POLICY GOVERNING HOUSEHOLD SHIPMENTS

(Contract W7405-eng.36)

SHIPPING INSTRUCTIONS: If you ship by motor van, the van line should be informed that the destination is within fifty (50) miles of Santa Fe, and they should stop at 109 E. Palace Ave., Santa Fe for further directions. If you ship by railroad freight, your goods should be addressed to yourself, P. O. Box 1663, Santa Fe, New Mexico, from which point they will be trans-shipped by Project truck. If the shipment arrives in advance of the employee, the Project will sign for receipt of the goods and use reasonable care in the safeguarding thereof, but in no case will assume responsibility for damage, or loss by fire or theft.

(a) Weight: The actual costs of transportation of the household effects and other personal property of the employee, not in excess of 5,000 pounds gross, and of the packing, crates, boxes, lift vans, or other temporary containers required for the shipment, shall be allowed: Provided, That employees who have no dependents living with them shall be entitled to the transportation of household effects and other personal property not in excess of 2,500 pounds gross. Gross weight shall include the net weight of the property and the weight of the usual containers of the property, but shall not include the weight of packing, crates, boxes or lift vans which have no connection with the property except for the purposes of the immediate shipment and which do not constitute a continuing part of the property of the employee.

For the application of the limitations prescribed by this subsection the gross weight of the property shall be computed as being 80 percent of the combined weight of the property and the packing and crating used for the shipment: Provided, That in case of shipments involving transportation by motor freight the gross weight of the property shall be the actual weight of the goods transported. Thus, transportation will be allowed at Contract expense for property when packed, crated, boxed, or placed in lift vans for shipment, within the following maximum weights:

	Pounds
Employees having dependents living with them:	
Shipment by rail freight only	6,250
Shipment by motor freight only	5,000
Employees having no dependents living with them:	
Shipment by rail freight only	3,125
Shipment by motor freight only	2,500

(b) Volume: Where charges for transportation are computed on a basis of measurement rather than weight, charges will be allowed regardless of weight but not to exceed 29 measurement tons of 40 cubic feet each, inclusive of packing, crating, and lift vans: Provided, That employees who have no dependents living with them shall be allowed charges for not to exceed 22 measurement tons.

(c) Weight and Volume on Same Shipment: When shipment must be made over such a route that the transportation necessarily involves charges based upon weight over part of the distance and upon measurement over another part of the distance, the following conditions shall apply: (1) if the weight does not exceed the limitations prescribed in subsection (a) payment shall be allowed for actual charges over the entire distance regardless of whether the measurement is in excess of the limitations imposed by subsection (b); (2) if both weight and measurement are in excess of the prescribed limitations payment shall not be allowed for the excess by weight over that part of the distance where charges are based on weight, or for the excess by measurement over that part of the distance where charges are based on measurement.

(d) Allowances for Packing, Crating, Unpacking, and Uncrating. The actual costs of packing, crating, unpacking, and uncrating shall be allowed: Provided, That no charges shall be allowed for the packing, crating, unpacking, and uncrating of property in excess of the weight or measurement allowable under regulations outlined above.

(e) Allowances for Drayage. The actual costs of drayage to and from the common carrier shall be allowed: Provided, That in no case shall costs of drayage be allowed where door-to-door common carrier rates are applicable.

(f) Means of Shipment. Shipments shall be by the most economical means taking into consideration the costs of packing, crating, drayage, unpacking, and uncrating: Provided, However, That the employee may have his effects moved by some means other than that determined to be most economical by paying the difference between the lowest available charges and the charges by the preferred means: And provided further, That, when the business manager approves, he may specifically authorize the shipment by express of articles required for immediate use at the new official station (such as professional books, wearing apparel, bedding or kitchen utensils, but not furniture or jewelry), which shall in no case exceed a weight of 500 pounds for employees having dependents living with them or 250 pounds for employees having no dependents living with them. In considering comparative transportation costs as required by this section, the lowest available motor van charges may be determined by consulting published tariffs or by securing competitive bids, the use of either method to be construed as being determinative of the lowest available rate for motor transportation.

(g) Computation of excess costs. Excess costs payable by the employee shall be computed from the total charges according to the ration of excess weight to the total weight of the shipment.

(h) Items not allowable. For the purpose of these regulations household goods and other personal effects shall not include wines, liquors, animals, birds or automobiles.

(i) Valuation. The valuation of property as declared for shipping purposes shall not exceed that at which the lowest freight rates will apply. Should the employee desire a higher valuation, he must assume all costs of transportation in excess of the charges at the lowest rate.

(j) Time Limit. All shipments allowable under these regulations shall begin within three months of the effective date of the hire of the employee unless an extension is specifically granted by the business manager.

(k) Statement of Weight: When charges for transportation are based upon weight, the actual (not estimated) weight shall be shown.

(l) Itemization of Charges: Where services rendered cover, in addition to transportation, such other services as packing, crating, drayage, unpacking and uncrating, the total charge for the services shall be itemized so as to show the charge for each service.

(m) Number of shipments: Transportation of household goods will ordinarily be limited to one shipment. Follow-up shipments, or shipments from various locations will not be reimbursed unless prior approval is granted by the business manager.

(n) New Property: No expenses shall be allowed for the transportation of property acquired after the date of hire.

Form 50

VERIFIED UNCLASSIFIED
PUBLICLY RELEASABLE
LANL Classification Group
Daniel F Gurth