



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D.C. 20240



September 29, 2016

In Reply Refer To:
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Memorandum

To: Service Directorate

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

Subject: Shared Services – Permanent Change of Station Employee Counseling

Beginning in Fiscal Year 2017 (FY 2017), the U.S. Fish and Wildlife Service (Service) employees will offer a lump sum payment option for their Permanent Change of Station (PCS) benefits. The PCS lump sum pilot program was recently approved by the U.S. Department of Interior (DOI), the General Services Administration (GSA), and the U.S. Congress.

The Interior Business Center (IBC) has provided PCS counseling services to many regions for the past several years; however, with this new lump sum pilot program, Service employees will have PCS benefit options not currently available to other IBC clients.

Rather than hiring an IBC counselor for this unique, Service-only lump sum payment option the Service is establishing an internal, shared service PCS counseling center to serve both new appointees and transferees. The funding previously provided to IBC will be used to establish this counseling center. Additionally, Regions will continue to decide whether they will use their Regional contracting offices for household goods shipments or whether they will utilize other options the PCS Relocation Counselor has available. IBC will no longer support shipment of household goods.

Regions currently using IBC for PCS counseling (Regions 3, 4, 5 and Headquarters), should begin referring their FY 2017 PCS actions to Sheree Ross (<mailto:pcscounselor@fws.gov>), the Service's Shared Service PCS Counselor. Currently, Sheree serves as the Region 5 Travel Management Coordinator and she is also a member of the Service's PCS Lump Sum Implementation Team. Sheree and her team will be reaching out to participating regions with specific procedures for this new arrangement.

The goal of this team is to ensure the lump sum option is communicated in a consistent manner, while also providing our new and transferred employees with quality, cost efficient PCS counseling services.

If you have any questions, please contact Sheree Ross, FWS Shared Service PCS Counselor, at (413) 253-8222.