

U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)

| MD 14.2 | RELOCATION ALLOWANCES | DT-17-234 |
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| <i>Volume 14:</i> | Travel | |
| <i>Approved by:</i> | Allison M. Macfarlane Chairman | |
| <i>Date Approved:</i> | August 12, 2014 | |
| <i>Cert. Date:</i> | N/A, for the latest version of any NRC directive or handbook, see the online MD Catalog . | |
| <i>Issuing Office:</i> | Office of the Chief Financial Officer Division of the Controller | |
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EXECUTIVE SUMMARY

Directive and Handbook 14.2 are revised to update organizational changes, including replacing the Director, Division of Financial Services, with Controller, Division of the Controller, and remove the agency's discretionary changes to the Federal Travel Regulation (FTR). FTR Chapter 302, "Relocation Allowances," serves as the handbook to this directive.

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I. POLICY

It is the policy of the U.S. Nuclear Regulatory Commission to adhere to the statutory and regulatory principles of the Federal Travel Regulation (FTR) (41 CFR Parts 301-304) and associated Executive orders, Comptroller General decisions, and decisions of the General Services Administration (GSA) Board of Contract Appeals related to relocating new appointees, transferred employees, and certain employees making a "last move home."

II. OBJECTIVES

Provide NRC employees with the procedures, regulations, and requirements necessary to relocate to a permanent official duty station or to make a last move home and to claim reimbursement for the allowable expenses.

III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY

A. Chairman

1. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to the Chairman's office.
2. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within the Chairman's office.

3. Approves relocation travel vouchers for employees within the Chairman's office.
4. Approves NRC Form 458, "Request for Extension of Temporary Quarters," on the NRC Forms Library, available at <http://fusion.nrc.gov/nrcformsportal/default.aspx>, for employees within the Chairman's office.
5. Determines whether relocation benefits should be offered when recruiting for vacancies within the Chairman's office and annotates, as appropriate, employment vacancy announcements.

B. Commissioners

1. Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to a Commissioner's office.
2. Grant waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within a Commissioner's office.
3. Approve relocation travel vouchers for employees within a Commissioner's office.
4. Approve NRC Form 458 for employees within a Commissioner's office.
5. Determine whether relocation benefits should be offered when recruiting for vacancies within a Commissioner's office and annotate, as appropriate, employment vacancy announcements.

C. Executive Director for Operations (EDO)

1. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to the Office of the Executive Director for Operations (OEDO).
2. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within OEDO.
3. Approves relocation travel vouchers for employees within OEDO.
4. Approves NRC Form 458 for employees within OEDO.
5. Determines whether relocation benefits should be offered when recruiting for vacancies within OEDO and annotates, as appropriate, employment vacancy announcements.

D. Chief Financial Officer (CFO)

1. Manages the NRC travel program, including developing, maintaining, and interpreting travel policies, procedures, and regulations, and providing temporary duty travel and change of station or relocation travel services.
2. Implements statutes, Executive orders, regulations, and decisions governing the allowance and payment of relocation expenses for agency employees.
3. Approves exceptions to the provisions of this handbook that are not inconsistent with Section III.D.1 of this directive.
4. Approves waiving an employee's service agreement on the basis of recommendations by the Office of the Chief Human Capital Officer (OCHCO) and the Office of the General Counsel (OGC) that the employee failed to fulfill the service agreement for reasons beyond the employee's control.
5. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to the Office of the Chief Financial Officer (OCFO).
6. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within OCFO.
7. Approves relocation travel vouchers for employees within OFCO.
8. Approves NRC Form 458 for employees within OCFO.
9. Determines whether relocation benefits should be offered when recruiting for vacancies within OCFO and annotates, as appropriate, employment vacancy announcements.

E. General Counsel (GC)

1. Concurs on the Chief Human Capital Officer's (CHCO's) recommendation that an employee's service agreement waiver be approved by the CFO when the CHCO determines that an employee failed to fulfill the agreement for reasons beyond the employee's control.
2. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to the Office of the General Counsel (OGC).
3. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within OGC.

4. Approves relocation travel vouchers for employees within OGC.
5. Approves NRC Form 458 for employees within OGC.
6. Determines whether relocation benefits should be offered when recruiting for vacancies within OGC and annotates, as appropriate, employment vacancy announcements.

F. Chief Human Capital Officer (CHCO)

1. Reviews policies and procedures affecting employee transfers between official duty stations to ensure these transfers are essential for accomplishment of the NRC's mission.
2. Notifies employees when they are being reassigned to a new duty station and of their eligibility for reimbursement of relocation allowances.
3. Determines eligibility of appointees (new hires, relocating NRC employees, or transferring Federal Government employees) to be reimbursed for certain relocation expenses, and notifies them by employment memorandum of their eligibility.
4. Approves relocation allowances for all eligible NRC employees on NRC Form 279A, "Official Travel Authorization, Change of Station," (this form is retained by OCHCO and cannot be accessed in the NRC Forms Library on SharePoint) including an extension of temporary quarters.
5. Recommends that an employee's service agreement waiver be approved by the CFO when the CHCO determines that an employee failed to fulfill the agreement for reasons beyond the employee's control.
6. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to OCHCO.
7. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within OCHCO.
8. Approves relocation travel vouchers for employees within OCHCO.
9. Approves NRC Form 458 for employees within OCHCO.
10. Determines whether relocation benefits should be offered when recruiting for vacancies within OCHCO and annotates, as appropriate, employment vacancy announcements.

G. Office Directors and Regional Administrators

1. Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to the office or region.
2. Grant waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within the office or region.
3. Approve relocation travel vouchers for employees within the office or region.
4. Approve NRC Form 458 for employees within the office or region.
5. Determine whether relocation benefits should be offered when recruiting for vacancies within the office or region and annotate, as appropriate, employment vacancy announcements.

H. Inspector General (IG)

1. Certifies availability of funds for relocation allowances for employees of the Office of the Inspector General (OIG).
2. Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to OIG.
3. Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within OIG.
4. Approves relocation travel vouchers for employees within OIG.
5. Approves NRC Form 458 for employees within OIG.
6. Determines whether relocation benefits should be offered when recruiting for vacancies within OIG and annotates, as appropriate, employment vacancy announcements.

I. Controller, Division of the Controller (DOC), Office of the Chief Financial Officer (OCFO)

1. Manages NRC employee participation in the GSA's Governmentwide employee relocation services contract.
2. Determines an employee's indebtedness to the Government for relocation allowances that were paid or reimbursed by the Government when an employee fails to fulfill the terms of the service agreement.

3. Provides budget estimates and relocation services to employees for change of station or relocation allowances.
4. Authorizes, certifies funds, and reimburses expenses for relocation allowances on NRC Form 279A or NRC Form 64, "Travel Voucher," for all relocating employees, except OIG employees.
5. For IG employees, authorizes and reimburses expenses for relocation allowances only.
6. Authorizes travel charge card advances for expenses incidental to relocation for the employees approved in Sections III.I.4 and III.I.5 above.
7. Authorizes an employee's request for extension of the 1-year limitation, not to exceed 1 year, for reasons beyond the employee's control and acceptable to the NRC for settlement of residence sale, purchase, or lease transaction if it is determined that the particular residence transaction is reasonably related to the transfer of the official duty station.
8. Authorizes and arranges the movement and storage of an employee's household goods under a Government Bill of Lading when there is a cost savings to the Government.
9. Oversees the process of examining and paying vouchers for relocation allowances.
10. Notifies employees that they must file a travel voucher for their relocation income tax allowance based on their withholding tax allowance pertaining to their permanent change of station move.
11. Examines and provides the final administrative approval for payment of expenses detailed on NRC Form 264, "Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station."

J. Director, Division of Resource Management (DRM), Region I, and Directors, Division of Resource Management and Administration (DRMA), Regions II, III, and IV

1. Notify employees when they are being reassigned to a new duty station and of their eligibility for reimbursement of relocation allowances for their respective region.
2. Determine eligibility of appointees (new hires, relocating NRC employees, or transferring Federal Government employees) to be reimbursed for certain relocation expenses; and notify them by employment memorandum of their eligibility for their respective region.

IV. APPLICABILITY

This directive and handbook apply to all NRC headquarters and regional office employees and eligible new appointees who are relocating for the benefit of the Government or are making a last move home.

V. DIRECTIVE HANDBOOK

FTR Chapter 302, "Relocation Allowances," serves as the handbook to this directive.

A. Requirements of the Federal Travel Regulation (FTR)

1. FTR 302-3.2 and 302-3.101 contain the relocation allowances that agencies have discretionary authority to pay or reimburse.
2. NRC policy does not provide for temporary change of station, home marketing incentive payments, or allowance for property management services.
3. New-hire employees are not eligible for the home sale program or relocation services.
4. NRC policy states that Government employees transferring from other Government agencies are not eligible for the home sale program or relocation services unless a waiver is granted by the employee's new office director or regional administrator.

B. Relocation Services

The following relocation services will be offered to an employee:

1. Home marketing assistance - all relocating employees.
2. Home sale service - NRC-transferred employees and other Government transferees with waiver.
3. Rental assistance - all relocating employees.
4. Buyer assistance - all relocating employees.
5. Mortgage counseling - all relocating employees.

VI. SIGNATURE AUTHORITIES AND LEVELS OF DELEGATION FOR RELOCATION ALLOWANCES

The signature authorities and levels of delegation for relocation allowances are shown in Exhibit 1 of this directive.

VII. REFERENCES

41 CFR Parts 301-304, "Federal Travel Regulation (FTR)."

General Services Administration Web Site, FTR Chapter 302-Relocation Allowances:

<http://www.gsa.gov/portal/ext/public/site/FTR/file/FTR302TOC.html/category/21869/hostUri/portal>.

Nuclear Regulatory Commission Documents

Management Directive—

10.1, "Appointments, General Employment Issues, Details, and Position Changes."

10.10, "Recruitment."

10.62, "Leave Administration."

14.1, "Official Temporary Duty Travel."

Memoranda—

"Granting Waivers to the Home Sale Program 60-Day Marketing Policy," dated August 27, 2004 (Agencywide Documents Access and Management System (ADAMS) Accession Number ML042400200).

"Relocation Policy Guidance and Revision," dated March 31, 2005 (ADAMS Accession Number ML050910098).

SECY-05-0019, "Proposed Revision to NRC's Relocation Policy," dated January 19, 2005 (ADAMS Accession Number ML050210321).

NRC Forms Library in SharePoint:

<http://fusion.nrc.gov/nrcformsportal/default.aspx>.

EXHIBIT**EXHIBIT 1 Signature Authorities for Relocation Allowances**

| Position | Approves/Authorizes | May Delegate |
|-----------------|--|---------------------|
| Chairman | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To Chief of Staff |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To Chief of Staff |
| | Approves relocation travel vouchers for employees within his or her office. | To Chief of Staff |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Chief of Staff |
| Commissioners | Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to their office. | To Chief of Staff |

| Position | Approves/Authorizes | May Delegate |
|-----------------|--|---------------------|
| | Grant waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within their office. | To Chief of Staff |
| | Approve relocation travel vouchers for employees within their office. | To Chief of Staff |
| | Approve NRC Form 458, "Request for Extension of Temporary Quarters," for employees within their office. | To Chief of Staff |

| Position | Approves/Authorizes | May Delegate |
|---|--|---|
| Executive Director for Operations (EDO) | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To Deputy Executive Director for Operations |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To Deputy Executive Director for Operations |
| | Approves relocation travel vouchers for employees within his or her office. | To Branch Chief or above |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Branch Chief or above |

| Position | Approves/Authorizes | May Delegate |
|-------------------------------|---|-----------------------------------|
| Chief Financial Officer (CFO) | Approves waiving an employee's service agreement on the basis of recommendations by the Chief Human Capital Officer (CHCO) and Office of the General Counsel that the employee failed to fulfill the service agreement for reasons beyond the employee's control. | To Deputy Chief Financial Officer |
| | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To Deputy Chief Financial Officer |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To Deputy Chief Financial Officer |
| | Approves relocation travel vouchers for employees within his or her office. | To Branch Chief or above. |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Branch Chief or above |

| Position | Approves/Authorizes | May Delegate |
|----------------------|--|------------------------------|
| General Counsel (GC) | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To Associate General Counsel |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To Associate General Counsel |
| | Approves relocation travel vouchers for employees within his or her office. | To Branch Chief or above |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Branch Chief or above |

| Position | Approves/Authorizes | May Delegate |
|------------------------------------|--|---|
| Chief Human Capital Officer (CHCO) | Approves relocation allowances for all eligible NRC employees on NRC Form 279A, "Official Travel Authorization, Change of Station," including an extension of temporary quarters. | To Deputy Chief Human Capital Officer (DCHCO) |
| | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To DCHCO |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To DCHCO |
| | Approves relocation travel vouchers for employees within his or her office. | To Branch Chief or above |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Branch Chief or above |

| Position | Approves/Authorizes | May Delegate |
|--|---|---|
| Office Directors and Regional Administrators | Grant waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office or region. | To Deputy Office Directors and Deputy Regional Administrators |
| | Grant waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office or region. | To Deputy Office Directors and Deputy Regional Administrators |
| | Approve relocation travel vouchers for employees within his or her office or region. | To Branch Chief or above |
| | Approve NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office or region. | To Branch Chief or above |

| Position | Approves/Authorizes | May Delegate |
|------------------------|--|--|
| Inspector General (IG) | Grants waivers of the requirement that an employee market his or her home for 60 days before requesting participation in the home sale program when an employee has been reassigned to his or her office. | To Deputy Inspector General |
| | Grants waivers to allow employees transferring from other Government agencies to participate in the home sale program when participation is in the best interest of the Government for employees within his or her office. | To Deputy Inspector General |
| | Approves relocation travel vouchers for employees within his or her office. | To Assistant Inspectors General for Investigations/Audit |
| | Approves NRC Form 458, "Request for Extension of Temporary Quarters," for employees within his or her office. | To Assistant Inspectors General for Investigations/Audit |