

CIVILIAN PERMANENT CHANGE OF STATION (PCS) CHECKLIST

A PCS move involves a great deal of advance planning and hard work. We would like to make this transition as smooth as possible by providing this guide. Remember that this guide is just that-a guide, and does not supersede any laws, regulations or directives that are already in place.

6 months out **Report date -180 days**

Permanent Change of Station(PCS) Entitlements

There are various entitlements associated with your PCS move. **Mandatory** entitlements, such as movement and temporary storage of HHG's, are given to you automatically because of your status as a civilian under a BRAC move.

Discretionary entitlements are subject to approval by the command and are governed by budget constraints. House Hunting Trip (HHT) and Temporary Quarters Subsistence Expenses (TQSE) are examples of discretionary entitlements that the command has approved for your PCS move to **New Location**.

Prior to the receipt of PCS benefits you will be required to sign *a DD Form 1618, the Department of Defense (DOD) Transportation Agreement Transfer of Civilian Employees to and within Continental United States (CONUS)* which will commit you to a minimum of 12 months of Government service.

Below is a brief description of the various entitlements you will receive

Travel to the new duty station: This is also known as enroute travel. The government has determined that the most cost advantageous method to complete enroute travel is by Privately Owned Conveyance (POC). **XX Command** has authorized each employee one primary vehicle. If the employee has dependents relocating to the new duty station (incident to the PCS) then the employee is authorized an additional (Privately Owned Vehicle) POV. Exceptions to the employee completing enroute travel by POV must be in writing and justified by compelling reasons. See your PCS Admin team for a list of compelling reasons.

Dependents are authorized enroute travel by commercial means; however, reimbursement will be limited to the POV reimbursement rate via the Defense Table of Distances. Currently, the mileage rate for POV reimbursement is .50 cents per mile. Tolls and any parking fees are also reimbursable. **XX Command** personnel will be allowed **X** days to travel to the **New Location**. The exception would be extenuating circumstances that can be documented such as medical reasons due to a physical handicap, or beyond the control of the employee (e. g. results from acts of God or restrictions put in place by Government Officials).

You will be given per diem during your enroute travel. You can use the fixed method or the actual method of calculating your entitlements for reimbursement.

If you're **traveling with pets**, you can check on pet- friendly hotels on the Web at

	<p>www.petswelcome.com.</p> <p>You are required to do a POV Risk Assessment before you start your en route travel. Complete it and turn it in with your clearing papers. Below is the link.</p> <p>https://safety.army.mil/</p>
	<p>Household Goods (HHG) Shipment: You will be authorized to ship up to 18,000 pounds of HHG regardless of grade or band. If you exceed the weight allowance, the excess costs will be the responsibility of the employee. You are authorized pickup from another location, but again if the cost of picking up from more than one site exceeds the cost of picking up from your residence to the New Location, then the employee is responsible for the excess cost. Packing, pick-up and receipt of HHG is considered a duty day for the employee.</p> <p>The Transportation Office will do a cost comparison of the methods available to move your goods. Invariably, the Government Bill of Lading (GBL) is the method authorized for the shipment of your (HHG). <i>You will have 2 years to complete the move from the effective date of your transfer.</i></p> <p>***Once you have your orders in hand, contact your Transportation Office, Joint Personal Property Shipping Office (JPPSO) for guidance in scheduling your HHG shipment. It is best to do the initial contact by phone as some offices require you to make an appointment.</p> <p>By doing this as early as possible, you can increase your chances of getting the pickup date you want. Transportation will let you know how the shipment process works, answer your transportation questions and help you prepare for your move. When you have your travel appointment, this is the time to talk to them about insurance options for your HHG. Make sure you bring copies of your orders with you when you go.</p> <p>The link below is a list of Personal Property Processing Offices (PPPO) that XX Command civilians can contact www.</p>
	<p>Temporary storage of HHG: You are authorized 90 days for temporary storage. Any additional days needed beyond the initial 90 must be requested in writing to the CoS justifying the need by citing compelling reasons.** Give yourself enough time to get the request in for the extension. But be prepared in case the extension is not approved.</p> <p>**Your PCS Admin Team can provide you with a list of compelling reasons.</p>
	<p>RITA- Most, but not all of your entitlements, are subject to taxation. The Relocation Income Tax Allowance (RITA) will reimburse you for most of those taxes. You will not be reimbursed for FICA tax.</p>
	<p>Shipment of POC (Privately Owned Conveyance) also known as POV- shipment of your POV is</p>

	not authorized. Exceptions may be requested in writing for compelling reasons. Your PCS Admin team can provide you the list of compelling reasons.
<p>JTR VOL 2</p> <p>para 5606 (pg 234)</p>	<p><i>House Hunting Trip (HHT):</i> You are authorized 1(one) 10 day <u>House Hunting Trip</u> (for you and your spouse only) to visit the <u>New Location</u> area and look for a new home. This is an example of a discretionary allotment. The purpose is to look for permanent living quarters to rent or own. It is not to help an employee decide whether to accept the transfer or not. You are on duty status during your HHT. Remember, you are authorized 10 days but do not have to take the full amount.</p> <p>You have the option to use the Fixed Method or the Actual Method of reimbursement. Your PCS counselor can explain the difference and provide the pros and cons of each method.</p> <p>The spouse and employee may take separate trips, take a trip together or just one may make the trip <u>but the command will only cover the cost of what it would be for one round trip for the employee and spouse traveling together. Other family members may go with you but the employee will bear the cost of their trip.</u></p> <p>You can drive your POV to your HHT or fly by commercial air and get a rental car while you are there. In and around mileage is not reimbursed. Follow this link, http://www.defensetravel.dod.mil/perdiem/ for more information on per-diem, hotel, airfare and rental vehicle</p>
	<p><i>Residence Transaction Allowance:</i> is an allowance that will help defray the costs normally associated with the sale of the residence at the old duty station, the purchase of a residence at the new duty station, or the cost of settling an unexpired lease at the old official station. It must be the employee's actual residence that they commute from on a daily basis.</p> <p>Some examples covered under this allowance are: notary fees, surveys, searching title, FHA/VA Fee for loan application, and credit reports.</p> <p>If you are breaking a lease, you must provided documentation that reflects your attempts to negate the amount owed: i.e. find a new renter, negotiate a lower fee or no fee at all, etc.</p> <p>When you break a lease, you must pay what is owed up front to your landlord. You will then file a voucher to be reimbursed. It is recommended that you submit this voucher separately so it won't hold up other entitlement payments.</p>
	<p><i>Miscellaneous Expense Allowance:</i> (MEA) This allowance is provided to help defray the costs associated with leaving an old duty station and setting up residence in <u>new duty station</u>. Some examples of these costs are: fees associated with connecting cable, utilities, costs of automobile registration, driver's license, and taxes imposed when bringing automobiles into certain jurisdictions, transportation of house pets, post office box rental fees or similar costs. If you choose to receive MEA, file a voucher once you have entered temporary or permanent residence at your <u>new duty station</u>. Maximum amount of allowance is \$500 for employees without family and \$1000 for employees with family.</p>
	<p><i>Homeowner:</i> What will you do with your current home now that you are moving to <u>the New location?</u> Will you keep it, rent it or sell it?</p> <p>The Department of the Army's policy entitles those homeowners whose positions are affected by</p>

	<p>BRAC to use the services of the Defense National Relocation Program (DNRP). http://www.nab.usace.army.mil/dnrp</p> <p>The DNRP's mission is to help you relocate from one duty station to another as quickly as possible. Two very important services that DNRP offers are the <u>Guaranteed Home Sale (GHS)</u> with Marketing Assistance, which is for homeowners who will be selling their home, and <u>Property Management (PM)</u> for people who plan to rent out their home.</p> <p>The employee <u>must start the process</u> by filling out a Relocation Services Request Form (RSRF). The form is in Appendix 1 of the DNRP Handbook. Once you complete section I, turn it into Human Resources (HR) who will complete section II. HR will send it to Resources Management (RM) who completes section III. Then RM sends it to the National Relocation Program Office (NRPO).</p> <p>Some of DNRP's services do not need command authorization to use. The <u>Program Information Counseling</u> and <u>Destination Services</u> are 2 such examples. Unlike GHS and PM, you do not need to fill out a (RSRF); just call the DoD Relocation Contractor. NRPO administers the contract to provide DNRP services. Their toll-free number is 1-800-344-2501.</p> <p>***Make sure that authorization of government paid relocation services are annotated on your original PCS Orders (DD Form 1614). You cannot do an amendment of your orders granting DNRP.</p>
	<p><i>Advances:</i> You are authorized an advance for HHT, enroute travel and TQSE (in 30 day increments) You may request an advance for any combination of the above. You must request the advance from DFAS, Columbus 10 business days from the time you need the advance. The request will be in memo form and will be accompanied by your DD1614. For the initial request for advance, include a copy of the direct deposit form. The advance will be sent to you via an electronic fund transfer (EFT). Your PCS packet will have the forms you need to request an advance. Fax documents to DFAS at (216) 367-3428. NOTE: Request for Advance for HHT (Fixed) or TQSE (Fixed) must be faxed to Claims at (216) 367-3422/3423/3424.</p>
	<p><i>Voucher:</i> Save all your receipts. To be reimbursed for expenses such as HHT, enroute travel and TQSE, you will need to file a travel claim called a voucher (1351-2R) to DFAS in Columbus, Ohio. Vouchers must be filed within 5 days after the entitlement is completed, i.e. House Hunting Trip completed on 12 May, and voucher needs to be completed by 17 May. Full details on filing your travel voucher can be found in the Filing Your Travel Vouchers section. You can fax your vouchers and certifying documents to DFAS-CO Claims at (216) 367-3422/3423/3424.</p> <p>Recommendation: It is a good idea to go over the voucher with your PCS Admin Team Member before you send it to DFAS.</p>
	<p>Report date - 90 days</p>
<p>*****</p>	<p>60-90 days to start the following tasks is just a guideline. Work on these tasks as early out as you can. Planning ahead is the key to success. Remember this is just a guide.</p>
<p><input type="checkbox"/></p>	<p>Set up a transition appointment with your CPAC office. Bring a list of questions you may have. For XX Command call 123.456.7891. CPAC is located in Building XX, Room XY.</p>
<p><input type="checkbox"/></p>	<p>Organize your personal papers and set up a RECORDS file. The file should contain: insurance policies, last leave & earning statement (LES), original will, bank books, state/federal tax records, title deeds/mortgages, car registration, professional licenses, passports, appraisals, videotape/photos of</p>

	<p>personal property, purchase receipts for valuable items (furniture, computer, television, etc), legal papers (marriage license, birth certificates, divorce decree, adoption paperwork, etc), financial records (name, address, phone number and account numbers for banks/creditors).</p> <p>Keep a copy of your local phone book and bring it to the New Location with you.</p>
<input type="checkbox"/>	<p>Set up a system for keeping track of expenses related to your move. Save all your receipts. Create folders for each aspect of your trip, such as a folder for enroute expenses, HHT, etc. Put receipts in appropriate folders. This will make filing vouchers quicker and a lot less stressful and also help you out during tax time.</p>
<input type="checkbox"/>	<p>Make a list of everyone to be notified about your move (friends, family, schools, organizations, creditors, etc.) Make sure to send the IRS and MyPay your change of address. http://www.irs.gov/ https://mypay.dfas.mil/</p>
<input type="checkbox"/>	<p>Make an inventory of your possessions and estimate their value. Remember to include computer software, compact disks, videos, cassettes, books, pictures, silver, china, glassware, linens, clothing, tools, sports and hobby equipment, musical instruments, cameras, furniture, lamps, etc. Include the brand name, serial number, purchase date and purchase price on the list, if known. Stop by the Relocation Readiness Program and pick up an Inventory Tracker (hardcopy or electronic).</p> <p>** Obtain a written appraisal for valuable items such as antiques, jewelry and paintings. To obtain appraisals, check with a professional who deals in the kind of valuables you have.</p>
<input type="checkbox"/>	<p>Prepare a financial statement which includes your assets (income, property and savings) and your liabilities (mortgage, loans and credit card balances)</p>
<input type="checkbox"/>	<p>Check immunization records for each family member; update as needed</p>
<input type="checkbox"/>	<p>If a family member has special medical/educational needs, and you aren't enrolled in the Exceptional Family Member Program already, call them for guidance.</p>
<input type="checkbox"/>	<p>Check expiration date on Common Access Cards (CAC)/ ID cards (if applicable). See if you need to renew them before you start your journey to the New Location. For XX Command go http://www. For CAC ID's at XX Command, go to (Address)</p>
<input type="checkbox"/>	<p>Ask about concurrent travel arrangements (if authorized)</p>
<input type="checkbox"/>	<p>Prepare a relocation budget for non-reimbursed moving expenses (rent, deposits, etc.) if applicable. Plan how you will pay for bills while you are in transit. Reminder: some things you will have to pay upfront and get reimbursed for later. So set aside some money for that.</p>
<input type="checkbox"/>	<p>Check on pet restrictions, quarantines, and boarding at your new destination. Make kennel reservations if necessary for your pet.</p>
<p>40-50 DAYS</p>	

<input type="checkbox"/>	Check your auto, renters and homeowners insurance to make sure you have coverage for any damages or loss during shipment and storage. Before purchasing additional insurance on your HHG shipment, talk to the Joint Personal Property Shipping Office.
<input type="checkbox"/>	Start using up things that can't be transported, such as food, cleaning supplies and flammables.
<input type="checkbox"/>	<p>If necessary, renew your driver's license to carry you through the move.</p> <p>Once you get to the New location, if you are a U.S. citizen or permanent U.S. resident, you have 30 days to get your New location's state driver's license.</p> <p>The attached site has information on licenses, registration, DMV location/hours, etc. www.dmv.org/newlocationstate</p>
<input type="checkbox"/>	<p>Arrange for absentee voting ballot or obtain address where you can write for ballots. http://www.fvap.gov</p>
<input type="checkbox"/>	<p>Check pre-registration procedures for enrolling children in school. This information can be found in http://www.</p>
<input type="checkbox"/>	<p>Obtain change of address kit from the post office and fill out the cards. You may need to do this twice if you are using temporary quarters at your next post. Click here (United States Post Office Change of Address Link) to change your address online.</p>
<input type="checkbox"/>	<p>Check the expiration date on personal credit cards you plan to use during the trip. Renew early if necessary.</p>
<input type="checkbox"/>	<p>Take pets to veterinarian for required vaccinations and certificates. Get copies of medical records.</p>
<input type="checkbox"/>	<p>Spouses update resumes and send to prospective employers. The Employment Readiness Program and SITES can provide you with guidance in this area.</p>
30 DAYS – CLEAN OUT	
<input type="checkbox"/>	<p>Plants don't travel well and many states prohibit transporting plants across state lines. Give them away to a good home.</p>
<input type="checkbox"/>	<p>Notify school of your child's last day and request they have records ready. If you cannot get the records, at least get the information you will need to register your child in a new school.</p>
<input type="checkbox"/>	<p>Pick up medical records from physicians, dentists, church, lawyers, veterinarians, etc. Ask for referrals, if possible.</p>
<input type="checkbox"/>	<p>Finish cleaning out closets, drawers and toy chests. Plan a garage sale or take the items you no longer need or want to a thrift store. Keep the receipt for tax purposes.</p>
21 DAYS	

<input type="checkbox"/>	Notify utilities and home delivery services of disconnect dates. Give them your forwarding address for the final bill.
<input type="checkbox"/>	Schedule your telephone to be disconnected after the pack and pickup of your personal property.
<input type="checkbox"/>	Arrange for closing or transfer of local charge accounts.
<input type="checkbox"/>	Back up important computer files on disks.
<input type="checkbox"/>	Check bank procedures for transferring funds or closing accounts, but don't close account until after you have opened a new account at your new destination and verified your direct deposit has actually been deposited into the new account. (Note: If you like the banking institution you are currently using, consider keeping the account. After you move, order new checks with your new address and phone number. This is much easier than opening and closing accounts with each PCS move.)
<input type="checkbox"/>	Call JPPSO and confirm pack and pickup dates for personal property. If you are flying, confirm airline reservations. Be sure to ask about where and when you can pick up your airline tickets.
<input type="checkbox"/>	Pick up items from the cleaners.
<input type="checkbox"/>	Start cleaning your home or apartment for final inspection.
<input type="checkbox"/>	Make sure you have enough luggage for the trip. Check the locks and make sure you have more than one key for each piece.
<input type="checkbox"/>	Have car serviced/tuned-up for trip or storage. Check oil, water, battery, belts, hoses, brake and transmission fluid and tires.
<input type="checkbox"/>	Empty safe deposit box if you plan to open a new one at the new destination. Put the items in your Records File that will be hand-carried with you to your new destination.
<input type="checkbox"/>	Renew and pick up any necessary prescriptions. Ensure you have enough for at least two months. Keep a record of your family's prescriptions including dosage, name and frequency. Keep prescriptions in original bottles and put liquids in waterproof bags.

7 DAYS

<input type="checkbox"/>	Drain oil and gas from lawn mower and other equipment. Dispose of all flammables.
<input type="checkbox"/>	Keep listening carefully to children's questions. Give frequent reassurance. Children need the security you provide when the security of a home is diminishing.
<input type="checkbox"/>	Pick up medical records.
<input type="checkbox"/>	Double-check your family record file and place in briefcase suitable for hand carrying. Include: copies of orders, phone numbers of family and friends, duplicates of luggage/car/ other important keys, home inventory of household goods plus pictures and receipts, medical and dental records.

<input type="checkbox"/>	Arrange childcare for packing and moving day.
<input type="checkbox"/>	Take down curtains, rods, shelves, TV antenna, etc. Remove items from attics, crawl space or similar storage areas. It is your responsibility to make these items accessible to movers
3 DAYS	
<input type="checkbox"/>	Get your home ready for the packers. Wash all clothes that will be shipped, pack suitcases, organize closets, cabinets and drawers. Put everything in its place to make unpacking easier.
<input type="checkbox"/>	Before movers arrive to pack your possessions for shipment and/or storage, disconnect all major appliances <i>**Empty the refrigerator so it can dry at least 48 hours before the movers arrive.</i>
<input type="checkbox"/>	Put a cotton sock filled with charcoal and a sock filled with detergent into the refrigerator and freezer. These will absorb moisture and prevent mildew.
<input type="checkbox"/>	Separate professional books, tools and papers into one pile. These do not count against your weight allowance.
<input type="checkbox"/>	Dismantle stereo sets, outdoor play equipment, etc. Audio and video equipment and personal computers require special attention. Always consult your owner's manual for specific instructions.
<input type="checkbox"/>	Use tape to code wiring on electronic equipment for easier reinstallation. If you still own a turntable, fasten down the tone arm. Tighten turntable screws and secure the dust cover. Clean DVD/VCR heads before use in your new home.
<input type="checkbox"/>	Have original cartons available for the carrier to use. Anything that a carrier accepts for shipment and lists on the inventory they are liable whether they packed or you packed the item. They will check the boxes you packed to make sure you have adequately protected the items and you have not packed flammables, perishable or illegal items
<input type="checkbox"/>	Place valuables, cash, jewelry, purses, and family records file in a safe place such as locked in the trunk of your car.
<input type="checkbox"/>	Separate items into different piles, such as "hand carry and luggage," "storage," "HHG," and "professional".
<input type="checkbox"/>	Give copy of travel plans, with date, route, and phone number to supervisor, relatives/and or friends.
<input type="checkbox"/>	Allow children to choose one small toy/book for carry-on luggage, one for suitcase. They may even wish to pack one box of non-breakable items. They may put their name and draw a picture on the side of the box to feel more a part of the move.
<input type="checkbox"/>	Buy traveler's checks for the trip, unless you plan to use an ATM or debit card.
<input type="checkbox"/>	Call Housing Office and confirm walk-through inspection date and time.
<input type="checkbox"/>	Take photos of your home, church, the children's school, friends, play areas, etc. for scrap books.

PACKING DAY	
Packing day is hectic. Watch the packers very carefully to see that they understand and know exactly which items are to be packed. <u>For items not being shipped</u> , either physically remove the items to a safe location such as your car or a closet or leave in place and mark with bright tape or labels.	
<input type="checkbox"/>	Packing day can be very stressful and it will seem like you are needed in many places at one time. If you can, it is recommended that you arrange for childcare. Place pets in safe place or arrange for petcare.
<input type="checkbox"/>	Mirrors, paintings, and other items easily damaged or broken should be packed by moving company personnel
<input type="checkbox"/>	Pack a “moving day needs” box with cleaning supplies, sponges, paper towels, toilet and facial tissue, bath towels, bath soap, shampoo, can opener, paper plates, napkins, plastic eating utensils, snacks, coffee, tea, soda, light bulbs, scissors, hammer, Band-Aids, and trash bags. Put it in your car or safely away from packers.
<input type="checkbox"/>	Visit the Loan Closet (if your installation has one) to borrow cots, dishes, pots and pans, etc. if you will need these items to see you through the transition.
<input type="checkbox"/>	If you have small children, take some of the childproofing devices (outlet covers, cabinet locks, etc.) with you to use on the way.
MOVING DAY	
<input type="checkbox"/>	Be certain that every container or crated item has the moving company’s inventory tag or tape on it and that each item is listed on the moving company’s inventory.
<input type="checkbox"/>	Check to see that the condition of your possessions is correctly reflected on the inventory. The exact location of existing scratches, worn or marred places should be clearly indicated.
<input type="checkbox"/>	Prior to signing the inventory list prepared by the moving company, walk through your residence and make sure they have packed and picked up all property you want shipped. Verify all packing documents prior to signing.
<input type="checkbox"/>	Be sure your copy of the moving company’s inventory is legible. This inventory will not be as detailed as the ones you made earlier. Place copy of packer’s inventory, stored possessions and baggage receipts in RECORDS FILE in hand-carried luggage.
<input type="checkbox"/>	Before leaving the house, check each room and closet; make sure windows are down and locked; lights are out and exterior doors are locked.
<input type="checkbox"/>	Keep a log of all moving expenses incurred. This will be helpful for completing your travel claim and your tax return. Keep all receipts. If not needed, discard later. If you and your family are traveling separately, keep two logs.
<input type="checkbox"/>	If you have any emergencies during the transit, stop at the nearest military installation or American Red Cross. They can contact Army Emergency Relief or your next post.

<input type="checkbox"/>	Take time to enjoy the trip. Moving can be a positive, rewarding experience. Make the most of it!
<input type="checkbox"/>	Sign in when you arrive at the New Location at the designated site. Both gaining and losing sites need to maintain accountability. We want to make sure you have arrived safely. Your PCS Admin team will provide you with the sign-in location and current POC at New Location

APPENDIX B

SOME FORMS YOU MAY NEED FOR TRANSITION

<u>Form #</u>	<u>Title</u>	<u>Remarks</u>	<u>Form</u>
<u>OF-306</u>	Declaration for Federal Employment		
<u>SF-144</u>	Statement of Prior Federal Service		
<u>TSP-19</u>	Transfer of TSP Information Between Agencies	NOTE: Only needed if you are changing payroll offices and/or agencies.	
<u>TSP-1</u>	Thrift Savings Plan Election Form	<u>Thrift Savings Plan</u> This link provides the necessary information to help you make decisions regarding the government's version of a 401(k) plan if you are not already enrolled	
<u>TSP-3</u>	TSP Designation of Beneficiary	NOTE: This form should be mailed directly to Thrift Savings Plan Service Office.	
<u>SF-1199A</u>	Direct Deposit	NOTE: Only needed if you are changing payroll offices.	
<u>W-4</u>	Federal Tax Withholding	NOTE: Only needed if you are changing payroll offices.	
<u>SF-15</u>	Application for 10-Point Veterans Preference		

APPENDIX C

PCS ACRONYMS

Acronym	Term
AEA	Actual Expense Allowance
COLA	Cost-of-Living Allowance
CRS	Commuted Rate Schedule
CTO	(Contracted) Commercial Travel Office
DTOD	Defense Table of Official Distances
DTS	Defense Travel System
EFT	Electronic Funds Transfer
FTR	Federal Travel Regulation
FWTR	Federal Withholding Tax Rate
GBL	Government Bill of Lading
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HMIP	Home Marketing Incentive Payment
IRC	Internal Revenue Code
IRS	Internal Revenue Service
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MEA	Miscellaneous Expense Allowance
MTR	Marginal Tax Rate
NTS	Nontemporary Storage
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PITI	Principal, Interest, Taxes and Insurance
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
POV	Privately Owned Vehicle
PTA	Prepaid Ticket Advice
RFO	Request for Orders
RITA	Relocation Income Tax Allowance
SHHG	Shipment of Household Goods
SIT	Storage in Transit
TA	Transportation Agreement
TGBL	Through Government Bill of Lading
TQSE	Temporary Quarters Subsistence Expenses
TQSE (AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE (F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses

Websites

- [BRAC Employee Services Guide for Appropriated Fund Employees](#)
- [BRAC rights and responsibilities](#)
- [CPOL's BRAC Web site](#)
- [DFAS guide to PCS expenses and reimbursements](#) (click on Relocation Entitlements Brief)
- [DNRP guide](#)
- [Handbook for Civilian Permanent Duty Travel](#)
- [Relocation services request form](#)
- [How To Complete the DD 1351-2](#)

- Army Benefits Center: www.abc.army.mil
- United States Post Office www.usps.com
- Defense National Relocation Program (DNRP) <http://www.nab.usace.army.mil/dnrp/>
- Department of Defense BRAC Information: <http://www.cpms.osd.mil/brac/>
- Still Questions?
 - Email: AG1-CPBRAC@us.army.mil

PCS ADMIN TEAM COUNSELOR: _____

PCS ORDERS QUESTIONNAIRE

Please return to your Directorate NLT: _____

PLEASE NOTE: DO NOT INCUR EXPENSES IN ANTICIPATION OF RELOCATION UNTIL YOU HAVE RECEIVED YOUR WRITTEN AUTHORIZATION (DD1614). OTHERWISE, YOU MAY BE LIABLE FOR THOSE EXPENSES INCURRED PRIOR TO RECEIPT OF YOUR ORDERS.

The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a): AUTHORITY: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations. PRINCIPAL PURPOSE: The principal purpose of this Questionnaire is to prepare a valid Travel Order that vests appropriate Permanent Change of Station (PCS) benefits in the employee. ROUTINE USES: The information will be used for the purpose set forth above and may also be: a) forwarded to Federal, State, or local law enforcement agencies for their use; b) used as a basis for summaries, briefings, or responses to Members of Congress or other agencies in the Executive Branch of the Federal Government; c) provided to Congress or other Federal, State, and local agencies, when determined necessary; d) used as a basis for an adverse personnel action in cases of fraud.

EFFECTS OF NON-DISCLOSURE: Disclosure of Social Security Number and other requested information is voluntary. However, failure to provide the requested information will result in delay or denial of PCS benefits. For purposes of this form, the terms "employee" and "you" shall have the same meaning and refer to the individual executing this form.

To assist in preparation of travel orders, please provide the following information:

Name: (Last, First, Middle Initial) _____

SSN: _____

Directorate: _____

Command: _____

New Position Title, Pay Plan and Grade (if known) _____

Current Residence (No P.O. Box):

Street _____

City, State, Zip Code _____

New Residence (No P. O. Box)

Street _____

City, State, Zip Code _____

Miles from residence to Ft. Knox _____

RETIREMENT CODE: _____

I. HOUSE HUNTING TRIP (HHT) (Maximum 10 days authorized):

a. Will you be taking a HHT? (circle one) Yes No

b. Will your spouse accompany you on the HHT? (circle one) Yes No

c. OR will your spouse take a separate HHT? (circle one) Yes No

e. What method of travel will you use for your HHT? (Circle answers)

Privately Owned Vehicle (POV) Commercial Air Rental Car**

***Note: Rental Car is authorized for travel to and from your HHT for employees in XX and XX because it has been determined to be cost advantageous to the government. Gas for a rental car is the responsibility of the employee.*

d. If travel is by commercial air, will you require a rental car at the destination? (circle one)

Yes No

Note: All travel by commercial means must be booked through the Government travel office at 800-756-6111. Emergency number after normal business hours is 800-383-6732. After you have booked your travel, fax a copy of your PCS orders to the government travel office at 866-805-0152.

e. Will you be using the actual or fixed rate for HHT reimbursement? (Circle one)

Actual Fixed

f. Coordinate with your supervisor and then provide dates of HHT:

Note: HHT dates can be changed but once you choose your reimbursement method it can't be changed.

Note: The employee's HHT must be completed prior to reporting to your new duty station. Spouse must complete the HHT prior to arrival at new duty station or the expiration of the maximum time for beginning allowable travel and transportation.

FIXED RATE REIMBURSEMENT FOR HHT:

- a. Receipts are NOT required; you are paid a flat rate based on the formulas below in (b) and (c):
- b. You will be reimbursed the same amount if you and your spouse take the trip together or take it separately=
Locality rate at new duty station x 6.25.
- c. One HHT by either you **or** your spouse= Locality rate at new duty station x 5.

ACTUAL RATE REIMBURSEMENT FOR HHT:

- a. This covers lodging and M&IE using the CONUS rate for New Duty Station.
- b. Receipts are required for lodging and single expenses over \$75. (Note: Save all receipts)

II. OFFICIAL TRAVEL TO THE NEW DUTY STATION:

- a. You will travel to your new duty station by POV; however, you may elect to have your dependents travel by POV or commercial travel. **Dependents are authorized enroute travel by commercial means; however, reimbursement will be limited to the POV reimbursement rate via the Defense Table of Distances.**
- b. Check mode of dependent travel:

_____ Commercial _____ POV

c. How many dependents will travel by commercial air? _____

List their names here: _____

III. DEPENDENTS WHO WILL MOVE TO NEW DUTY STATION INCIDENT TO YOUR PCS:

- a. To be considered a dependent, an individual must meet the criteria outlined in the attached document.
- b. Documentation must be provided on each dependent.
- c. List dependents:

	NAME	RELATIONSHIP	DOB
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

d. Will your dependent travel be concurrent, delayed or prior to your report date? (Please circle one)

Please explain if special requirements are needed for travel to the new duty station.

IV. PRIVATELY OWNED VEHICLE (POV):

- a. If you have no dependents then you are authorized travel costs for one POV.
- b. If you have dependents **relocating to the new duty station** incident to your PCS, then you are authorized a second POV. Current reimbursement rate is .24 per mile.
- c. Total number of authorized vehicles going to New Duty Station _____

V. TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE):

- a. Will you be using TQSE at old duty station and/or new duty station? (Circle one) Yes No
- b. Will you be using the actual or fixed rate for TQSE reimbursement? (Circle one)

Actual	Fixed
--------	-------

Note: Number of days spent on HHT (up to 10 consecutive days maximum) is deducted from the total time authorized for Temporary Quarters Subsistence Expense (TQSE) if actual expense method is used.

FIXED REIMBURSEMENT: Receipts are NOT required; you are paid a flat rate based on the formula below:
Per Diem rate (applicable to the locality of the new duty station) times (x) number of days authorized to occupy temporary quarters not to exceed 30 days times (x) multiplier for
Family members will equal the fixed amount payable to the employee.

Note: Regardless of where you occupy Temporary Quarters, the Per Diem Rate used in the calculation will be that of the new duty station per JTR VOL II.

ACTUAL REIMBURSEMENT: Instead of a flat rate, this method pays for actual lodging, meals and incidentals. Receipts are required for lodging and all expenses incurred. Itemize your expenses on FORM DFAS-CO FM 148. Reminder-there is a ceiling on expenses that will be reimbursed. The chart below illustrates that.

The per diem rate is \$109.00 per day for FT Knox.			
For:	The “maximum daily amount” of TQSE under the actual expense method that You and/or your unaccompanied spouse may receive is	The “maximum daily amount” of TQSE under the actual expense method that Your accompanied spouse or a member of your immediate family who is age 12 or older may receive is	The “maximum daily amount” of TQSE under the actual expense method that a member of your immediate family who is under age 12 may receive is
The first 30 days of temporary quarters.	The applicable per diem rate.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.
Any additional days of temporary quarters.	.75 times the applicable per diem rate.	.5 times the applicable per diem rate.	.4 times the applicable per diem rate

VI. HOUSING

a. Will you incur fees associated with breaking a lease? (Circle one) Yes No

(If “yes,” please attach a copy of the rental agreement and the amount you will owe for the unexpired lease.)

Note: Turn in your Lease along with the amount of fees owed for breaking that Lease. You must also provide documentation showing the extent of bona fide attempts made if the lease includes a “saving provision” for subleasing or other arrangements to avoid penalty costs.

b. Will you be selling your home? (Circle one) Yes No

c. Will you be selling your home using the **GHS Program** under the DoD National Relocation Program (DNRP)? (Circle one)
Yes No

d. If you answered “yes” to either, please state the approximate sale price: _____

e. Will you be purchasing a house at your new duty station? (Circle one) Yes No

f. If “yes”, please state the approximate purchase price: _____

g. Will you **rent** your home using **Property Management (PM) Services** under DNRP? (Circle one)
Yes No

Note: Under DNRP, you can use the GHS or the PM services, not both.

If you decide to sell your house without GHS and/or buy a house once you get to Ft. Knox, you may get reimbursed for residence transactions fees such as broker's fees, real estate commissions, costs of advertising, appraisal, title search, surveyor's fees, and other costs. The limits are stated below:

- (i) Ten (10) percent of the actual sales price for the sale of your residence at the old official station; and
- (ii) Five (5) percent of the actual purchase price of the residence at the new official station.

VII. HOUSEHOLD GOODS SHIPMENT AND STORAGE: (Circle answer)

- | | | |
|---|-----|----|
| a. Will you be shipping household goods? | Yes | No |
| b. Will you need temporary storage of your household goods? | Yes | No |

VIII. WITHHOLDING TAX ALLOWANCE (WTA):

- a. Your PCS Admin Team counselor will explain WTA to you.
- b. Submit the WTA form (DFAS-CO 62) each time you submit a voucher claim to DFAS. (Form is in your packet.)

Note: The counselor is not authorized or trained to give you any tax advice.

IX. GOVERNMENT CREDIT CARD

- a. Do you have a government credit card? (Circle one) Yes No
- b. If you have a government credit card, you may use it for HHT, enroute travel and TQSE.

X. TRAVEL ADVANCE:

- a. If you have a valid Government Credit Card, you are not authorized to get a travel advance from DFAS for En Route Travel, TQSE and your HHT. You can use your government credit card for these items or your personal funds and get reimbursed later.
- b. If you **do not** have a government card, and you would like an advance from DFAS you need to submit your request in writing about 10 days prior to your travel or TQSE. The method you chose for reimbursement will determine what forms you submit and where you send them to.
- c. If you choose the **actual method of reimbursement**, then you will submit a memo requesting an advance along with a copy of your orders, DFAS 62 and a direct deposit form (DD 2762) to DFAS-CO. Fax documents to DFAS at (216) 367-3428.
- d. If you choose the **fixed method of reimbursement**, use a DA 1351-2 (Travel Voucher) along with a copy of your orders, DFAS 62 and a direct deposit form to obtain your reimbursement. Fax documents to DFAS at (216) 367-3422/3423/3424.

Note: Your PCS packet will have the forms you need to request an advance.

XI. VOUCHERS (DA 1351-2)

- a. Within 5 days after completing your travel, vouchers must be settled.
- b. You do not use DTS to file your civilian PCS travel vouchers, instead you must complete a hard copy voucher (DA 1351-2) and fax it with a copy of your orders to DFAS-CO Claims at (216) 367-3422/2423/3424.
- c. If you haven't already done so, fax a direct deposit form to DFAS so they have it on record. This site is different than your pay site and needs a new direct deposit form.

Note: Your PCS packet will have examples of vouchers for you to follow.

XII. CONTACT INFORMATION:

Employee's duty phone and e-mail at current duty station:

PCS COUNSELOR:

PRINT _____ SIGN _____ DATE _____

EMPLOYEE:

****I UNDERSTAND THAT I AM **NOT AUTHORIZED** AN ADVANCE IF I POSSESS A GOVERNMENT CREDIT CARD:

PRINT _____ SIGN _____ DATE _____

I HAVE RECEIVED MY PCS COUNSELING FROM MY PCS ADMIN TEAM AND I UNDERSTAND MY ENTITLEMENTS:

PRINT _____ SIGN _____ DATE _____

I WAIVE THE RIGHT TO RECEIVE PCS COUNSELING:

PRINT _____ SIGN _____ DATE _____

TRAVEL START DATE: _____ (Determined by management)

TRAVEL DAYS ALLOTTED: _____ (2 travel days for Alexandria, 1 travel day for Indianapolis and St. Louis)

REPORTING DATE: _____ (Determined by management)

NOTE: When you arrive at Ft. Knox, report to the ADVON where you will sign in and receive your in-processing package. The reporting location will be on your orders. The ADVON is responsible for contacting your Directorate and reporting your safe arrival.

I, Last Name _____ First Name _____ MI _____

CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT THERE ARE SEVERE CRIMINAL AND CIVIL PENALTIES FOR KNOWINGLY SUBMITTING A FALSE, FICTITIOUS OR FRAUDULENT CLAIM FOR RELOCATION OR OTHER BENEFITS TO THE UNITED STATES ARMY.

Signature _____

Date _____

D			
HOUSEHUNTING TRIP ESTIMATED COST* FIXED			
Transportation (To and From):			
		(Employee)	
POV:	Miles (One Way):	<input type="text" value="0"/> x 2 x .24	\$0.00
Com'l Air:		<input type="text" value="\$0.00"/>	\$0.00
		(Spouse, Unaccompanied)	
POV:	Miles (One Way):	<input type="text" value="0"/> x 2 x .24	\$0.00
Com'l Air:		<input type="text" value="\$0.00"/>	\$0.00
Transportation (Local):	No. Days:	<input type="text" value="0"/> (Time at New Official Duty Station)	
	Rental Car Daily Rate:	<input type="text" value="\$0.00"/>	\$0.00
(Get Rental Car rate from Transportation Office. Rental Car must be authorized on travel orders.)			
Per Diem	"X" If It Applies		
Employee Only	<input type="checkbox"/>	(\$109 x 5)	\$0.00
Spouse Only	<input type="checkbox"/>	(\$109 x 5)	\$0.00
Employee w/Spouse Traveling Together	<input type="checkbox"/>	(\$109 x 6.25)	\$0.00
Employee w/Spouse Traveling Separately	<input type="checkbox"/>	(\$109 x 6.25)	\$0.00
			\$0.00
Subtotals: POV	\$0.00		
Com'l Air	\$0.00	Househunting Trip Total:	\$0.00
Per Diem	\$0.00	Commercial Travel:	\$0.00
Rental Car	\$0.00		
			TOTAL: \$0.00

C			
HOUSEHUNTING TRIP ESTIMATED COST* ACTUAL			
Transportation (To and From):			
		(Employee)	
POV:	Miles (One Way):	<input type="text" value="0"/> x 2 x .24	\$0.00
Com'l Air:		<input type="text" value="\$0.00"/>	\$0.00
		(Spouse, Unaccompanied)	
POV:	Miles (One Way):	<input type="text" value="0"/> x 2 x .24	\$0.00
Com'l Air:		<input type="text" value="\$0.00"/>	\$0.00
Transportation (Local):	No. Days:	<input type="text" value="0"/> (Time at New Official Duty Station)	
	Rental Car Daily Rate:	<input type="text" value="\$0.00"/>	\$0.00
(Get Rental Car rate from Transportation Office. Rental Car must be authorized on travel orders.)			
Per Diem	"X" If It Applies		
Employee Only	<input type="checkbox"/>	(\$109 x No. Days)	\$0.00
Spouse Only	<input type="checkbox"/>	(\$109 x No. Days)	\$0.00
Employee w/Spouse Traveling Together	<input type="checkbox"/>	(\$109 x # Days + \$109 x .75 x # Days)	\$0.00
Employee w/Spouse Traveling Separately	<input type="checkbox"/>	(\$109 x # Days + \$109 x .75 x # Days)	\$0.00
			\$0.00
Subtotals: POV	\$0.00		
Com'l Air	\$0.00	Househunting Trip Total:	\$0.00
Per Diem	\$0.00	Commercial Travel:	\$0.00
Rental Car	\$0.00		
			TOTAL: \$0.00

F					
TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE) * FIXED					
Days:	0	Per Diem:	\$109.00		
Employee:	0	75%		\$0.00	
Dependent:	0	25%		\$0.00	TOTAL: \$0.00

E					
TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE) * ACTUAL					
(For Overseas, Foreign Travel Allowance 10 Days Only)					
Days:	0	Per Diem:	\$109.00		
Employee:	0	100%		\$0.00	
Spouse:	0	75%		\$0.00	
Children 12 and Over:	0	75%		\$0.00	
Children Under 12:	0	50%		\$0.00	First 30 Days: \$0.00
Second 30 Days and Additional 60 Days, If Authorized:					
Days:	0	Per Diem:	\$109.00		
Employee:	0	75%		\$0.00	
Spouse:	0	50%		\$0.00	
Children 12 and Over:	0	50%		\$0.00	
Children Under 12:	0	40%		\$0.00	Add'l Auth Days: \$0.00
3rd:	0				
4th:	0				TOTAL: \$0.00

Intentionally left blank

**DECLINATION OF PERMANENT CHANGE OF STATION (PCS)
ENTITLEMENTS**

I elect to waive my PCS entitlements rights. I understand that I will not receive PCS orders (DD 1614) and that I am not entitled to voucher for any PCS benefits due a XX employee.

I understand that I will receive a SF 50 reassigning me to New Duty Station.

Print Name _____

Signature _____

Date _____

INFORMATION ON YOUR TAXES

As an employee who is transferring within the Federal Government, you are entitled to a Relocation Income Tax Allowance (RITA). The purpose of this RITA is to reimburse you for substantially all of the additional Federal and state income taxes incurred as a result of certain travel and transportation expense reimbursements and relocation allowances provided by the Government. The Withholding Tax Allowance (WTA) is an estimated partial payment (advance) of the total RIT allowance and is added to your relocation claim if it is a taxable item. The WTA is calculated by multiplying the amount subject to tax withholdings by 38.889%.

The following items will show up as taxable items on your W-2 in the calendar year in which they are paid:

1. House hunting trip/Commercial Air if applicable
2. En route meals
3. Temporary Quarters
4. Real estate expenses paid directly to the employee
5. Miscellaneous Expense
6. Additional temporary storage beyond the first 30 days
7. Relocation Income Tax
8. Withholding Tax Allowance (WTA)
9. Additional days of storage that is paid directly to the employee
10. Home Sale Incentive (this is not subject to WTA payment.)

Employees are notified by mail during the first quarter of the following calendar year if eligible for RITA. Employees will be required to complete and return the self explanatory package.

Your signature below acknowledges that you understand that the WTA is included in the amounts that are reimbursed to you. When you submit your RITA voucher, it will be determined if you have been overpaid or underpaid. You also agree to submit your RITA voucher for processing when requested. If you do not submit your RITA voucher, then it is considered an overpayment to you and DFAS will notify you of your outstanding debt to the Government. The CAP center will set up a billing request for reimbursement.

PRINT _____ SIGN _____ DATE _____