

## **THE FERC RELOCATION PROCESS FOR NEW APPOINTEES: AN 8-STEP OVERVIEW**

1. The FERC is notified via email by your Agency's Human Resources (HR) or Program Office of a new Permanent Change of Station (PCS) move. The e-mail shall include a PDF of the SF-50 and an Agreement to Remain in Government Service.
2. The FERC sends a New Appointee questionnaire to the employee (with a copy to HR/Program Office) to be completed and returned.
3. The FERC will schedule a conference call with the employee to discuss entitlements and allowances according to the Federal Travel Regulations (FTR) and your Agency's relocation policy.
4. All official Agency travel must be documented with a Travel Authorization (TA). The FERC will electronically create the employee official TA in preparation for your relocation. FERC will e-mail the completed TA to your point of contact to be approved and signed by the approving official. Please note that FERC cannot continue the relocation process until the TA is approved and signed.
5. After the TA is approved, FERC will coordinate the shipping and storage of the employee household goods, en-route travel, and other entitlements and authorized allowances.  
**Employee should keep all their receipts for reimbursement.**
6. As the employee completes each portion of their move they will be reimbursed through FERC via travel voucher. The FERC will generate an electronic travel voucher and e-mail it to the Agency for signatures.
7. After the travel voucher is signed, the voucher and any accompanying receipts would then be sent back to the FERC for processing. You may e-mail the voucher and documentation or send it via postal mail to FERC.
8. Once FERC receives the travel voucher, the reimbursement payment will be processed and paid.