United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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FINANCIAL ADMINISTRATION MEMORANDUM NO. 2007-011 (II.G.6)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

From: Michael Powers M Powers
Associate Director
Office of Financial Management

Subject: Property Management Services

The Department of the Interior has worked diligently towards reducing our overall relocation costs and structures relocation policy in support of that goal. This is a reminder and a clarification that DOI does not authorize Property Management Services for either Permanent Change of Station (PCS) or Temporary Change of Station (TCS) Relocations.

The confusion arises based on Table H in the Federal Travel Regulation (FTR), 302-3.101, which indicates that Property Management Services should be a mandatory entitlement when transferring under a Temporary Change of Station (TCS) authorization. This has been confirmed as an error by the General Services Administration (GSA) and is in direct contradiction to other references in the FTR, 302-3.413 and 302-15, which clearly state it is up to the agency's discretion on whether to authorize Property Management Services or not. Property Management Service is not a mandatory entitlement and will not be paid when relocating within or to DOI.

Exceptions to this policy must be approved by the Assistant Secretary – Policy, Management and Budget. A request for an exception must include: the name of the relocating employee; the date of the anticipated move; the location moving to and from; a detailed statement explaining the reason for deviating from Department policy. The memorandum must first be signed by the relocating employee's approving official, followed by concurrence from the Office of Financial Management with final approval by the Assistant Secretary-PMB.

Please direct any questions you may have on this subject to Jackie Lynch at Jacqueline_Lynch@ios.doi.gov or 703-648-7680.