



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
US ARMY GARRISON ROCK ISLAND ARSENAL  
1 ROCK ISLAND ARSENAL  
ROCK ISLAND, ILLINOIS 61299-6000

IMRI-ZA

JUN 13 2016

MEMORANDUM FOR All US Army Garrison Rock Island Arsenal (USAG RIA)  
Employees

SUBJECT: Civilian Discretionary Permanent Change of Station (PCS) Travel  
Allowances and Travel Order/Voucher Review – Policy Memorandum #B-01

**1. References:**

- a. Department of Defense (DoD) Civilian Personnel, Joint Travel Regulations, 1 Oct 14.
- b. DoD Instruction 1400.25, Volume 1250, Overseas Allowances and Differentials, 23 Feb 12.
- c. DoD 7000.14-R, Department of Defense (DoD) Financial Management Regulations.
- d. Department of State Standardized Regulations (DSSR).
- e. Department of the Army, DFAS-IN 37-1 Regulation, Chapter 10 Travel and Transportation Allowances, 10 Apr 12.
- f. Department of Defense (DoD) Financial Management Regulation (FMR) 7000.1414-R, Volume 9, Travel Policy, Jul 13.

**2. Applicability.** This policy applies to all Department of the Army (DA) Civilian Personnel on the Table of Distribution and Allowances (TDA) at the United States Army Garrison, Rock Island Arsenal (USAG RIA) and to all Civilian travel orders which expend IMCOM Garrison funds. This policy does not apply to employees returning from foreign areas through the DoD Priority Placement Program (PPP) who are covered by specific provisions and limitations in reference 1a.

**3. Purpose.** The purpose of this policy is to establish USAG RIA guidance on the use of discretionary travel allowances and the PCS travel voucher review that is consistent with the requirements of references 1a-1f.

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#### 4. Policies.

a. In accordance with (IAW) references 1a and 1f, USAG RIA has an obligation to be a good steward of Government funds and to ensure all DoD travelers exercise fiscal responsibility in travel expenditures. In addition, references 1a, 1b, and 1d allow for considerable discretion in the payment, limitation, or non-payment of many travel allowances, including, but not limited to, House Hunting Trips (HHT), and Temporary Quarters Subsistence Expense (TQSE).

b. In keeping with these requirements, USAG RIA has established the following limitations on discretionary temporary lodging travel allowances for DA Civilians:

(1) **Temporary Quarters Subsistence Expense (TQSE).** USAG RIA will authorize TQSE for eligible employees who have demonstrated a need for temporary quarters in conjunction with a PCS. IAW reference 1a, the determination that TQSE is necessary rests with the Garrison Commander (GC), or Deputy Garrison Commander (DGC). TQSE must be authorized, in writing, prior to PCS orders being exercised and cannot be authorized after the fact.

(a) TQSE Actual Expense (AE). TQSE (AE), for a defined number of days may be authorized by the GC or DGC not to exceed 60 days. An extension may be granted in IAW paragraph 4.b.(1)(b).

(b) Extensions for TQSE (AE) may be granted at the discretion of the USAG RIA GC or DGC when there are compelling and unforeseen reasons due to circumstances beyond the employee's control for the continued temporary lodging occupancy. When requesting an extension of TQSE, written justification is required as soon as the unforeseen circumstance occurs and must be approved prior to the not to exceed date. Examples of such circumstances are provided in paragraph 4d. Such extensions will not be authorized in advance but must be requested as soon as possible when the unforeseen circumstance occurs. The employee must request an extension in writing and provide acceptable justification and documentation to USAG RIA Director of Human Resources (DHR). Extensions are not automatic. The number of days of an extension will be held to a minimum not to exceed the maximum allowed by reference 1a and 1d and extensions may only be authorized by the GC or DGC.

(2) **House Hunting Trip (HHT).** A HHT is not automatically authorized. If circumstances indicate a need for a HHT, an exception can be made on a case-by-case basis. HHT must be minimized/avoided when other satisfactory and more economical alternatives are available, as discussed in reference 1a. The purpose of a HHT is to reduce the time needed to spend in temporary quarters. Accordingly, if a HHT is authorized, the HHT days will be deducted from the first 30 days of authorized TQSE. The maximum number of HHT days is 10.

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c. USAG RIA has established the following limitations on other discretionary travel allowances for DA Civilians:

(1) **Storage-in Transit (SIT) or Household Goods (HHG).** In accordance with reference 1a, SIT authorized for HHG will not exceed 60 days (for CONUS-to-CONUS moves) and 90 days (for moves to/from OCONUS). Under compelling and unforeseen circumstances beyond the employee's control, extensions to SIT may be authorized at the discretion of the GC or DGC. When requesting an extension of SIT, written justification is required as soon as the unforeseen circumstance occurs and must be approved prior to the not to exceed date. Examples of such circumstances are provided in paragraph 4d. Such extensions will not be authorized in advance -but must be requested when the unforeseen circumstance occurs. The employee must request an extension in writing and must provide acceptable justification and documentation to USAG RIA DHR. Extensions are not automatic. The number of days of an extension will be held to a minimum not to exceed 90 days.

(2) **Real Estate Transaction and Unexpired Lease Expense.** USAG RIA will authorize, on a case-by-case basis, the reimbursement of eligible expenses related to purchasing or selling a residence, not to exceed \$25,000.

(3) **Home Marketing Incentive Payment (HMIP).** USAG RIA will not authorize HMIP.

(4) **Relocation Services.** USAG RIA will not authorize the use of Defense National Relocation Program (DNRP) Guaranteed Home Sales (GHS) or DNRP Property Management (PM) services. Employees are authorized to use the no-cost DNRP Destination Services (home finding, mortgage counseling, and mortgage referral), found at [http://www.nab.usace.army.mil/Portals/63/docs/RealEstate/DNRP\\_Handbook\\_May\\_2016.pdf](http://www.nab.usace.army.mil/Portals/63/docs/RealEstate/DNRP_Handbook_May_2016.pdf).

d. Examples of compelling and unforeseen circumstances that might be beyond the employee's control include:

(1) Delayed HHG transportation and/or delivery to the new permanent private sector housing due to extended transit time incident to ocean transportation, strikes, customs clearance, hazardous weather, fires, or floods:

(2) Sudden illness, injury, or incapacitation of the employee;

(3) Sudden illness, injury incapacitation, or death of an immediate family member;

(4) Delays caused by the Department of the Army;

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(5) Acts of God; or

(6) Similar factors.

#### **5. PCS Orders Responsibilities.**

a. DHR:

(1) Overall responsibility for this policy.

(2) Administrative Officer will ensure all travelers are informed of this policy.

(3) Administrative Officer will prepare accurate PCS orders.

(4) Director of HR is the Approving Official for all PCS orders and exceptions.

b. Resource Management (RM) is responsible for the line of accounting (LOA) on all PCS orders.

c. The USAG RIA GC or DGC are the Authorizing Officials and responsible for all PCS orders and exceptions to PCS orders. The GC is responsible for establishing and promulgating limits on discretionary travel allowances authorized for USAG RIA civilian travelers IAW references 1a - 1f.

d. Respective Directors:

(1) Responsible for assigning a sponsor to each inbound PCS employee.

(2) Ensure assigned sponsor has attended the sponsorship training.

(3) Ensure sponsor has sent incoming employee a USAG RIA welcome packet, which can be obtained through Amy Community Services.

#### **6. PCS Voucher Responsibilities.**

a. Employee:

(1) All USAG RIA civilian personnel traveling on USAG RIA orders are responsible for exercising the same care and regard for incurring Government paid expenses as would a prudent person traveling at personal expense.

(2) Individuals traveling on Garrison travel orders are responsible for submitting a copy of all travel vouchers to RM after the voucher has been reviewed and signed by

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their respective director prior to submission to the Defense Finance and Accounting Service (DFAS) Rome within 5 working days.

b. Respective Director: Ensures the claim is complete and proper, and complies with the intent of the orders. The director ensures:

(1) The traveler correctly uses the split disbursement method.

(2) Requested lodging for approved HHT is within 50 miles of USAG RIA.

(3) Advances are indicated on the authorization form DD1614.

(4) All reimbursable claims are reasonable and consistent with the mission.

(5) The traveler provides receipts for hotel and any claim over \$75 per JTR guidance.

(6) All reimbursements are for the actual amounts expended (not greater than authorization), not the amount authorized.

(7) The PCS Voucher is reviewed and completes Blocks 20c through 20f of the Travel Voucher, DD Form 1351-2, for PCS.

(8) Possess the knowledge and understanding of the regulations and policies that govern the performance of their duties. Additional references and resources can be found through the Defense Travel Management Office website at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

7. **OVERSIGHT.** The provisions in this policy are included in the USAG RIA Organizational Inspection Program (OIP) and Managers' Internal Control Program.

8. **Point of Contact.** The USAG RIA point of contact is the Director of Human Resource, 309-782-1320.

3 Encls

1. PCS Questionnaire - CONUS
2. PCS Questionnaire - OCONUS
3. Staffing Requirement Check Sheet

  
KENNETH J. TAUKE  
Colonel, MP  
Garrison Commander

# PERMANENT CHANGE OF STATION (PCS) QUESTIONNAIRE CONUS

YOU ARE REQUIRED TO SUBMIT THIS QUESTIONNAIRE WITHIN ONE WEEK FROM RECEIPT OF YOUR NOTIFICATION SO PROCESSING OF YOUR PCS ORDERS CAN BEGIN. RETURN THE QUESTIONNAIRE AND PERTINENT ATTACHMENTS VIA EMAIL TO USARMY.RIA.IMCOM-CENTRAL.MBX.USAG-HR@MAIL.MIL OR FAX TO COMM (309) 782-7901 OR DSN 793-7901. ALL INFORMATION ON THE QUESTIONNAIRE AND TRANSPORTATION AGREEMENT MUST BE COMPLETED, OTHERWISE IT WILL CAUSE DELAY IN YOUR PCS PROCESS.

YOU SHOULD CONTACT THE ADMIN OFFICER, COMM (309) 782-1320 OR DSN 793-1320 IF YOU HAVE ANY QUESTIONS.

## PART A - INFORMATION REQUIRED FOR PREPARATION OF PCS ORDER

1. NAME (Last, First, MI) \_\_\_\_\_
2. SOCIAL SECURITY NO PROVIDE TO ADMIN OFFICER \_\_\_ EMAIL ADDRESS \_\_\_\_\_
3. CURRENT OFFICE SYMBOL \_\_\_\_\_ RETIREMENT PLAN: CSRS \_\_\_\_\_ FERS \_\_\_\_\_  
(check one)
4. CURRENT PERMANENT DUTY STATION (PDS) \_\_\_\_\_
5. CURRENT OFFICE PHONE NO. DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_
6. CURRENT HOME ADDRESS \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. HAVE YOU BEEN PROMOTED? TITLE/SERIES/GRADE \_\_\_\_\_
8. NEW PERMANENT DUTY STATION (PDS) \_\_\_\_\_
9. REPORTING DATE AT NEW PDS \_\_\_\_\_
10. Sign/date Transportation Agreement (DD-1617 or DD-1618).
11. Emergency address and telephone number when PCSing:  
NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_

*Encl 1*

12. REAL ESTATE (IF AUTHORIZED).

DO YOU OWN A RESIDENCE AT YOUR OLD DUTY STATION? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU PLAN TO PURCHASE A RESIDENCE AT YOUR NEW DUTY STATION? YES \_\_\_\_\_ NO \_\_\_\_\_

13. UNEXPIRED LEASE. If you are currently leasing your residence at your old duty station, will you incur expenses in connection with breaking an unexpired lease? Yes \_\_\_\_\_ No \_\_\_\_\_  
Estimated cost of expense: \$ \_\_\_\_\_.

14. SHIPMENT OF HOUSEHOLD GOODS (HHGs) by employee-arranged move will not be authorized. If you have any HHGs that need to be shipped from an additional location IAW JTR VOL II, C8001.3, to your new duty station, you need to include this information and notify the POC of the request for split shipment.

WILL SHIPMENT OF HHGs BE INVOLVED? YES \_\_\_\_\_ NO \_\_\_\_\_

FROM \_\_\_\_\_  
(Your residence City/State)

TO \_\_\_\_\_  
(City/State - this will usually be the "area" of your PDS)

WILL TEMPORARY STORAGE OF HHGs (not in excess of allowable weight) for period not to exceed 90 days be required? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many days storage needed? \_\_\_\_\_

HHGs to be SHIPPED to new duty station: \_\_\_\_\_ lbs Number of Rooms \_\_\_\_\_

Number of MAJOR appliances (i.e. stove, refrigerator, etc.) \_\_\_\_\_

15. HOUSE HUNTING TRIP (HHT) TO SEEK PERMANENT RESIDENCE QUARTERS AT NEW STATION (IF AUTHORIZED)

(a) \_\_\_\_\_ Not requested

(b) \_\_\_\_\_ Requested for: \_\_\_\_\_ employee only \_\_\_\_\_ employee & spouse traveling together;  
or \_\_\_\_\_ spouse only.

(c) For \_\_\_\_\_ days (cannot exceed 10 calendar days, including travel time).

(d) Beginning date \_\_\_\_\_ (cannot be completed without signed Transportation Agreement and issued Approved/Authorized Travel Orders).

(e) Via (mode of transportation) \_\_\_\_\_

16. Subsistence expenses of employee and immediate family while occupying temporary quarters after transfer.

(a) \_\_\_\_\_ Not requested

(b) \_\_\_\_\_ Subsistence expenses requested for period of \_\_\_\_\_ days (cannot be authorized for more than 60 days when new duty station is in the United States)

17. ADVANCE OF FUNDS:

(a) \_\_\_\_\_ Not requested.

(b) \_\_\_\_\_ Requested. Requested in the amount of \$ \_\_\_\_\_ to be authorized by supervisor for the following:

- \_\_\_\_\_ Per diem and mileage allowance, or transportation costs
- \_\_\_\_\_ Subsistence expenses of \_\_\_\_\_ employee and \_\_\_\_\_ immediate family while occupying temporary quarters at new station
- \_\_\_\_\_ Movement of house trailer
- \_\_\_\_\_ Round trip travel to seek permanent residence quarters

JUSTIFICATION REQUIRED: \_\_\_\_\_  
\_\_\_\_\_

NOTE: A Direct Deposit Form, FMS form 2231 for advance of funds must be completed for any advance requested.

18. DEPENDENTS.

PROVIDE THE FOLLOWING INFORMATION FOR EACH DEPENDENT WHO WILL TRAVEL TO YOUR NEW DUTY STATION:

NAME (Last, First, MI)	RELATIONSHIP	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If there are additional dependents, attach a separate sheet of paper providing requested information as above).

**NOTE:** For PCS purposes a "dependent" is any of the following members of your household (physically living in your home) at the time you are to report for duty at the new duty station:

(a) Spouse; (b) children of you or your spouse, who are unmarried and under 21 years of age; (c) children of you or your spouse, regardless of age, who are physically or mentally incapable of self support (to include stepchildren, adopted children, grandchildren, legal minor wards or other dependent children who are under the legal guardianship of you or your spouse); (d) dependent parents of you or your spouse; and (e) dependent brothers and sisters regardless of age, who are physically or mentally incapable of self support. Educational travel is available to a child who "normally resides" with the employee except for being at school and may extend through age 22 (prior to age 23). You must include a letter from the school for verification of enrollment for the dependent.

Parents and brothers and sisters are generally considered dependents only if they receive 51% of their support from you or your spouse. They may also be considered dependents if they receive less than 51% of their support from you or your spouse if they would be unable to maintain a reasonable standard of living without such support from you. Please attach documentation to show custody of your spouse's children from a previous marriage, dependency of children over age 21, and brothers, sisters, and parents listed as dependents (e.g., court orders, divorce decrees granting custody of children, income tax returns, etc.).

19. DEPENDENT PCS TRAVEL (if applicable) \_\_\_\_\_ Concurrent Travel \_\_\_\_\_ Delayed Travel

IF DEPENDENT(S) WILL TRAVEL SEPARATELY, LIST NAME OF DEPENDENT AND ESTIMATED DATE WHEN TRAVEL WILL BE ACCOMPLISHED:

DEPENDENT NAME	DATE OF TRAVEL	TRAVEL FROM CITY/STATE
_____	_____	_____
_____	_____	_____

20. MODE OF TRAVEL FOR PCS: EMPLOYEE \_\_\_\_\_ POV \_\_\_\_\_ AIR  
DEPENDENTS (if applicable) \_\_\_\_\_ POV \_\_\_\_\_ AIR

21. CONUS POV: The use of more than one privately owned automobile within the same household as advantageous to the Government in connection with permanent duty travel MAY BE authorized, specific justification must be provided below for the additional POV and will only be authorized IAW JTR VOL II, C2157.

\_\_\_\_\_  
\_\_\_\_\_

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**PART B - ATTACHMENTS**

All employees must complete and return with this questionnaire a DD Form 1618, DOD Transportation Agreement - Transfer of Civilian Employees to and Within Continental United States. Employees who elect to retire after completion of their PCS are still bound by the terms of the Transportation Agreement.

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**PART C - CERTIFICATION**

I certify that the information provided above is true and accurate to the best of my knowledge, that the family members (if any) listed at item 18 meet the definition of "dependent" as provided in this questionnaire, and that any mobile home for which I have requested shipment (if applicable) will be used as a residence for me and/or my immediate family at the destination. I understand that any intentional false statement will be considered fraudulent and can be grounds for disciplinary action, including removal from the Federal Service and criminal prosecution. I further understand that if I do not complete my permanent change of station, I must reimburse the Government for any funds expended on my behalf in connection with the anticipated PCS; e.g., cost of house hunting trip (HHT), etc.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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# PERMANENT CHANGE OF STATION (PCS) QUESTIONNAIRE OCONUS

YOU ARE REQUIRED TO SUBMIT THIS QUESTIONNAIRE WITHIN ONE WEEK FROM RECEIPT OF YOUR NOTIFICATION SO PROCESSING OF YOUR PCS ORDERS CAN BEGIN. RETURN THE QUESTIONNAIRE AND PERTINENT ATTACHMENTS VIA EMAIL TO USARMY.RIA.IMCOM-CENTRAL.MBX.USAG-HR@MAIL.MIL FAX TO COMM (309) 782-7901 OR DSN 793-7901. ALL INFORMATION ON THE QUESTIONNAIRE AND TRANSPORTATION AGREEMENT MUST BE COMPLETED, OTHERWISE IT WILL CAUSE DELAY IN YOUR PCS PROCESS.

YOU SHOULD CONTACT THE ADMIN OFFICER, COMM (309) 782-1320 OR DSN 793-1320 IF YOU HAVE ANY QUESTIONS.

## PART A - INFORMATION REQUIRED FOR PREPARATION OF PCS ORDER

1. NAME (Last, First, MI) \_\_\_\_\_
2. SOCIAL SECURITY NO PROVIDE TO ADMIN OFFICER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_
3. CURRENT OFFICE SYMBOL \_\_\_\_\_ RETIREMENT PLAN: CSRS \_\_\_\_\_ FERS \_\_\_\_\_  
(check one)
4. CURRENT PERMANENT DUTY STATION (PDS) \_\_\_\_\_
5. CURRENT OFFICE PHONE NO. DSN \_\_\_\_\_ COMMERCIAL \_\_\_\_\_
6. CURRENT HOME ADDRESS \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. NEW TITLE/SERIES/GRADE \_\_\_\_\_
8. NEW PERMANENT DUTY STATION (PDS) \_\_\_\_\_
9. REPORTING DATE AT NEW PDS \_\_\_\_\_
10. Sign/date Transportation Agreement (DD-1617 or DD-1618).
11. Emergency address and telephone number when PCSing:  
NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE \_\_\_\_\_

*Encl 2*

12. REAL ESTATE (IF AUTHORIZED).

DO YOU OWN A RESIDENCE AT YOUR OLD DUTY STATION? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU PLAN TO PURCHASE A RESIDENCE AT YOUR NEW DUTY STATION? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU PLAN TO USE DNRP \_\_\_\_\_ YES \_\_\_\_\_ NO (If YES, complete the attached form).

DO YOU PLAN TO USE PROPERTY MANAGEMENT SERVICES? \_\_\_\_\_ YES \_\_\_\_\_ NO (If YES, complete the attached form).

13. UNEXPIRED LEASE. If you are currently leasing your residence at your old duty station, will you incur expenses in connection with breaking an unexpired lease? Yes \_\_\_\_\_ No \_\_\_\_\_  
Estimated cost of expense: \$ \_\_\_\_\_.

14. SHIPMENT OF HOUSEHOLD GOODS (HHGs) by employee-arranged move will not be authorized. If you have any HHGs that need to be shipped from an additional location IAW JTR VOL II, C8001.3, to your new duty station, you need to include this information and notify the POC of the request for split shipment.

WILL SHIPMENT OF HHGs BE INVOLVED? YES \_\_\_\_\_ NO \_\_\_\_\_

FROM \_\_\_\_\_  
(Your residence City/State)

TO \_\_\_\_\_  
(City/State - this will usually be the "area" of your PDS)

WILL TEMPORARY STORAGE OF HHGs (not in excess of allowable weight) for period not to exceed 90 days be required? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many days storage needed? \_\_\_\_\_

HHGs to be SHIPPED to new duty station: \_\_\_\_\_ lbs Number of Rooms \_\_\_\_\_

Number of MAJOR appliances (i.e. stove, refrigerator, etc.) \_\_\_\_\_

15. Subsistence expenses of employee and immediate family while occupying temporary quarters after transfer.

(a) \_\_\_\_\_ Not requested

(b) \_\_\_\_\_ Subsistence expenses requested for period of \_\_\_\_\_ days (cannot be authorized for more than 60 days when new duty station is in the United States)

16. ADVANCE OF FUNDS:

(a) \_\_\_\_\_ Not requested.

(b) \_\_\_\_\_ Requested. Requested in the amount of \$ \_\_\_\_\_ to be authorized by supervisor for the following:

- \_\_\_\_\_ Per diem and mileage allowance, or transportation costs
- \_\_\_\_\_ Subsistence expenses of \_\_\_\_\_ employee and \_\_\_\_\_ immediate family while occupying temporary quarters at new station
- \_\_\_\_\_ Movement of house trailer
- \_\_\_\_\_ Round trip travel to seek permanent residence quarters

JUSTIFICATION REQUIRED: \_\_\_\_\_

NOTE: A Direct Deposit Form, FMS 2231 for advance of funds must be completed for any advance requested.

17. DEPENDENTS.

PROVIDE THE FOLLOWING INFORMATION FOR EACH DEPENDENT WHO WILL TRAVEL TO YOUR NEW DUTY STATION:

NAME (Last, First, MI)	RELATIONSHIP	DOB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If there are additional dependents, attach a separate sheet of paper providing requested information as above).

**NOTE:** For PCS purposes a "dependent" is any of the following members of your household (physically living in your home) at the time you are to report for duty at the new duty station: (a) Spouse; (b) children of you or your spouse, who are unmarried and under 21 years of age; (c) children of you or your spouse, regardless of age, who are physically or mentally incapable of self support (to include stepchildren, adopted children, grandchildren, legal minor wards or other dependent children who are under the legal guardianship of you or your spouse); (d) dependent parents of you or your spouse; and (e) dependent brothers and sisters regardless of age, who are physically or mentally incapable of self support. Educational travel is available to a child who "normally resides" with the employee except for being at school and may extend through age 22 (prior to age 23). You must include a letter from the school for verification of enrollment for the dependent.

Parents and brothers and sisters are generally considered dependents only if they receive 51% of their support from you or your spouse. They may also be considered dependents if they receive less than 51% of their support from you or your spouse if they would be unable to maintain a reasonable standard of living without such support from you. Please attach documentation to show custody of your spouse's children from a previous marriage, dependency of children over age 21, and brothers, sisters, and parents listed as dependents (e.g., court orders, divorce decrees granting custody of children, income tax returns, etc.).

18. DEPENDENT PCS TRAVEL (if applicable) \_\_\_\_\_ Concurrent Travel \_\_\_\_\_ Delayed Travel

IF DEPENDENT(S) WILL TRAVEL SEPARATELY, LIST NAME OF DEPENDENT AND ESTIMATED DATE WHEN TRAVEL WILL BE ACCOMPLISHED:

DEPENDENT NAME	DATE OF TRAVEL	TRAVEL FROM CITY/STATE
_____	_____	_____
_____	_____	_____

19. MODE OF TRAVEL FOR PCS: EMPLOYEE \_\_\_\_\_ POV \_\_\_\_\_ AIR

DEPENDENTS (if applicable) \_\_\_\_\_ POV \_\_\_\_\_ AIR

20. CONUS POV: The use of more than one privately owned automobile within the same household as advantageous to the Government in connection with permanent duty travel MAY BE authorized, specific justification must be provided below for the additional POV and will only be authorized IAW JTR VOL II, C2157.

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OVERSEAS SHIPMENT OF POV: Number of POVs: \_\_\_\_\_ (You are authorized to ship one POV). If you request to ship more than one POV, specific justification must be provided for the additional automobile and will only be authorized IAW the JTR VOL II, C11002 and C11008.

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EFFECTIVE 3 OCT 00, OVERSEAS SHIPMENT OF POV

US Customs Service Regulations and the Overseas Custom Regulations, now, require that **DOD Military and Civilian Employees shipping a financed (where the lien is reflected on the title) POV (including Motorcycles in household good shipments) Overseas must provide a signed letter from their Lien holder, authorizing shipment of POV.** The written approval must be on leasing company's or lien holder's letterhead, contain a complete description of the vehicle, including the vehicle identification number (VIN), the name of the owner or lien holder of the vehicle, the telephone number at which the owner or lien holder may be contacted. The releasing letter must contain the original signature of the official of the leasing company or lien holder to include date of signature. The approval must include that the return shipment of the POV, prior to the next PCS order is a private matter between the leasing company or lien holder and the member. Members who are unable to obtain a Lien holder Release Letter should contact the Installation Legal Office immediately for assistance in determining their legal options. Owners/agents are advised that POVs will be held at the VPC for not more than 30 days until such letter is provided to the VPC (by fax or mail). After that time, the shipper will be required to remove his/her POV from the VPC. Disposition instructions and Transportation charges associated with the return of POVs not authorized for shipment by the Lien holder will be the responsibility of the member.

21. REQUEST HOUSE HUNTING TRIP (HHT) \_\_\_\_\_ YES \_\_\_\_\_ NO (this does not mean you will be granted a HHT).

MODE OF TRAVEL REQUESTED FOR HHT \_\_\_\_\_ AIR \_\_\_\_\_ POV

Justification for HHT (use blank sheet of paper if additional space is needed):

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**PART B - ATTACHMENTS**

All employees must complete and return with this questionnaire a DD Form 1617, DOD Transportation Agreement - Transfer of Civilian Employees to an overseas assignment outside the 48 contiguous states and the District of Columbia. Employees who elect to retire after completion of their PCS are still bound by the terms of the Transportation Agreement.

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**PART C - CERTIFICATION**

I certify that the information provided above is true and accurate to the best of my knowledge, that the family members (if any) listed at item 18 meet the definition of "dependent" as provided in this questionnaire, and that any mobile home for which I have requested shipment (if applicable) will be used as a residence for me and/or my immediate family at the destination. I understand that any intentional false statement will be considered fraudulent and can be grounds for disciplinary action, including removal from the Federal Service and criminal prosecution. I further understand that if I do not complete my permanent change of station, I must reimburse the Government for any funds expended on my behalf in connection with the anticipated PCS; e.g., cost of house hunting trip (HHT), etc.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**PART D - COUNSELING ACKNOWLEDGEMENT**

The persons below acknowledge PCS Counseling was conducted by:

\_\_\_\_\_ (Print Name)

\_\_\_\_\_  
Counselor Signature

\_\_\_\_\_  
Date

I understand and acknowledge the PCS Counseling and have been provided a copy of the counseling checklist.

\_\_\_\_\_  
Employee Signature with Tentative Offer

\_\_\_\_\_  
Date

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**PART D - PRIVACY ACT STATEMENT**

**Title of form:** Permanent Change of Station (PCS) Questionnaire

**Authority:** Title 5 U.S. Code, Part 3, Chapter 57: Travel, Transportation and Subsistence.

**Prescribing Directive:** VOL II, JTR, para C3151 and Dept of State Standardized Regulation (DSSR)

**Principal purpose(s) and routine uses:** The form is used by the Civilian Personnel Center to determine travel requirements and entitlements necessary for preparation of permanent duty travel orders of civilian personnel. Travel orders are needed to issue transportation requests, bills of lading for household goods, and as supporting document for cash payment of travel allowances. **Mandatory or voluntary disclosure and effect on individual not providing information:** There is neither a statute nor an executive order which requires an individual to furnish this information.

However, completion of this form is necessary before travel orders can be prepared for authorization and payment

allowances. Personal information requested is necessary for proper identification of the traveler. Failure to furnish data may delay or prevent completion of travel orders and result in delay or non-accomplishment of permanent duty travel.

**STEP 1: Staffing Requirement Check Sheet**

**Information required:**

EMPLOYEE REPORTING DATE \_\_\_\_\_

IS IT PCS/TDY/TCS (specify) \_\_\_\_\_

NAME \_\_\_\_\_

GRADE/SERIES/TITLE \_\_\_\_\_

PHONE/EMAIL OF EMPLOYEE \_\_\_\_\_

GAINING ORGANIZATION/DUTY STATION \_\_\_\_\_

GAINING ORGANIZATION POC \_\_\_\_\_

LOSING ORGANIZATION/LOCATION \_\_\_\_\_

LOSING ORGANIZATION POC \_\_\_\_\_

EMERGENCY ESSENTIAL (EE) POSITION \_\_\_\_\_

LENGTH OF ASSIGNMENT \_\_\_\_\_

APPROVING OFFICIAL (NAME/EMAIL) \_\_\_\_\_

AUTHORIZING OFFICIAL \_\_\_\_\_

TEMPORARY CHANGE OF STATION (TCS) COMMENTS SURROUNDING THIS MOVE

OFF POST HOUSING AUTHORIZED \_\_\_\_\_

MEALS AUTHORIZED \_\_\_\_\_

USACE DEPLOYMENT CENTER (UDC) REQUIRED Y/N \_\_\_\_\_

ENROUTE TRAVEL REQUIRED \_\_\_\_\_

ASSIGNMENT NOT TO EXCEED 395 DAYS \_\_\_\_\_

TRAVEL IS IN SUPPORT OF WHAT MISSION \_\_\_\_\_

NOTES: ANYTHING SPECIAL \_\_\_\_\_

NAME/Email/Phone of Specialist requesting action

\_\_\_\_\_

**STEP 2: HR sends e-mail introducing self, congratulations on selection and send out questionnaire,**

- OCONUS
- CONUS
- Transportation agreement
- Helpful websites

Welcome Package: <http://www.acsnewcomers.riamwr.com>

Military Homefront:  
<http://www.militaryinstallations.dod.mil/pls/psgprod/f?p=MI:ENTRY:0>

- Instructions to fill out questionnaire
- POC information

**STEP 3: PCS Counseling (by HR):**

- PCS move has one year to complete Relocation Entitlements
- Must have a Transportation agreement or the Government is not financially responsible for relocation expenses
- Do you have an active travel card and approved to use for PCS (Refer to Policy)
- If they do not have a government travel card will they be requesting an advance?

**Per Diem** authorized: specify the individual

- Employee 100%, Question if Dependents are involved
- Spouse & dependents 12 and over, 75% (spouse delayed 100%)
- Dependents under 12, 50%
- POV, 350 miles per day or 12 hours to have lodging, mileage rate \$.235

**HHT**: This is not authorized except by exceptions and must be approved

- Per diem is standard CONUS Rate.
- HHT # of days off TQSE if Actual
- Specify # of days for trip (fixed=locality x 6.25/5)
- If TQSE authorized, a HHT possibly may be avoided.

**TQSE:** This is not an entitlement and is not mandatory, but must be approved

Discuss Actual and Fixed. Explain differences.

Actual Rate for employee/spouse/dependent (1<sup>st</sup> 30 100/75/50, 2<sup>nd</sup> 30 75/50/40)

Fixed lump sum (local per diem rate 75%/25%, max 30)

Employee electing lump sum payment option must sign page 2 of transportation agreement

Breaks in TQSE (Leave/TDY) must be authorized in order to receive payments.

**HHG:** shipment discuss temp vs. non temp, and verify specific addresses.

Explain amount of lbs. authorized is up to 18,000 pounds (depends on where you are going (IAW JTR)

350 pounds unaccompanied baggage is part of the total pounds

Number of days authorized for temp vs nontemp

Temp storage NTE 60 days, may request up to 90 days

**POV:** Personally own vehicle, if authorized shipment

Explain if POV shipment pickup location is more than 400 miles round trip, they can request lodging and travel expenses (per diem, air fare, rental car, etc.).

Explain they can request Admin Leave via their supervisors to pick up their POV to cover their absence

**Real Estate Expenses:** Lease, Authorized for sale, and Authorized for purchase

DEFENSE NATIONAL RELOCATION PROGRAM (DNRP) (BRAC only)

**MISC Expenses:** \$650 self \$1300 family to defer some of the cost incurred due to relocation

Employee without dependents, the lesser of \$650 or the equivalent of 1 week's basic pay

Employee with dependents, the lesser of \$1300 or the equivalent of 2 week's basic pay

Employee with dependents but whose dependents and HHGs are not relocated, the lesser of \$650 or the equivalent of 1 week's basic pay

**RITA Allowance:** To offset this burden, you should apply for a RITA. This allowance is designed to reimburse you for much of the additional federal, state, and local income taxes paid because of the relocation.

\*RITA is not automatic, you must apply for it.

\*If the only payment you received in a single tax year was a RITA payment, then you are not entitled to file a RITA on that RITA payment.

**Counseling done on** \_\_\_\_\_

**By** \_\_\_\_\_

**STEP 4: HR Prepares Orders**

**STEP 5: Director of HR reviews, coordinates, and approves & routes orders to RM  
(RM adds LOA and routes to GC for signature/finalization).**

**STEP 6: Maintain orders for 6 years**