



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



In Reply Refer To:
FWS/DFM/028766

Memorandum

JAN 5 2007

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: Shipment of Professional Books, Papers, and Equipment (PBP&E) in a Permanent Change of Station (PCS) Move

We want to bring to your attention an issue involving relocating employees who ship professional books, paper, and equipment (PBP&E). In certain instances, Service employees in PCS status are being issued bills of collection for exceeding the PCS weight limit of 18,000 pounds because they failed to identify and obtain approval for shipment of PBP&E items. To obtain approval to ship PBP&E, the employee must submit a written inventory for review by the new supervisor at the same time other required PCS paperwork is completed. The supervisor at the new duty station shall review and certify that the PBP&E items as itemized are necessary in the proper performance of the employee's duties at the new duty station. Supervisors will also certify that if these items were not transported to the new duty station, the same or similar items would have to be obtained at government expense for the employee's use at the new station.

The National Business Center (NBC) Travel Office has prepared the attached guidance and approval form. If you have any questions, please contact Tom Angus, Chief National Financial Policy and Analysis Branch, Division of Financial Management at (703) 358-2182.

Robert Ashworth

Attachments

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GUIDANCE ON SHIPMENT OF PBP&E

To obtain approval to ship professional books, papers, and equipment, the employee must submit a written inventory for review by the new supervisor. The supervisor at the new duty station shall review and certify that the professional books, papers, and equipment as itemized are necessary in the proper performance of the employee's duties at the new duty station and that if these items were not transported to the new duty station, the same or similar items would have to be obtained at Government expense for the employee's use at the new station.

Note this written inventory must be prepared by the employee and approved by the hiring official and returned to the PCS coordinator before the authorization is approved for the shipment of the professional books and goods. The inventory cannot include sports equipment or office, household, or shop fixtures and furniture; e.g. bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.. This inventory and approval must be submitted with the travel authorization packet prior to the receipt of the invoice for the shipment of the professional goods. Later, the moving company will weigh the professional goods separately from the employee's household goods.

The attachment is the approval form which must accompany the inventory list. NBC will bill the employee for the excess weight if they are not in receipt of the approval form and inventory list.

APPROVAL FORM FOR PBP&E

As authorizing official at this transferred employee's new duty station, I have carefully reviewed the attached itemized inventory of "professional books, papers, and equipment" provided. This term refers to professional or specialized items and other materials that are personally owned by the employee for use in the performance of official duties. The term does not include sports equipment or office, household, or shop fixtures and furniture; e.g., bookcases, file cabinets, desks, and racks of any kind even though used in connection with the professional books, papers, and equipment.

I hereby certify that all items listed are necessary for the employee's duties at the new station, and if these items were not transported, the same or similar items would have to be obtained at Government expense for the employee's use at the new official station. On that basis, I approve shipment of these items as a separate lot from the transferring employee's household goods.

Employee's Estimated PBP&E Weight _____ pounds

Approving Official _____
Signature

Date _____