

INTRODUCTION

This guide is intended to assist individuals who are relocating within the continental United States at the Department's expense. We feel confident that the information provided in this guide will help you avoid much of the confusion that generally comes with a Permanent Change of Station (PCS) move. Take time to review it carefully. You will benefit from having done so.

The PCS guide clearly explain your entitlements and identify the regulations you must follow. Certainly a document like this cannot possibly cover all the details or questions that may come up in each individual case, but it will help you to understand what is involved, what you are required to do and how you go about doing it. If any differences exist between this guide and the regulations, the regulations will govern. Regulations governing PCS travels include the Federal Travel Regulations (FTR); DOE 1500.2A, Travel Policy and Procedures; decisions of the Comptroller General of the United States; and individual agency policy determination. You may access the FTR and DOE 1500.2A at the following Internet address: <http://www.cfo.doe.gov/policy>.

For questions concerning your entitlements and/or your PCS authorization please contact the following:

For moves into Headquarters (HQ):

Mary Johnson/Lucia Chestnut: (202) 586-3601

For moves to field locations other than HQ:

PCS Assistance Line: (301) 903-8689 or (800) 832-0890, ext. 38689

PCS E-Mail: pcs.travel@hq.doe.gov

You may not be entitled to reimbursement for all items included in this guide. Your travel order will specify which types of allowances and reimbursements have been authorized for you. Please be aware that part of the amount reimbursed to you is taxable income and subject to tax withholding. Refer to the Internal Revenue Service Publication 521, "Moving Expenses," for information concerning the tax implications associated with some PCS move at the following Internet address:

<http://www.hr.doe.gov/cfo/travel.html>

Before you move, you will be asked to furnish a significant amount of information about yourself and your family that ordinarily you would consider to be personal and private business. Please be advised that this information will determine what entitlements and allowances will be authorized for payment.

In order for us to improve our customer service to you, please take a few moments and fill out the survey after you have completed your move. (See Attachment 1)