



Special Attention of:

Notice CFO 04-01

Issued: August 1, 2004

Expires: August 2, 2005

Cross References:

Subject: Relocation Policy for the U.S. Department of Housing and Urban Development

1. This extends Notice CFO -03-01 for an additional year.

2. Purpose

This Notice establishes Departmental policy for authorizing and approving relocation allowances for new appointees, HUD employees, and Federal employees who transfer from other agencies, and identifies the authorizing officials for such allowances. This Notice must be used in conjunction with the Federal Travel Regulation (FTR).

3. Scope. Generally, the Department has the discretion to authorize or not authorize relocation allowances on a case-by-case basis. This Notice covers the predominant relocation situations, which include:

- a. New appointee travel from the actual residence to the first official duty station to begin work;
- b. Employee travel from one permanent duty station to another without a break in employment continuity with departments and agencies of the Federal Government where the transfer is in the best interest of the Government; and
- c. Last move home for Senior Executive Service (SES) career appointees upon separation from Federal service for retirement. (FTR 302-3.304.)

The FTR should be consulted in those situations not described above.

4. New Appointee: First Official Duty Station

- a. A New Appointee is defined as an individual who is employed with the Federal Government for the very first time, an employee who is returning to the Government after a break in service, or a student trainee assigned to the Government upon completion of his/her college work. (FTR 302-3.1.)
- b. A New Appointee may be allowed relocation allowances to the first official duty station if authorized by an Authorizing Official designated in Section 7 subject to

a determination that the payment of relocation allowances is in the best interest of the Government.

5. Employee: Permanent Change of Official Duty

- a. An employee is defined as someone who is employed by a Federal agency. (FTR 300-3.1.)
- b. When it is determined to be in the best interest of the Government, relocation allowances will be paid to fill a position by moving a current Federal employee from one official duty station to another. The transfer to the new duty station must be at least 50 miles from the old duty station. (For exceptions, see FTR 302-2.6.)
- c. Guidelines for making a determination that a transfer is in the best interest of the Government include:
 - (1) Management Initiated. If a HUD component requests a Federal employee transfer (i.e., reduction in force, transfer of function, agency career development program, or agency directed placement), the transfer will be regarded as being in the best interest of the Government.
 - (2) Moves Not in the Best Interest of the Government. If a vacancy has not been advertised and an employee actively pursues, solicits or requests a position change resulting in the geographic move of such employee from one official duty station to another, such a transfer is primarily for the convenience and benefit of the employee, and is deemed not in the interest of the Government. The gaining HUD component must formally advise the employee at the time an offer is extended that the transfer is in the best interest of the employee and not in the best interest of the Government, and the Government shall not pay relocation allowances.

6. Advertising a Vacancy

- a. When a HUD component is preparing to recruit for a vacancy, the Authorizing Official designated in Section 7 must make a determination that payment of relocation allowances is in the best interest of the Government. The Authorizing Official must communicate one of the following determinations to the Office of Human Resources prior to advertising the vacancy:
 - (1) Relocation allowances **are** authorized,
 - (2) Relocation allowances **may not** be authorized, or
 - (3) Relocation allowances **not** authorized.

This determination will be stated on the vacancy announcement. HUD components must confirm availability of funds for relocation allowances with the CFO's Office of Budget prior to advertising a vacancy when (1) or (2) above, apply.

- b. In cases where a vacancy announcement has been issued stating "Relocation allowances **not** authorized," when the Authorizing Official makes a subsequent determination that authorization of the allowances is in the best interest of the Government, the vacancy announcement must be re-advertised with the new relocation determination and reposted for no less than a period of seven days.
7. SES: Last Move Home. An SES career appointee is eligible, upon separation from Federal service, for certain travel and transportation allowances if the individual meets the criteria set forth in the FTR. (FTR 302-3.304.)
 8. Authorizing Officials
 - a. The Deputy Secretary will be the authorizing official for political appointee positions, i.e., Presidential and Schedule C appointees; Limited SES Term and Limited Emergency SES appointees; Non Career SES appointees.
 - b. For other than political appointee relocations, the Principal Authorizing Official (PAO) for their respective areas of responsibility will be the:
 - (1) Chief of Staff
 - (2) General Counsel
 - (3) Assistant Secretaries
 - (4) President, GNMA
 - (5) Chief Financial Officer
 - (6) Assistant Deputy Secretary for Field Policy and Management
 - (7) Director, Office of Healthy Homes and Lead Hazard Control
 - (8) Director, Office of Departmental Operations and Coordination
 - (9) Director, Office of Departmental Equal Employment Opportunity
 - c. The PAO may delegate authority to approve relocation allowances to the General Deputy Assistant Secretary (or equivalent).
 - d. In the event the PAO or Deputy Assistant Secretary (or equivalent) is otherwise unavailable, relocation allowances must be authorized by one of the following personnel, in the order provided:
 - (1) Deputy Secretary
 - (2) Chief of Staff
 - (3) Deputy Chief of Staff

- e. The Director, CFO Accounting Center/National Relocation Center will approve relocation travel vouchers and travel authorization amendments for non-discretionary entitlements.
9. Availability of Funds. The CFO's Office of Budget must confirm that funding is available prior to the authorization of relocation allowances.
 10. Effective Date. This policy is effective immediately.