

## **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 appointee being assigned to a first official station there are mandatory and discretionary relocation expenses. Once the Department of Energy (DOE) decides to pay or reimburse relocation expenses, DOE must pay or reimburse:

- Transportation of employee & immediate family member(s)
- Per diem for employee only
- Transportation & temporary storage of household goods
- Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods

DOE has discretionary authority to pay or reimburse the shipment of a privately owned vehicle (POV).

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

Yes. DOE will not pay for per diem for family, cost of house hunting trip, selling your home, temporary quarters, miscellaneous expense allowance, use of a relocation services company, or 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 approved travel authorization (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 1 year from the effective date of your transfer or appointment, except as provided in Chapter 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](mailto:PCS@emcbc.doe.gov)

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

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