



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2013-012 (Vol.X.E)

To: Bureau Chief Financial Officers

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

Subject: Issuance of Revised PCS Policy Handbook

Effective January 1, 2013, the Department of the Interior's (Interior) Permanent Change of Station (PCS) policy institutes the following major changes:

- Clarifies the circumstances under which PCS benefits shall be offered.
- Places a cap of \$600,000 on the reimbursable value of a home that enters into the relocation services program.
- Mandates the following requirements and conditions:
 - Proper communication and coordination between Human Resources and Bureau Relocation Coordinators.
 - A 45 day report date from the time that the employee accepts an offer of a new job position when an employee is eligible for relocation benefits.
 - The use of Buyer Value Option for a period of 120 days on homes that enter the relocation services program.
 - That a home must be listed with a sales price within 105% of a Broker Market Analysis price in order to remain eligible for relocation services.

Eligible employee relocation moves with an employee report date of January 1, 2013, or after, shall use the revised Interior PCS policy for guidance. Relocation moves with an employee report date prior to January 1, 2013, shall continue to use the old Interior PCS policy.

If you have any questions concerning these changes to the PCS policy, please contact Robert Smith, Departmental Offices Travel and Relocation Lead, at (202) 208-5684 or via e-mail at Robert_Smith@ios.doi.gov.