

CHAPTER 15

DEPARTMENT OF DEFENSE NATIONAL RELOCATION PROGRAM

(DNRP)

15-1. GENERAL.

a. This chapter is designed to provide managers and supervisors an overview of the procedures and requirements of the Department of the Defense Relocation Program (DNRP). Complete guidance to include relocation services request forms, is contained in DNRP Employee Relocation Handbook, available in the Civilian Personnel Advisory Center (CPAC). The law and regulation governing the DNRP Program are 5 U.S.C. 5742 and Department of Defense Joint Travel Regulations, Volume II, Chapter 15.

b. The DNRP Program was developed for the purpose of minimizing expenses to the government and the Department of the Army (DA) civilian employee that are incurred as a result of a Permanent Change of Station (PCS) move. The program is available to eligible DA civilian employees who have PCS orders and who meet the criteria for the DNRP services.

c. The United States Army Corps of Engineers, Baltimore District, has the responsibility for the implementation, administration, and evaluation of the DNRP Program. The Corps of Engineers, Baltimore District, awarded the DNRP contract to Associates, on 11 April 1995. Associates have implemented the program and is providing the relocation services to qualified and eligible DOD employees.

15-2. ELIGIBILITY CRITERIA.

a. In order to be eligible for Relocation Services, the employee must meet one of the requirements outlined below on the date he reports to the new duty station:

Position is Senior Executive Service (entitlement); or Mandatory Mobility Agreement (entitlement); or a management directed move (reduction-in-force, base closing, etc.,) (entitlement); or the local commander determines that relocation services are required as an additional recruitment incentive, and funds are available.

b. There are certain conditions and limitations that must be met before relocation services can be offered to a DOD employee.

(1) It must be determined that the PCS move is in the best interest of the Government and not for the convenience of the employee or at his request and the PCS move must be within CONUS or its possessions.

(2) The employee must be a career Federal employee and the employee must sign a service agreement. If the employee violates the terms of the agreement, the Government may recover the payments made to the relocation services company on behalf of the employee.

(3) The employee must meet residence requirements as outlined in the Joint Travel Regulations.

(4) Relocation services must be authorized on travel orders. If the PCS orders were issued prior to authorization of relocation services, the orders must be amended to document authorization of the services.

c. Employees are not required to accept the relocation services offer; however, if the employee elects to use the guaranteed home sale benefits, the employee is prohibited from submitting claims for reimbursement of real estate sale expenses.

15-3. SERVICES PROVIDED UNDER THE DNRP PROGRAM.

Associates is charged with providing various services to employees who are undergoing a PCS move. The services are:

a. Guaranteed Home Sale Associates will offer to purchase the residence at current market value based on the average of three appraisals after the employee has marketed the home. The employee will have 60 days. If the employee receives an acceptable offer that is higher than the Associates offer, Associates will guarantee the higher offer. If the employee desires, an advance on the equity may be received in order to purchase a home at the new duty station.

b. Home finding for Buyers and Renters Associates will provide advance information on the destination area and assist the employee in selecting qualified brokers to help in the search for a new residence.

c. Mortgage Counseling Associates will assist the employee in determining the amount and the type of mortgage that best meets the employee's needs.

d. Relocation Information Counseling (RIC) Associates counselors will provide information and answer questions about the DARSE Program.

15-4. BENEFITS OF THE DNRP PROGRAM.

a. The Department of the Defense and the civilian employee both benefit from the DNRP Program. The added incentive of the relocation services provides increased mobility for key DOD civilian personnel. Most Federal employees experience difficulty in moving from location to location; however, under the provision of the DNRP Program, employees are freed from the financial and emotional hardships normally encountered during a PCS move. The guaranteed home sale provides an opportunity for the employee to sell the residence at the old duty station and purchase a residence at the new duty station quickly.

b. The employee benefits because of the alleviation of financial problems caused by the maintenance of two residences. The improved morale and productivity of the employee is evidence at the work site.

15-5. RESPONSIBILITIES OF THE DNRP PROGRAM.

Responsibility for the implementation and administration of the DNRP Program is evident at all levels of the program. Activity managers and supervisors, employees, Associates, Regional Relocation Services Center personnel, and the Civilian Personnel Advisory Center staff all have a role in the execution of the DARSE Program.

a. Activities: The Request for Personnel Action (RPA) must be documented to reflect the authorization of relocation services. Since activities initiate the RPA, the documentation of authorization/non-authorization of relocation services is to be included in the note section on the automated RPA. If the services are authorized, the funds must be certified and the fund citation provided. The non-availability of funds is not a reasonable excuse for denying relocation services. Travel orders must be annotated to reflect the authorization of relocation services. If orders have been issued and relocation services authorized after the issuance, the orders must be amended to include the authorization.

b. Civilian Personnel Advisory Center (CPAC): The responsibility for the review of the automated RPA and certification of employee eligibility lies with the CPAC staff. CPAC staff members must include statements on vacancy announcements authorizing or denying relocation services. CPAC staff member must certify employee eligibility before submitting the Relocation Request Form to the Baltimore District, Corps of Engineers. The CPAC Director will sign the request form as authorizing civilian personnel official; however, the Garrison Commander's approval must be obtained prior to submitting the

Relocation Services Request Form to the Regional Relocation Services Center (RRSC) for action.

c. Employee: Employees who meet eligibility requirements for relocation services may initiate the request as soon as PCS orders are available. Copies of the PCS orders and the Relocation Services Request Form must be submitted to the CPAC for review, certification, approval, and forwarding to the RRSC. Copies of the forms are available at the CPAC and are contained in the Relocation Services Handbook for Employees.

d. Regional Relocation Services Center (RRSC): The Regional Relocation Services Center will place the relocation services order with Associates upon receipt of the completed request and PCS orders. The RRSC counselor will contact the employee and provide program information and assistance as needed.

15-6. ADDITIONAL INFORMATION ON THE DNRP PROGRAM.

a. The employee must have signed a transportation agreement as required in the Joint Travel Regulations. In the event the employee violates the terms of the agreement, the Government reserves the right to recover any of the payments made to the relocation services company on the employee's behalf.

b. Employees offered the use of relocation services are not required to accept the relocation services offer, but may elect to use the PCS entitlement as outlined in the Joint Travel Regulations, Volume II, Chapter 14.

c. The provisions of Chapter 15, Joint Travel Regulations does not apply to the following individuals:

(1) New appointees including those covered in Paragraph C4050.1 (i.e., new appointees to shortage category positions, SES positions, and Presidential appointees).

(2) Employees assigned under the Government Employees Training Act (5 U.S.C. 4109).

(3) Employees assigned or transferred to or from a post of duty in a foreign area.