

**PERMANENT CHANGE OF STATION (PCS) PROCESS**  
**FOR**  
**NEW APPOINTEES AND TRANSFEREES**

(updated 2-11-10)

1. The DOE EMCBC PCS Coordinator is notified of an employee's selection and required PCS move by the Office of Human Resources.
2. The EMCBC PCS Coordinator will contact the employee to discuss entitlements and allowances according to the Federal Travel Regulation (FTR) relocation policy, and send paperwork to the employee to complete and return so the PCS authorization can be prepared.
3. All official PCS travel must be documented with a PCS authorization. The EMCBC PCS Coordinator will prepare the employee's official PCS authorization. The PCS authorization must be approved and signed by the approving official before the relocation process can continue. *It typically takes between 5-8 workdays between the date that the employee sends the EMCBC PCS Coordinator the completed paperwork, and the date that the authorization is approved and signed.*
4. If you will be utilizing DOE's third party relocation services for the shipment of your household goods, the EMCBC PCS Coordinator will forward a copy of your approved PCS authorization and required paperwork to the DOE Headquarters' Travel Team. After the DOE Headquarters' Travel Team has had sufficient time to process your request for third party relocation services, you will be contacted by a Prudential Household Goods Specialist who will assist you in coordinating your move. *It typically takes somewhere between 4-5 weeks between the date that the EMCBC PCS Coordinator provides you with your approved PCS paperwork, and the date that you will be contacted by the Relocation Company.*
5. As the employee completes each portion of their move, they will prepare a travel voucher for authorized reimbursements and send to the DOE Headquarters' Travel Team for processing. The travel voucher must be signed by the employee and should include any accompanying receipts. Instructions will be provided by the EMCBC PCS Coordinator to the employee on how to submit PCS travel vouchers. **Employee should keep all receipts for reimbursement.**
6. Once the DOE Headquarters' Travel Team receives the travel voucher, it will go through an audit process. If there are no problems, the voucher reimbursement payment is approved, processed and paid to the employee. The payment will be sent to the bank account provided in the initial PCS paperwork completed by the employee.

7. **IMPORTANT NOTE TO ALL NEW APPOINTEES AND TRANSFEREES:** If you decide to change banks at your new duty station, please contact the EMCBC PCS Coordinator immediately so your new banking account information can be updated in the travel system. This is critical to insure that you receive your PCS reimbursements as well as any future temporary duty travel (TDY) reimbursements.