

**NOAA TRAVEL REGULATIONS (NTR) Chapter 302**

***Prepared by the Financial Policy & Compliance Division, Chief Financial Officer***

**FOREWORD**

The Relocation NTR supplements the Federal Travel Regulations (FTR) <http://www.gsa.gov/portal/content/104790> and Department of Commerce (DOC) Travel Regulations.

This handbook rescinds all previously issued NOAA Travel Transmittals and Advisories and is intended to help guide employees through the many Federal and Departmental travel regulations to ensure overall travel policy compliance. This handbook is applicable to all DOC bureaus serviced by the NOAA Finance Office and covers, but is not limited to an exhaustive or detailed exposition on the subject. The guidance documented herein provides more bureau specific detailed travel policies and business processes.

Chapter 301, TDY Allowances, and Chapter 306, Foreign Travel, are not included in this update and can be found at the following website: <http://www.corporateservices.noaa.gov/finance/TR.NOAAreg.html>.

Please visit <http://www.corporateservices.noaa.gov/finance/Travel_policy.html> for more travel information.

Table of Contents

[CHAPTER 1. ROLES & RESPONSIBILITIES. 4](#_Toc498515579)

[CHAPTER 2. RELOCATION SPECIAL DELEGATIONS 5](#_Toc498515580)

[CHAPTER 3. REQUIRED TIME PERIODS FOR COMPLETING OVERSEAS ASSIGNMENTS 7](#_Toc498515581)

[CHAPTER 4. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS 8](#_Toc498515582)

[CHAPTER 5. SHIPMENT OF PRIVATELY-OWNED VEHICLE (POV) 10](#_Toc498515583)

[CHAPTER 6. DIRECT REIMBURSEMENT METHOD FOR THE SALE AND/OR PURCHASE OF A RESIDENCE 12](#_Toc498515584)

[CHAPTER 7. NOAA’s THIRD PARTY RELOCATION PROGRAM 13](#_Toc498515585)

[EXHIBIT 1 17](#_Toc498515586)

# CHAPTER 1. ROLES & RESPONSIBILITIES.

1. **Transferees** are eligible for expenses outlined in [FTR, Chapter 302-3.101](https://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter302p003.html/category/21869/#wp1120040)
2. **New Hires** are eligible for expenses outlined in [FTR, Chapter 302-3.2](https://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter302p003.html/category/21869/#wp1119954)
3. **NOAA Commissioned Officers** are not eligible for relocation allowances since they are covered by the Joint Travel Regulations.
4. **Authorizing Officials** are responsible for approving the obligation of funds as well as the validity of all travel expenses on the travel authorization. They serve as the final approver on the travel authorization and have the authority to approve **all types** of travel, with exception of premium class travel, subject to the limitations established in the NOAA Travel Regulation (NTR). NOAA’s authorizing officials must be the equivalent of a GS-14 or higher. *Please note there is no longer a list of travel delegations by title anymore*. See NTR, Chapter 301, Subchapter 1, for a list of Authorizing Official’s responsibilities.
5. The NOAA Finance Office’s **Western Operations Branch (WOB)** services all of NOAA’s relocation travel and is located in Seattle, Washington.
6. The WOB employs **Relocation Specialists** who are responsible for providing relocation counseling to employees prior to their report to duty date. Employees should visit the NOAA Travel Website for information regarding relocation entitlements and the listing of Relocation Specialists: <http://www.corporateservices.noaa.gov/~finance/RELO.html>.
7. **Employees** must provide their Relocation Specialist a completed and signed CD-150, “Request for Authorization of Travel/Moving Expense”, a completed “Relocation Expense Worksheet”, and an approved travel order **before** any relocation expenses are incurred. Employees will use the “[NOAA Relocation Travel Form](http://www.corporateservices.noaa.gov/finance/documents/RELO.NOAARelocationFormsrevised03-30-17.xls)” to access all relocation travel forms.
8. **Local hires** are employees who are living at a post of duty location, and then hired at the same post of duty location. Local hires living at a post of duty location should contact their servicing WFMO to determine if they are eligible for an overseas assignment and/or tour renewal travel.

# CHAPTER 2. RELOCATION SPECIAL DELEGATIONS

1. The following special exceptions must be **specifically approved and justified** on the travel order on a case by case basis at least one level higher than the authorizing official of the original relocation travel order. The travel order or amended travel order for:
	1. **Temporary Quarters (TQ) extensions** must contain a justification explaining the compelling reason(s) requiring the additional time and describe the circumstances which occurred during the initial period and which are beyond the transferee’s control. (See FTR, Chapter 302-6 and DOC Travel Regulation, Chapter 4.17 & 4.18);
	2. **Temporary Storage extensions (over 90 days)** must contain the date temporary storage initially began, along with a justification explaining the compelling reason(s) requiring the additional time. (See FTR, Chapter 302-7 and DOC Travel Regulation, Chapter 4.24);
	3. **One year time limitation extensions for completion real estate transaction, including lease termination transactions,** must contain a justification explaining the compelling reason(s) requiring the additional time. Approval to extend the one-year time limit may be authorized no later than 30 days after the last day of the first one-year period. (See FTR, Chapter 302-11)
	4. **Driving less than the average minimum distance of 300 miles per day exception** must contain a justification explaining why an exception to the 300 mile rule was granted. (See FTR, Chapter 302-4)
	5. **Shipment of a privately-owned vehicle (POV) within the Continental United States (CONUS)** must:
		1. indicate that it is both advantageous and cost effective to the government;
		2. indicate the total number of miles between the old and new duty stations exceed 600 miles;
		3. contain a justification on the travel order;
		4. include an approved cost comparison worksheet, as provided in NTR, Chapter 302-Exhibit 1. (See FTR, Chapter 302-9 and DOC Travel Regulation, Chapter 4.25)
	6. **Shipment of a POV to a post of duty** must contain a justification for such approval. (See FTR, Chapter 302-9)
	7. **Shipment of a POV subsequent to the time of assignment at a post of duty** must contain a justification which shows the use of a POV at the post of duty as being advantageous, cost-effective, and in the Government’s interest. (See FTR, Chapter 302-9) Note: NOAA organizations are advised to limit shipments under this authority to only those posts of duty stations considered remote stations without reasonable access to automobile dealerships. POVs under this part will not be transported for employees with less than one year of service left on their service agreement.
	8. **Emergency storage of a POV** must contain a justification explaining why emergency storage was necessary and will include the storage location site. (See FTR, Chapter 302-9)
	9. **Return travel when an employee separates from Government service from a post of duty prior to completion of the service agreement** **for compassionate reasons or for circumstances beyond the employee’s control** must show the move date, the origin and destination location of the move, and contain a justification for moving prior to the completion of the service agreement.
		1. **Acceptable reasons to authorize return travel:**
			1. Physical or mental health;
			2. Death of a member of the immediate family;
			3. Obligations imposed by authority; or
			4. Circumstances over which the employee has no control.
		2. **Reason to not authorize return travel:**
			1. Accepting private employment at the termination location
	10. **Weight up to 18,000 pounds for household goods when Government housing is provided at a post of duty** NOTE: Extended storage at Government expense may be allowed for the difference between the amount of household goods transported and the amount of household goods stored.
2. The following special requests may be considered on a case by case basis by submitting a memorandum through the servicing Line/Staff Office CFO to the Director, Finance Office/Comptroller for final approval:
	1. **Short-distance transfers** for both preliminary and final determinations must be accompanied the “Short Distance Transfer Worksheet”, the CD-150, and the Relocation Expense Worksheet. (See FTR, Chapter 302-2) Note: Preliminary determinations for a short-distance transfer must be submitted in advance of the transfer, but not more than 90 days prior to the projected transfer.
	2. Requests to **designate areas as isolated official stations.**
3. **Requests to waive the $700,000 maximum home value for which NOAA will pay for homesale services** may be considered on a case by case basis by submitting a memorandum through the servicing Line/Staff Office CFO, through the Director, Finance Office/Comptroller, to the Department of Commerce (DOC) Director, Office of Administrative Programs (OAP) for final approval. A copy of the travel order and listing agreement must accompany all requests. (See FTR, Chapter 302-12)
4. **Waivers for repayment of relocation expenses when an employee does not remain in Government service for the period of time as stated in their service agreement** may be considered on a case by case basis by submitting a memorandum through the servicing Line/Staff Office CFO, through the Director, Finance Office/Comptroller, to the Department’s Assistant General Counsel for Finance and Litigation for final approval.
5. **Overseas tour renewal travel** may be approved on a case by case basis. Requests to approve overseas tour renewal travel must be submitted by the authorizing official of the travel order to the servicing Workforce Management Office (WFMO) for approval.

# CHAPTER 3. REQUIRED TIME PERIODS FOR COMPLETING OVERSEAS ASSIGNMENTS

**The required time periods for completing an overseas assignment are:**

Station Minimum Tour

Hawaiian Islands, Guam, and American Samoa.......................................................2 years

All other islands in the Pacific area:

With family..................................................................................................2 years

Without family............................................................................................1 year

**Exceptions:**

Foreign areas...........................................................................................................1 year
unless otherwise indicated in service agreement

 San Juan, Puerto Rico..............................................................................................2 years

 Alaska......................................................................................................................2 years

 Barter Island, St. Paul Island, Cold Bay, Kotzebue, Barrow, and Adak……………....…1 year

# CHAPTER 4. TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS

1. **Responsible Party**. The NOAA Finance Office’s Western Operations Branch (WOB) oversees NOAA’s move management company who is responsible for the arrangement of transportation and storage of household goods (HHG).
2. **Actual Expense Method**: Under the “Actual Expense Method”, more commonly called Commercial Bill of Lading (CBL), the Government assumes responsibility for negotiating and awarding contracts to carriers, assists in filing loss and damage claims, and auditing/paying the transportation claims. Under the "Actual Expense Method":
	1. NOAA’s HHG contractor arranges the shipment and storage of the household goods and charges the Government directly for these services.
	2. Employees will complete a Household Goods Worksheet which will begin the authorization process. Upon receipt of the completed worksheet, the contractor will contact the employee within a 24 hour period with a cost estimate.
	3. In cases where an employee is authorized the actual expense method but chooses to move themselves, reimbursement will be limited to the commuted rate system. See below.
3. **Commuted Rate System**: When an employee chooses to use the “Commuted Rate System”, it must be specifically authorized on the travel order. Under the “Commuted Rate System”:
	1. Employees choose the carrier selection and/or arranges for transportation and storage of their household goods;
	2. Employees are responsible for paying the carrier(s) and filing a travel voucher for reimbursement, which is based on the Commuted Rate Schedule;
	3. Employees must provide a bill of lading and weight certificate for services provided by the commercial carrier or a weight certificate showing gross and tare weight of the vehicle when rental trucks/trailers are used; and
	4. Employees who use the "Commuted Rate System" will need to get an estimate from BMS since they will only be reimbursed up to what it would have cost under the "Actual Expense Method”.
4. **Weight Limitation**: The net weight of household goods and personal effects which may be transported at Government expense may not exceed 18,000 pounds net weight. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 pounds net weight allowance to cover packing materials for the shipment. Employees are responsible for reimbursing the government when shipments are overweight.
5. **Temporary Storage of Household Goods**: Employees are entitled to up to 90 days of temporary storage of household goods. On a case by case basis, approval to extend an additional 90 days of temporary storage not to exceed 180 days total, may be authorized one level higher than the authorizing official of the travel order. The amended travel order must contain the date temporary storage initially began, with a justification explaining the compelling reason(s) requiring the additional time. See FTR, Chapter 302-7.9 & DOC Travel Regulation, Chapter 4.24 for valid reasons to justify additional storage time.
6. **Professional Books, Papers and Equipment (PBP&E)**: The weight of any PBP&E is generally part of and not in addition to the 18,000 pound weight limitation. However, if the weight of any PBP&E causes the lot to exceed 18,000 pounds, the PBP&E may be transported to the new official duty station as an administrative expense of the agency. Authorization for such shipment is granted solely at the discretion of the authorizing official and must be specifically authorized on the travel order.
7. **Extended Storage of Household Goods**: Extended storage must be specifically authorized on a travel order.
	1. **CONUS Relocation**: Employees may utilize extended storage for the duration of their assignment when assigned to an isolated location within CONUS where they cannot take their household goods with them or use them because of the absence of residence quarters at that location.
	2. **OCONUS Relocation**: Extended storage may be authorized in lieu of shipment when an employee is assigned to an overseas official station and NOAA limits the amount of HHG that they may transport to that location or NOAA determines extended storage is in the public interest or is cost effective. Extended storage of HHG is limited to the duration of the OCONUS assignment plus 30 days prior to the time their tour begins and plus 60 days after the tour is completed. See FTR, Chapter 302-8 for further information.
8. **Weight limitation for household goods when furnished Government housing is provided at a post of duty.** Under normal circumstances, weight will be limited as follows:
	1. The weight limitation for **household goods for the employee and immediate family** members when furnished Government housing is provided at a post of duty is 4,000 pounds plus 500 pounds for each additional dependent, not to exceed a maximum of 7,000 pounds; or
	2. The weight limitation for **household goods for single employees** when furnished Government housing is provided at a post of duty is 3,000 pounds. Note: No items of furniture may be shipped to an area which duplicates items provided by the Government unless such shipment is determined to be a necessity and authorized on the travel order.

# CHAPTER 5. SHIPMENT OF PRIVATELY-OWNED VEHICLE (POV)

1. **Shipment of POV Within CONUS**: On a case by case basis, approval for the shipment of a POV within CONUS, may be authorized one level higher than the authorizing official of the travel order.
	1. **Authorization**. The travel order must:
		1. indicate that it is both advantageous and cost effective to the government;
		2. indicate the total number of miles between the old and new duty stations exceed 600 miles;
		3. include a justification;
		4. include an approved cost comparison worksheet. See NTR, Chapter 302, Exhibit 1.
	2. **POV Condition.** The cost to ship the POV must not exceed the value of the POV. In addition, the POV must:
		1. Be in operating order and legally titled and tagged for driving; and
		2. Meet U.S. safety and environmental standards.
	3. **POV Payment**. Shipment of POV will be charged to a Commercial Bill of Lading (CBL).
	4. **Transportation for Employee & Immediate Family When Shipment of POV is Authorized.** The employee and their immediate family will be reimbursed one-way airfare, and any other transportation expenses necessary to get them to their new duty station, e.g., taxi cab to the airport at old official duty station and from the airport at new official duty station. Airline and train travel (common carrier travel) must be procured through CWTSATO and cannot be procured using personal funds.
	5. **The Number of POVs that can be shipped within CONUS.** Normally, only one POV will be authorized for en route travel within CONUS. However, employees may be authorized no more than two vehicles when one of the following conditions exist and specific authorization and justification is stated on the travel order:
		1. If there are more members of the immediate family than can reasonably be transported with luggage in one vehicle;
		2. If, because of age or physical condition, special accommodations are necessary to transport a member of the immediate family in one vehicle and a second automobile is required for travel of other members of the immediate family;
		3. If an employee must report to the new official duty station in advance of travel by members of their immediate family who delay travel for acceptable reasons such as completion of school term, sale of property, settlement of personal business affairs, disposal or shipment of household goods, and temporary unavailability of adequate housing at the new official duty station;
		4. If a member of the immediate family performs unaccompanied travel between authorized points other than those for their travel; or
		5. If, in advance of an employee’s report date, immediate family members must travel to the new official duty station for acceptable reasons, such as to enroll children in school at the beginning of the term.
	6. **Eligible POVs for shipment or storage**. Only passenger automobile, station wagon, light truck, or similar vehicle used primarily for personal transportation may be shipped or stored.
	7. **Ineligible POVs for shipment or storage**. Vehicles weighing more than 6,000 pounds, recreational vehicles, trailers, campers, and boats, are not eligible for shipment or storage.
2. **Shipment of POV to a post of duty.** Employees will not be authorized shipment of a POV to their post of duty when:
	1. Circumstances preclude them from driving a POV at the post of duty, e.g., when roads and streets at the post of duty are not available or are so limited that use of POVs could not be expected or required; or
	2. The employee or their immediate family member accompanies an approved POV on the Alaska Marine Highway (Alaska Ferry). This is reimbursable as an en route expense. (Reeder; B-188391, 12/16/77 )
3. **Shipment of a POV to a remote location**. Since automobile mechanics and/or parts may not be available at the remote location, employees must ensure that the POV being transported is in good mechanical condition and will withstand a service period of at least four years without major repairs.
4. **Shipment of POV To/From/Between OCONUS**. For shipments from CONUS to CONUS, OCONUS to OCONUS, and OCONUS to CONUS, only one POV may be transported at Government expense. See FTR, Chapter 302-9.601 and DOC Travel Regulation, Chapter 4.25.2.

# CHAPTER 6. DIRECT REIMBURSEMENT METHOD FOR THE SALE AND/OR PURCHASE OF A RESIDENCE

1. Under the **direct reimbursement method for the sale of a residence**, employees will be

responsible for marketing and selling their residence, paying all reimbursable real estate expenses at settlement, and for filing a travel voucher for the reimbursable real estate expenses paid at settlement.

1. Under the **direct reimbursement method for the purchase of a new residence**, employees will be responsible for paying all reimbursable real estate expenses at settlement and for filing a travel voucher for the reimbursable real estate expenses paid at settlement.
2. **Direct reimbursement for both the sale and purchase of a residence is a taxable event** that requires a Relocation Income Tax Allowance (RITA) in order to reimburse employees for taxes paid by them as a result of their relocation. See FTR, Chapter 302-17 for more information on RITA.
3. **Limitation**: Employees are entitled to reimbursable real estate expenses not to exceed:
	1. ten percent of the actual sale price for the sale of their residence at the old official duty station; and
	2. five percent of the actual sale price for the purchase of their residence at the new official duty station.
4. **Itemization and Receipts**: Employees must submit the following documents when claiming expenses for the sale and purchase of residences:
	1. A copy of the CD-29, Travel Order;
	2. CD-370, Travel Voucher;
	3. CD-371, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or both) of Residence Upon Change of Official Station, which must be signed by the authorizing official;
	4. Copies of the sales agreement and/or purchase agreement;
	5. Property settlement documents;
	6. Loan Estimate (LE) & Closing Disclosure (CD); and
	7. Invoices or receipts for other bills paid.
5. **Unexpired Lease Expenses**: Reimbursement of unexpired lease expenses may be authorized in lieu of residence transaction fees under the following conditions:
	1. Applicable laws or the terms of the lease provide for payment of settlement expenses;
	2. Such expenses cannot be avoided by sublease or other arrangement;
	3. The employee has not contributed to the expenses by failing to give appropriate lease termination notice promptly after they have definite knowledge of their transfer; or
	4. The broker’s fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.
6. **Itemization and Receipts:**
	1. CD-370, Travel Voucher;
	2. Documentation, such as a receipt or canceled check which proves the employee paid all lease settlement fees; and
	3. A copy of the lease agreement.

# CHAPTER 7. NOAA’s THIRD PARTY RELOCATION PROGRAM

1. **NOAA’s Third Party** Program consists of services offered by a contractor for both home sale and home purchase. Third party relocation services must be specifically authorized on the travel order and funds obligated based on 19% for home sale and 5% for home purchase in order for the employee to be eligible for the program.
	1. **Home Sale Program**. NOAA offers authorized transferees an optional home sale program that consists of the following three phases:
		1. Buyer Value Option (BVO) which begins on the first day of the transferee’s listing agreement through day 60 of the listing agreement;
		2. The amended sale program (over 60 days); and
		3. The appraised sale program (over 90 days).
	2. **Home Purchase Program**. NOAA also offers authorized transferees, an optional home purchase process provided by the contractor at no additional brokerage fees to NOAA.
2. **Advantages of Home Sale Program**. The voucherless home sale program is a tax protected program that begins with marketing assistance by the contractor on day one of the listing agreement and concludes with closing on the sale of the residence. Employees will:
	1. Either select their own real estate agent or select one from the contractor’s network of brokers;
	2. Receive access to objective advice from the contractor on how to market their residence, set a listing price, as well as oversight of marketing activities and negotiation assistance;
	3. Be eligible for home marketing assistance, home finding assistance, and mortgage counseling at no cost to the employee or NOAA;
	4. Not sign or initial the buyer’s offer, but will forward the contract to the contractor for signature;
	5. Receive assistance from the contractor in order to help them obtain a guaranteed offer on their home from a bona fide buyer;
	6. Be responsible for any additional costs when the maximum value of the residence exceeds the $700,000 real estate cap, unless approved by a waiver. Employees who do not have a waiver will have the additional costs deducted from their equity;
	7. Receive 95% of their home’s equity once the contract is executed, and 100% of the equity once the residence has been vacated. Equity is generally advanced within 5 business days;
	8. Not be responsible for mortgage payments, utilities, and maintenance once the contract is mutually executed and the residence is vacated;
	9. Not attend settlement. The contractor will manage the details of settlement including payment of commissions;
	10. Not submit a travel voucher for closing costs. The contractor will invoice NOAA in accordance with the contracted fee. Once the invoice is paid, the Relocation Specialist will forward a copy of the invoice to the gaining office; and
	11. Not bear any tax liability for this transaction.
3. **Offers made under the BVO or amended sale program.** Offers made under the BVO or amended sale program are based on the price negotiated between the employee and the buyer rather than on appraisals. Once the employee receives an outside offer and all contingencies are removed, including the completion of all necessary inspections, the contractor may purchase the residence for the amount of the outside offer.
4. **Buyer Value Option (BVO) Program**. The BVO program will:
	1. Provide marketing assistance with a mandatory 90 day listing period (based on calendar days);
	2. Provide two preferred real estate broker referrals;
	3. Provide marketing assistance from the contractor in order to help obtain a guaranteed offer from a bona fide buyer;
	4. Provide the payment of equity based on the net sale price; and
	5. Not require attendance at settlement.
5. **Amended Sale Program**. The amended sale program occurs when a bona fide buyer comes to the table after the contractor orders appraisals (during the 60 day offer period). In this case, the contractor will amend the appraised sale offer to reflect the value of the offer from the outside buyer. Please note that under the amended sale program, the employee must review all outside offers with the contractor and cannot sign any sales agreement or accept any money from the outside buyer. The amended sale program will:
	1. Provide assistance with the buyer’s net offer;
	2. Provide the payment of equity based on the net sale price; and
	3. Not require attendance at settlement.
6. **Appraised Sale Program.** The appraised value program occurs when the employee cannot find a bona fide buyer to buy their home and after the contractor orders appraisals. Under the appraised sale program, the contractor will buy the home from the employee based on an appraised value offer.
	1. **Appraisals**. After listing in the BVO program for 30 days, appraisals are initiated on the 30th day. Appraisals shall be conducted according to the Employee Relocation Council (ERC) appraisal form. The appraiser shall use a marketing time of not less than 120 days. Click on Appraisal Q&As for more information regarding the appraisal process.
	2. **Inspections.** The contractor will order any property inspections needed to assess the properties condition and serviceability, even if the inspections are not reimbursable per the FTR, at the same time appraisals are ordered, which is on the 30th day of listing the home. The only exception to the timing of the inspections would be any inspections the contractor would need to assess the properties eligibility for the program. In these cases, inspections would be ordered at the time the property enters the homesale program.
		1. **Types of Inspections.** Examples include:
			1. A general home inspection;
			2. A well and/or septic inspection;
			3. A roof and siding inspection; and
			4. Termite inspection;
			5. Radon inspection; and
			6. Water inspection.
	3. **Appraised Value Timeline**.
		1. **The 60th day**. Employees may receive an appraised offer based on the average of two appraisals on or after the 60th day of marketing;
		2. **The 90th day**. Employees must continue to market their home for an additional 30 days from when the offer was made before they are authorized to accept the appraised offer (90 days total);
		3. **150 days**. If a bona fide buyer has not been brought to the table by the 90th day, the employee has an additional 60 days to accept or reject the appraised offer by the contractor (150 days total). This means that employees must either accept or reject the appraised offer between the 90th and 150th day.
	4. **Appraisals Differ by 5% or More**. If the two appraisals are apart by 5% or more, a 3rd appraisal will be ordered and an appraised offer will be based on the average of the two closest appraisals. Note: This program does not guarantee a buyout since certain conditions, i.e., market conditions, appraisal issues, property conditions etc., may preclude the contractor from presenting the employee a buyout offer.
	5. **Appraised Value Offer**. Employees may either accept or reject the appraised offer.
		1. **If the Appraised Offer is Accepted**:
			1. The contractor will purchase the home from the employee based on appraised value as determined by the independent appraisals.
			2. The contractor will invoice NOAA in accordance with the contracted fee.
			3. Employees may request an equity loan up to 75% of the estimated equity from their home, based on the appraised sale offer, for the purpose of procuring a residence at the new official duty station. The equity advance may be secured by a second deed of trust or other security which the contractor deems satisfactory. The equity advance shall be deducted from their equity upon the contractor’s acquisition of the property.
			4. The contractor’s cost of money or any other administrative charges will not be charged to the employee or to the Government.
		2. **If The Appraised Offer is Rejected Or if Employee Withdraws from the Program at any time**: (Note, If the employee signs a sales contract or accepts money from an outside buyer, they are automatically out of the program)
			1. Employees are no longer eligible to reenter the program;
			2. Employees will continue listing the home on their own and will be reimbursed under the direct reimbursement method.
			3. Employees will not be reimbursed for any charges (inspection fees, appraisal fees, etc.) that duplicate fees paid to the contractor.
			4. Employees will be obligated to repay any amounts advanced to them or the contractor may use legal recourse to collect the funds. The Government shall not accept responsibility for repayment of the amount advanced and the contractor shall have no legal recourse against the Government if the employee fails to pay the amounts advanced.
7. **Advantages of Home Purchase Program**. Under the home purchase program, employees will:
	1. Have the potential to quickly purchase a home at the new official duty station through one of the contractor’s mortgage providers;
	2. Receive mortgage counseling and mortgage pre-approval within 48 hours of contacting the contractor;
	3. Have early access to demographic information on every town, school, and neighborhood at the new official duty station;
	4. Be provided with individual counseling, including information outlining reimbursable versus non-reimbursable closing costs according to the FTR;
	5. Work with the contractor, who will complete the loan application by telephone. The contractor will analyze the employee’s financial position to determine which mortgage will best meet their needs;
	6. Review and sign the loan application and return it in the prepaid return envelope back to the contractor;
	7. Be responsible for bringing the remaining funds to closing;
	8. Pay for any non-reimbursable expenses that were advanced to them;
	9. Not pay for any reimbursable closing costs or file a travel voucher since the reimbursable closing costs are charged directly to NOAA, and not charged to the employee at settlement. The contractor will forward an itemized invoice and a signed copy of the CD/LE form (settlement statement) to the appropriate RSC for payment.
	10. Bear a tax liability for this transaction. Please be aware that all home purchase reimbursements are considered taxable income for which the employee will receive a RITA.

# EXHIBIT 1

**COST COMPARISON FOR TRANSPORTATION OF POV WITHIN CONUS**

Transportation of POV within CONUS should be authorized only when cost-effective to the Government.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Travel order Number

**Driving POV:**

Number of miles from old official duty station to new official duty station:\_\_\_\_\_ x

 Applicable mileage rate \_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_

Note: the total number of miles from old to new duty station **must**exceed 600 miles.

Mileage rate used can be found <http://www.gsa.gov/portal/content/105054>

Total Per Diem incurred for employee and family = +\_\_\_\_\_\_\_\_\_\_

(Note: ¾ of the M&IE may be claimed on the first and last day of en route travel)

Number of work hours lost as a result of driving:\_\_\_\_\_\_ x hourly wage:\_\_\_\_\_\_\_\_ = +\_\_\_\_\_\_\_\_\_\_

 Total Cost $\_\_\_\_\_\_\_\_\_\_

**Transportation of POV:**

Cost of Transportation of POV = $\_\_\_\_\_\_\_\_\_\_

Cost of Government Airfare for Employee and Family = +\_\_\_\_\_\_\_\_\_\_

 Total Cost $\_\_\_\_\_\_\_\_\_\_

Based on the information above, I certify that the POV being shipped to my new duty station is in operating order and legally titled and tagged for driving. In addition, I certify that transportation of POV to the new official duty station is more cost- effective for the Government than driving a POV to the new official duty station. This approval will be attached to the travel order.

Signature of Authorizing Official of Travel order Date

 Name of Authorizing Official (Type or print)

**Please note**: The cost to ship the POV must not exceed the value of the POV. In addition, the POV must be in operating order, legally titled and tagged for driving, and meet U.S. safety and environmental standards. The employee may not ship a leased vehicle as a POV at Government’s expense; and, there is no reimbursement for expenses associated with breaking a leased vehicle.