

NOTIFICATION OF AUTHORIZED RELOCATION

TO: Chief, Relocation Services
Fax: (301) 317-5228

FROM: Name of Selecting Official

Activity and Location of Selecting
Official

Selected Employee's Name

Selected Employee's
Current Title

Selected Employee's
Current Duty Station

has been selected as

Employee's New Title

New Duty Station

in conjunction with vacancy announcement # _____

Is the new institution providing funding for relocation expenses?

yes; no

Note: If the answer to above is "yes," the institution will be billed for all relocations expenses including the cost of the home sale program and household goods transportation and storage.

Note: No form is required for executive staff selections.

Selecting Official's Signature

Date Signed