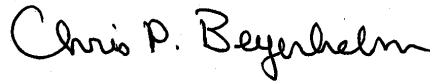


For: FSA Offices

FSA Relocation Bonus and Reimbursement Policy

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

FSA is currently operating under budgetary constraints. In addition to these constraints, FSA must anticipate and plan for future budget restrictions. Agency policy for employee relocation reimbursement continues to evolve to reflect and adapt to these constraints.

This notice does not include agency guidance pertaining to new employee recruitment incentives.

B Purpose

This notice identifies the two options that comprise FSA’s relocation incentive policy, specifically:

- relocation bonus incentive option which allows for up to a 25 percent bonus of annual basic pay
- entitlements (relocation reimbursement) option which provides for a required list of costs including house hunting, buying and selling of homes, and moving expenses.

C Authority

This copy incorporates by reference the Federal Travel Regulation (FTR) issued by GSA, 41 CFR Chapter 302, and supplements it with policy specific to USDA relocation activities, DR 2300-002. These regulations are the primary source of USDA policy on relocation allowances. All provisions of this regulation comply with applicable Federal guidance.

Disposal Date	Distribution
December 1, 2016 4-19-15	All FSA Offices; State Offices relay to County Offices

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1 Overview (Continued)

D Change in Emphasis

The preferred option for executing employee relocation expenses is with the payment of a **relocation bonus**. Before requesting any type of relocation incentive the vacancy must be advertised at least once without a relocation incentive. If no qualified candidates apply, then a relocation bonus can be considered. This is a change from previous guidance that focused on the scope and usage of the **entitlement** (relocation reimbursement) option. Entitlements still exist as an option, but are intended for usage only on an exceptional basis, where circumstances merit, and sufficient budget is available.

2 Options for Relocations

A Relocation Bonus Incentive Option

Managers and supervisors have the discretion, provided the required advertisement process has been followed and approvals have been obtained, to pay a relocation bonus of up to 25 percent of the annual basic pay, (**including** locality adjustment), to Federal and non-Federal employees who must relocate, without a break in service, to accept an FSA position in a different commuting area. This option is applicable in circumstances where a determination has been made that, in the absence of a bonus, FSA would encounter difficulty in filling the position with a highly qualified candidate.

All requests for relocation bonuses must be pre-approved in writing, by the appropriate deputy administrator or office head (DAFP, DAFLP, DACO, DAM, OBF, OCIO, OBPI, OCR, OEA, and EPAS), with concurrence based on budget availability from the Chief Financial Officer (CFO). Submit requests by completing FSA-164-3, Request for Use of Relocation Incentive/Entitlement. See Exhibit 1. A fillable version of the form can be found on the Employee Forms/Publications Online Website at <http://intranet.fsa.usda.gov/dam/ffasforms/currentforms.asp>.

Note: State Offices will submit requests to DAFO.

Further specifics with regard to relocation bonuses can be found in 32-PM, Part 8.

B Relocation Entitlement Option (Relocation Reimbursement)

Managers may **only** use the FTR relocation entitlement (reimbursement) package in a vacancy announcement or in conjunction with a voluntary reassignment after both of the following occur:

- advertisement 1 time with no relocation bonus (incentive)
- at least 1 advertisement with relocation bonus and **with written pre-approval from the appropriate deputy administrator** using FSA-164-3 (Exhibit 1).

Details about relocation entitlements (reimbursements) can be found in FTR Section 302 and will be included in 118-FI.

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2 Options for Relocations (Continued)

C Contacts

If there are questions about this notice, contact the appropriate office as follows.

Issue	Office	Contact	
Personnel requests, approvals, and decisions	National Office	HRD, Staffing Personnel Specialist	
	State Office	Administrative Officer and/or Executive Officer, or SWA Regional Servicing Office	
State Office requests, approvals, and decisions	DAFO	April MacDonald by either of the following: <ul style="list-style-type: none"> e-mail to april.macdonald@wdc.usda.gov telephone at 202-720-1099. 	
Budget	Arizona, California, Colorado, Guam, Hawaii, Kansas, Nevada, New Mexico, Oklahoma, Texas, Utah State Offices; DAFLP and DAFP	Lillie McComb, BUD by 1 of the following: <ul style="list-style-type: none"> e-mail to lillie.mccomb@wdc.usda.gov telephone at 202-720-2201 FAX at 202-690-1503. 	
	Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands State Offices; and DAFO	TC Chappelle, BUD by 1 of the following: <ul style="list-style-type: none"> e-mail to tarnya.chappelle@wdc.usda.gov telephone at 202-720-5149 FAX at 202-690-1503. 	
	Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia State Offices; and the Administrator's Office	LaTosha Fleming, BUD by 1 of the following: <ul style="list-style-type: none"> e-mail to latosha.fleming@wdc.usda.gov telephone at 202-720-8861 FAX at 202-690-1503. 	
	Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming State Offices; DAM and DACO	Ricky Williams, BUD by 1 of the following: <ul style="list-style-type: none"> e-mail to ricky.williams@wdc.usda.gov telephone at 202-772-9017 FAX at 202-690-1503. 	
	Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, Wisconsin State Offices; and undistributed.	Elizabeth Hill, BUD by 1 of the following: <ul style="list-style-type: none"> e-mail to elizabeth.hill@wdc.usda.gov telephone at 202-720-9862 FAX at 202-690-1503. 	
Travel	State and County Offices	State Office Administrative Officers	
	State Office Administrative Officers	Either of the following FMD, Travel Policy Staff: <ul style="list-style-type: none"> William Willer, Office Chief, DMTPO by: <ul style="list-style-type: none"> e-mail to wiliam.willer@wdc.usda.gov telephone at 202-772-6042 Rhonda Robinson by: <ul style="list-style-type: none"> e-mail to rhonda.robinson@wdc.usda.gov telephone at 202-772-6030. 	

FSA-164-3, Request for Use of Relocation Incentive/Entitlement

Complete FSA-164-3 to request relocation or entitlement. A fillable version can be found on the Employee Forms Website at <http://intranet.fsa.usda.gov/dam/ffasforms/currentforms.asp>.

This form is available electronically.

FSA-164-3 (04-13-16)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency	1. Fiscal Year
REQUEST FOR USE OF RELOCATION BONUS AND REIMBURSEMENT			
NOTE: All requests for relocation incentives must be pre-approved in writing, by the appropriate Deputy Administrator (DAFP, DAFLP, DACO, DAM, OBF, OCIO, OBPI, OCR, OEA, EPAS), with concurrence based on budget availability from the Chief Financial Officer (CFO).			
2. Requesting Office (Name and Address, Including Zip Code)			
3. Point of Contact		4. Point of Contact Telephone Number (Including Area Code)	
5. Relocation Option Request (Check One): <input type="checkbox"/> Relocation Bonus <input type="checkbox"/> Entitlement Option (Reimbursement)			
6. Has an Announcement been Advertised without Relocation Incentive Option? <input type="checkbox"/> YES (Obtain relevant approvals below) <input type="checkbox"/> NO <input type="checkbox"/> Waiver Requested (Attach justification)			
APPROVALS			
7A. Name of State Executive Director (SED) or Headquarter Division Director		7B. Signature of State Executive Director (SED) or Headquarter Division Director	7C. Date (MM-DD-YYYY)
8A. Name of Applicable Deputy Administrator/ Office Director Title:		8B. Signature of Applicable Deputy Administrator/ Office Director	8C. Date (MM-DD-YYYY)
FOR CONCURRENCE OF BUDGET AVAILABILITY			
9A. Name of Agency Chief Financial Officer (CFO)		9B. Signature of Agency Chief Financial Officer (CFO)	9C. Date (MM-DD-YYYY)

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