

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

**Forest Service Handbook 6509.33 – Federal Travel Regulation (GSA)
Chapter 302 - Relocation Allowances
Part 302-12 - Use of Relocation Services Company**

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Approved by: Donna M. Carmical, Chief Financial Officer (Cfo)

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Responsible Staff:

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Superseded Document(s): 6509.33_302-12, Supplement 6509.33-2007-6, July 30, 2007

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

302-12.106: Incorporates and provides clarification of direction on agency policy offering relocation services.

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 IDs (pink pages);
- Region, Station, or Area Supplements (blue pages);
- Region, Station, or Area IDs (pink pages);
- Forest Supplements (green pages); and
- Forest IDs (pink pages).

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Subpart b - Agency's Use of a Relocation Services Company

302-12.106 - May we enter into a contract with a relocation services company for the company to provide relocation services?

The U.S. Department of Agriculture (USDA) has granted agencies a waiver to allow employees to re-enter into the Relocation Services Program (RSP) that will promote maximum flexibility in employee relocation. As a result, the Forest Service has approved re-entry into the RSP for employees who either rejected the guaranteed buy-out (GBO) offer or allowed the GBO offer to expire during their original entry into the RSP program.

The following process must be used to request re-entry into RSP after rejecting or allowing the initial GBO to expire:

1. Employees shall have requested entry into the RSP on their final, signed FS-6500-140 – Request for Authorization form. In accordance with the Federal Supply Schedule, employees must list their residence(s) with a real estate agent prior to entering the program.
2. Employee's residence shall have been eligible for the RSP during the initial entry period. Properties determined to be ineligible during the initial RSP period will not be eligible for re-entry into the program. Not all properties are eligible to be entered into RSP. The Forest Service follows regulations and guidelines set forth in Federal Travel Regulation 302-12; and General Services Administration Statement of Work (SINS 653-1,-4,-5); and the Agriculture Travel Regulations. Links to these documents may be found on the ASC Transfer of Station Web site under the [Relocation Services Program](#) page. If the property was declined by the RSP company due to ineligibility, there is no guarantee another provider will accept the property.
3. Employees shall have entered into the RSP, received a guaranteed buy-out offer from the RSP company, and either rejected the GBO offer or allowed the 60-day GBO offer period to expire.
4. Employees who elect to use the RSP, but do not sell their home through the RSP prior to the expiration of the initial authorization period, may be granted an extension through the direct reimbursement method (self-sale) provided they are able to prove they have been actively marketing their residence prior to the expiration of the initial authorization.
5. Re-entry into the RSP requires that new appraisals, inspections, and titled searches be completed. Appraisals, inspections, and title searches from the initial entry into the RSP are not acceptable for re-entry consideration. A request to re-enter the RSP does not guarantee the employee's property qualifies for the program.
6. Employees choosing the re-entry program will be required to reimburse the Agency for those first time costs associated with the initial entry into the RSP. The employees will be notified of these costs, which may include but not limited to:

- a. Appraisal fee for each appraisal completed (normally 2-3).
- b. Title search.
- c. General home, pest, and termite-inspections.

Paying the second RSP entry would be considered a duplicate or improper payment. The Federal Government cannot pay for items more than one time (U.S.C. 31, Subtitle III, Chapter 33, Subchapter I, Article 3321).

7. The employee will notify ASC-TOS in writing of their intention to re-enter the RSP program. Submit written requests electronically to: asc_tos@fs.fed.us Attn: RSP Coordinator. Requests must include the following information:

- a. Date of initial entry into RSP.
- b. Date GBO offer was rejected or date the GBO offer expired.
- c. Is the residence currently listed with real estate broker? If yes, what is the current list price?
- d. Current status of property, for example, leased/rented, potential short-sale, property currently in foreclosure, title issues.

302-12.111 - Under a homesale program, may we establish a maximum home value above which we will not pay for homesale services?

Yes, the USDA has established the maximum sales price for each state in which fees may be paid for homes entering into the Home Sale Program. The Forest Service must abide by USDA Relocation Allowance Regulation, DR 2300-002. The Forest Service will calculate the reimbursement of allowable expenses and costs of an employee's residence based on the actual sales price, not to exceed the amount listed in USDA Relocation Allowance Regulation, [DR 2300-002](#), Appendix D (Home Sale Program Cap (HSPC)), for the state in which the residence is located, when enrolled in the relocation-services program. The USDA will update Appendix D annually on April 1st, based on the previous year's period end data.

The portion of a fee for any residence where the sale price is greater than the HSPC is the responsibility of the employee. Forest Service employees will be billed directly by the Home Sale Program companies for that portion of the fee that exceeds the cap.