be Furnished.

1-1.2.1. General. [old D1-1]

Services to be furnished are premove surveys; packing at origin residence; the use of packing containers; materials including protective pads from origin to destination; loading; movement or transportation of property from origin to destination; unpacking at destination; removal and placement of each article in the residence, warehouse, or other building; servicing and unservicing of appliances including when a third party is required to perform the service; and storage-in-transit and delivery to the residence.

1-1.2.2. Unaccompanied Air Baggage. [old I1.1.1]

Services as may be required in the preparation, movement, and delivery of unaccompanied air baggage.

1-1.2.3. Privately Owned Vehicles. [old I1.1.1]

Services as may be required in the preparation, movement, and delivery of privately owned vehicles.

1-1.3. DoD Tender of Service Application. [old I1.1.1]

This HTOS and its associated terms, conditions, and rules are separate and distinct from the DOD (MTMC) GBL and ITGBL Tender of Service and its terms, conditions, and rules.

1-1.4. Description Of Freight. [old D1-1]

1-1.4.1. Freight Included.

The property to be moved under this HTOS consists of personal effects and property defined as household effects (HHE) used or to be used in a dwelling when part of the equipment or supply of such dwelling includes, but is not limited to, household furnishings, equipment and appliances, furniture, clothing, books, and privately owned vehicles.

1-1.4.2. Freight Excluded. [old D1-1]

Excluded from the scope of this HTOS are shipments that can be more advantageously or economically moved via parcel post or small package carrier; shipments of unusual value, explosives and other dangerous articles, commodities in bulk, commodities injurious or contaminating to other freight, property which by its inherent nature is liable to impregnate, contaminate or otherwise cause damage to other property or equipment, and shipments that the Government may elect to move in Government vehicles. Also excluded are airplanes, mobile homes, camper trailers, boats, birds, pets, livestock, cordwood, building materials, and items which cannot be taken from or delivered to the premises without damage to the items or the premises. Also excluded are packing crating

services performed pursuant to a Direct Procurement Method (DPM) contract awarded by a federal civilian agency.

1-2. Acceptance Of The Tender Of Service (HTOS). [old D1-2]

The acceptance of the General Services Administration (GSA) Tender of Service (HTOS) is a prerequisite for a Participant which wishes to be considered for transportation of personal property routed by civilian executive agencies of the U.S. Government via the Domestic Government Bill of Lading (GBL) method or International Through Government Bill of Lading (ITGBL) method. The conditions of this HTOS are in addition to or in lieu of, as the case may be, all service provisions of any applicable tender or tariff under which a shipment may be routed, except where these conditions may be in conflict with applicable Federal, State, and local laws and regulations, including for international shipments. The acceptance of the GSA HTOS by a Participant shall be accomplished as specified in Section 2.

1-3. Application [old D1-3]

1-3.1. Routed Pursuant To Cost Comparisons. [old D1-3]

The terms and conditions of this HTOS apply to firms participating in the GSA Centralized Household Goods Traffic Management Program-Domestic and/or International and servicing household goods shipments routed pursuant to domestic or international cost comparisons issued by GSA.

1-3.2. Routed Pursuant To Contracts. [old D1-3]

The terms and conditions of this HTOS apply to firms participating in the GSA Centralized Household Goods Traffic Management Program and servicing household

goods shipments routed pursuant to any contract awarded to a participating carrier or to a broker by GSA or a Federal civilian, non-DOD, agency.

1-3.3. Use Of Term *Participant*. [old I1.3]

The term *Participant* shall be used throughout this HTOS when referring to a firm approved to participate in the CHAMP and in order not to prejudice the attribution of any right or responsibility. To the extent that any specific right or responsibility pertains solely to a carrier, that responsibility shall not be attributed to or expected of an agent. To the extent that any specific right or responsibility pertains solely to an agent, that responsibility shall not be attributed to or expected of a carrier. To the extent that any right or responsibility may be considered as mutually shared by both carrier and agent during the performance of a specific move, that responsibility shall be attributed to and expected of both the carrier and the agent it uses. In the event that the terms *carrier* or *agent* appear within this HTOS, they shall be understood to mean *Participant* unless it is clear from the context that *carrier* or *agent* is appropriate, as the case may be.

1-3.4. Mileage Determination.

Highway mileage determination for services performed in this HTOS will be as follows:

(1) Shipments between any two locations within the contiguous United States (i.e., the 48 States, the District of Columbia and Alaska) apply the mileages based on 5-digit ZIP Codes, provided by ALK Technologies, Inc. Version 15, as amended. Note: For shipments to, from or within Canada, Rand McNally mileage is used. (2) Shipments performed outside the contiguous United States, apply the applicable mileage guide, book, or other method used in that particular country to determine mileages.

1-4. Revising HTOS Provisions And Method Of Canceling Original Or Revised Pages. [old D1-4]

This Tender of Service (TOS) will be revised by the General Services Administration, Centralized Household Goods Traffic Management Program Office (6FBX) (hereinafter referred to as *PMO*), 1500 East Bannister Road, Kansas City, Missouri, 64131 through publication of the changes on the World Wide Web Page (<http://www.kc.gsa.gov/fsstt>), or the reissuance of the document on an "as needed" basis. HTOS updates will also be included on the Interagency Traffic Management System (ITMS) CD.

1-4.1. Page Revisions. [old D1-4]

This TOS will be revised through issuing page revisions. When there are page revisions, cancellation of prior pages will be effected by means of this rule. Pages will be inserted in the document in numerical sequence. (for example: "FIRST REVISED PAGE 10" will have the effect of canceling "ORIGINAL PAGE 10", "SECOND REVISED PAGE 10" will have the effect of canceling "FIRST REVISED PAGE 10". Pages should be inserted in the following order, as page 10 would be followed by pages 10-A, 10-B, 10-C, 11, and 12.) Except where a specific cancellation is shown on a revised page, a revised page cancels any and all uncanceled revised or original pages, or uncanceled portions thereof, which bears the same page number. TEXT THAT IS CHANGED ON THE REVISED PAGES WILL BE HIGHLIGHTED.

1-4.2. Reissuing Document. [old D1-4]

Reissues of this document will be identified by a number in numerical sequence, before the word "Edition". (For example, the first reissue of this TOS would be designated as the HOUSEHOLD GOODS TENDER OF SERVICE, NOVEMBER 1, 1998 EDITION, the

next would be HOUSEHOLD GOODS TENDER OF SERVICE, NOVEMBER 1, 1999 EDITION, etc.). Each reissue will cancel the previous issue. When this HTOS is reissued ONLY TEXT THAT HAS BEEN CHANGED FROM THE PREVIOUS ISSUE OF THE TOS WILL BE HIGHLIGHTED.

1-4.3. Effective Date of Revisions.

Unless otherwise specified on the Web document, the effective date shall be the date of publication on the WWW.

1-4.4. Issuance of Versions other than the WWW Version.

1-4.4.1. By the PMO.

The issuance of versions of the HTOS, changes thereto, or reissues thereof, on paper or electronically, shall be at the sole discretion of the PMO.

1-4.4.2. By Parties other than the PMO.

Unless specifically endorsed by the PMO in writing as part of the publication, versions of the HTOS issued by parties other than the PMO, including reprints of the WWW pages, copies of floppy disks, or any other form of publication, are null and void.