

OMB BULLETIN NO. 98-02 - Information on Relocation Expenses for Federal Employees



EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET
WASHINGTON D.C. 20503

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BULLETIN NO. 98-02

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT:Information on Relocation Expenses for Federal Employees

1. **Purpose.** The purpose of this Bulletin is to provide instructions for preparing information necessary to accurately report the expenses of Federal employee relocation.
2. **Background and authority.** Section 635 of the Treasury, Postal Service, and General Government Appropriations Act, FY 1998 (P.L. 105-61), directs OMB to require all Federal departments and agencies to report total obligations for the expenses of employee relocation associated with the past, current, and budget years (FY 1997-1999). OMB is required to compile this information in the form of a table, presenting obligations for the expenses of employee relocation for all departments and agencies, and transmit this table to Congress each year as part of the President's annual budget.
3. **Coverage.** This Bulletin applies to all executive branch departments and agencies.
4. **Definitions.** For the purposes of this Bulletin, employee relocation expenses are payments to Federal employees for costs related to permanent change in a workstation; i.e., when the Federal government pays a person to move residence because he or she is assigned to work in a different place; e.g., city, state, or country. All obligations incident to employee relocation authorized under either chapter 57 of title 5, United States Code, or section 901 of the Foreign Service Act of 1980 (22 U.S.C. 4081; Public Law 96-465), shall be included. These obligations are normally reported as part of the following object classes (OC):

- travel and transportation of persons (OC 2 1);
- transportation of things (e.g., movement of household goods, except for storage costs, which are under OC 25.7) OC 22-)
- civilian personnel benefits (e.g., various relocation allowances, expenses associated with sale of residence, breaking a lease) OC 12. 1;
- military personnel benefits (same as OC 12. 1, except that it applies to military personnel only) OC 12.2; and
- operation and maintenance of equipment (includes contractual services for storage and care of vehicles and storage of household goods; but only those associated with relocation) OC 25.7.

5. **Required Materials.** The information should be provided in the format of the attached table (Exhibit A).

6. **Due dates.** The information is due to OMB no later than five days after the MAX data base supporting the FY 1999 Budget is closed to agency input. Agencies should send Exhibit A to the OMB Resource Management Office (RMO) with primary budget responsibility for the agency.

7. **Information contact.** Inquiries concerning this Bulletin may be addressed to the OMB representative with primary budget responsibility for the agency.

Franklin D. Raines

Director

Attachment

Exhibit A

OMB RMO Contact:

Extension:

Agency Contact:

Phone Number:

Department/Agency:
Employee Relocation Expenses

	Past Year FY 1997	Current Year FY 1998	Budget Year FY 1999
Total*	\$	\$	\$

*obligations in millions of dollars