Subpart B—Requirement to Report Agency Data for Employee Relocation

SOURCE: FTR Amdt. 2011–01, 76 FR 18335, Apr. 1, 2011, unless otherwise noted.

§ 302–1.100 What is a comprehensive, automated relocation management system?

A comprehensive, automated relocation management system is a system that integrates into a single, electronic environment, information related to all aspects of employee relocation, including these and similar items:

(a) Authorizations;
(b) Reimbursements to employees and service providers;
(c) Househunting trips;
(d) Travel to the new permanent duty station;
(e) Temporary quarters;
(f) Transportation and storage of property;
(g) Residence transactions;
(h) Use of relocation services companies;
(i) Property management services;
(j) Miscellaneous expenses;
(k) Relocation income taxes and allowances;
(l) Appropriate electronic connections to agency payment and finance processes for all of the above; and
(m) Standard and unique reports for use by agency relocation managers, agency executives, GSA, and others as needed.

§ 302–1.101 What actions are agencies expected to take concerning the comprehensive, automated relocation management system?

Agencies should work toward unifying all aspects of relocation into a comprehensive, automated relocation management system.

§ 302–1.102 Are agencies required to report their employee relocation activities to GSA?

Yes, every agency that spends more than $5 million a year on travel and transportation payments, including relocation, during the fiscal year immediately preceding the survey year, must annually report their employee relocation activities to GSA. GSA works with the agencies to develop and refine the data elements, report format, and due dates for these reports. GSA publishes these specific requirements in a series of FTR Bulletins.