

## TRANSPORTATION AND TRAFFIC MANAGEMENT POLICY

1. **REASON FOR ISSUE:** To update the Department of Veterans Affairs (VA) Transportation and Traffic Management policy issued May 24, 1996, for the transportation of freight and shipment of VA-owned personal property and authorized permanent change of station relocations for movement of household goods.
2. **SUMMARY OF CHANGES:** The following summarizes the major changes to this directive:
  - a. VA Directive 7240 supplements the Federal Management Regulation (FMR) and its successor regulation to the [Federal Property Management Regulations \(FPMR\)](#).
  - b. While field activities do not issue VA Commercial Bills of Lading (VCBLs), this directive updates the process by which VA facilities will request VCBLs to ship VA-owned personal property.
3. **RESPONSIBLE OFFICE:** Office of Acquisition, Logistics, and Construction (OALC) (003), Office of Procurement, Acquisition and Logistics (003B), Logistics Support Service (003B7).
4. **RELATED HANDBOOK:** VA Handbook 7240, Transportation and Traffic Management Procedures, dated May 24, 1996.
5. **RESCISSIONS:** VA Directive 7240, Transportation and Traffic Management Policy, dated May 24, 1996.

**CERTIFIED BY:**

**BY DIRECTION OF THE SECRETARY  
OF VETERANS AFFAIRS:**

/s/  
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Assistant Secretary for  
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/s/  
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## TRANSPORTATION AND TRAFFIC MANAGEMENT POLICY

1. **PURPOSE.** To strengthen VA's logistics program for the transportation of freight and shipment of VA-owned personal property and authorized permanent change of station relocations for movement of household goods and to minimize loss and risk to VA shipments.
2. **POLICY.** Federal executive agencies are required to conduct transportation and traffic management activities in a manner most advantageous to the Government in terms of service, economy and efficiency. The Office of Procurement, Acquisition and Logistics (OPAL), Logistics Support Service (LSS), Transportation and Relocation Services Division is responsible for processing VA Commercial Bills of Lading (VCBL) for all VA activities. VA offices will submit VCBLs requests to the VA Transportation and Logistics Center (VATLC) at [VATLC2@va.gov](mailto:VATLC2@va.gov) for processing.
  - a. VA Commercial Bills of Lading (VCBLs) is a controlled document that conveys specific terms and conditions to protect the Federal Government's interest and serves as the contract of carriage and is the document used as a receipt of goods and documentary evidence of title during transportation.
  - b. OPAL LSS Transportation and Relocation Services Division shall coordinate shipments to take advantage of consolidations and carrier rates pursuant to the Revised Interstate Commerce Act (49 U.S.C. §§ 10721 and 13712).
  - c. OPAL LSS shall process all shipments originating from VA field facilities (except for the National Cemetery Administration's (NCA) Centralized Contracting Division) using methods other than the U.S. Postal Service. NCA's Centralized Contracting Division coordinates and processes unique VCBL activities as needed with the Transportation and Relocation Services Division.
  - d. VA facilities and activities shall obtain traffic management assistance from VATLC.
  - e. VA acquires transportation and shipping-related services in one of two ways: Federal Acquisition Regulation (FAR)-based contracts or government rate tenders. Contracting officers shall seek VATLC's assistance to make transportation arrangements, select carriers, provide cost efficient freight rates and services for all VA owned personal property and supplies in acquisition. VATLC uses pre-negotiated rate tenders which enable quick and easy procurement for transportation services.
  - f. VATLC also provides oversight of the physical movement of household goods belonging to Government employees that is entrusted to the Government for shipment as part of a relocation allotment. Using the General Service Administration's Centralized Household Goods Traffic Management Program, VA purchases and manages the delivery of transportation and related services for household goods.

### 3. RESPONSIBILITIES.

- a. **Principal Executive Director, Office of Acquisition, Logistics, and Construction and Chief Acquisition Officer** establishes consistent policies supporting VA logistics operations pertaining to transportation and traffic management.
- b. **The Office of Procurement, Acquisition, and Logistics, Logistics Support Service (LSS) (003B7)** is responsible for the management of the transportation of VA-owned personal property and employee-owned household goods and acts as VA's Bill of Lading Issuing Officer. LSS coordinates the following activities for the Department:
  - (1) Processing of VA-owned personal property shipments for VA facilities;
  - (2) Ensures cost verification and service execution through pre-payment audits for freight shipments with VA FSC, and post-payment audits for freight shipments with General Services Administration; and
  - (3) Oversee the movement of household goods and shipments for relocating employees.
- c. **Under Secretaries, Assistant Secretaries, and Other Key Officials** ensure VA employees coordinate all applicable shipments with VATLC to maintain transportation and traffic management practices that comply with the FMR and maximize the Federal Government's service, economy, and efficiency.
- d. **Assistant Secretary for Management and Chief Financial Officer** establishes financial policy inclusive of travel, systems, and operating procedures for all VA financial entities. For personnel relocations, the PCS Travel Division within the Office of Management is responsible to authorize relocation allowance through the preparation and processing of VA Form 3918, Interagency Transfer Request, and resulting travel order to ship household goods at the Federal Government's expense.

### 4. REFERENCES.

- a. [VA Financial Policy, Vol. XIV, Travel, Chapter 8 – Relocation Packages](#)
- b. Federal Property Management Regulation at [41 CFR parts 102-117, Transportation Management](#) and [102-118, Transportation Payment and Audit](#).
- c. [48 C.F.R. § 852.247-75, Bills of Lading](#)
- d. [49 U.S.C. § 13712, Government Traffic](#)
- e. [Federal Acquisition Regulation, Chapter 47, Transportation](#)

- f. [VA Acquisition Manual, Part M847, Transportation](#)
- g. [U.S. General Services Administration Transportation Management Policy](#)
- h. [Joint Travel Regulations, Chapter 5, Part F, Permanent Change of Station \(PCS\) Allowances \(Civilian Employees\)](#).
- i. [VA Acquisition Manual 837.70 Mortuary Services](#)