



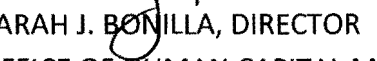
Department of Energy

Washington, DC 20585

October 14, 2010

MEMORANDUM FOR HUMAN RESOURCES DIRECTORS

FROM:


SARAH J. BONILLA, DIRECTOR
OFFICE OF HUMAN CAPITAL MANAGEMENT
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER

SUBJECT:

POLICY GUIDANCE MEMORANDUM #14: ESTABLISHING A RESIDENCE FOR
A RELOCATION INCENTIVE

An employee who is relocating to a new commuting area must establish a temporary or permanent residence before s/he is eligible for a payment of a relocation incentive. Neither OPM's regulations or guidance nor GSA's Federal Travel Regulation address this issue. DOE guidance is as follows. This guidance will be incorporated in the DOE Handbook on Recruitment and Retention Incentives as an appendix during the next update.

Temporary Residence.

- a. For a **temporary change of station (TCS)** of at least 6 months, but not more than 30 months,
 - an SF-50 TCS action should be issued, and
 - documentation should be provided that gives evidence that the employee is occupying the property, such as:
 - a signed lease agreement, or
 - a signed settlement sheet for the purchase of a new or additional home, townhome, or condominium in the local commuting area that shows that the employee is occupying the property.

- b. For a **detail (TDY) for more than 30 days**, where the temporary residence occupied may be an extended stay hotel or quarters, or a room with a relative in the area or worker at the site,
 - an SF-52 detail action should be issued, and
 - documentation should be provided that gives evidence that the employee is occupying the hotel/quarters/home in the local commuting area, such as:
 - a statement with the hotel's or guest quarter's letterhead confirming that the employee has checked in and the expected duration of the stay, or
 - a statement from the relative or worker that the employee is living with them, along with their address.



The employee does not need to change his or her driver's license or voting registration. An employee who regularly, i.e., about every 2 weeks, travels to and from his or her permanent address normally will not satisfy the above criteria.

c. A **detail (TDY) of up to 30 days** is normally not eligible for a relocation incentive.

Permanent Residence. For a **permanent change of station (PCS)**,

- an appropriate SF-50 action, such as a reassignment, transfer, or promotion, should be issued, and
- documentation should be provided, such as:
 - a signed lease agreement , or
 - a signed settlement sheet for the purchase of a home, townhome, or condominium in the local commuting area that shows that the employee is occupying the property;
 - a valid driver's license showing the new address; and/or
 - a copy of a W-4 showing the new address for income tax reporting purposes.

The documentation to confirm that a residence has been established should be provided through the Departmental element's approval process to the servicing HR office. Attached is a sample form that can serve as adequate documentation from the employee.

For questions or comments regarding this guidance, contact Bruce Murray by email at bruce.murray@hq.doe.gov or by calling 202-586-3372.

Attachment: Sample Verification of Residency Form

Sample Verification of Residency Form

Employee's Name: _____

Date: _____

Instructions: Please check off the applicable sections, attach a copy of the documentation that provides evidence that you have established a residence in the local commuting area in order to receive payment for a relocation incentive, and sign the form certifying that the information is valid. *(Note: Add the local processing procedures information.)*

_____ **Temporary Residence**

1. _____ Temporary change of station (TCS)
 - a. _____ a signed lease agreement, or
 - b. _____ a signed settlement sheet for the purchase of a new home, townhome, or condominium.

2. _____ Detail (TDY) for more than 30 days
 - a. _____ a statement from the hotel or guest quarters where you are staying on their letterhead stationery confirming that you have checked in and the expected duration of your stay, or
 - b. _____ a statement from the relative or worker confirming that you are living with them and that includes their address.

_____ **Permanent Residence**

1. _____ a signed lease agreement;
2. _____ a signed settlement sheet for the purchase of a new home, townhome, or condominium;
3. _____ a driver's license showing the new address; or
4. _____ a copy of a W-4 showing the new address for income tax reporting purposes.

Signature

Privacy Act Statement

The information that you are providing is required by 5 CFR 575.205(b). Failure to provide the information will result in your not receiving a relocation incentive. The primary use of the information is for applicable management officials, supporting administrative staffs, and human resources staffs to verify eligibility and process a relocation incentive, as well as applicable management officials as part of program reviews. The information that you provide is covered by the OPM/GOVT-1, General Personnel Records, system of records.