



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



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In Reply Refer To:
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To: Service Directorate

From: Acting Assistant Director and Chief Financial Officer - Business Management and Operations

Subject: Changes to the Permanent Change of Station (PCS) Authorization Process

The Department of the Interior (DOI) has issued Financial Management Memorandum (FMM) 2016-015 requiring PCS authorizations be created in the Financial and Business Management System (FBMS) rather than utilizing the previous form (DI-1020). There are two exceptions:

- A newly-hired position requires the employee to report to the new duty station in a short period of time of a week or less. Generally, however, the Department's 45 day rule should be adhered to unless there are extraordinary conditions. Employees should be given 45 days to report to their new duty station from the date they formally accept the new job.
- FBMS is unavailable due to scheduled maintenance or fiscal year-end closeout.

If a PCS authorization is created manually due to one of the above conditions, it should be promptly entered in FBMS. When a manual PCS authorization is written, PCS actions should not be delayed due to FBMS being unavailable. The fiscal year-end closeout guidance provides that household goods and relocation service contracts will continue to be awarded during the FBMS year-end closeout period.

Some Regions have PCS coordinators with the role in FBMS to create PCS authorizations; other Regions use the Interior Business Center (IBC) PCS Travel Section to create PCS authorizations and/or perform counseling. In either case, after Human Resources (HR) completes their actions and initial counseling is given to the relocating employee, documentation must be forwarded by the gaining organization to either the Regional PCS coordinator with the FBMS role or to the IBC. At a minimum, the documentation should consist of the following:

- The Department's service agreement form (<http://fws.gov/policy/m0366.pdf>).
- Form 3-139, Employee Relocation Allowance Data Sheet (i.e., the employee's entitlements request).
- Request for Contractor Provided Relocation Services, if applicable.
- Any other documentation required by Regional or local policy.

If you have any PCS questions, please contact your Regional PCS coordinator or Marvin Wilson, Division of Financial Management, at (703) 358-1781 or marvin_wilson@fws.gov.

The IBC point of contact for both the DI-6002 form and PCS counseling is Erika McMurtrey at (303) 969-7479 or Erika_McMurtrey@fws.gov.