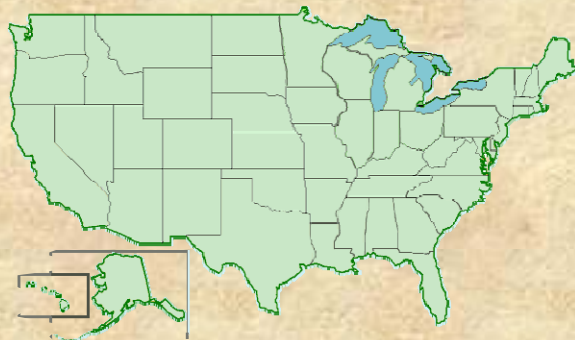




About FERC

The FERC is a highly cost-competitive, efficient, customer service driven relocation resource center capable of managing domestic and international relocations for civilian Federal agencies.

We partner with Federal agencies through Interagency Agreements to manage permanent change of station moves in the Federal government. We streamline the process from start to finish, standardize the provision of services, and reduce paperwork all around.



We are committed to:

- ***Providing federal employees with quality relocation services***
- ***Providing agencies with cost-efficient services***
- ***Helping you maximize your agency's operational efficiency***



Toll Free Phone: 1-800-887-2067
Fax: 1-513-487-2561

**EPA's Federal
Employee Relocation
Center (FERC)**



***Offering a
One-Stop-Shop for
Relocating
Federal Employees***

The EPA Federal Employee Relocation Center (FERC) - Permanent Change of Station

Services Offered

EPA's Federal Employee Relocation Center provides a one-stop-shop for all your employee relocation needs. Our services include:

- * Employee relocation planning and consulting
- * Entitlement and pre-move counseling
- * Electronic creation of travel authorization and vouchers
- * Home-sale and home-buying assistance
- * Shipment and storage of household goods
- * Electronic expense management and reporting
- * Records management
- * Relocation Income Tax Allowance (RITA) calculations and issuance of W-2s
- * Managed customer service help desk

Benefits

For the Agency:

- * Relocation program cost savings
- * Opportunity cost savings; redirect FTE
- * Eliminate costly relocation training
- * Speed and accuracy of information
- * Single point of contact for hiring and human resource officials
- * Cost consultation with hiring officials

For the Employee:

- * Comprehensive entitlement briefings
- * Single point of contact for all relocation questions
- * Centralized shipping and storage of household goods
- * Comprehensive Home Sale Program
- * Centralized real estate management

Relocation Process

1. The Agency Human Resources or Program Office liaison contacts FERC.
2. FERC assigns a relocation specialist and begins coordination with the employee, human resources, and the hiring official.
3. The relocation specialist advises the employee, creates an electronic Travel Authorization and sends it to appropriate personnel for review and approval.
4. The relocation specialist coordinates house-hunting trips, real estate home sale and purchase, temporary quarters, household goods shipping & storage, en route travel, and miscellaneous expenses.
5. Employee and relocation specialist complete voucher preparation and submission, RITA (taxes), W-2s and relocation closeout.