

Simple Quick Guide: Change of Station Process for NASA Travelers

If you are planning a Change of Station with NASA and you are wondering the steps you need to take to ensure a successful move, you've come to the right place! We've broken the process down into simple steps to help you during this hectic time.

If traveling CONUS, review: [NASA's Guide to a Successful Move \(CONUS\)](#) .

If traveling OCONUS, review: [NASA's Guide to a Successful Move \(OCONUS\)](#) .

Change of Station (COS) Process Steps as follows:

- 1) The NSSC receives notification from your Center HR Office that you have been authorized to relocate.
- 2) DO NOT start any part of your Change of Station move prior to receiving the approved Travel Authorization (TA) number.
- 3) The NSSC issues a TA number.
- 4) A Relocation Counselor will contact you and provide counseling on all entitlements associated with your Relocation.
- 5) Relocation Counselor completes forms on your behalf.
- 6) Traveler reviews, signs, and returns forms to NASA third party contractor Relocation Counselor.
- 7) Traveler contacts CWTSatoTravel to book the lowest contract City Pair Program fare for authorized transportation service related to En route travel or a Househunting Trip.
- 8) Relocation Counselor provides Relocation Services.
- 9) Submit a separate COS Voucher for each Relocation expense. Go to [NSSC Change of Station Form](#) and select the voucher you would like to submit. You will find the forms and necessary backup documents to submit to the NSSC as well as sample forms for you to follow. For online submission of vouchers go to [COS Travel Vouchers](#).
- 10) COS Voucher is received and reviewed by the NSSC.
- 11) NSSC submits to Treasury for payment. You will receive an email with a copy of your voucher and worksheets showing the payment calculation. You should receive the payment within 2-3 business days. The payment will be made via direct deposit to the same account as your payroll is deposited.

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