



PRIVACY ACT INFORMATION STATEMENT. Collection of the information requested is authorized by the Federal Travel Regulation (41 CFR 302-12.3) under the authority of Executive Order 11609. The information provided is necessary to establish authorization of the relocation services requested. Access of or use of the information provided is permitted only to those authorized personnel directly involved in the processing of the request and related change of station transactions.

INSTRUCTIONS: Employees eligible for relocation services must complete this form when requesting the services of the Department's relocation services' contractor. Upon completing the request form, the employee should submit it to his/her change of station approving official who will initiate preparation and processing of DOE F 4200.33, "Procurement Request - Authorization."