

HHS Transmittal 96.20
Personnel Manual
Issue Date: 8/12/96

Material Transmitted:

HHS Instruction 571-1, Payment of Travel and/or
Transportation Expenses

Material Superseded:

HHS Instruction 571-1 (all)
HHS Instruction 571-2 (all)
HHS Instruction 571-3 (all)
HHS Instruction 571-4 (all)

Background:

This Instruction has been revised consistent with recent changes in the organization of HHS, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegation of authority.

Under this issuance, the rules were streamlined by consolidating four Instructions containing similar subject matter and the delegation of authority was increased.

Any reference to "OPDIV" in this Instruction now includes AHCP, ATSDR, CDC, FDA, HRSA, IHS, NIH, SAMHSA, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation of this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

Filing Instructions:

Remove superseded material and file new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

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INSTRUCTION 571-1

Distribution: MS (PERS): HRFC-001

HHS PERSONNEL INSTRUCTION 571-1
PAYMENT OF TRAVEL AND/OR TRANSPORTATION EXPENSES

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571-1-00 PURPOSE

The purpose of this Instruction is to provide policy and guidance for the payment of:

- A. Expenses for travel, transportation of immediate families, and transportation of household goods to a new post of duty.
- B. Travel expenses for pre-employment interviews.
- C. Travel and transportation expenses of an employee, his/her family, and household goods when an employees duty station is permanently changed (1) from an overseas area to the continental United States, (2) from one geographic area to another geographic area within the continental United States, and (3) within the same United States metropolitan area.

571-1-10 COVERAGE

A. Employees Covered

This Instruction covers current and new civil service employees.

B. Employees Not Covered

- 1. Private persons
- 2. Experts and consultants

3. Members of National Advisory Councils or Advisory Committees
4. Members of the Commissioned Corps
5. Appointees recruited or transferred from the continental United States to overseas duty stations (See HHS Instruction 301-1)
6. Individuals appointed under the Intergovernmental Personnel Act

571-1-20 REFERENCES

- A. U. S. Code 5723 (law - travel and transportation expenses of new appointees and student trainees)
- B. U. S. Code 5724 (law - travel and transportation expenses of employees transferred; advancement of funds; reimbursement on commuted basis)
- C. U. S. Code 5724a (law - relocation expenses of employees transferred or reemployed)
- D. U. S. Code 5752 (law - travel expenses of senior executive service candidates)
- E. CFR, Part 572 (regulations - travel and transportation expenses; new appointees)
- F. CFR, Part 101-7 (regulations - Federal travel regulations)
- G. Comptroller General Decision, 48 CG 227
- H. Comptroller General Decision, 51 CG 187
- I. Comptroller General Decision, 54 CG 991
- J. Comptroller General Decision, 54 CG 993
- K. Comptroller General Decision, 56 CG 709
- L. Comptroller General Decision, 58 CG 744
- M. HHS Instruction 301-1 (United States citizens stationed overseas)
- N. HHS Travel Manual

571-1-30 POLICY

- A. Travel and/or transportation expenses incident to the situations identified in 571-1-00 A, B, and C above may be authorized when the following requirements have been met:
 1. The authorized management official has determined that the new appointment or the transfer of an employee to a permanent duty station is in the best interest of the Department and is not primarily for the convenience or benefit of the employee or at his/her request.
 2. The employee has signed an agreement to remain in Government service for 12 months following the date he/she reports for duty at a new permanent duty

station, unless the employee is separated for reasons beyond his/her control and those reasons are acceptable to the Department.

3. The authorized management official has determined that it is in the best interest of the Department to interview candidates from outside of the commuting area. The payment of travel expenses for pre-employment interviews may not be used as a recruiting device and may not be used to encourage one applicant by paying his/her expenses or to discourage another applicant by not paying his/her expenses.
- B. Relocation expenses must be paid for current Federal employees who are selectees under merit promotion procedures when applications have been solicited or accepted from outside the commuting area for a deliberate management purpose such as overcoming an inadequate supply of highly qualified candidates within the commuting area; meeting a need for a work force which has diversified experience in different locations or in different organizations; addressing underrepresentation of minorities, women, or disabled individuals in the local work force; or planned career development.
- C. When a position is to be advertised under merit promotion procedures, HHS managers have the option to determine that relocation expenses will not be paid if they are satisfied that there will be a sufficient supply of highly qualified candidates from the local commuting area and no particular management purpose would be served by recruiting from outside the commuting area.
1. This option is also available in the following cases:
 - a. The normal or prescribed recruitment area of competition under merit promotion procedures is regionwide or nationwide.
 - b. Management wants to expand the normal recruiting area to afford employees in other locations an opportunity to apply.
 2. This option of not paying relocation expenses cannot be based on a lack of travel and transportation funds (see 56 Comp. Gen. 709).
 3. The selecting official, with the concurrence of the personnel officer, may restrict payment of relocation expenses. This decision must be documented as part of the merit promotion file. The decision not to pay relocation expenses must be stated on the vacancy announcement.

571-1-40 EMPLOYMENT SERVICE AGREEMENT REQUIREMENTS

Employees are required to sign an appropriate employment service agreement to remain in Government for 12 months before any expenses for travel, transportation, and related costs are authorized . incident to:

- A. Appointment or transfer to a new duty station.
- B. Transfer to a duty station at the employees place of actual residence, or to a place involving no greater distance than a transfer to the employee's place of residence when miscellaneous expenses and/or temporary quarters are authorized.

571-1-50 SEPARATION BEFORE COMPLETING 12 MONTHS OF SERVICE

- A. When an employee for whom travel and transportation expenses have been paid under this Instruction leaves Government service within 12 months, the manager with delegated authority must determine whether repayment of these amounts to the Government must be required or may be waived. The determination shall be entered on the Notification of Personnel Action.
- B. Repayment may be waived when the reasons are acceptable to the manager exercising the authority. Requests for waiver must be for personal reasons of a humanitarian or compassionate nature, such as those which may involve the physical or mental health of the employee or a member of the employee's immediate family.
- C. If the employee leaves this Department to work for another Federal agency, his/her obligation to serve 12 months is transferred to the receiving agency.

HHS Instruction 571-1 - Exhibit A

DELEGATION- OF-AUTHORITY- TO -APPROVE-PAYMENT OF TRAVEL AND/OR
TRANSPORTATION EXPENSES AND TO WAIVE EMPLOYMENT SERVICE
AGREEMENTS

A. Authority Delegated

1. I hereby delegate to the Heads of Operating Divisions (OPDIVs) and Staff Divisions (STAFFDIVs) the authority to:
 - a. Approve payment of travel, transportation of immediate families, and transportation of household goods to a new post of duty.
 - b. Approve payment of travel expenses for pre-employment interviews.
 - c. Approve payment of travel and transportation expenses incident to a permanent change of station to and within the continental United States.
 - d. Waive the employment service agreement required by law to remain in Government service for a period of one year from the date of appointment or transfer when the reason for early separation is one that is beyond the control of the employee.
2. These authorities may be redelegate with further redelegations authorized.

B. Prior Delegations

This delegation supersedes all prior delegations. To the extent that previous redelegations of authority covering the above subjects are consistent with the provisions of this delegation, they may remain in effect until new redelegations are made under the authority of this delegation.

C. Effective Date

This delegation is effective on the date of this transmittal.