



DEFENSE INFORMATION SYSTEMS AGENCY  
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Manpower, Personnel, and Security (MPS)

07 JUL 2008

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Relocation Allowances

Reference: Joint Travel Regulations Volume 2 (JTR)

1. The travel office has received numerous questions in regards to real estate expenses the agency may reimburse when the agency is relocated to Fort Meade.
2. Total reimbursement may not exceed ten percent of the actual sales price for the sale of the residence at the old official duty station and five percent of the actual purchase price of a residence at the new official duty station. The employee must meet the criteria set forth by the reference.
3. Reimbursement for real estate expenses is authorized if the residence is the one the employee commutes on a daily basis (i.e., if the employee purchases a residence in North Carolina, the employee would not be eligible for reimbursement because this would not be the residence the employee commutes from on a daily basis).
4. The relocation and PCS entitlements will be authorized to allow DISA employees to move closer to our BRAC site. Claims for reimbursement associated with the purchase of property that the employee does not use to commute to and from work on a daily basis are not authorized. Such claims will be referred for investigation and may result in criminal and civil remedies.
5. There will be additional information released on the PCS and relocation allowances as we get closer to the actual BRAC movement window. Point of contact is Vicki Fowler: [vicki.fowler@disa.mil](mailto:vicki.fowler@disa.mil) and Therethe Sampson: [therethe.sampson@disa.mil](mailto:therethe.sampson@disa.mil)

  
JACK PENKOSKE  
Director for Manpower,  
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DISA IM, MPS4, Relocation Allowances,

07 JUL 2008

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