



United States Department of the Interior


OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



SEP 22 2006

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2006 – 013 (II.G.4.)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Finance Officer, Financial Management Services
Director of Acquisition and Property Management

From: 
Mona Williams
Focus Leader, Asset and Debt Management
Office of Financial Management

Subject: Home Marketing Incentive Payments (HMIP) – Revised

The Federal Register, Volume 62, No. 55, dated Friday, March 21, 1997, provided authority for agencies to pay a home marketing incentive. The purpose of a home marketing incentive payment is to reduce the Government's relocation costs by encouraging transferred employees to independently and aggressively market, and successfully find, a bona fide buyer for their residence while participating in the third party relocation services program.

The purpose of this Financial Administration Memorandum (FAM) is to transmit the attached revised Home Marketing Incentive Payments memorandum from the Director, Office of Financial Management dated September 22, 2006, replacing the memorandum signed August 29, 2006. The attached memorandum modifications are:

- Effective date based on Travel Authorization date
- Approval for exception requests redefined
- Detailed explanation of process to receive HMIP

This memorandum revises FAM 1997-014 by reducing the HMIP percentage for all eligible DOI employees transferred for the benefit of the Government from five (5) percent to three (3) percent, not to exceed \$10,000.

This policy applies to all PCS moves wherein the travel authorization is signed on or after October 1, 2006.

Please direct any questions you may have on this subject to Tamara Peyton on (202) 208-6227.

Attachment

Prior Financial Administration Memorandums on this Subject:

No. 06-011 (II.G.6), August 29, 2006 - Cancelled
No. 97-017 (II.G.6.), April 11, 1997 – Revised