

**National Institutes of Health
RELOCATION SERVICES
Relocation Contractor Company (RCC) Processing Procedures
for Non-FTE Persons**

PURPOSE: To provide procedures for relocating newly assigned or transferred Non-FTE Persons, i.e., Visiting Fellows, IRTA's, and CRTA's.

POLICY:

IC's forward the following properly completed and signed documents to the RCC for Non-FTE Person relocations:

- Form NIH-2028-1 "Request for Permanent Change of Station Orders" (Non-FTE Persons)
- Fellowship Request Form for IRTA's, CRTA's, and Visiting Fellows

For a copy of the NIH 2028-1, please reference the following web site address:

http://forms.cit.nih.gov/adobe/personnel/NH2028_1.PDF

The procedures contained herein refer to a move situation only when shipment of household goods and personal effects is authorized. **For moves that entail only en route travel and per diem of new assignees 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 individual reporting for duty.** In addition, it is NIH policy that a non-FTE person may not be authorized a travel advance when relocating. Lastly, please be aware that NIH policy is that Special Volunteers may be authorized only travel expenses to their duty station assignment. Therefore, a RCC will not be providing any service to these individuals.

Move Management Services

An electronic version of a Travel Order will be prepared by the RCC for properly authorized Non-FTE Person relocation move situations that include shipment of household goods. Estimated costs must be all-inclusive with only the following being allowed:

- travel/per diem (for individual and family)
- shipment of household goods

It is NIH policy that a Non-FTE Person may only be authorized an amount up to \$3,000 to cover the costs of travel, per diem (individual and family), shipment of household goods and temporary storage. Any Travel Order that reflects an amount in excess of \$3,000 or an allowance that a Non-FTE Person is not eligible for, will be returned to the IC.

RCC/IC RESPONSIBILITIES:

1. The RCC assigns a Move Management Consultant to support and coordinate the relocation of the Non-FTE Person and to serve as liaison to both the Non-FTE Person and the IC Relocation Services Coordinator (RSC).
2. The Move Management Consultant will advise the Non-FTE Person to retain all applicable receipts in support of his/her Travel Voucher claim(s) and the ceiling amount allowed for the move.
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 a copy of the NIH Form 2028-1 and the Fellowship Request Form) to IC staff to obtain Authorizing Official's signature on the Travel Order.

If the RCC has not yet received the NIH Form 2028-1, the Fellowship Request Form may serve as the document necessary to begin preparation of the move, however, the RCC will not engage the services of a Transportation Services Provider (TSP) until the NIH Form 2028-1 has been forwarded to the RCC.

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.

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 Form 2028-1 and the Fellowship Request Form 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 on **301-435-2927** with any questions or concerns about the transaction entries.
7. If a CHAMP carrier is selected, the RCC will request a virtual SF-1203 "Government Bill of Lading (GBL)" from the OD/OLAO/Division of Logistic Services (DLS) Project Officer and

will prepare the hard copy GBL and the Form SF-1113 “Public Voucher” accordingly. If a commercial carrier is selected, there is no need for the virtual GBL nor the corresponding Form SF-1113. 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 Non-FTE Person wishes to use a CHAMP carrier, the RCC will honor his/her request, provided it does not result in additional costs to the NIH. In this case, the individual should especially be made aware of the limited amount of funds that have been authorized.

8. The 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 the 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 Non-FTE Person must provide the RCC with specific information to enable the RCC to finalize the Travel Voucher. A formatted request for this information is transmitted directly to the individual and is to include all applicable dates and times of travel and receipts.

2. Once the information is obtained from the individual, the RCC prepares the Travel Voucher Package ensuring that the claim cites the proper accounting classification and that all allowable charges have been properly calculated.

3. The RCC forwards the Travel Voucher Package (along with a copy of the NIH 2028-1 and the copy of the Travel Order) to the IC RSC for claimant and approving official signatures.

4. The IC forwards a copy of the approved Travel Voucher to the RCC and the original signed Voucher Package (along with a copy of the 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; and 4) Appropriate allowances or benefits. Upon this review, payment is then made to the individual.

EVALUATION FORMS

1. When a CHAMP carrier is used, the RCC will provide the individual 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 will advise the non-FTE person where to send both forms.

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RECEIVING REPORT

VENDOR NAME:

- **N.I.H. BLANKET PURCHASE ORDER NUMBER:**
- **BLANKET PURCHASE ORDER CALL NUMBER:**
- **INVOICE NUMBER:**
- **TRAVEL ORDER NUMBER:**
- **DESCRIPTION OF SERVICES:**
- **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)