

**OFFICER PERSONNEL MANAGEMENT DIVISION (OPMD)
HOUSEHOLD GOODS (HHG) PCS WORKSHEET**

The amounts used in this worksheet are for budget estimate purposes only. Final payment reimbursement may differ from the estimates shown on this worksheet.

LINE OFFICE INFORMATION - SECTION 1

Date:	Travel Order Number: (Official Use Only)	Shipment No. (Official Use)
Organization Address:	Commissioned Personnel Center 8403 Colesville Road, Suite 500 Silver Spring, MD 20910 Email: pcs.cpc@noaa.gov Fax: (301) 713-4140	
City:		
POC Name:		
Phone:		

OPMD POINTS OF CONTACT

A-F Jerrard Baker - (301) 713-7728 jerrard.baker@noaa.gov	G-M Charise Stewart - (301) 713-7659 charise.stewart@noaa.gov	N-Z Tracey Peterson - (301) 713-7724 tracey.m.peterson@noaa.gov
---	---	---

TRANSPORTATION/EMPLOYEE INFORMATION - SECTION 2

Name:	New Duty Station (City/State):		
Current Home Address:	Requested Pack/Load Date	Reporting Date:	
City:	State/Zip:	Estimated Weight:	Number of Rooms:
Home Phone:	Cell Phone:	Professional Books/Equip. (est. weight)	Unaccompanied Baggage (est. weight)
Current Duty Station (City/State):	Storage in Transit (days):	Number in Household:	
Business Phone:	PRIVATELY OWNED VEHICLE (POV) INFORMATION		
Email Address:	Year:	Make:	Model:
ACCOUNTING INFORMATION (Official Use Only)	License:	Color:	
CBS ACCS (Org/Task/Phase):	VIN:		
Comments			

ESTIMATED COSTS (to be completed by MMI) - SECTION 3

Transportation \$ _____	days storage \$ _____
POV Cost: \$ _____	
POC Name:	POC Phone:

For Finance Use Only

TRANSPORTATION INFORMATION - SECTION 4

HHG Carrier:	SCAC:	Total Cost Estimate:	Date Assigned:
Agent:	Tender/Tariff:		
POC:	POC Phone:	Bill Charges To: USDoC/NOAA/Western Operations Branch Attn: Relocation Team 7600 Sand Point Way NE Seattle, WA 98115-6349	
Load Date:			
Required Delivery Date:			
Authorized Weight:			
Storage in Transit Authorized:			
POV Carrier:	SCAC:	POV Shipment Number:	
Comments			

APPROVED BY

Signature	Title	Date
-----------	-------	------

Complete Sections 1 and 2 of the worksheet. Save the file using the employee's last name and first letter of the first name. Email the completed form as an attachment to: gsa@bergerms.com and pcs.cpc@noaa.gov.

Upon receipt of the completed form, Berger Management Solutions (BMS) will provide an estimate to CPC via email.