

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-017 (II.G.6)

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

From: Daniel L. Fletcher
Director, Office of Financial Management

Subject: Permanent Change of Station Policy Guide

The purpose of this Financial Administration Memorandum (FAM) is to transmit the attached Permanent Change of Station (PCS) Policy Guide. The goal of the initiative is to provide guidance to Department of the Interior (DOI) employees on the complex subject of relocation. This guide should be a supplement to in-depth counseling provided by the local PCS coordinator.

This guide supersedes all FAMS issued prior to 2006-013 and includes two pertinent changes to DOI policy.

- First, this guide implements the Government Relocation Advisory Board (GRAB) recommendation to reduce the number of days authorized for temporary quarters. This reduction is discussed in detail in Chapter 5 of the guide.
- Second, the GSA master contract concerning the guaranteed home sale program has been modified to the extent that there is no longer a mandatory guaranteed home sale program available. Based on current market conditions and current bureau/office policy, this discretionary entitlement may or may not be authorized by the gaining office. This topic is covered in Chapter 10 of the guide and should be discussed in detail with the local PCS coordinator.

Bureaus and Departmental Offices should implement this Permanent Change of Station policy guide effective October 1, 2008.

Please direct any questions you may have on this subject to Brenda Rodriguez, 202-208-3425 (Brenda_Rodriguez@ios.doi.gov).

Attachment

Prior Financial Administration Memoranda on this Subject:

[2006-13 09/22/06 Home Marketing Incentive Payments \(HMIP\) – Revised](#)

[2007-11 07/24/07 Property Management Services](#)

[2007-13 10/02/07 Change in En Route Mileage Allowance for Permanent Change of Station](#)