

Relocation Frequently Asked Questions

Moving to the United States

It is recognized that moving is a stressful circumstance at best. The more relocation information you have ahead of time the better prepared you will be to have a successful relocation. This means that the more questions you ask ahead of time the less likely it is that there will be misunderstandings. No two organizations are exactly alike when it comes to relocations. The National Radio Astronomy Observatory (NRAO) is a Federally Funded Research and Development Center. As such, it is subject to numerous Government regulations and guidelines. In some cases this means the Observatory is limited in what it can provide or how it provides relocation assistance. Therefore, please take time to review this FAQ to acquaint you with the relocation processes at the NRAO.

This collection of frequently asked questions (FAQs) is written to cover a wide spectrum of relocation scenarios. Since each move has different constraints and requirements you are encouraged to read through these FAQs and then contact the Relocation Coordinator for additional guidance.

Relocation to the United States

Contacts

Who is my contact for arranging a household relocation?

For all relocations coming to the United States your Relocation Coordinator is Ted Miller in Charlottesville at 434.296.0321 or via email at tmiller@nrao.edu.

Will I need any special documents to begin my work at the Observatory?

Yes, to be eligible to work at the Observatory on the U.S. payroll you are required to be deemed eligible to work. This determination was made by the Human Resources official with you during the interview and offer stage of your employment process. If you are a U.S. citizen or a Legal Permanent Resident you already possess a social security number (represented by a social security card). As explained in your employment letter you will also be required to provide one or more additional documents (the list was provided in the offer letter). Contact your assigned Human Resources office for more information.

What if I am a foreign national to be employed by the Observatory, on the NRAO payroll, and have never worked in the U.S. or for a U.S. based company?

New employee's to the Observatory who are not U.S. Citizens or Legal Permanent Residence of the U.S. and do not possess a Social Security Number (SSN) will be required to apply for a social security card before they can be enrolled in the NRAO payroll system. Therefore, each new employee will meet with a Human Resources intake person immediately upon the first day of employment at one of the U.S. HR offices. During the New Employee Orientation (NEO) you will be guided through the social security enrollment process. The current processing time for a new social security number (card) to be assigned is approximately two weeks. Depending on your employment start date, if you join the Observatory within three weeks of the current payroll date your first paycheck (direct deposit or wire transfer) may be delay to the next regular pay date. Contact your assigned HR office for more information.