

**PROCEDURES**

**OFFICE OF MANAGEMENT**

**Relocation Program**

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**PURPOSE**

The purpose of this MAPP is to describe and define specific responsibilities, procedures, and processes for the Center for Drug Evaluation and Research’s (CDER) Relocation Program. Relocation services may be provided to incoming new hires, transferees, and Commissioned Corps Officers to assist with transportation of household goods, etc. This service is provided at the discretion of the agency.

**BACKGROUND**

The Food and Drug Administration (FDA) contracted the Bureau of Public Debt (BPD) to help manage relocation services for FDA new hires, transferees, and Commissioned Corps Officers. Examples of relocation services include: moving household goods, entitlement counseling, travel authorization preparation/review, and expense voucher preparation/review.

Relocation services may include providing funding for travel, and Federal Travel Regulations (41 CFR 300-304) provide guidance for managing Federal civilian employees and others authorized to travel at government expense.

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**RESPONSIBILITIES**

**CDER Relocation Liaison**

CDER's Relocation Liaison assists the Center, BPD, and the incoming candidate by providing the following services:

1. Serves as a liaison between CDER and BPD in receiving and processing relocation requests for 1st duty-new federal employee relocations, transferees, and Commissioned Corps Officers.
2. Provides assistance and processes initial applications from the CDER offices for new hires, transferees, and Commissioned Corps Officers.
3. Receives and processes travel authorizations to release government funds for payment of relocation expenses.
4. Researches and reviews the FTR to make a determination of allowances that an employee is eligible to receive.
5. Provides an annual report to CDER's Division of Budget Execution and Resource Management of processed relocations and pending relocations for the end of year close-out.
6. Represents the Agency in travel-related denial processes at the U.S. Court of Appeals.
7. Provides policy and procedural information, FTR and Joint Federal Travel Regulation guidance, and assists offices with decisions regarding allowances, extensions, retirement etc.
8. Informs CDER offices regarding regulation and procedural changes that may apply to support provided by BPD services.

**CDER Division Point of Contact (POC)**

CDER designates and authorizes division POCs to coordinate with CDER's Relocation Liaison and the incoming hire during the relocation process. A CDER division POC provides the following services:

1. Serves as a liaison between incoming employee and CDER Relocation Liaison.
2. Submits the Relocation Request Form and the vacancy announcement to the CDER Relocation Liaison and indicates that relocation/moving expenses are authorized.
3. Ensures budget information is correct on the relocation request (i.e., common accounting numbers (CAN), appropriation, and tagging information).
4. Ensures the request for relocation is submitted at least 30 days prior to the subject's Entrance on Duty (EOD) date.
5. Obtains signatures to release funds. Signature is usually obtained from the Management Office and/or budget/travel lead within the division.
6. Ensures that a Commissioned Officers personnel orders are attached when submitting a relocation request for an incoming Commissioned Corps Officer.

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**PROCEDURES**

**Relocation Process: (See Attachment 1)**

1. The gaining CDER office POC completes the Relocation Request Form (Attachment 2), and emails the form and the vacancy announcement to the Relocation Liaison at least 30 days prior to EOD. The gaining office POC also indicates relocation/moving expenses are authorized.
2. The CDER Relocation Liaison reviews the Relocation Request Form for completeness and applicable signatures. The Agency contact, reporting date and budget information must be correctly entered on the referral form.
3. The CDER Relocation Liaison submits the Relocation Request Form and vacancy announcement to BPD at the following email address: [PCSTravel@bpd.treas.gov](mailto:PCSTravel@bpd.treas.gov). If the relocation request applies to a Commissioned Corps Officer, a copy of the Commissioned Corps Officer's change of station orders will accompany the Commissioned Officer Corps Relocation Request Form. (Attachments 3 and 4)
4. BPD will assign a representative to the incoming employee who will contact the employee. The representative will counsel the employee and answer all their relocation questions. BPD will email the CDER Relocation Liaison if the move involves any discretionary items (i.e., belongings that are not authorized to be moved).
5. BPD prepares the travel authorization (TA) (Attachment 5) and sends an electronic copy of the TA to the CDER Relocation Liaison.
6. The CDER Relocation Liaison sets up the TA for signatures, forwards the TA via email to the gaining office, and requests verification of accounting information, and necessary signatures in the "Funds Available" block 16 (a).
7. The gaining office then returns page 1 of the TA to the CDER Relocation Liaison.
8. The CDER Relocation Liaison verifies that the "Funds Available" line has been signed then the forwards TA to the CDER Approving Official (CDER's Executive Officer).
9. CDER's Approving Official approves the TA and returns it to the Relocation Liaison for distribution.
10. The CDER Relocation Liaison electronically sends page 1 of the approved TA to BPD and sends a copy to CDER's Division of Budget Execution and Resource Management for the record.
11. The CDER Relocation Liaison retains a copy of the TA for the required period (currently 6 years, 3 months).

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## REFERENCES

- BPD, Relocation Services Branch  
[PCSTravel@bpd.treas.gov](mailto:PCSTravel@bpd.treas.gov) (general mailbox for all staff)
- GSA website provides guidance for FTR 302  
<http://www.gsa.gov/portal/ext/public/site/FTR/file/FTRTOC.html/category/21865/hostUri/portal>
- JFTR concerning Commissioned Officer Corps allowances  
<http://www.defensetravel.dod.mil/site/travelreg.cfm>

## DEFINITIONS

**Allowances** - Expenses and costs for which an agency may reimburse because of a Permanent Change of Duty Station.

**Bureau of the Public Debt (BPD)** - FDA's relocation contractor.

**Entrance on Duty (EOD)** – The date when a person completes the necessary paperwork and is sworn in as an employee.

**Entitlements** - Reimbursable allowances for employees transferred in the interest of the government.

**First Duty Move** - Newly appointed Federal employee in transition from one duty station to another.

**Federal Travel Regulations (FTR)** - Rules and regulations that govern the allowances an agency may reimburse to civilian employees. Chapter 302 serves as a policy guide for relocation allowances.

**Gaining CDER Office** - Office that is hiring the person.

**Household Goods** - Personal property that may be transported legally in interstate commerce and that belongs to the employee or the employee's immediate family at the time of shipment or when storage begins.

**Joint Federal Travel Regulations (JFTR)** - Rules and regulations that govern the allowances an agency may reimburse to Commissioned Corps Officers.

**Point of Contact (POC)** – A person or a department serving as the coordinator or focal point of an activity or program.

**CDER Relocation Request Form** - Form submitted by gaining office to request relocation services for New Hire, Commissioned Corps Officer, and/or Transfer (Attachments 2, 3, 4)

**Travel Authorization** - Frequently referred to as TA; formerly known as Travel Order (Attachment 5)

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## EFFECTIVE DATE

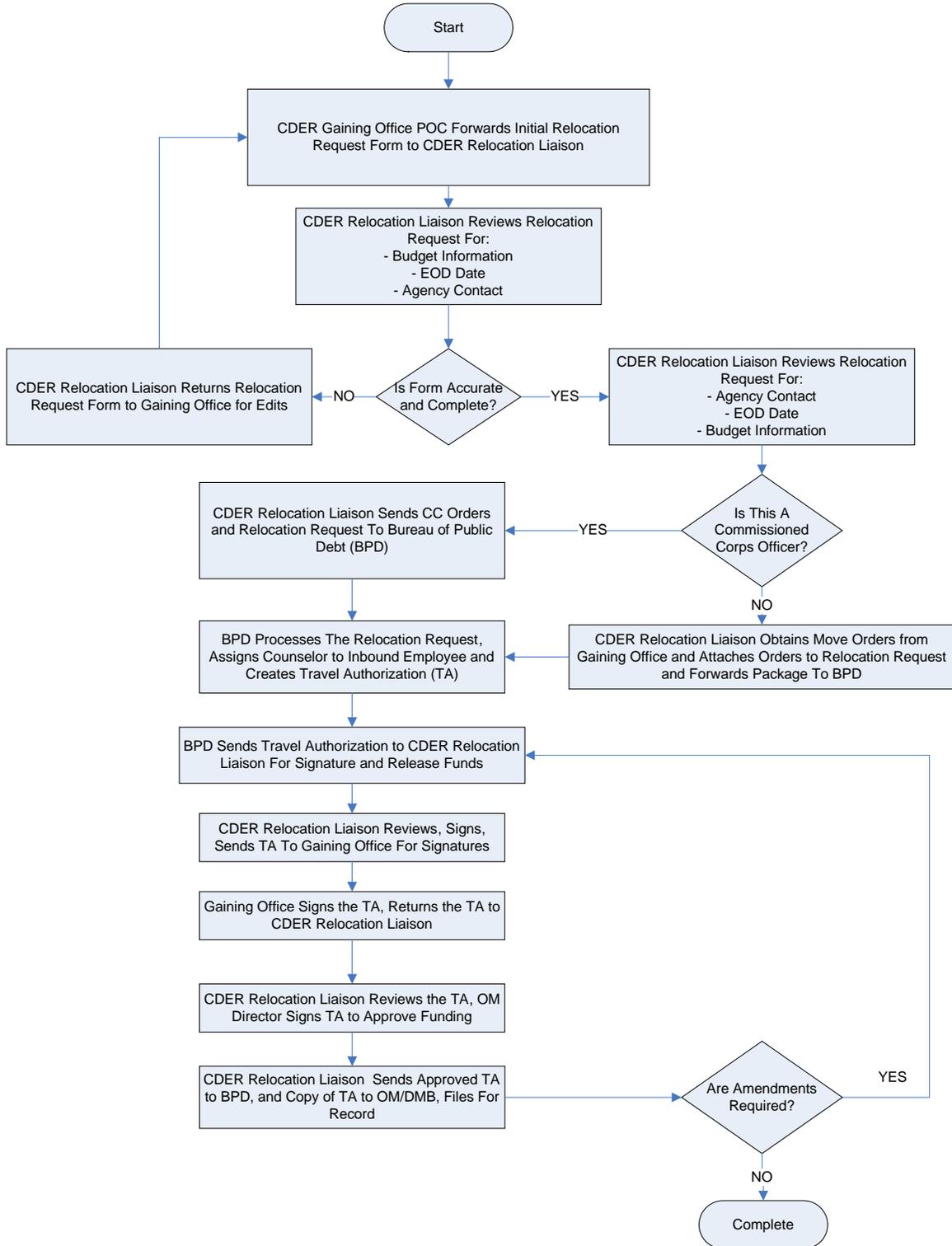
This MAPP is effective upon date of publication.

**CHANGE CONTROL TABLE**

Effective Date	Revision Number	Revisions
4/11/12	N/A	Original
1/18/17	N/A	Administrative changes

ATTACHMENT 1: Relocation Request Flowchart

21 March 2012



ATTACHMENT 2: New Hire Relocation Form

PDF 5632
Bureau of the Public Debt
Department of the Treasury
(Revised May 2010)

REQUEST FOR EMPLOYEE INFORMATION

Domestic - Civilian New Hire

Type of Relocation

New Hire Employee

Other \_\_\_\_\_

Agency Information

Agency
Center
Agency Contact
Email
Phone

Employee Information

Employee SSN ( Last 4 digits) Report Date:
Employee Name (First, MI, Last)
Job Title
Relocation From (Residence)
New Duty Station
Current Home Address
Mailing Address (if different)
Phone Numbers
Home
Work
Cell
Fax
Email Address

ATTACHMENT 3: Commissioned Corps Officer

PD F 5640 E
Department of the Treasury
Bureau of the Public Debt
(Revised May 2010)

BPD Authorization Number: \_\_\_\_\_

REQUEST FOR EMPLOYEE INFORMATION

Commissioned Corps

Domestic International

Type of Relocation

Call to Active Duty Transfer within Commissioned Corps
Retirement Separation/Inactivation/Termination

Agency Information

Agency
Center
Agency Contact
Email
Phone

Employee Information

Employee SSN ( Last 4 digits) Temporary Grade
Officer Name (First, MI, Last) First MI Last
Job Title
Current Duty Station City State/Country (if other than USA)
New Duty Station City State/Country (if other than USA)
Current Home Address City State/Country Zip
Mailing Address (if different) City State/Country Zip
Phone Numbers Home Work Cell Fax
Email Address

Relocation Form

ATTACHMENT 4: Relocation Transfer Form

PDF 5633 E
Bureau of the Public Debt
Department of the Treasury
(Revised May 2010)

REQUEST FOR EMPLOYEE INFORMATION

Domestic – Civilian Transfer

Type of Relocation

Transfer within current federal agency

Transfer from another federal agency

Agency Information

Agency
Center
Agency Contact
Email
Phone

Employee Information

Employee SSN ( Last 4 digits)
Employee Name (First, MI, Last)
Job Title
Current Duty Station
New Duty Station
Current Home Address
Mailing Address (if different)
Phone Numbers
Home
Work
Cell
Fax
Email Address

ATTACHMENT 5: Sample Travel Authorization

Printed On: 8/18/2011 1:37 PM

RELOCATION AUTHORIZATION			RELOCATION NAME: FDAR1102013		
<b>1. NAME</b> Transferee		<b>2. EMPLOYEE</b> STEV667600		<b>3. TYPE OF RELO</b>	
<b>4. REPORT DATE</b> 10/9/2011		<b>5. ORDER NO.</b> FDAR1102013			
<b>6. OLD DUTY ADDRESS &amp; PHONE</b> MARINE OPERATIONS CENTER - ATL NORFOLK, VA US 23510		<b>7. NEW DUTY ADDRESS &amp; PHONE</b> FDA WO-21 RM xxx 10903 NEW HAMPSHIRE LANE SILVER SPRING, MD US 20993		<b>8. EMPLOYEE MISCELLANEOUS INFO</b>	
				Effective Date 10/09/2011	
				ARC Contact AMY BLAIR-SMITH	
				Type of Transfer COMM. CORPS - T	
				Flexfield 4 CDER	
<b>9. DEPENDENTS</b>					
<b>a. Name</b>	<b>b. Relationship</b>	<b>c. Birthdate</b>	<b>a. Name</b>	<b>b. Relationship</b>	<b>c. Birthdate</b>
	Spouse				
<b>10. TITLE</b> SENIOR HEALTH PROMOTION OFFICER		<b>11. ORGANIZATION</b> Food and Drug Administration - CC		<b>12. ADVANCE</b> 0.00	
<b>13. ACCOUNTING</b> HHS4552SEXXX-2011-610001-HHS0300000-See Expense Category-00000000-XXX-XX-HHS1113FD-XXXXXXXX-XXXXXXXXX-----					
<b>14. AUTHORIZATION EXPENSE SUMMARY</b>					
<b>a. Description</b>	<b>b. Type</b>	<b>c. Method</b>	<b>d. Estimated Cost</b>		
Househunting Trip					
Househunting Trip					
Shipment of HHG/Mobile Home	HHG Shipment / HHG Shipment	ACTUAL	11,500.00		
Temporary Storage of HHG	Non-Taxable 90 Days / Taxable 0 Days		4,000.00		
Extended Storage of HHG					
Shipment of PB&E					
Storage of PB&E					
Shipment of POV					
Storage of POV					
Unaccompanied Air Baggage					
Consumable Goods					
En Route Travel	Employee & Family		472.89		
En Route Travel					
Dislocation Allowance	Family	Fixed/Lump Sum	3,276.68		
Temporary Lodging	New Location	Actual	2,820.00		
Temporary Lodging					
Real Estate Sale					
Real Estate Purchase					
Real Estate Other					
WTA					
RITA					
Employer Tax Contribution					
<b>TOTAL</b>			<b>22,069.57</b>		
<b>15. COMMENTS</b> RANK = O-4 ADB					
<b>16. SIGNATURES</b>					
a. Employee _____			b. Approving Official _____		
Date _____			Date _____		
PRIVACY ACT					
This system contains information protected under the provisions of the Privacy Act of 1974 (Public Law 93-579). Any privacy information displayed on the screen or printed must be protected from unauthorized disclosure. Employees who violate privacy safeguards may be subject to disciplinary actions, and a fine of \$5,000 or both.					

Note: This is only a representation of the form, without personal data or signatures in block 16.