

**National Institutes of Health
RELOCATION SERVICES
Relocation Contractor Company (RCC) Processing Procedures
for Civilians and Other Appointed Individuals**

PURPOSE: To provide procedures to be followed for the purpose of relocating individuals to their first duty station or transferring individuals from one duty station to another. Includes both Title 5 Civilian employees and Title 42 appointed individuals, i.e., Service Fellows, Special Experts, when allowances such as shipment of household goods, storage, etc. are authorized.

POLICY:

The Institute and Center (IC) Relocation Services Coordinator (RSC) forwards the following documents to the RCC for employee relocations:

- Copy of Application Form NIH 2028 “Request for Permanent Change of Station” - IC staff must ensure that Item No. 2 “Movement Situation” is checked appropriately. The NIH 2028 must be signed by both the IC Budget Officer and the IC Personnel Officer or the appropriate delegated official.
- Copy of signed HHS-355 (HHS Employment Agreement)
- Personnel Action (Copy of signed SF-50 and SF-52). **When the signed SF 52 is transmitted, the RCC will begin preparations for the move. However, the RCC will not engage the services of the Transportation Services Provider (TSP) until it receives a copy of the signed SF 50 or, at a minimum, a copy of a signed NIH 2028. However, the signed NIH 2028 does not do away with the requirement of forwarding a copy of the SF 50 to the RCC and/or OFM after it becomes available.**
- Memorandum of approval from the IC for automobile relocations

NOTE: For moves that only entail en route travel and per diem of new appointees and/or transferees, each IC must prepare a manual Travel Order and forward it directly to the OFM Travel Office for processing not later than 30 days prior to the employee reporting for duty.

Move Management Services

An electronic version of a Travel Order will be prepared by the RCC for properly authorized employee relocation move situations that include shipment of household goods, temporary storage, residence sales, etc. Estimated costs must be all-inclusive and may be representative of the following:

- travel/per diem
- shipment of household goods
- temporary storage
- temporary quarters (only for a transferring employee - new appointees are not eligible)

- house hunting trips (only for a transferring employee - new appointees are not eligible)
- miscellaneous expense allowances (only for a transferring employee - new appointees are not eligible)
- residence transactions (only for a transferring employee - new appointees are not eligible)
- Relocation Income Tax Allowance (RITA) and Withholding Tax Allowance (WTA) for individuals who are transferring from one duty station to another.

RCC/IC RESPONSIBILITIES:

1. The RCC assigns a Move Management Consultant to support and coordinate the relocation of the employee and to serve as liaison to both the employee and the IC RSC.

2. The Move Management Consultant will advise the employee to retain all applicable receipts in support of his/her Travel Voucher claim(s).

3. The RCC, upon request by the IC RSC, selects the carrier best suited for the move, utilizing applicable governing regulations, and begins preparations for the move.

a) When a Centralized Household Goods Traffic Management Program (CHAMP) carrier is used, all Industrial Funding Fees (IFF) paid to GSA by both the carrier and the RCC will be assessed to the NIH.

b) When a commercial carrier is used, the NIH will be assessed a 1% IFF (built in to the service fee) and a contractor fee. The RCC will pay the 1% IFF to the GSA.

4. The RCC's Move Management Consultant will coordinate moving dates and arrangements with the individual and will provide any consultation required throughout the process.

5. The RCC transmits a copy of the Travel Order (along with copies of the NIH 2028, HHS-355, and SF 50, if available) to IC staff to obtain Authorizing Official's signature on the Travel Order.

NOTE: Any changes in allowances or benefits which necessitate an Amended Travel Order must be initiated by the IC in the form of written/faxed communication to the RCC. The RCC will prepare the Amended Travel Order and transmit a copy to the IC staff to obtain the Authorizing Official's signature. Any applicable forms, i.e., automobile relocation, should be submitted at this time.

6. IC staff will fax a copy of an approved Travel Order (and any amendments) with the Authorizing Official's signature to the RCC and transmit the original signed copy along with a copy of the NIH 2028, HHS-355, SF 50, and SF 52 to the OFM Travel Office. The OFM Travel Office will maintain a pending file of all related documentation. In addition, IC staff should contact the OFM Travel Office at **301-435-2927** with any questions or concerns about the transaction entries.

NOTE: OFM Travel Office will periodically review CAS transaction entries for funds availability.

7. If a CHAMP Carrier is selected, the RCC will request a virtual SF 1203, "Government Bill of Lading" from the OD/OLAO/Division of Logistic Services (DLS) Project Officer and will prepare a hard copy of the GBL and the Form 1113 "Public Voucher" accordingly. If a commercial carrier is selected, there is no need for the virtual SF 1203 "Government Bill of Lading" nor the corresponding Form 1113 "Public Voucher". NOTE: Typically, the RCC will utilize the services of a commercial carrier since it will be less costly to the NIH and because the RCC has established a working rapport with certain TSP's. However, if a relocating employee insists upon a CHAMP carrier, his/her request will be honored, provided it does not result in additional costs to the NIH.

8. OFM will pay the CHAMP carrier or the RCC will pay the commercial carrier for services rendered based on the available funding and the invoice.

9. The RCC will consolidate billing of all move related charges and transmit the invoice to the DLS Project Officer. Prior to the RCC issuing the invoice, the following steps will take place:

- The RCC will notify the IC RSC/AO of receipt of a commercial invoice from a TSP and the need for the IC to complete a "Receiving Report" (See below).
- Within 3 working days following RCC notification, the appropriate IC official must sign and submit a completed "Receiving Report" to the RCC.
- Upon receipt of the signed and completed "Receiving Report", the RCC will submit: 1) an original invoice; 2) a copy of the "Receiving Report"; and 3) any supportive material to the DLS Project Officer.

10. Upon completion of the audit, the DLS Project Officer will forward the Invoice Package to the OFM Travel Office for initiation of payment to the RCC.

TRAVEL VOUCHER PROCESS

1. Upon completion of the move, the relocating employee must provide the RCC with specific information to enable the RCC to finalize the Travel Voucher. The RCC will send a formatted request for this information directly to the individual who, in turn, will complete the request (inclusive of all applicable dates and times of travel and receipts), and return it to the RCC.

2. Upon receipt of the information from the individual, the RCC prepares the Travel Voucher package ensuring that the claim cites the proper accounting classifications and reflects any Travel Advances received by the individual. In addition, the RCC in preparing the claim will properly calculate allowable charges and ensure that all accompanying forms are present as well, i.e., HEW 595 "Expense Record for Temporary Quarters" are present, as well.

3. The RCC forwards the Travel Voucher package (along with a copy of the NIH 2028 and a copy of the applicable Travel Order) to the IC RSC for claimant and approving official signatures.

4. IC forwards a copy of the approved Travel Voucher to RCC and original signed Travel Voucher package (along with a copy of the applicable Travel Order) to OFM Travel Office.

NOTE: Any changes in allowances or benefits payable which necessitate: 1) an Amended Travel Voucher; or 2) an Amended Travel Order along with the original Travel Voucher, must be initiated by the IC in the form of written/faxed communication to RCC. The RCC will prepare the Amended Travel Order or Amended Travel Voucher accordingly, and transmit a copy to IC staff to obtain the Approving Official's signature. All applicable receipts must be submitted to the RCC.

5. The OFM Travel Office reviews the Travel Voucher package and examines the claim in terms of: 1) Appropriately signed documentation (claimant and approving official); 2) Availability of funds in the CAS ; 3) Proper accounting classifications; 4) Appropriate allowances or benefits (including RITA and WTA); and 5) Properly completed accompanying forms, e.g., HEW 595 "Expense Record for Temporary Quarters". Upon this review, payment is then made to the individual.

EVALUATION FORMS

1. When a CHAMP carrier is used, the RCC will provide the employee with the GSA Evaluation Form 3080, in addition to the RCC's Quality Assurance Evaluation (QAE) Form. When a commercial carrier is used, only the QAE Form is provided to the employee.

2. The RCC advises employee where to send both Forms.

TRAVEL ADVANCE PROCESS

1. An employee will utilize the NIH 2028 to request a Travel Advance.

2. Based on authorized relocation allowances, the RCC will determine the amount of the travel advance to be issued.

3. The RCC will prepare the SF-1038, "Advance of Funds" and in turn, will forward the form to the IC to obtain signatures from the claimant and the authorizing official.

4. IC staff will fax a copy of the signed SF-1038 to the RCC and will forward the original signed SF-1038 along with a copy of the properly signed Travel Order to the OFM Travel Office.

5. OFM Travel Office reviews and processes the advance of funds.

6. The employee may receive the advance of funds via the following options:

- Electronic deposit to the employee's selected financial account;
- Paper check to the employee's selected address.

NOTE: In the event, the NIH 2028 does not reflect a request for an advance of funds, and an advance of funds is required, IC staff must notify the RCC immediately so that an Amended Travel Order can be prepared to support payment via the SF-1038.

rcppciv 10/07/02

RECEIVING REPORT

1. **VENDOR NAME:**
2. **N.I.H. BLANKET PURCHASE ORDER NUMBER:**
3. **BLANKET PURCHASE ORDER CALL NUMBER:**
4. **INVOICE NUMBER:**
5. **TRAVEL ORDER NUMBER:**
6. **DESCRIPTION OF SERVICES:**
7. **DATE SERVICES RECEIVED & ACCEPTED:**

I certify that the services reflected on the invoice identified above were received and accepted on the date indicated.

(Signature of Receiving Official & Date Signed)

(Printed or Typed Name of Receiving Official)

(Telephone Number of Receiving Official)
(Include Area Code)

(Mailing Address of Receiving Official)