

## RELOCATION ALLOWANCES

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### I. Purpose

This Directive establishes the Department of Homeland Security (DHS) human capital policy, responsibilities, and requirements regarding the approval of relocation allowances, including the participation in the Guaranteed Home Sale Program, in connection with an employee's permanent change of station.

### II. Scope

This Directive applies throughout DHS, unless exempted by statutory or federal regulatory authority.

### III. Authorities

- A. Public Law 111-83, "Department of Homeland Security Appropriations Act, 2010," Section 546
- B. Title 5, United States Code (U.S.C.), Chapter 57, Subchapter II, "Travel and Transportation Expenses; New Appointees, Student Trainees, and Transferred Employees"
- C. Title 41, Code of Federal Regulations (CFR), Subtitle F, "Federal Travel Regulation System, Chapter 301, Temporary Duty (TDY) Travel Allowances and Chapter 302, Relocation Allowances"
- D. DHS Delegation 00002, "Delegation to the Under Secretary for Management"
- E. DHS Delegation 1000, "Delegation for Financial Activities"
- F. DHS Delegation 3000, "Delegation for Human Capital and Human Resources"

## IV. Responsibilities

A. **DHS Chief Human Capital Officer:**

1. Establishes Departmental human capital policy and guidance for the overall administration of relocation allowances.
2. Establishes procedures for the submission of requests for waivers from the restriction on Guaranteed Home Sale (GHS) Program participation.
3. Evaluates and approves or disapproves requests to allow participation in the GHS Program.

B. **DHS Chief Financial Officer** establishes Departmental financial policy and guidance for the overall administration of relocation allowances.

C. **Component heads:**

1. Oversee the administration and implementation of relocation allowances within their Components, in compliance with all applicable federal laws, rules, and regulations, the policy and procedures outlined in this Directive, associated Instructions, any DHS or General Services Administration (GSA) policies, procedures, and guidance.
2. Establish written guidelines and procedures to administer relocation allowances.
3. Obtain services to administer relocation allowances via contractual agreement with entities that provide such services, as needed.
4. Ensure that responsibilities under labor relations statutes and union agreements are fulfilled, if applicable, at the level of recognition.

D. **Executive Director, Headquarters Human Resources Management and Services (HRMS)** assumes the responsibilities listed under section IV.C. for all Support Components with the exception of the National Protection and Programs Directorate (NPPD), the Office of Inspector General (OIG), and the Federal Law Enforcement Training Center (FLETC).

E. **Heads of NPPD, OIG, and FLETC** assume the responsibilities listed under section IV.C. for their respective Support Component.

## V. Policy and Requirements

A. **Policy**: It is the policy of DHS to authorize relocation allowances when necessary to support mission and program needs, and when consistent with the criteria in law and GSA regulations.

B. **Requirements**: Component heads or their designees authorize relocation allowances based on factors such as mission and program needs and labor market conditions (e.g., the availability of candidates possessing the competencies required for the position; recent turnover in similar positions, and employment trends that may affect the agency's ability to recruit qualified candidates).

## VI. Questions

Address any questions or concerns regarding this Directive to the Office of the Chief Human Capital Officer.

*RC Deyo*

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Russell C. Deyo  
Under Secretary for Management

*10/6/16*

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Date