



Relocation Benefits for NPMHU Employees Who are Reassigned



Eligibility for Relocation Allowance

Must transfer from one duty station to another for permanent duty

Transfer is primarily in the best interest of the Postal Service

The distance between the new permanent duty station and the old residence must be at least 35 miles greater than the distance between your old duty station and your old residence (possible dispute between NPMHU position of 35 miles and USPS position of 50 miles)

You must agree to remain at your new duty station within the Postal Service for 12 months by signing Form 178, Specific Travel Order-Relocation & Relocation Agreement



Request for Relocation Management Firm Service

Request for a Relocation Management Firm (RMF) has been outsourced and is activated either by:

The on-line expense reporting system through your MYMOVE.com website provide to you by the RMF or

By the responsible manager of the receiving in installation preparing Form 8059, Request for Relocation Management Firm. All employees must use this service.



Eligible Allowable Relocation Expenses

Advance Round Trip

En Route Travel

Transporting and temporarily storing personal property

Miscellaneous expense allowances

Real Estate transaction and unexpired leases

Transportation of POVs

Temporary Quarters

Transportation and temporary storage of household goods

Transportation of mobile homes



Advance Round Trip

Advance round trip is for the purpose of seeking a permanent residence or mobile home site at the new official duty station

Trip must be taken before you report to new duty station

Trip can not be more than 10 consecutive calendar days and employee is in pay status and not charged leave

Employee can be reimbursed for rental cars and taxis

For employee Standard quarterly per diem plus actual lodging (75% quarterly per diem rate for spouse)

If after making the advance round trip, you decline the transfer, you must repay the Postal Service for all expenses.

Reimbursements are taxable income

Form 1012, Travel Voucher is used for claiming this allowance



En Route Travel Expenses

Per diem allowances are paid on the basis of total time required to complete the trip. You must average a driving distance of at least 300 miles per day

Reimbursement for POV per mile at IRS rates

The most direct route must be used

Per diem rate for immediate family is 75% of employees rate.



Transporting and Temporarily Storing Personal Property

Employees must arrange for transporting household goods and personal effects through the Relocation and Management Firm

The Postal Service will reimburse you for expenses of temporarily storing household goods for a period of 60 days or less.



Miscellaneous Expense Allowances

Disconnecting and connecting appliances and utilities

Cutting and fitting rugs

Forfeiture losses on medical, dental and food locker contracts that are not transferable

Utility fees or deposits that are non-refundable

Automobile registration, driver's license

These expenses are taxable income

Expenses must be claimed on Form 4871 –
Miscellaneous Expense Allowance Claim



Temporary Quarters

Temporary quarters refers to any lodging obtained from commercial sources which you and/or your immediate family members occupy temporarily.

Not temporary if you move household goods into them

Used only until employee moves into a permanent residence

Only authorized for a maximum of 30 consecutive days



Real Estate Transaction and Unexpired Leases

Settlement expenses for selling one residence at your old duty station

Settlement expenses for buying or constructing one residence at your new official station

Settling an unexpired lease at your old official duty station either for house in which you lived or for a lot on which you had a mobile home used as a residence.

To be eligible change must be permanent

Must have signed Form 178 on file

Form 4877 is used to claim expenses



Transportation of POVs

The Postal Service may authorize transportation of a POV if you bought the vehicle before you became aware that you would be assigned to a new duty station.

Under certain circumstance more than one POV maybe authorized if:

there are more members of immediate that can be reasonably transported with luggage, age or physical condition, you must report ahead of your family, etc



Withholding Tax for Relocation Expenses

Transactions related to relocation, including payments made to relocation management firm (RMF) are reported as income on your relocation W-2. Other reportable items include:

Advance round trip expenses

Temporary quarters expenses

En route travel expenses

Real estate expenses involving the purchase of your new residence and sale of your old residence

Miscellaneous expense allowance payment



Required Forms

PS Form 178 – Specific Travel Order – Relocation & Relocation Agreement

PS Form 8059 – Request for Relocation Management Firm (RMF) Service

PS Form – 4871- Relocation – Miscellaneous expense allowance claim

PS Form – 4877 – Reimbursement of Real Estate Expenses an change of official station

PS form 1012 – Travel Voucher

PS Form 1011 – Travel Advance Request and Itinerary Schedule

PS Form 3903 – IRS Moving Expenses

PS Form 4879 – Certification Statement – Claim for Relocation Income Tax Allowance



Relocation Leave

Relocation leave is Code 80 and is up to a maximum of 5 days that may be taken at any time during relocation. This leave is not charged to any personal leave such as sick or annual.



Applicable Handbooks and Manuals

National Agreement

Handbook F-10 – Travel

Handbook F-12 Relocation Policy

Handbook F-15 Travel and Relocation

Publication 164

Employee and Labor Relation Manual