U.S. Department of Energy Employee Application Request for Relocation Services

(See Reverse for Instructions and Privacy Act Statement)

Emp	Employee Name(s):		
Old Duty Station:			
New	New Duty Station:		
Cha	Change of Station Authorization No:		
Reporting Date:			
Prov	Provide following information if requesting Home Purchas	e Service:	
a. Address of Residence to be sold:			
b.	b. Name(s) of Title Homeowner(s):	Name(s) of Title Homeowner(s):	
	c. Are all individuals who are listed as titled homeowner(s) members of your immediate family? Yes No		
d.	d. Is the residence shown in the address above your re informed by competent authority of your transfer?		
e.	e. Type of dwelling: single family home double other	uplex apt farm	
f.	Estimated acreage of residence property:		
g.	. Estimated selling price: \$		
h.	h. Mileage distance of residence from old duty station:		
Plea	Please check services interested in obtaining:		
() Guaranteed Home Purchase Service		
() Home Finding Service & Mortgage Finding Assistance		
() Home Selling Assistance Service		
() Spouse Employment Counseling Service (at employee's expense)		
() Rental Assistance Service (at employee's expense)		
Office Phone Number Home Phone Number			
I pre	prefer to be contacted by relocation service company at	(Phone - & Area Code)	
_	(time of day)		
	Emplo	yee Signature Date	

<u>PRIVACY ACT INFORMATION STATEMENT.</u> Collection of the information requested is authorized by the Federal Travel Regulation (41 CFR 302-12.3) under the authority of Executive Order 11609. The information provided is necessary to establish authorization of the relocation services requested. Access of or use of the information provided is permitted only to those authorized personnel directly involved in the processing of the request and related change of station transactions.

<u>INSTRUCTIONS:</u> Employees eligible for relocation services must complete this form when requesting the services of the Department's relocation services' contractor. Upon completing the request form, the employee should submit it to his/her change of station approving official who will initiate preparation and processing of DOE F 4200.33, "Procurement Request - Authorization."