



# United States Department of the Interior

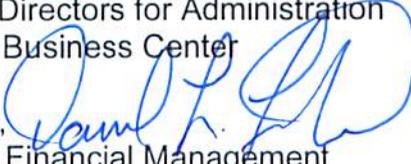
OFFICE OF THE SECRETARY  
Washington, DC 20240



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FINANCIAL MANAGEMENT MEMORANDUM 2009-046 (Vol. X.E)

To: Bureau Chief Finance Officers  
Bureau Assistant Directors for Administration  
Director, National Business Center

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

Subject: Property Management Services

Interior has worked diligently to reduce the overall relocation costs and has structured relocation policy in support of that goal. This is a reminder and a clarification that Interior 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 Interior.

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; and, 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-Policy, Management, and Budget.

If you have any questions regarding this information or if you require additional information, please contact Robert Smith ([Robert\\_Smith@ios.doi.gov](mailto:Robert_Smith@ios.doi.gov)) on 202-208-5684.

Replaces: FAM 2007-011