

Employee Roles and Responsibilities for PDT

(a) What standard of care must I exercise in incurring expenses?

While relocating, you must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

(b) Will the Federal government cover all my expenses and remove all my inconveniences in the relocation?

No. No relocation policy can or should cover all of the expenses or remove all of the inconveniences that might be involved in the relocation. The assumption is that you understand this and have weighed the professional and personal options involved when you accepted the relocation.

(c) Am I expected to be a participant in my relocation?

Yes, you are expected to be an active participant in all phases of your relocation. A successful relocation involves a partnership among the agency, contractors, and the employee being relocated. During relocation, you will have the opportunity to keep costs low and service high by involving yourself in the various aspects of the relocation.

(d) What is my responsibility if I relocate often and choose to rent or lease a residence?

You have a responsibility, if you think you might be relocating in the future, to minimize costs for the Government by requesting placement of a “cancellation clause” in any rental or lease agreement that you sign. This is a clause that negates any penalties if the Government relocates you to a new permanent duty station. This is something that is good for you, as it will make everything easier when leaving, and will demonstrate that you are making a good effort to limit future relocation costs.

Limitations on Whether the Government Will Pay for Relocation

(a) Did your job announcement specify relocation entitlements would be paid?

To qualify for relocation benefits, your vacancy announcement must have addressed whether or not relocation benefits would be provided. Relocation is not something that can be decided or negotiated after you have accepted a new position.

(b) What is the standard for determining whether or not the Government will fund my relocation?

For the Government to authorize relocation, it must be in the Government’s interest and not primarily for your convenience.

(c) What is the purpose of my relocation?

The purpose of your relocation is to place you into a specific job rapidly and easily so that you may quickly function in your new job for the benefit of the Federal government.

(d) What if the relocation is primarily for my convenience?

The FTR does not authorize any relocation at Government expense that is made primarily for your convenience. Relocations are conducted in the best interest of the Government.