



United States Department of the Interior



FISH AND WILDLIFE SERVICE
Washington, D.C. 20240

In Reply Refer To:
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OCT - 9 2008

Memorandum

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: New Department of the Interior (DOI) Permanent Change of Station (PCS) Guidance

The Department's new Permanent Change of Station Policy is attached. We will update our Service PCS handbook to incorporate this new policy shortly. In the interim, please note the following changes:

- **T** We have updated the Employees on the Move Handbook (as of May 8, 2009). Please click here to access the handbook. 120 days. after and 30 nal
- If a spouse, temporary quarters will be provided in relocating circumstances only, employees may request extensions of no more than 15 days, not to exceed a total of 45 days of temporary quarters.
- **POV Mileage Rate.** En route privately-owned vehicle (POV) mileage changed to 27 cents on July 1, 2008.
- **POV Shipment.** New Departmental policy limits the number of POVs that can be shipped to two. This is effective for PCS authorizations written on or after October 1, 2008.
- **Relocation Service Contract.** The Department allows the gaining office to determine whether or not to authorize relocation services. At this time, Service policy is not changing and will continue to provide relocation Service for qualified relocating employees as illustrated in Chapter 1 of the Service Employees on the Move handbook. The Service will review their options and may change this policy at a later date.

Please distribute this guidance to all travel arrangers and approval officials within your area. If additional information is required, please contact Tom Angus, Division of Financial Management at 703-358-1742.

Attachment





United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



SEP 3 2008

FINANCIAL ADMINISTRATION MEMORANDUM NO. 2008-017 (II.G.6)

To: Bureau Assistant Directors, Administration
Director, National Business Center
Bureau Finance Officers
Director, Office of Acquisition and Property Management

From: Daniel L. Fletcher 
Director, Office of Financial Management

Subject: Permanent Change of Station Policy Guide

The purpose of this Financial Administration Memorandum (FAM) is to transmit the attached Permanent Change of Station (PCS) Policy Guide. The goal of the initiative is to provide guidance to Department of the Interior (DOI) employees on the complex subject of relocation. This guide should be a supplement to in-depth counseling provided by the local PCS coordinator.

This guide supersedes all FAMS issued prior to 2006-013 and includes two pertinent changes to DOI policy.

- First, this guide implements the Government Relocation Advisory Board (GRAB) recommendation to reduce the number of days authorized for temporary quarters. This reduction is discussed in detail in Chapter 5 of the guide.
- Second, the GSA master contract concerning the guaranteed home sale program has been modified to the extent that there is no longer a mandatory guaranteed home sale program available. Based on current market conditions and current bureau/office policy, this discretionary entitlement may or may not be authorized by the gaining office. This topic is covered in Chapter 10 of the guide and should be discussed in detail with the local PCS coordinator.

Bureaus and Departmental Offices should implement this Permanent Change of Station policy guide effective October 1, 2008.

Please direct any questions you may have on this subject to Brenda Rodriguez, 202-208-3425 (Brenda_Rodriguez@ios.doi.gov).

Attachment

Prior Financial Administration Memoranda on this Subject:
2006-13 09/22/06 Home Marketing Incentive Payments (HMIP) – Revised
2007-11 07/24/07 Property Management Services
2007-13 10/02/07 Change in En Route Mileage Allowance for Permanent Change of Station

The entire **DOI Permanent Change of Station Policy** document can be found at:

<http://www.doi.gov/pfm/fams/fam2008-17.html>