



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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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