

More employees are considering moving to a new house. If an employee is working 100% flexiplace, the reassignment clause of the NTEU agreement applies. The employee has to request approval to move. The move is considered a change in duty station since the employee's home is the duty station. The locality pay would be based on the location of the new house. The new house has to be in the employee's work region. If denied, an employee can file a grievance. The distance issue has not been grieved yet by anyone; however, past action by TTB in approving some and not others could be a deciding factor. Also, a memorandum has to be prepared to send through your supervisor and division director to Mary Ryan for approval. See attached order and a recommended memorandum below.

The BUA says:

## **ARTICLE 27 REASSIGNMENTS**

### **Section 1 Definition**

A. For the purpose of this Article, **reassignment** means the change of an employee from one position, work location, or post of duty, without promotion or demotion. These are non-competitive reassignments and not to positions with greater promotion potential.

B. Employees interested in applying for a voluntary lateral reassignment should refer to the applicable provisions of Article 9 or Section 8, below.

### **Section 8 Voluntary Requests for Reassignment, Change to Lower**

#### **Grade/Band, and/or Change in Official Duty Station**

A. Employees may request reassignments, changes to lower grades/bands, and/or changes in official duty stations to alleviate personal hardships or for the interest, convenience,

and/or benefit of the requesting employees. However, these employees:

1. Must pay all relocation expenses, in accordance with 5 U.S.C. 5724(h), including but not limited to travel and transportation and expenses of transporting, packing, crating, temporarily storing, draying, and unpacking of household goods and personal effects;
2. Are not entitled to relocation allowances;
3. Must pay all expenses for the movement of all Government equipment and phone and cable installation costs (if on telework);
4. Cannot be reassigned to a position that has greater promotion potential than the position they currently hold or held in the past and meets with all applicable requirements in accordance with the governing regulations;
5. Must be qualified for the position they are seeking and have a current Meets Objectives or better performance appraisal;
6. Must not be on a Performance Improvement Plan (PIP) or scheduled to be on a PIP;
7. Must not be the subject of an investigation by the Office of Inspector General (OIG) or law enforcement office, or of a pending disciplinary or adverse action; and
8. Will not be eligible for retained pay if they request and accept a change to a lower grade/band.

B. Application Procedures. All requests from the employee must be submitted in writing to their first-level supervisor and include the following information:

1. The reason(s) for the request for reassignment, change to a lower grade/band, and/or a change in official duty station. This must be specific and include all relevant details; inadequate or incomplete information and details may result in a denial of the request. TTB may make a decision without asking for additional details;
2. Divisions/offices and location(s) requested;

3. An acknowledgement that:
    - a. The employee voluntarily and actively pursued, solicited, and/or requested the change and/or reassignment;
    - b. Said change and/or reassignment is primarily for the convenience, benefit, and/or interest of the employee, and is not for the interest of the Government; and
    - c. The employee is personally responsible for all relocation expenses and costs, including use of his/her leave, if necessary.
  4. A waiver that specifically states that by signing the request, the employee waives any reimbursement of travel and transportation expenses and costs and any allowances related to the relocation.
  5. Specific documentation that supports the request. Management will treat supporting documentation submitted with a request as confidential under the Privacy Act and will release the documentation only to those with an official need to know; and
  6. The overall benefits to TTB.
- C. Decisions on employee requests will be made consistent with staffing needs, mission requirements, and the work coverage that is needed within the employee's assigned area.

## **ORDER TTB O 2335.2 Date: 7/28/06**

1. If an employee is on 100% telework (where an employee's home is his/her official duty station), any change of address is subject to this Order.

### **2. Effective Date.**

This Order is effective July 28, 2006.

### **6. Policy.**

a. Employees may request reassignments, changes to lower grades/bands, and/or changes in official duty stations to alleviate personal hardships or for the interest, convenience, and/or benefit of the requesting employees.

However, these employees—

- (1) In accordance with 5 U.S.C. 5724(h), must pay all relocation expenses, including but not limited to travel and transportation and expenses of transporting, packing, crating, temporarily storing, draying, and unpacking of household goods and personal effects;
- (2) Are not entitled to relocation allowances;
- (3) Must pay all expenses for the movement of all Government equipment and phone and cable installation costs (if on telework);
- (4) Cannot be reassigned to a position that has greater promotion potential than the position they currently hold or held in the past;
- (5) Must be qualified for the position they are seeking and have a current fully successful or better performance appraisal;
- (6) Must not be on a Performance Improvement Plan (PIP) or scheduled to be on a PIP;
- (7) Must not be the subject of an investigation by the Office of Inspector General (OIG) or law enforcement office, or of a pending disciplinary or adverse action; and
- (8) Will not be eligible for retained pay if they request and accept a change to a lower grade/band.

b. Management will—

- (1) Consider requests consistent with staffing needs, mission requirements, and the work coverage that is needed within the employee's assigned area;
- (2) Review all pending requests before vacancies are filled; and
- (3) Not withdraw a tentative or final offer of employment in order to accommodate a request under this Order.

## **7. Application Procedures.**

a. All requests from the employee must be in writing and include the following information:

- (1) The reason(s) for the request for reassignment, change

to a lower grade/band, and/or a change in official duty station. This must be specific and include all relevant details; inadequate or incomplete information and details may result in a denial of the request. TTB may make a decision without asking for additional details.

(2) Divisions/offices and location(s) requested.

(3) An acknowledgement that—

(a) The employee voluntarily and actively pursued, solicited, and/or requested the change and/or reassignment;

(b) Said change and/or reassignment is primarily for the convenience, benefit, and/or interest of the employee, and is not for the interest of the Government; and

(c) The employee is personally responsible for all relocation expenses and costs, including use of his/her leave, if necessary.

(4) A waiver that specifically states that by signing the request, the employee waives any reimbursement of travel and transportation expenses and costs and any allowances related to the relocation.

(5) Specific documentation that supports the request.

Management will treat supporting documentation submitted with a request as confidential under the Privacy Act and will release the documentation only to those with an official need to know.

(6) The overall benefits to TTB.

b. The employee must submit the request to his/her first-line supervisor. If the request is for a position assigned to a different position description, the first line supervisor will coordinate with the Human Resources Division to ensure the employee is qualified for the requested position. The first line supervisor (and each subsequent supervisor in the chain) will forward the complete request along with a recommendation to the next level supervisor etc., until it reaches the Assistant Administrator/Chief of Staff/Chief Counsel.

- c. The employee's Assistant Administrator/Chief of Staff/Chief Counsel will make the final decision when the request only has impact within their assigned responsibility. The current first line supervisor will notify the employee in writing. The decision to approve or deny a request is solely within the discretion of the Assistant Administrator/Chief of Staff/Chief Counsel and is based on this Order.
- d. If the employee is requesting a move to a position in a directorate other than his/her own, the employee's "losing" Assistant Administrator/Chief of Staff/Chief Counsel will coordinate with the "gaining" Assistant Administrator/Chief of Staff/Chief Counsel and forward the request to the Deputy Administrator with joint or separate recommendations. The Deputy Administrator will approve or disapprove the request; the current first line supervisor will notify the employee of the decision in writing.
- e. If the request is approved, the losing and gaining divisions or offices will agree to a report date and the gaining first line supervisor will submit an action through HRConnect.

**EXAMPLE FORM**

MEMORANDUM TO: Mary G. Ryan Assistant Administrator,  
Field Operations  
THROUGH:

NAME \_\_\_\_\_  
Director \_\_\_\_\_ Division

NAME \_\_\_\_\_  
TITLE Immediate Supervisor and Division Name

FROM:  
Employee's Name  
Title and Office

SUBJECT: Voluntary Relocation Request

1. Authorization to permanently relocate in YEAR \_\_\_\_2008 to the following address \_(enter new address)\_\_\_\_\_ (or after the purchase of a new residence) for personal reasons is requested. We intend to stay in the CITY NAME \_\_\_\_ metropolitan area; our children will be staying in the \_(enter new school name)\_\_\_\_\_ schools.
2. Division/offices will remain the same.
3. I acknowledge that this is a voluntary request to relocate and is primarily for personal reasons. I understand that I am personally responsible for any and all relocation expenses of my flexi place office, including phone, internet, use of leave, etc.
4. By signing this request I waive any reimbursement of travel and transportation expenses and any allowances related to the aforementioned relocation.
5. I do not have any documentation to submit with the relocation request.
6. I request a temporary stay at the following address \_\_\_\_\_ which is within the CITY NAME \_\_\_\_\_ metropolitan area a suitable home is found and a purchase has been completed. (Only add item 6 if a temporary address is used until a permanent house is purchased.)

\_\_\_\_\_  
EMPLOYEE NAME \_\_\_\_\_  
Date

RECOMMENDATION : APPROVED/DISAPPROVED

\_\_\_\_\_  
Immediate Supervisor Name \_\_\_\_\_  
Date

RECOMMENDATION: APPROVED/DISAPPROVED

\_\_\_\_\_  
DIVISION DIRECTOR NAME \_\_\_\_\_  
Date

RECOMMENDATION: APPROVED/DISAPPROVED

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Mary G. Ryan

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Date

Additionally, the employee needs to:

The employee needs to initiate a new telework agreement and safety checklist associated with the agreement for the temporary housing and then again when EMPLOYEE has a permanent location. The EMPLOYEE needs to update his personal information in HR Connect for both the temporary address and then again when he has a permanent address. As long as his temporary housing is in CITY NAME there should be no impact on tax or locality pay. EMPLOYEE has a P.O. Box address set up to receive his leave and earnings statement so that should continue if EMPLOYEE is keeping the P.O. Box address. The EMPLOYEE needs to send an email to Vicki.Kupfner@bpd.treas.gov to let her know that his address has changed both when it changes temporarily and when it changes permanently so that she can determine if a new location code has to be set up in HR Connect for the address change.

Timothy W. Foster, CFE CPA  
Excise Tax Auditor  
Dallas Field Office  
525 S. Griffin Street, Suite 509

Dallas, TX 75202  
Telephone 214-660-0108  
Cell 214-287-9604  
Fax 202-435-7191