

**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 or Offer Letter for IRTA's, CRTA's and Visiting Fellows
- Order for Supply or Services BPA/ROC (\$891 Entitlement Counseling, \$375 Voucher Review/Preparation and \$550 Move Management Fee, if applicable)

NOTE: Relocation orders maybe cancelled within seven (7) days with no service fee charge. On the eight (8) day the IC will incur the service fee.

For a copy of the NIH 2028-1, please reference the following website address: [FORM NIH 2028-1](#)

The procedures contained herein refer to a move situation only when shipment of household goods and personal effects are authorized. **For moves that entail only en route travel and per diem of new assignees each IC must prepare a manual Travel Authorization (HHS-1) with completed Form NIH 2028-1 and forward directly to the OFM Travel Office for processing not later than 30 days prior to the individual reporting for duty. NOTE: Contact Travel Office for an assigned Travel Authorization number for all manual travel orders for processing.** In addition, it is NIH policy that a non-FTE 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 services to these individuals.

Self Move for Non-FTE Persons

The procedure for self-move of Non-FTE Persons entail travel, per diem and shipment of household goods when the traveler elects to relocate via U-Haul Rental Truck, etc.

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

The IC will prepare the 1) Manual Travel Authorization; 2) Provide proper accounting classifications and funds; 3) Obtain appropriate signatures and 4) forward Travel Authorization, Form 2028-1, Fellowship Request Form/Offer Letter to Division of Reimbursable Activity & Collections (DRAC) for obligation at relocationandfreight@nih.gov within 5 business days. The traveler must provide all moving receipts (rental, gas and packing materials, etc.) for travel voucher reimbursement to IC for processing.

Move Management Services

An electronic version of a Travel Authorization will be prepared by the RCC for properly authorized Non-FTE Person relocation move situations that include shipment of household goods.

Estimated cost must be all-inclusive with only the following being allowed:

- Travel (employee and family)
- Per Diem (employee)
- Shipment of household goods
- Temporary Storage, If applicable

It is NIH policy that a Non-FTE Person may only be authorized an amount up to \$3,000.00 to cover the costs of travel (individual and family), per diem, shipment of household goods and temporary storage.

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.
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 Authorization to IC staff to obtain Authorizing Official's signature.

NOTE: Any changes in allowances or benefits which necessitate an Amended Travel Authorization must be initiated by the IC in the form of written communication via email to the RCC. The RCC will prepare the Amended Travel Authorization and transmit a copy to the IC staff to obtain the Authorizing Official's signature.

6. IC staff will email a copy of an approved Travel Authorization (and any amendments) with the Authorizing Official's signature to OFM Division of Reimbursable Activity and Collections (DRAC) at relocationandfreight@nih.gov for entries/obligation of funds into the NBS system.
7. The RCC will consolidate billing of all related move charges and transmit the invoice to OFM Division of Payments. Prior to the RCC issuing the invoice, the following steps will take place:

- The RCC will notify the IC RSC/AO of receipt of an 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 OFM Division of Payments (DOP) relocationandfreight@nih.gov cc’ing Jonathan.Galnares@nih.gov 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 traveler, 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 Travel Authorization and receipts) to the IC RSC for claimant and approving official signatures.
4. The IC forwards a copy of the signed Travel Voucher for notification to the RCC and the original signed Voucher Package (along with a copy of the Travel Order and any receipts) to OFM Division of Payments relocationandfreight@nih.gov cc’ing Jonathan.Galnares@nih.gov, for review within 7 business days.

NOTE: Any changes in allowances or benefits payable which necessitate: 1) an Amended Travel Voucher; or 2) an Amended Travel Authorization along with the original Travel Voucher, must be initiated by the IC in the form of written communication via email 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 traveler.

EVALUATION FORMS

1. The RCC will provide via fax/email the individual with a Quality Assurance Evaluation (QAE) Form.
2. The RCC will advise the non-FTE person where to submit completed form.