EPA National Exposure Research Laboratory (NERL) Relocation Overview

March-April 2017

William Wiggins Jr.
Cindy Spadaro
Jim Barnes

EPA Federal Employee Relocation Center (FERC)

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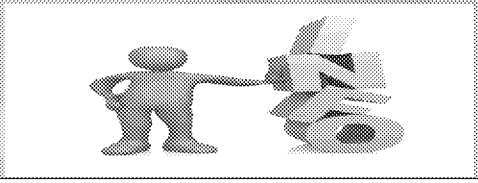
FERC is a highly cost-competitive, efficient, customer service driven **R**elocation **R**esource **C**enter capable of managing "one-stop-shop" domestic and international relocations for the EPA and other civilian government agencies

FERC Background Info

- Issued the first Relocation Resource Center (RRC) position paper to the GSA relocation steering committee in 2006
- October 1st, 2007, FERC was officially launched as a WCF Activity at EPA
- Winner of the 2007 EPA National Gold Medal Award for program innovation
- Winner of the 2008 GSA Travel & Relocation Innovation Award
- Member of the Senior Travel Official Council (STOC) Relocation Working Group
- Featured in Federal Times, Federal News Radio, and Worldwide ERC Magazine
- Recognition by GSA and other federal agencies as a leader and expert in the industry
- Listed as 1 of 3 agencies on the GSA Acquisition Gateway as a federal service provider

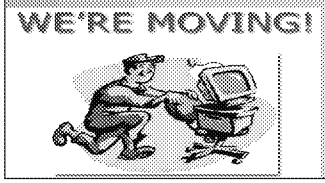


FERC Staff Personnel

- Renee Miller, Acting Director, Business Planning & Operations Division
- William Wiggins, Chief, Business Development & Services Branch
- Jo Ann Bachman, Staff Accountant
- Cindy Spadaro, Senior Relocation Counselor
- Brian McConnell, COR/Relocation Counselor
- Rhonda Gerdsen, Financial Specialist/System Admin
- Jim Barnes, Relocation Counselor
- April Jenkins, Relocation Counselor
- Zachary Gilbert, Relocation Counselor
- Morgan Yocum, Financial Assistant (Student Trainee)

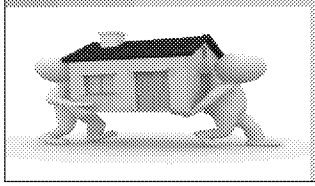
We Provide Full Service Relocation Management

- Provide full cost consultation with Program Offices & Human Resources
- Provide full entitlement and pre-move counseling with employee
- Employee relocation program planning & coordination (end-to-end)
- Electronic creation of the employee travel authorization & vouchers
- Centralized shipment & storage of household goods
- House-hunting trip coordination
- PCS Travel Agent Services (Book air travel, lodging, car rentals)
- National Temporary Quarters Network
- National Mortgage Lending Programs



Full Service Relocation Management (Continued….)

- Comprehensive Home Sale Program Management
  (Buyer's Value Option, Amended Value Sale, Appraised Value Home Sale)
- Home Sale Direct Cost Reimbursement
- Home Marketing Incentive Payment (HMIP) Program Assistance
- Expedient reimbursement [payment] of all expenses & auditing
- Electronic expense management & reporting
- Records management
- Issuance of W2's & RITA vouchers
- Managed customer service help-desk



TRANSFEREE

What is a transferred employee?

A transferred employee is an employee who transfers from one official station to another.

As a transferred employee what relocation allowances must my agency pay or reimburse me for incident to a permanent change of station?

As a transferred employee there are mandatory and discretionary relocation expenses. Once a program office decision is made to pay or reimburse relocation, all the mandatory allowance must be paid or reimbursed, unless otherwise stated in the applicable parts. The discretionary relocation allowances may or may not be paid by the program office.

Transfer Between Official Stations in the Continental United States (CONUS)

Column 1 **Relocation allowances that EPA-NERL must pay or reimburse**	Column 2 **Discretionary relocation allowances that EPA-NERL will pay**
(1) Transportation & per diem for employee & immediate family member(s) **(Part 302-4** of the FTR).	(1) House-hunting per diem & transportation, employee & spouse only. **(Part 302-5** of the FTR). – **Up to 5 days.**
(2) Miscellaneous moving expense **(Part 302-16** of the FTR).	(2) Temporary quarters subsistence expense **(Part 302-6** of the FTR). – **Up to 60 days.**
(3) Sell or buy residence transactions or lease termination expenses. **(Part 302-11** of the FTR).	(3) Use of a relocation services company **(Part 302-12** of the FTR). – **Home Sale Program.**
(4) Transportation & temporary storage of household goods **(Part 302-7** of the FTR).	(4) Home marketing incentives **(Part 302-14** of the FTR). – **3% / $15,000 max.**
(5) Transportation of a mobile home or boat used as a primary residence in lieu of the transportation of household goods. **(Part 302-10** of the FTR).	
(6) Relocation income tax allowances (RITA) **(Part 302-17** the FTR).	

The RITA Process - Overview

- **WTA** + taxable reimbursement amount = Gross Comp (the WTA itself is included in taxable income to the employee)
- **EMPLOYEE** pays their own share of Social Security, Medicare and all State and Local income taxes (State and Local income taxes paid are reimbursed back to the employee on the RITA voucher).
- **Employer** computes RITA based on statement information using Combined Marginal Tax Rates (Federal and State) once published by GSA.
- **Information** needed from employee to determine tax rate: filing status, all W-2 taxable income (Box 1), IRS Form 1040 (total taxable income information), self employment profit/loss, and military retirement.

Domestic Partners/Same-Sex Marriage Update

Supreme Court Ruling (June 26, 2015):

- U.S. Supreme Court ruled in the case Obergefell v. Hodges.
- Ruled that state-level bans on same-sex marriage are unconstitutional.
- Legalized same-sex marriages nationwide (U.S.)
- The court ruled that the denial of marriage licenses to same-sex couples and refusal to recognize those marriages performed in other jurisdictions violates the Due Process and the Equal Protection clauses of the 14th Amendment of the U.S. Constitution.

❖ This ruling **eliminates** the "Domestic Partner" definition since all same-sex couples can now legally marry in any state.

Relocation Process

- ✓ EPA will assign a Relocation Counselor (RC) to the EPA-NERL employee
- ✓ RC will contact employee within 48 hours of notification from the Program Office.
- ✓ RC will e-mail employee a packet that will provide the necessary information to create a travel authorization (TA). This packet will include:

  1. Direct Deposit Form
  2. EPA Service Agreement
  3. EPA Transferee Questionnaire

- ✓ RC will provide an EPA Welcome Letter after the TA is approved
- ✓ RC will provide employee relocation entitlement and pre-move counseling

EPA-FERC Intranet Website

ONE EPA

OCFO

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EPA's Federal Employee Relocation Center (FERC)

Quick Links

- Overview
- Resource Centers
- HR and Payroll Help Desk

About Us

The FERC is a highly cost-competitive, efficient, customer service driven Relocation Resource Center capable of managing "one-stop-shop" domestic and international relocations for current as well as new EPA employees. We stream line the relocation process from start to finish in order to save time and money.

Contact Information

Hours:
Mon – Thurs 7 a.m. to 6 p.m. EST
Fri 7 a.m. to 4 p.m. EST

Phone (Toll Free):
(800) 987-2087

Fax:
(513) 487-2551

Email:
CINwfb_feleweb@epa.gov

Meet EPA's Relocation Team!

Branch Chief	William Wiggins Jr.	(513) 487-2013	Wiggins.William@epa.gov
Assistant Chief	Evelyn Allen	(513) 487-2097	Allen.Evelyn@epa.gov
Senior Relocation Counselor	Cynthia Sanders	(513) 487-2069	Sanders.Cynthia@epa.gov
Operations COR	Brian McClennan	(513) 487-2152	McClennan.Brian@epa.gov
System Administrator	Rhonda Gardner	(513) 487-2628	Gardner.Rhonda@epa.gov
Relocation Counselor	James Barnes	(513) 487-2751	Barnes.James@epa.gov
Relocation Counselor	Kerri Jenkins	(513) 487-2855	Jenkins.Kerri@epa.gov
Relocation Counselor	Zachary Dougherty	(513) 487-2505	Dougherty.Zachary@epa.gov
Student Financial Management	Morgan Moore	(513) 487-2617	Moore.Morgan@epa.gov

PCS Information for Incoming and Departing Political Appointees

Relocation Resources for Departing Executives and New Appointees (OSA Office of Government Wide Policy)
EPA's new PAS Relocation Overview & Frequently Asked Questions (on-line)
EPA Transitional Handbook: Appointee Relocation Overview & Frequently Asked Questions (on-line)

FERC Information and Resources

FERC Public Website
- FERC Program Brochure
- Federal Awards and Recognition
- Newsroom
- Acronym Index

EPA-FERC Public Website
www.relocatefeds.gov

U.S. ENVIRONMENTAL PROTECTION AGENCY

Federal Employee Relocation Center (FERC)

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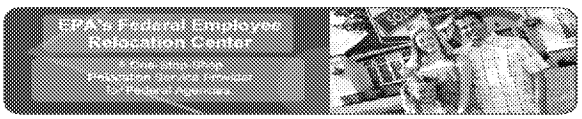
EPA's Federal Employee Relocation Center
A Relocation Group Recognized for Sustainable Services to Federal Agencies

Information for Agencies Seeking Relocation Support Services:

- About FERC
- Our Services
- FERC Program Brochure
- FERC Program Overview (PDF, 256K)
- GSA Relocation Resource Centers
- The FERC Relocation Process:
  - New Appointees
  - Transferees
- Information Request Form

Federal Travel Regulations & General Information for Individuals:

- Federal Travel Regulations (FTR)
- Department of State Standardized Regulations (DSSR)
- Department of Defense Travel Regulations (DODTR)
- Federal Aviation Administration Travel Policy (FAATP)
- GSA Per Diem Rates
- GSA Privately Owned Vehicle Mileage Reimbursement
- GSA City Fair Airfare Program
- Frequently Asked Questions (FAQS)
  - New Appointees
  - Transferees
- Relocation Essentials (Comprehensive online resource for relocation information)
- Zillow.com (Online resource for real estate information)

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Contact Us

To learn more about our relocation services you may reach us:

N-TH: 7am - 5pm

Friday: 7 am - 4 pm

1-800-887-2067

relocatefeds@epa.gov

Recommendations

- The CRP: Opening Doors for Networking and Presenting (PDF) (3pp, 1.8M)
- Award designation press release from Worldwide ERC (PDF) (1pp, 72K)
- EPA center saves money, reduces paperwork (PDF) (2pp, 16K)
- FERC Federal News Radio Interview (FNR)
- FERC Federal Times News Article (PDF)(2pp, 14K)
- EPA-NLINQS News Release (PDF) (2pp, 24K)

Federal Awards & Recognition

- 2007 EPA Gold Medal Award Winner
- 2008 GSA Travel & Relocation Innovation Award Winner

Relocation Essentials

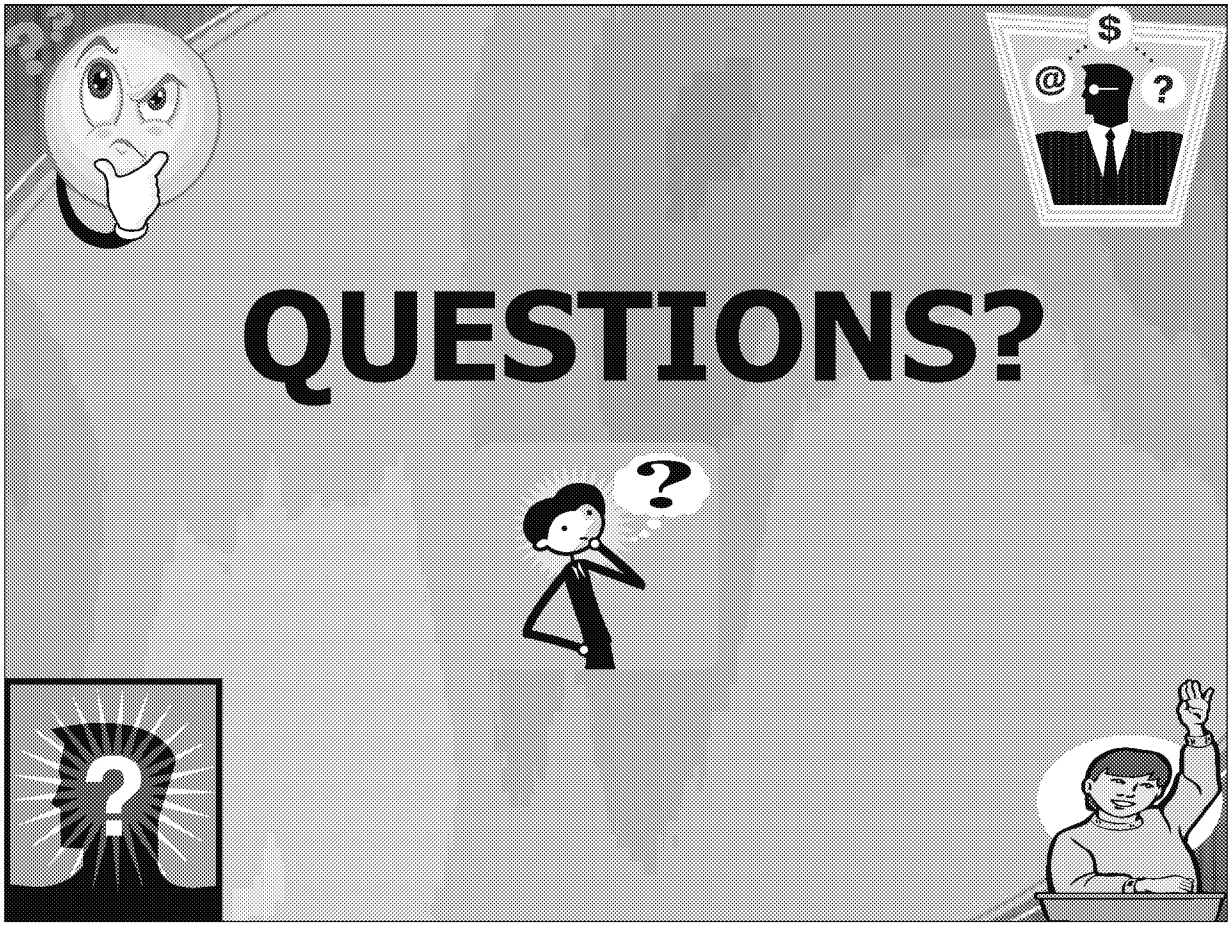
www.relocationessentials.com

Community

Connector

Introduce your clients to all the INFORMATION they can get!!

Community Profile Reports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QUESTIONS?
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