



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM/058040

AUG 15 2014

Memorandum

To: Service Directorate

From: **Acting** Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Standard Service Agreement Forms for DOI Permanent Change of Station (PCS) Moves (**Effective July 31, 2014**)

The Department of the Interior (DOI), Office of Financial Management (PFM) has issued Financial Management Memorandum (FMM) No. 2014-026, dated July 31, 2014 (attached). It standardizes the required service agreement forms for relocations in the continental United States (CONUS) and outside the continental United States (OCONUS).

This form is required to be acknowledged and signed by all employees that receive a paid PCS relocation. Specifically, offices must use this service agreement form for travel authorizations dated July 31, 2014, and after.

Since the Code of Federal Regulations (CFR) govern relocating employee service agreement requirements, offices may not change the wording in the service agreement. The key aspects of the forms are as follows:

- For a PCS move to a CONUS location, the required period of service is 12 months in the Federal government. U.S. Fish and Wildlife Service (Service) offices may not increase or decrease the 12 month period nor limit the requirement to the Service or DOI.
- For a PCS move to an OCONUS location, the required period of service may be from 12 months to 24 months in the Federal government, depending on the applicable regional policy. Although the Federal Travel Regulation, section 302-2.13, allows the required period to go up to 36 months, Departmental policy limits it to 24 months.

The form does not mention overseas tour renewal travel (also called RAT or OTRAT) so the Regions with OCONUS locations can continue to have separate policies and agreements for OTRAT travel.

- The employee must certify that he/she will not receive duplicate reimbursement.

- The form does not cover the temporary quarters lump sum option. Therefore, when the employee claims lump sum temporary quarters on a travel voucher, he/she must certify on the voucher that he or she intends to occupy temporary quarters.

As a reminder, employees must pay back the entire relocation costs if he/she is unable to meet the service agreement requirements to remain in Federal service except for reasons beyond the employee's control. Disability retirement, reduction in force, and death are three such reasons beyond the employee's control. Resignation, voluntary retirement, voluntary acceptance of a separation annuity, and termination with proper cause are reasons considered within the employee's control.

If additional information is required, please contact Mr. Tom Angus, Chief, National Financial Policy and Analysis Branch, Division of Financial Management at (703) 358-2182.

Attachment



United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, DC 20240

JUL 31 2014

FINANCIAL MANAGEMENT MEMORANDUM 2014-026 (Vol. X.M)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Standard Service Agreement Forms for DOI PCS Moves

The lack of a standard service agreement form for the Department of the Interior (DOI) Permanent Change of Station (PCS) moves was identified as a functional weakness of the relocation program in the Office of Inspector General audit report, *Employee Relocation U.S. Department of the Interior (Report No. WR-EV-MOI-0008-2008)*.

The DOI has created two new standard service agreement forms to be used when employees are relocating to a duty station that is in the continental United States or outside the continental United States. The forms will be used to obtain the required signature of the relocating employee and the required approval of an agency representative to ensure agency review and record retention. The forms comply with the requirements of a service agreement in accordance with the Federal Travel Regulations Chapter 302-3.504.

If you have any questions regarding this policy, please contact Robert Smith, Financial Specialist in the Office of Financial Management, at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.

Attachments

cc: Bureau Finance Officers
Bureau Federal Agency Travel Administrators
Bureau PCS Leads



United States Department of the Interior

Employee Relocation Agreement and Disclosure Statement – Continental United States (CONUS) Move

Conditions of Eligibility and Employee Attestation Statements:

As a condition of my eligibility for relocation benefits, and in consideration of payment by the Federal Government for travel, transportation, real estate transactions, storage of household goods, and/or other moving expenses, as may be allowable under the Administrative Expenses Act of 1946, Public Law 89-516, and any regulations issued there under by the General Services Administration, the Department of the Interior, and its Bureaus and/or Offices; I hereby agree to remain in the Federal Government Service for twelve months following the effective date of transfer.

I attest that all verbal or written statements made by me as to my eligibility for relocation reimbursement are correct. I agree that at any time after I have relocated and claimed reimbursement the Department of the Interior, and its Bureaus and/or Offices, may require me to provide additional documentation to substantiate my claims.

I attest that neither I nor any member of my immediate family has or will receive duplicate relocation reimbursement as a result of either my or their move to my new duty station. I further attest that no third party has or will accept duplicate payment of relocation expenses that are related to my or an immediate family members move to my new duty station.

Employee Liability for Each Agreement:

The agreement to remain in the service of the Federal Government for twelve months following the effective date of transfer is not voided by a subsequent transfer whether such subsequent transfer is at the employee's request or in the interest of the Government, nor is such agreement voided by another service agreement made in connection with a second transfer. The liability of the employee for any monies expended by the United States for his/her travel, transportation, and relocation allowances are a separate liability for each service agreement. The liability in each instance is effective for the full twelve month period in connection with the transfer for which the service agreement is made. (41 CFR 302-2.14)

In the event that I fail to remain in the Federal Government service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Agency, and its Bureaus and/or Offices, relocation costs reimbursed both to me and on my behalf to a third party services provider, shall be recoverable from me as a debt due to the United States (28 U.S.C. 2514).

I am Relocating for the Federal Government as a: New Appointee (41 CFR 302-3.1) Transferring Employee (41 CFR 302-3.100)

Address of Old Duty Station:

Street Address:

City:

State:

Zip:

Address of Old Residence:

Street Address:

City:

State:

Zip:

I am Married:

Yes

No

Name of Spouse:

I am in a Committed Relationship and Claim Same Sex Domestic Partnership:

Yes

No

Name of Domestic Partner:

Note: This service agreement must be executed before travel orders can be authorized.

Names, relationship, and age (if children) of eligible immediate family members who will be moving with the transferee to the new duty station:

Name		Relationship		Date of Birth	
1.		1.		1.	
2.		2.		2.	
3.		3.		3.	
4.		4.		4.	
5.		5.		5.	
6.		6.		6.	
7.		7.		7.	
8.		8.		8.	
9.		9.		9.	
10.		10.		10.	

Signature of Employee: Date:

Typed or Printed Name:

Signature of HR Specialist: Date:

Typed or Printed Name:

Note: This service agreement must be executed before travel orders can be authorized.



United States Department of the Interior

Employee Relocation Agreement and Disclosure Statement – Outside Continental United States (OCONUS) Move

Conditions of Eligibility and Employee Attestation Statements:

As a condition of my eligibility for relocation benefits, and in consideration of payment by the Federal Government for travel, transportation, real estate transactions, storage of household goods, and/or other moving expenses, as may be allowable under the Administrative Expenses Act of 1946, Public Law 89-516, and any regulations issued there under by the General Services Administration, the Department of the Interior, and its Bureaus and/or Offices; I hereby agree to remain in the Federal Government Service for twelve months following the effective date of transfer.

I attest that all verbal or written statements made by me as to my eligibility for relocation reimbursement are correct. I agree that at any time after I have relocated and claimed reimbursement the Department of the Interior, and its Bureaus and/or Offices, may require me to provide additional documentation to substantiate my claims.

I attest that neither I nor any member of my immediate family has or will receive duplicate relocation reimbursement as a result of either my or their move to my new duty station. I further attest that no third party has or will accept duplicate payment of relocation expenses that are related to my or an immediate family members move to my new duty station.

Employee Liability for Each Agreement:

The agreement to remain in the service of the Federal Government for a period of months following the effective date of transfer is not voided by a subsequent transfer whether such subsequent transfer is at the employee's request or in the interest of the Government, nor is such agreement voided by another service agreement made in connection with a second transfer. The liability of the employee for any monies expended by the United States for his/her travel, transportation, and relocation allowances are a separate liability for each service agreement. The liability in each instance is effective for the full twelve-month period in connection with the transfer for which the service agreement is made. (41 CFR 302-2.14)

In the event that I fail to remain in the Federal Government service for a period of 12 months following the effective date of my transfer, unless separated for reasons beyond my control and acceptable to the Agency, and its Bureaus and/or Offices, relocation costs reimbursed both to me and on my behalf to a third party services provider, shall be recoverable from me as a debt due to the United States (28 U.S.C. 2514).

I am Relocating for the Federal Government as a: New Appointee (41 CFR 302-3.1) Transferring Employee (41 CFR 302-3.100)

Address of Old Duty Station:

Street Address:

City: State: Zip:

Address of Old Residence:

Street Address:

City: State: Zip:

I am Married: Yes No

Name of Spouse:

I am in a Committed Relationship and Claim Same Sex Domestic Partnership: Yes No

Name of Domestic Partner:

Note: This service agreement must be executed before travel orders can be authorized.