

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)  
Chapter 302 - Relocation Allowances  
Part 302-14 - Home Marketing Incentive Payments**

**Supplement:** 6509.33-2006-3

**Effective date:** August 14, 2006

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Jesse L. King, Associate Deputy Chief/Cfo

**Date approved:** July 31, 2006

**Responsible Staff:**

**Last Change:** 6509.33-2006-2 to chapter 302

**Superseded Document(s):** 6509.33\_302-14, Supplement 6509.33-2001-1, February 22, 2001

**Digest:** Following is an explanation of the changes throughout the directive by section.

**302-14:** sIncorporates direction previously issued in ID 6509.33-2005-2. Revises format and updates agency policy on Home Marketing Incentive Program Payments.

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**STANDARD POSTING INSTRUCTIONS**

**FOR THE FEDERAL TRAVEL REGULATION, FSH 6509.33**

(For further direction on organization and posting of parent text (white pages) see the Foreword to the Federal Travel Regulation beginning on page i.)

**ORGANIZATION.** The Federal Travel Regulation (FTR) is divided into chapters, parts, subparts (if applicable), sections, and paragraphs. The numbers 301, 302, 303, and 304 connote specific chapters of Title 41 of the Code of Federal Regulations (CFR). The number before the decimal point indicates the part within each chapter; the number after the decimal point indicates the section. For example 301-1.1 refers to:

Chapter	Part	Section
301-	1.	1

Pages within each part are consecutively numbered beginning with Arabic number 1. Each page number is preceded by the part number; for example, the third page of Part 301-2 is numbered

2-3. Individual pages are identified by chapter in the running header.

**TRANSMITTALS.** Transmittals accompany parent text, Department supplements, and Forest Service supplements. File transmittals at the front of the Handbook in numerical sequence with the highest amendment or supplement number first. Group the transmittals in the following order by issuing Agency and unit level:

- Federal Travel Regulation (FTR) (white transmittals);
- Agriculture Travel Regulations (ATR) supplements (yellow transmittals);
- Forest Service Travel Regulations (FSTR) supplements (buff transmittals);
- Region, Station, or Area Supplements (blue transmittals); and
- Forest Supplements (green transmittals).

**SUPPLEMENTS AND INTERIM DIRECTIVES.** Post supplements to the parent text of the Federal Travel Regulation (white pages) at the end of each part (for example, at the end of part 301-1, 301-2, and so on) by color in the following order:

- Agriculture Travel Regulations (ATR) supplements (yellow pages);
- Forest Service Travel Regulations (FSTR) supplements (buff pages);
- Washington Office ID's (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area ID's (pink pages);
- Forest Supplements (green pages); and
- Forest ID's (pink pages).

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**Subpart A - Payment of Incentive to the Employee**

**302-14.6 - How much may my agency pay me for a Home Marketing Incentive Program (HMIP) payment?**

In accordance with Departmental Regulation 2300-02 (10/22/2004), Section 5 - Policy; part u, and Section 7 - Procedures, part aa; the HMIP offers eligible employees an award of 2 percent of the selling price of an employee's home, but not to exceed \$5,000. The payment request must be submitted to the Budget and Finance, Albuquerque Service Center, Travel Branch for review and approval. Upon approval the payment request will be forwarded to the Human Capital Management (HCM) to be processed as an award to the employee.

**Subpart B - Agency Responsibilities**

**302-14.101 - What policies must we establish to govern our home marketing incentive payment program?**

- (a) A bona fide buyer must be identified as a result of your marketing efforts, as documented by an offer from an able and willing buyer to pay a given price for the property.
- (b) The approving official shall determine in each case whether a home marketing incentive payment is authorized.
- (c) Incentive payments must be completed by processing Form AD-287-2, Recommendation & Approval of Awards.