



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

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Memorandum

To: Service Directorate
Deputy

From: Director *Kenneth Stansell*

Subject: Relocation Services Program

On October 1, 2008, the Department issued Financial Administration Manual (FAM) 2008-017 that transmitted the Department's Permanent Change of Station (PCS) guide. As part of the policy, the Department allowed Bureaus to offer relocation services as a discretionary benefit within a PCS move.

Since 1998, the Service offered relocation services as a mandatory benefit for employees that transferred for the benefit of the government. However, relocation service companies no longer offer the guaranteed home sale program and their fees have increased from 18 to 29.5 percent in the past two years. As a result, the relocation service program may not always be the best option for Programs and transferring employees. Therefore, effective April 1, 2009, Regional Directors and Assistant Directors have the authority to offer relocation services as a discretionary benefit.

If you have any questions, please contact George Keller, Chief Division of Financial Management. Questions from staff should be directed to your Regional PCS coordinator or Marvin Wilson within the Division of Financial Management at (703) 358-1742.

