



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



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Memorandum

To: Service Directorate

From: Deputy Director

Subject: Cap on Home Marketing Incentive Award Program

As you know, the Service offers qualified relocating employees a guaranteed offer on the sale of their primary residence. As part of our Relocation Services Program, we offer an incentive award to employees who successfully find a third party buyer to sell their home while under a Service relocation contract. The incentive award is for finding a third party buyer for the relocation contractor which results in a reduced fee to the Service. The home marketing incentive award policy is covered in the Department's Financial Administration Memorandum (FAM) 97-014 (www.doi.gov/pfm/travel.html), the Service's Manual Chapter 266 FW 1, and in the "Employees on the Move" Handbook.

Recently, we conducted an internal review of our policies and costs related to overall relocation services. The Service's home marketing incentive award is one of the most generous in the Federal government. With rising home prices, the current incentive award amount exceeds prudent fiscal practices, especially in light of the current budget outlook. Therefore, we will now cap the home marketing incentive award at the lower of \$10,000 or 3 percent of the home sale price, effective for all PCS moves in which the travel authorization is signed on or after October 1, 2006. The Service's manual chapter and Handbook will be revised to reflect this change.

If you have any questions, please contact Chris Jensen, Chief, Division of Financial Management at (703) 358-2047.

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