

FTE Relocation Process Job Aid

This document provides FTE relocation procedures and timelines.

Employees must complete all aspects of relocation within one year of Entrance on Duty (EOD) date.

Relocation Package



- Employee completes NIH 2028 and HHS 355B and sends to AO
 - AO compiles relocation package (NIH 2028; HHS 355B; copy of SF-50, SF-52 or letter of intent; Order for Supply or Services BPA) and sends to Relocation Contracting Company (RCC) ⌚ **30-45 days in advance of EOD date**
- Note: If applicable, approval of discretionary allowances (e.g., POV shipment) requires NIH 2926-1

Travel Authorization/HHS-1



- RCC completes travel authorization and sends to AO
- AO reviews and obtains signatures (Delegated Approving Official, Recommending Official, AO) for travel authorization and returns to RCC and OFM Division of Reimbursable Activity and Collections (DRAC) at relocationandfreight@nih.gov, ⌚ **within 5 business days**

Funds Obligation



- OFM DRAC reviews TA and obligates funds via NBS ⌚ **within 7 business days**
 - If not obligated within 7 business days, AO should confirm entry with OFM DRAC
- Note: Approval of prior year funds will delay processing time

Travel Voucher/OF 1012



- Employee sends travel receipts (taxis, lodging) to RCC
 - RCC completes travel voucher and sends to AO for review
 - AO reviews voucher and obtains signatures of approving official and traveler
 - AO submits signed voucher with receipts to OFM Division of Payments (DOP) at relocationandfreight@nih.gov cc'ing Bashir Ahmed, for review ⌚ **within 7 business days** for processing
 - Voucher payments will be disbursed to travelers within 30 business days
- Note: Relocation travel vouchers are taxable. Final disbursement to traveler will be less than voucher amount.

Receiving Reports



- RCC creates Receiving Report(s) and sends to AO
- AO reviews and signs report(s) to approve all shipment related charges and returns to RCC ⌚ **within 5 business days**

Household Goods (HHG) Invoices



- RCC submits HHG invoices to relocationandfreight@nih.gov cc'ing Bashir Ahmed, for review and processing weekly
- AO is included in email notification if amendments or prior year (PY) funds approval is required

Amendments and De-obligations



- AO confirms status and final amount of relocation with RCC. If necessary, AO requests amendment to either de-obligate unused funds or request additional funds.
 - AO signs amendment and forwards to OFM DRAC at relocationandfreight@nih.gov. De-obligation of funds will be processed ⌚ **within 7 business days**.
- Note: AOs must maintain travelers' records of all vouchers and HHG invoices