

Management System: Budget and Financial Management

Subject Area: Accounting

Procedure: Processing Permanent Change of Station (PCS)

**Issue Date and
Revision Number:**
01/08/13 0

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1.0 Applicability

This procedure applies to Environmental Management Consolidated Business Center (EMCBC), Office of Financial Management, and Accounting Team that are responsible for providing detailed instructions for processing Permanent Change of Stations requests (PCS) for moving Environmental Management personnel.

2.0 Required Procedure

Step 1	The Office of Human Resources (HR) will issue an offer letter to a prospective employee. Upon acceptance of the offer letter from the employee, HR will provide a copy of the acceptance letter to the PCS coordinator.
Step 2	Upon receipt of the HR acceptance letter, the PCS coordinator will provide the employee with a PCS package that includes information sheets and forms for the employee to complete and return to the PCS coordinator. The PCS package will include information on household goods, temporary storage of household goods, information on taxes, Employee Application Request for Relocation Services, Department of Energy Agreement along with a banking enrollment form.
Step 3	The PCS coordinator assigns the Contract Identification Number (CID) to all new PCS Travel Authorizations. <ul style="list-style-type: none">• For third party services, the PCS coordinator requests a Local Use Value from the (HQ) Headquarters STARS Value Office.• The Local Use Value is used only when Third party services are required.
Step 4	Upon the employee submitting the completed PCS paperwork, the PCS coordinator will calculate the cost estimates for travel in, house hunting, temporary quarters, real estate expenses, miscellaneous expenses, taxes and

	non-third party shipment of household goods and temporary storage.
Step 5	Based on the cost estimates, the PCS coordinator will complete, and submit for approval, the Travel Authorization Request, Change of Station and Third party Relocation Services Request, if required.
Step 6	The approved two-page PCS Authorization orders are sent to the employee and immediate family.
Step 7	Specified funds are obligated for required PCS activities. Upon completion of the obligation: <ul style="list-style-type: none"> • The PCS coordinator is required to send a packet of information to the Headquarters (PCS) Travel Office after funds are obligated. • The Headquarters PCS Travel Office is responsible for the completion of any third party delivery order. .

3.0 References – Forms/Attachments/Exhibits

None

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of Financial Management in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime, Non-Permanent or N/A)
ADM 06-01-A	Permanent Change of Station (PCS) Case Files	Office of Financial Management	N/A

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Processing Permanent Change of Station (PCS)**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	N/A 1 st Edition to meet EMCBC MS needs.	N/A	1/18/13