

THE FERRELL RELOCATION PROCESS FOR NEW APPOINTEES: AN 8-STEP OVERVIEW

1. The FERRELL is notified via email by your Agency's Human Resources (HR) or Program Office of a new Permanent Change of Station (PCS) move. The e-mail shall include a PDF of the SF-50 and an Agreement to Remain in Government Service.
2. The FERRELL sends a New Appointee questionnaire to the employee (with a copy to HR/Program Office) to be completed and returned.
3. The FERRELL will schedule a conference call with the employee to discuss entitlements and allowances according to the Federal Travel Regulations (FTR) and your Agency's relocation policy.
4. All official Agency travel must be documented with a Travel Authorization (TA). The FERRELL will electronically create the employee official TA in preparation for your relocation. FERRELL will e-mail the completed TA to your point of contact to be approved and signed by the approving official. Please note that FERRELL cannot continue the relocation process until the TA is approved and signed.
5. After the TA is approved, FERRELL will coordinate the shipping and storage of the employee household goods, en-route travel, and other entitlements and authorized allowances.
Employee should keep all their receipts for reimbursement.
6. As the employee completes each portion of their move they will be reimbursed through FERRELL via travel voucher. The FERRELL will generate an electronic travel voucher and e-mail it to the Agency for signatures.
7. After the travel voucher is signed, the voucher and any accompanying receipts would then be sent back to the FERRELL for processing. You may e-mail the voucher and documentation or send it via postal mail to FERRELL.
8. Once FERRELL receives the travel voucher, the reimbursement payment will be processed and paid.