

## § 302-12.1

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- 302-12.7 What policies must we establish when offering our employees the services of a relocation services company?
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### Subpart B—Employee's Use of a Relocation Services Company

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- 302-12.105 What expenses will my agency pay if I use a relocation services company to ship household goods in excess of the maximum weight allowance?
- 302-12.106 What expenses will my agency pay if I use a relocation services company to sell or purchase a residence for which I and/or a member(s) of my immediate family do not have full title?
- 302-12.107 If my agency authorizes me to enter a homesale program, must I accept a buyout offer from the relocation services company?
- 302-12.108 What are the income tax consequences if I use a relocation services company?

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### Subpart A—Agency's Use of a Relocation Services Company

NOTE TO SUBPART A: Use of the pronouns "we" and "you" throughout this subpart refers to the agency.

#### § 302-12.1 What are "relocation services"?

"Relocation services" are services provided by a private company under a contract with an agency to assist a transferred employee in relocating to the new official station. Examples include homesale programs, home marketing assistance, home finding assistance, and property management services.

#### § 302-12.2 May we enter into a contract with a relocation services company for the company to provide relocation services?

Yes.

#### § 302-12.3 What contracted relocation services may we provide at Government expense?

You may pay for contracted relocation services that are a substitute for reimbursable relocation allowances authorized throughout this chapter. For example, you may pay for homesale services as a substitute for residence sale expenses, or household goods management services as a substitute for transportation of household goods.

#### § 302-12.4 May we separately contract for each type of relocation service?

Yes, or you may combine several types of relocation services in a single contract.

#### § 302-12.5 What is the purpose of contracting for relocation services?

To improve the treatment of employees who are directed to relocate to facilitate the retention of a well-qualified workforce.

#### § 302-12.6 How must we administer a relocation services contract?

You must balance the positive effects that availability of relocation services has on employee mobility and morale with any increased costs your agency