

UNITED STATES DEPARTMENT OF THE INTERIOR
Bureau of Land Management
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
1382 (OR-915) P

March 10, 2003

EMS TRANSMISSION 03/12/2003
Instruction Memorandum No. OR-2003-053
Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs

From: State Director

Subject: Permanent Change of Station Real Estate Cash Awards

Program Area: Budget and Relocation

Purpose: The purpose of this instruction memorandum is to update the existing policy in regards to the dollar amount awarded through the Star Award cash incentive program. The original dollar amount has been increased from \$2500 up to a maximum amount of \$5000.

Policy/Action: The State Director plans to approve most cash incentive awards for employees who sell their own homes rather than using the Relocation Services Contract. Generally, employees who sell their homes valued in excess of \$50,000 will receive the maximum award of \$5000. An employee who sells a home valued at less than \$50,000 would receive an incentive award of \$1000 for every \$10,000 in value. The home must have been sold since May 20, 2002.

Timeframe: Immediately

Background: The Bureau originally gave field offices the authority to issue cash incentive awards to employees authorized a permanent change of station (PCS) move who sell their residence at the old official station, rather than using the Relocation Services Contract. The State Director is supportive of these awards because of the significant savings to the government when the Relocation Service Contract is used.

The dwelling for which this award is authorize must be the employee's residence from which he/she commuted from daily at the time they were officially notified of the transfer and must be in the name of the employee alone, or jointly with another member of his/hers immediate family.

No award is authorized under any circumstance for employees who utilize the Relocation Services Contract or who were not authorized home sale reimbursement expenses.

Manual/Handbook Sections Affected: H-1382-1 Change of Station Handbook, Section X.

Coordination: none

Contact: Cyndi McClelland, Management and Budget Staff, OR-915 at (503) 808-6199.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Charles E. Wassinger
Associate State Director

Authenticated by
Mary O'Leary
Management Assistant

Distribution
BC-622

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon State Office
P.O. Box 2965
Portland, OR 97208

In Reply Refer to:
1382 (OR-915) P

March 14, 2003

EMS TRANSMISSION 03/17/03
Instruction Memorandum No. OR-2003-053, Change 1
Expires: 9/30/2004

To: DMs, DSDs, Staff and Branch Chiefs
From: State Director
Subject: Permanent Change of Station Real Estate Cash Awards

Program Area: Budget and Relocation

Purpose: The purpose of this Change 1 instruction memorandum is to correct the original memorandum which was released on March 12, 2003, by inserting the word “not” in the background paragraph. The original instruction memorandum is to update the existing policy in regards to the dollar amount awarded through the Star Award cash incentive program. The original dollar amount has been increased from \$2500 up to a maximum amount of \$5000.

Policy/Action: The State Director plans to approve most cash incentive awards for employees who sell their own homes rather than using the Relocation Services Contract. Generally, employees who sell their homes valued in excess of \$50,000 will receive the maximum award of \$5000. An employee who sells a home valued at less than \$50,000 would receive an incentive award of \$1000 for every \$10,000 in value. The home must have been sold since May 20, 2002.

Timeframe: Immediately

Background: The Bureau originally gave field offices the authority to issue cash incentive awards to employees authorized a permanent change of station (PCS) move who sell their residence at the old official station, rather than using the Relocation Services Contract. The State Director is supportive of these awards because of the significant savings to the government when the Relocation Service Contract is **not** used.

The dwelling for which this award is authorize must be the employee’s residence from which he/she commuted from daily at the time they were officially notified of the transfer and must be in the name of the employee alone, or jointly with another member of his/hers immediate family.

No award is authorized under any circumstance for employees who utilize the Relocation Services Contract or who were not authorized home sale reimbursement expenses.

Manual/Handbook Sections Affected: H-1382-1 Change of Station Handbook, Section X.

Coordination: none

Contact: Cyndi McClelland, Management and Budget Staff, OR-915 at (503) 808-6199.

Districts with Unions are reminded to notify their unions of this IM and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Kathy J. Eaton
Acting Associate State Director

Authenticated by
Cindy Fredrickson

Distribution

BC-622