



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

29 SEP 2003

MEMORANDUM FOR ALL MAJCOM/DP/FOA/DRU

FROM: HQ USAF/DP
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Air Force Policy for DoD National Relocation Program (DoDNRP)

Relocation Programs offer distinct advantages, but must not be viewed as a protection for the employee's investment or as a way of providing more of a financial advantage than if the employee sold their home themselves.

Effective 15 October 2003, employees eligible to use the Guaranteed Home Sale (GHS) service of the DoDNRP must list their house for 60 days before enrollment into the DoDNRP. Additionally, effective on that date, the Property Management (PM) feature of the DoDNRP will not be offered. These changes are being made after a thorough review of historical trends and housing market conditions.

Eligibility for the GHS service has not changed. Eligibility applies to current Air Force employees whose PCS is to a designated Career Program position at the GS-12 and above grade level and the Senior Executive Service (SES). The move must be from one location to another in the United States (including Alaska and Hawaii, or a U.S. territory or possession, such as Guam). Consequently, employees being transferred to Career Program positions at overseas locations are not entitled to either the allowances for real estate expenses under the provisions of the Joint Travel Regulation (JTR) or to the relocation services. However, employees returning from a completed tour of duty in a foreign area to a Career Program position different than the one from which transferred may be eligible for the program (employees who traveled overseas on a first duty station move and employees who were hired locally overseas are not eligible for the program).

Although the DoDNRP Property Management service will not be offered, the Federal Travel Regulation (FTR) allows Federal agencies to provide a Property Management Program to eligible employees transferring to assignment in foreign areas. Accordingly, employees who self procure property management services through a rental agency may be eligible for reimbursement up to 10 percent of the monthly rent IAW para C15050-B2 of the JTR. The authority to authorize Property Management services is the ordering-authorizing or authenticating official.

Eligible employees who transfer from another federal agency or are an external recruitment selectee will be entitled to real estate reimbursement as set forth in the JTR, Vol 2, par C14000, but not the DoDNRP. All employees, regardless of grade level, Career Program affiliation or recruitment source are eligible to use the DoD National Relocation Destination Services, e.g., home finding assistance, including rental, and mortgage financing at new duty location. Destination services are provided at no cost to the employee or the Air Force.

Additional guidance on the DoD National Relocation Guaranteed Home Sale or Property Management services can be obtained at the AFPC Civilian Permanent Change of Home Page Web site <http://www.afpc.randolph.af.mil/DPC/pcs/pcs.htm>.

For questions on the Air Force policy for Relocation Services, MAJCOMs/FOAs/DRUs should contact AF/DPPCE at DSN 224-9370 or 225-7186.



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