

**National Institutes of Health
RELOCATION SERVICES
Relocation Contractor Company (RCC) Processing Procedures
For NIH Commissioned Officers**

PURPOSE: To provide procedures for relocating Commissioned Officers for the following move situation: 1) transfer from one duty station to another; 2) call to active duty; 3) a change in homeport or Permanent Duty Station location change; 4) separation or retirement; and 5) other non-PCS related move situations.

POLICY:

IC Administrative Official (AO), IC Relocation Service Coordinator (RSC) or PHS Officer forward the following properly completed and signed documents to the Relocation Contractor Company (RCC) for Commissioned Officer (CO) to initiate relocation services:

- Application 4013 (Application for Shipment of Household Goods)
- Officer Personnel Orders
- Order for Supply or Services (BPA/ROC) (Move Management Fee \$550)

The following procedures are applicable when any of the move situations referenced above under “Purpose”, entail some type of household goods move or storage allowance.

MOVE MANAGEMENT SERVICES:

1. The RCC assigns an Entitlement Counselor to support and coordinate the relocation of the CO and to serve as liaison to both the CO and RSC.
2. The Entitlement Counselor will advise the CO to retain all applicable receipts in support of his/her Travel Voucher claim(s). If the CO elects to use his/her own Transportation Services Provider (TSP) for the shipment of household goods, storage, etc., i.e., a Personally Procured Transportation (PPT) scenario the Entitlement Counselor will provide a cost comparison for purpose of determining the amount that can be reimbursed to the CO. This information will be shared with both the CO and RSC.
NOTE: For additional information on a PPT, please reference JTR U5320.
3. The RCC, upon request by the CO, selects the TSP best suited for the move, utilizing applicable governing regulations, and begins preparations for the move.
4. The Entitlement Counselor will coordinate moving dates and arrangements with the individual and will provide any consultation required throughout the process.

If the RCC has not yet received the Personnel Orders or an order for supplies and services, the RCC will hold and not engage the services of a TSP or PPT reimbursement process until such documentation has been forwarded to the RCC.

NOTE: Any changes in allowances or benefits which necessitate Amended Personnel Orders must be initiated to Dept. of Commissioned Corp Personnel (DCP) to process amended orders.

The RCC will consolidate billing of all moves related charges and transmit the invoice to the Project Officer, DLS. Prior to the RCC issuing the invoice, the following steps will take place:

- The RCC will notify the RSC of receipt of an invoice from a TSP and the need for the IC to complete a Receiving Report” (See below).
- Within 3 working days following RCC notification, the appropriate IC official must sign and submit a completed “Receiving Report” to the RCC.

NOTE: Receiving reports are not submitted to OFM

- Upon receipt of the signed and completed “Receiving Report”, the RCC will submit: 1) an original invoice; 2) a copy of the “Receiving Report”; 3) any supportive material to the Project Officer, DLS.

TRAVEL VOUCHER PROCESS

1. The RCC does not process CO’s travel vouchers.
2. Upon completion of the move, the AO/RSC prepares the Travel Voucher (SF 1012) inclusive of all applicable dates and times of travel, obtains all proper signatures and approval.
3. AO/RSC forwards original signed Travel Voucher packages (along with a copy of the applicable Personnel Orders) to Bashir.Ahmed@nih.gov Accounts Payable, OFM for payment.
4. The OFM Travel Office reviews the Travel Voucher package and examines the claim in terms of 1) Appropriately signed documentation (claimant and approving official); 2) Availability of funds; 3) Proper accounting classifications; 4) Appropriate allowances or benefits; and 5) Properly completed accompanying forms: Upon this review, payment is then made to the individual.

EVALUATION FORMS

1. The RCC will provide via email the traveler with a Quality Assurance Evaluation (QAE) Form.
2. The RCC will advise the non-FTE person where to submit completed form.