

8th Army

Civilian Employee

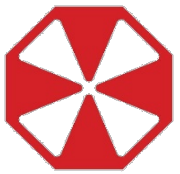
Permanent Change of Station (PCS) Brief



Directorate of Human Resources Management (DHRM)



PURPOSE

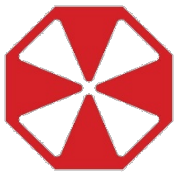


The purpose of this briefing is to inform you of civilian PCS entitlements you may qualify for as you prepare to move to Korea.

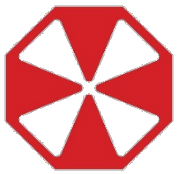
You are required to sign the certificate of completion at the end of the brief and email it back to your CPAC representative along with your Request for Orders (RFO).



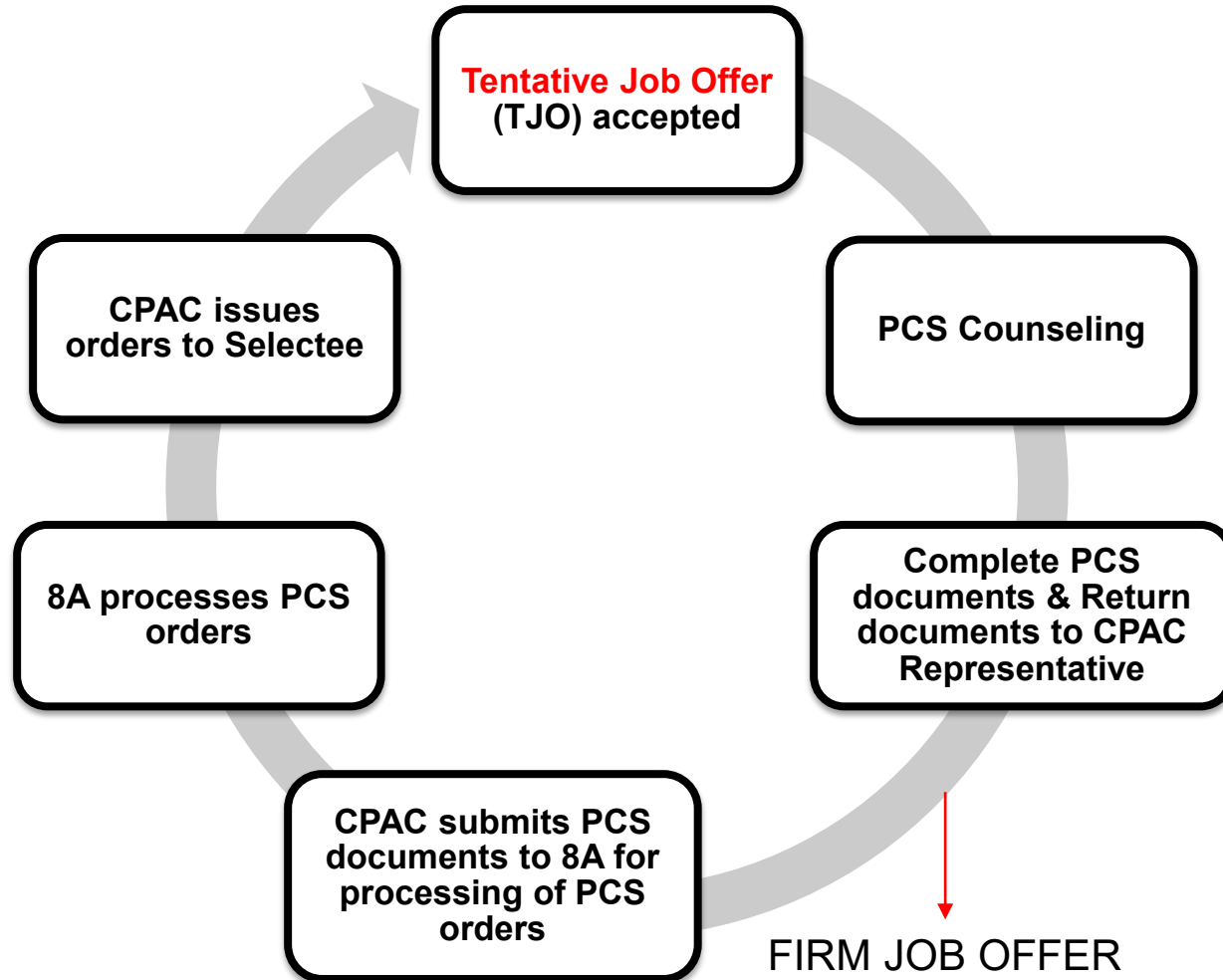
AGENDA



- PCS Travel Order Process
- PCS Orders Preparation
- PCS Benefits
- Overseas Allowances
- Entrance on Duty (EOD)
- PCS Regulations and Guidance
- Questions

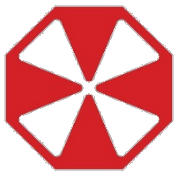


PCS Travel Order Process





PCS Orders Preparation



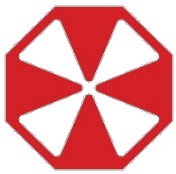
□ Required Documents for PCS Orders (PCS Orders Packet)

- ✓ Request for Orders (RFO)
 - ✓ Transportation Agreement (DD1617)
 - ✓ Rotation Agreement (DA Form 5896)
 - ✓ Return Rights Form (if applicable)
 - ✓ SF-50 (Exempt First Duty Station employee)
 - ✓ Dependency Determination (Must be completed by CPAC)
 - ✓ LQA Determination (Must be completed by CPAC)
- CPAC will initiate the documents listed above for your completion, upon acceptance of the TJO.



PCS Benefits

(If applicable)



Transportation & Per Diem for employee & authorized dependent(s):

- *Includes travel between old and new PDS – POV, airfare (if applicable), meals & incidentals while in a travel status*
 - It is mandatory policy for all travelers to use an available Commercial Travel Office (CTO) for all official transportation requirements
 - If airfare is utilized, employee must book with a contracted carrier
 - DoDI 5154.31, Vol 4 requires a traveler to use the Government Travel Charge Card (GTCC) to pay for all authorized expenses related to Government travel

Miscellaneous Expense Allowance (MEA):

- For current Government Employees flat rate IAW JTR: \$650 without dependent rate / \$1300 with dependents rate
- For 1st duty station Government Employee flat rate IAW DSSR: \$750 without dependent rate / \$1500 with dependents rate

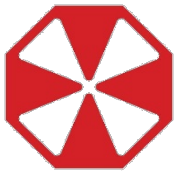
Household Good Shipment (HHG):

- Must coordinate with transportation office at nearest installation
- Up to 18,000 lbs plus 2,000 (or 10 percent) of packing material allowance
- Must be shipped within 12 months of the date the employee's EOD

The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. The employee is financially responsible for HHG-related costs incurred for excess weight (JTR, 054304).



PCS Benefits (cont'd)



- ❑ **Non- Temporary Storage (NTS) (extended storage) of HHG:**
 - Combined weight stored and transported must not exceed the maximum 18,000 lbs. net weight
 - Stored at a CONUS location prior to relocating

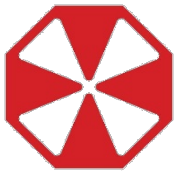
 - ❑ **Relocation Income Tax Allowance (RITA):**
 - Certain PCS entitlements & allowances are taxable to Federal & State
 - RITA is designed to compensate relocating employees for additional tax liability they incur because of a government directed move
 - RITA is not automatic; you must apply for it in the year after receiving taxable travel pay. Example: If you received taxable travel pay in 2018, you may file a RITA in 2019 after you have filed your 2018 taxes
 - If Withholding Tax Allowance was elected, you must file a RITA claim within 120 days of the following calendar year. Failure to file a timely RITA claim will result in a debt owed to DFAS and collection of the entire amount of WTA paid on your behalf.

 - ❑ **Privately Owned Vehicle (POV) Shipment:**
 - Only one POV will be shipped at government expense
 - POV must be in operating order and legally titled and tagged for driving
 - Contact nearest Vehicle Processing Center (VPC) for shipment arrangements
- ** If you have a POV financed, you may need a release from your financial institution to ship the car overseas.**



Overseas Allowances

(If applicable)



Foreign Transfer Allowance (FTA):

- Up to 10 days of pre-departure subsistence expense allowance (lodging & meals at losing PDS)

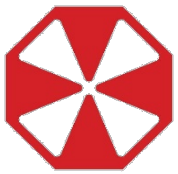
Temporary Quarters Subsistence Allowance (TQSA):

- Lodging, meals & laundry at new PDS while searching for housing
- Reimbursed to employee at the gaining organization under DSSR entitlements
- Must keep receipts & itemize expenses
- May be reimbursed up to 60 days
- Information on TQSA can be accessed in the Department of State Standardized Regulations (DSSR) at:

https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&CountryCode=1129



Overseas Allowances (cont'd)



Temporary Quarters Subsistence Allowance (TQSA)

- Lodging and per diem in temporary quarters for up to 60 days at the post of assignment until permanent LQA quarters are obtained.

Living Quarters Allowance (LQA):

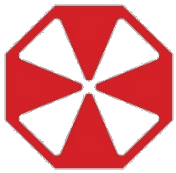
- Covers up to 100% of rent and utility expenses for eligible employees in permanent quarters. Eligibility determinations are made prior to final job offer (FJO).
- Based on the employee's grade, work schedule, number of dependents and duty station location

Post Allowance (PA):

- Non-taxable cost of living allowance granted to employees stationed at a post or foreign area
- Based on the employee's salary, work schedule, number of dependents and duty station location



Entrance on Duty (EOD)



- ❑ **Timeline for Establishing EOD:** From the time of firm offer acceptance, EODs are set at 30 - 45 days out for OCONUS moves
 - EODs must be set at the beginning of a new pay period (Sundays) for current federal employees and may be set on any weekdays for first duty hires
 - **The earliest date you can arrive in country is the EOD on the PCS orders**

- ❑ **Travel Time:**
 - The first duty day after the EOD is the official travel day
 - An employee is not required to perform PCS travel on a holiday or weekend

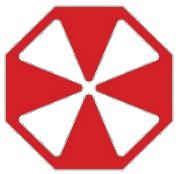
- ❑ **Reporting Date:** Actual Reporting date is determined by number of travel days authorized and leave en route (if requested/authorized)
 - Leave En Route: This is leave taken after departure from the old duty station but prior to arrival at the new duty station
 - Must be approved in advance of travel by losing and gaining supervisors

- ❑ **Dependent Travel:** If dependent does not travel with employee concurrently, it is considered delayed and must be noted on PCS order

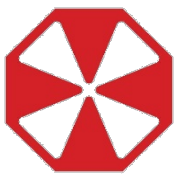
All authorized PCS allowances must be used and completed within 1 year from the effective transfer or appointment date. The civilian employee is financially responsible for PCS travel and transportation allowances beyond the initial 1 year unless an extension is authorized or approved by the DoD Component as being in the Government's interest. (JTR, 053712)



PCS Regulations and Guidance



- For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMF: <https://my.move.mil/sign-in>
- Defense Travel Management Office (DTMO): [Defense Travel Management Office \(DTMO\) \(dod.mil\)](#)
- Joint Travel Regulations (JTR): <https://www.defensetravel.dod.mil/>
- Federal Travel Regulations (FTR): [eCFR :: 41 CFR Chapter 302 -- Relocation Allowances](#)
- Department of State Standardized Regulation (DSSR): [U.S. Department of State | Home Page](#)
- Defense Finance and Accounting System (DFAS): [Defense Finance and Accounting Service > Civilian Employees > Civilian Permanent Change of Station \(PCS\) \(dfas.mil\)](#)
- USARPAC Civilian PCS Policy 21-29 dated 29 Oct 2021



Questions?

Please submit all questions to your CPAC Representative.



CERTIFICATE OF COMPLETION



This is to certify that

has successfully completed the 8th Army Civilian
PCS Brief.

Date

Staffing, Classification, and Benefits Branch
DJRM

Certifier