United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

FINANCIAL MANAGEMENT MEMORANDA 2011- 025 (Vol. X.F.)

AUG 16 2011

To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

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

Subject: Implementation of the Government Relocation Advisory Board Recommendations for Federal Travel Regulations

Effective August 1, 2011, the General Services Administration (GSA) will implement the recommendations of the Government Relocation Advisory Board (GRAB), by amending the Federal Travel Regulations (FTR). These changes are significant and will impact the entitlements of employee relocation. Some of the major changes are:

- Limit the period for incurring relocation from two years with a possible two year extension to one year with a possible one year extension;
- Limit the amount of time household goods may be stored to 60 days with a possible 90 day extension for CONUS to CONUS moves; and
- Mandate that agencies provide relocation counseling to relocating employees.

The rules that govern your relocation entitlements will be based on when an employee reports to his or her new official duty station. Specifically:

- If the authorization date and report date are prior to August 1, 2011, the old FTR will apply to the move;
- If the authorization and report date fall on or after August 1, 2011, the new FTR will apply to the move; and
- If the authorization is created prior to August 1, 2011, and the report date is on or after August 1, 2011, any relocation expenses incurred prior to August 1, 2011, will be governed by the old regulations and any expense on or after August 1, 2011, will be governed by the new regulations.

In order to comply with the GSA GRAB recommendations, the Office of Financial Management has revised the Department of the Interior's, Permanent Change of Station Policy Handbook. Please see the attached revision.

If you have questions on this guidance please contact Robert Smith, at Robert_smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership

Cancelled FMMs:

Additional FMMs on the Subject: FMM 2009-057, and FMM 2009-059

Attachments: Revised Department of the Interior, Permanent Change of Station Handbook