

Frequently Asked Questions: New Appointees

The following FAQ's apply to Agencies who follow the Federal Travel Regulations (FTR):

A new appointee is:

- (a) An individual who is employed with the Federal Government for the very first time
- (b) An employee who is returning to the Government after a break in service (except an employee separated as a result of reduction in force or transfer of functions and is re-employed within one year after such action); or
- (c) A student trainee assigned to the Government upon completion of his/her college work.

What is my effective transfer or appointment date?

Your effective transfer or appointment date is the date on which you report for duty at your new or first official station.

As a new appointee what relocation expenses will my agency pay?

As a new or political appointee or student trainee being assigned to a first official station there are mandatory and discretionary relocation expenses. Once DOE decides to pay or reimburse relocation expenses, all the mandatory allowances in Column 1 must be paid or reimbursed. The discretionary relocation allowances in Column 2 may or may not be paid by DOE.

Table A: Assigned to First Official Station in the continental United States (CONUS)	
Column 1 (must pay)	Column 2 (discretionary)
Relocation entitlements that the agency <u>must</u> pay or reimburse	Relocation allowances that the DOE has <u>discretionary authority to pay or</u> reimburse
<ol style="list-style-type: none"> 1. Transportation of employee & immediate family member(s) 2. Per diem for employee only 3. Transportation & temporary storage of household goods 4. Extended storage of household goods 5. Transportation of a mobile home or boat used as primary residence in lieu of the transportation of household goods (Part 302-10 of the FTR). 	<ol style="list-style-type: none"> 1. Shipment of privately owned vehicle (POV)

As a new appointee, are there any expenses that DOE will not pay?

Yes. DOE will not pay for expenses listed in Sec.302-3.2 of the Federal Travel Regulations (FTR). This includes per diem for family, cost of house hunting trip, selling your home, temporary quarters, miscellaneous expense allowance, use of a relocation services company, and Relocation Income Tax Allowance (RITA).

May I relocate to my new official duty station before I receive a written travel authorization?

No, you must have the written TA (paper or electronic) before you relocate to your new official duty station.

If I am approved by DOE for relocation expenses, when should I start making my travel arrangements?

You and your immediate family member(s) may begin travel immediately upon receipt of your travel authorization (TA).

When must I complete all aspects of my relocation?

You and your immediate family member(s) must complete all aspects of your relocation within 2 years from the effective date of your transfer or appointment, except as provided in Sec. 302-2.9 or 302-3.10.

What if any of my household goods are damaged during transportation by DOE?

Immediately contact the Transportation Specialist at the moving company handling your move. The Transportation Specialist will send you a claim form with instructions for completing the form and submitting the claim. An employee has 90 days from the date of delivery to submit a claim form.

Where should I go for additional information?

DOE EMCBC Office of Financial Management:
(513) 246-0606
PCS@emcbc.doe.gov

DOE Headquarters' Travel Team or the PCS Help Desk: (301) 903-8689

The Federal Travel Regulations are available at: <http://www.gsa.gov/travelpolicy>

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