

MEMORANDUM FOR: All NOAA Travelers

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 08-7
New 3rd Party Relocation Vendor (Prudential)

The purpose of this advisory is to announce Prudential as NOAA's new 3rd party relocation vendor, effective August 4, 2008. Eligible transferees interested in the voucherless homesale program must contact their servicing Relocation Services Coordinator (RSC) below as soon as possible in order to be enrolled into the new program. In order to enroll a transferee into the program, the following documents will need to be faxed to the transferee's servicing RSC (these documents can be found at our website below):

- a signed copy of the employee's relocation travel order,
- a signed "Request for Authorization of Travel/Moving Expenses", CD-150, and
- a completed relocation worksheet.

The voucherless homesale program is a tax protected program that begins with marketing assistance from Prudential on day one of the listing agreement and concludes with closing of the sale of the home. The voucherless home sale program consists of the following three phases: Buyer Value Option (BVO), appraised sale program, and amended sale program.

The new voucherless homesale program requires transferees to market their homes **within the homesale program for 90 days** before an appraised offer is made. The advantage is that transferees will know what the appraised offer is on day 60 rather than having to wait until day 90 when the offer is actually made. This provides transferees thirty additional days to adjust their listing price to reflect a more accurate listing price so that the home has a better chance of selling in the open market. Note: transferees will not be able to accept the appraised offer until the 90th day.

Please note that this program does not provide guaranteed buyouts on homes since certain conditions, i.e., market conditions, appraisal issues, property conditions etc, may preclude Prudential from making a buyout offer on homes. For more information on homesale services, please read the new relocation pamphlet:
<http://www.corporateservices.noaa.gov/~finance/RELO.html>

Employees are encouraged to contact Prudential's pre-transfer information center when considering a transfer. Prudential's pre-transfer information center is a no-fee program that will assist transferees in understanding and determining the financial impact of relocating based on the real estate and financial market in their old and new duty stations. Prudential's pre-transfer information center will provide information regarding real estate, mortgage, and eligibility questions for NOAA's homesale program. Prudential can provide additional web-based information for the new duty station which includes full access to education, school reporting, medical facilities, places of worship, and other interests including sports, shopping, etc. For more information on pre-transfer

services, please call Prudential's pre-transfer information center on (877) 237-5068, Monday - Friday, 6:00 a.m. - 4:00 p.m. MDT.

If you have any questions regarding this announcement, please contact your servicing RSC:

Western Finance Branch: Deanna Trosper:
Phone:(206) 526-4426/Fax:(206) 527-7550

Mountain Finance Branch: Steve Tatum
Phone:(303) 497-6199/Fax:(303) 497-7649

Central Finance Branch: Debbie Ferrara
Phone:(816) 426-7822/Fax:(816) 274-6926

Eastern Finance Branch: Wanda Gonsalves
Phone:(757) 441-6527/Fax:(757) 441-3863

Headquarters: Rachael Wivell
Phone:(301) 444-2136/Fax:(301) 413-3066

Your understanding during this transition process is greatly appreciated.