

THE FERRE RELOCATION PROCESS FOR TRANSFEREES: AN 8-STEP OVERVIEW

1. The FERRE is notified via email by your Agency's Human Resources (HR) or Program Office of a 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 FERRE sends a Transferee questionnaire to the employee (with a copy to HR/Program Office) to be completed and returned.
3. The FERRE 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 FERRE will electronically create the employee official TA in preparation for your relocation. FERRE will e-mail the completed TA to your point of contact to be approved and signed by the approving official. Please note that FERRE cannot continue the relocation process until the TA is approved and signed.
5. After the TA is approved, FERRE will coordinate the shipping and storage of the employee household goods, en-route travel, miscellaneous moving expenses, 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 FERRE via travel voucher. The FERRE 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 FERRE for processing. You may e-mail the voucher and documentation or send it via postal mail to FERRE.
8. Once FERRE receives the travel voucher, the reimbursement payment will be processed and paid.