

#### U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

GREAT LAKES REGION

12/11/90

#### SUBJ: PERMANENT CHANGE OF STATION (PCS) PROGRAM MANAGEMENT

1. <u>PURPOSE</u>. This order delineates policy, procedures, and instruction for implementation of the Permanent Change of Station program at the sector level of the Great Lakes Region, Airway Facilities Division.

2. <u>DISTRIBUTION</u>. This order is distributed to the branch level and above in the Airway Facilities Division and to all Airway Facilities sector and field offices in the Great Lakes Region.

3. <u>CANCELLATION</u>. Order GL AF 1500.1B, Permanent Change of Station (PCS) Program Management, dated March 29, 1990, is cancelled.

4. <u>BACKGROUND</u>. Since issuance of Order GL AF 1500.1B, the delegation of authorizing official of PCS travel orders has been changed and is reserved for the Manager, Airway Facilities Division, AGL-400. The changes are made to two paragraphs in this revised order. A change is also made to the Worksheet for Permanent Change of Station, Appendix 2, indicating a percentage of 20% is to be used for obligating Object Class 1214 funds; the total amount of accompanied spouse's second 30 days temporary quarters is corrected to \$990; paragraph 8a is rewritten to be more definitive; and minor spelling corrections are made.

5. <u>RESPONSIBILITIES</u>. The Operations Resources Section, AGL-423, has the overall responsibility to manage the Airway Facilities Division Permanent Change of Station program in such a way as to ensure the efficient utilization of resources. The following responsibilities apply within each Airway Facilities sector.

a. Sector Managers have the responsibility for coordinating with appropriate division levels as set forth in this order when identifying PCS eligibles.

b. Assistant Managers Program Support (AMPS) and Administrative Officers (AOs) have the responsibility of preparing PCS travel orders, programming of resources to cover such moves, and monitoring actual expenditures against estimated obligations of funds. They are to review the Change of Station Reports, RIS Nos. I-K and I-K.1, for proper obligations, deobligations, etc., ensure that funds for each object class are reduced to "0" when each segment of a move has been completed, and notify AGL-423 of any increases/decreases in monies.

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c. The preparation and approval of PCS travel orders have been delegated to the following, with the exception of 60-day temporary quarters orders which are authorized by AGL-400:

Employee's Destination	Preparation of PCS <u>Trave] Order</u>	Requesting Official	Authorizing <u>Official</u>	Authorizing Official for <u>Adv. of Funds</u>
Regional Office Position	AGL-423	AGL-423	AGL-400	AGL-420
Sector Manager Position	AGL-423	AGL-420	AGL-400	AGL-400
Sector/SFO/ Unit Position	Gaining Sector	Asst. Mgr. Program Support (AMPS) of gaining sector	AGL-400	Sector Mgr. of gaining sector

d. All overseas PCS travel orders shall be prepared by AGL-420.

6. <u>ELIGIBILITY</u>. Travel and relocation allowances may be authorized for any employee when it is in the interest of the Government to fill a position by movement of an employee from one duty station to another. This authority extends to reassignment from one Federal agency to another. With the exception of a separation because of a reduction-in-force or transfer of function, a change of station may not be authorized for an individual who is re-employed following a break in continuity of Government service. Similarly, a permanent change of station at Government expense will not be authorized when it is primarily for the benefit of the employee and at his/her request. More specifically, PCS travel and relocation allowances may be authorized to:

a. Employees upon permanent transfer from one official duty station to another, if the one-way commuting distance from the old residence to the new official duty station is at least 10 map miles greater than from the old residence to the old official duty station and relocation of residence is incident to the reassignment.

b. New appointees to positions within the continental United States when a determination has been made that a personnel shortage exists (limited PCS applies).

7. <u>REFERENCE</u>. Any other information not stated in this order can be found in Order 1500.14A, DOT 1500.6A, Travel Manual, and other official publications. 8. <u>PROCEDURES</u>. The basic steps in the PCS planning and implementation process entail:

a. <u>Planning Phase</u>.

(1) The identification of the total number of PCS's required for the upcoming fiscal year shall be identified by the sectors to the Operations Standards Section, AGL-424, by September 1 of each fiscal year.

(2) A semi-annual review by each sector of their PCS plan shall be submitted to AGL-424.

(3) The Operations Standards Section, AGL-424, shall consolidate PCS requirements and, on a quarterly basis, inform the Operations Resources Section, AGL-423, of all prospective moves.

(4) The Operations Resources Section, AGL-423, shall identify the monies required for prospective PCS moves.

b. <u>Implementation Phase</u>.

(1) When authorized, the gaining sector shall notify AGL-424 of a potential PCS by submitting an AF Permanent Change of Station (PCS) Request, GL Form 1500-8 (see Appendix 1).

(2) AGL-424 shall notify AGL-423, utilizing GL Form 1500-8, of all potential PCS's. After approval/disapproval of the PCS, AGL-424 shall send a copy of GL Form 1500-8 to the gaining sector with Part 3 of the form completed.

(3) Receipt of an approved PCS request, GL Form 1500-8, from AGL-424 shall initiate the actual PCS process by the gaining sector.

(4) The gaining sector shall notify the losing sector of the PCS, prepare a travel package as outlined in paragraph 9, and send it to the selected employee. If the employee is from another region and selected for a position in the Great Lakes Region, the gaining sector shall send the employee a travel package by express mail, if necessary, to ensure that the employee receives the package within one or two days. If the employee is going from the Great Lakes Region to another region, the other region shall furnish the employee a travel package, unless other arrangements have been made.

(5) The selected employee shall return all applicable forms to the gaining sector, as outlined in paragraph 10.

(6) The gaining sector shall prepare the PCS travel order, as outlined in paragraph 12.

(7) After preparation of the travel order by the gaining sector, that sector shall contact AGL-423 for a travel order number and certification of fund availability.

(8) Forward travel order to applicable offices as indicated in paragraph 13.

9. PREPARATION OF PCS TRAVEL PACKAGE.

a. The PCS travel package for all but new hires shall consist of the following:

(1) One copy of "FAA Employee Permanent Change of Station PCS Moving" booklet.

(2) Four copies of the Travel and Transportation Agreement, FAA Form 1520-1.

(3) One copy of the Official Change of Station Questionnaire.

(4) Four copies of the Advance of Funds Application and Account, Standard Form SF-1038.

(5) One copy of the Released Value on Shipment of Household Goods, GL Form 1520-2.

(6) One copy of the Itemization of Actual Subsistence Expenses, Form DOT F 1500.5.

(7) Two copies of Claim and Voucher for Reimbursement of Expenses Incurred in the Sale and/or Purchase of a Residence - Permanent Change of Station, Form DOT F 1500.6.

(8) One copy of the Employee Relocation Services Authorization form and the DOT/FAA Relocation Services for Government Employees booklet.

b. When a PCS has been authorized for a new hire the travel package shall consist of the following:

(1) One copy of "FAA Employees Permanent Change of Station - PCS Moving" booklet.

(2) Four copies of the Travel and Transportation Agreement, FAA Form 1520-1.

(3) One copy of the Official Change of Station Questionnaire.

(4) One copy of the Released Value on Shipment of Household Goods, GL Form 1520-2.

10. <u>COMPLETION OF THE PCS TRAVEL PACKAGE</u>. The selected employee shall complete the following forms and return them to the gaining sector as soon as possible.

a. Four signed copies of the Travel and Transportation Agreement, FAA Form 1520-1.

b. One copy of the Official Change of Station Questionnaire.

c. Four copies of the Advance of Funds Application and Account, Standard Form 1038.

d. One copy of the Released Value on Shipment of Household Goods, GL Form 1520-2.

e. Signed Employee Relocation Services Authorization form. The Administrative Officer shall fill in the travel order number, reporting date, and appropriate accounting classification code. This form is not required of new hires.

11. WORKSHEET FOR PERMANENT CHANGE OF STATION. The Worksheet for the Permanent Change of Station, GL Form 1500-9 (Appendix 2), is used to determine the estimated costs as identified in Blocks 25 and 26 of the travel order. These figures are estimates only. The employee will be reimbursed up to his/her full entitlement. The current issue of the worksheet should be used when preparing a travel order. As entitlements change, AGL-423 will update the worksheet and furnish the sectors with copies. Information for this worksheet is obtained from Order 1500.14A (DOT 1500.6A), Travel Manual, Chapter 5, Relocation Allowances, and other official directives, as applicable.

a. <u>Advance Househunting Trip - Object Class 2115</u> (reference Order 1500.14A, Chapter 5, Section 7). A househunting trip may be authorized when circumstances indicate a need for it and when the map distance between the old and new duty stations is 75 miles or more. An advance househunting trip is not authorized for a new hire nor for transferees from outside the continental United States (CONUS).

b. <u>Permanent Duty Travel (Enroute) - Object Class 2113</u> (reference Order 1500.14A, Chapter 5, Section 3). An employee traveling by automobile as advantageous to the Government is expected to travel a minimum distance of 350 miles per day on both workdays and nonworkdays unless unusual conditions occur, such as delays due to road repair work. The Household Goods Carrier's Bureau Mileage Guide is to be used for determining distances between old and new residences. c. <u>Temporary Quarters and Subsistence Expenses - Object Class 1212</u> (reference Order 1500.14A, Chapter 5, Section 8). The administrative determination as to whether the occupancy of temporary quarters is necessary and the length of time for occupancy shall be made on an individual case basis. An employee or family member shall not be eligible for temporary quarters expenses when the distance between the new official station and the old residence is not more than 40 miles greater than the distance between the old residence and the old official station, except that temporary quarters expenses are allowable for the period during which the employee is awaiting the arrival of his/her household goods to be shipped from the old to the new residence. Temporary quarters and subsistence expenses are not authorized for new hires.

d. <u>Shipment of Household Goods - Object Class 2221</u> (reference Order 1500.14A, Chapter 5, Section 4). The election of GBL or commuted rate is made by the employee on the questionnaire. The Transportation Officer will determine the cost of shipment of household goods after discussion with the transferring employee. The amount to be shown is a standard estimate for obligating purposes.

e. <u>Storage of Household Goods - Object Class 2510</u> (reference Order 1500.14A, Chapter 5, Section 4). The election of GBL or commuted rate is made by the employee on the questionnaire. The Transportation Officer will determine the cost of storage of household goods after discussion with the transferring employee. The amount to be shown is a standard estimate for obligating purposes.

f. <u>Real Estate Expenses</u> (reference Order 1500.14A, Chapter 5, Section 9). The Government shall reimburse an employee for expenses required to be paid in connection with the sale of one residence or the settlement of an unexpired lease at the old duty station and the purchase of one residence at his/her new duty station. Three distinct object classes for real estate expenses are identified below and are each to be obligated separately. Real estate reimbursements are not authorized for new hires.

(1) Sale of residence without using relocation services or unexpired lease - Object Class 1210.

(2) Sale of residence using relocation services - Object Class 1214.

(3) Purchase of residence - Object Class 1215.

g. <u>Relocation Income Tax Allowance - Object Class 1213</u> (reference Order 1500.14A, Chapter 5, Section 12). The employee will be reimbursed up to the full entitlement. The amount to be shown is a standard estimate for obligating purposes. h. <u>Miscellaneous Moving Expenses - Object Class 1211</u> (reference Order 1500.14A, Chapter 5, Section 10). This miscellaneous expenses allowance is for the purpose of defraying various contingent costs associated with discontinuing residence at one location and establishing residence at a new location. Miscellaneous moving expenses reimbursements are not authorized for new hires.

12. <u>PREPARATION OF TRAVEL ORDER FOR PERMANENT CHANGE OF STATION (PCS), FORM</u> <u>DOT F 1500.4</u>. This section establishes the procedures for the preparation of PCS travel orders. The following is an outline of the general criteria required for preparation of the PCS travel order. See Appendices 3, 4, and 5 for samples of the forms.

a. <u>Block 1 - NAME AND LOCATION OF ACCOUNTABLE OFFICE</u>. Indicate the name and location of the gaining Airway Facilities Sector or Branch.

b. <u>Block 2 - ORDER NUMBER</u>. Travel order number, obtained from AGL-423 will consist of a prefix letter, which identifies the type of travel, plus a seven-digit number as indicated below:

#### H-C-21-001-1 ////// (1) (2)(3)(4)(5)

(1) "H" represents a Permanent Change of Station Travel Order.

(2) "C" denotes the Great Lakes Region.

(3) "21" is for field maintenance (field facilities).

"22" is for engineering (AGL 450 or AGL-460).

"25" is for planning, direction, and evaluation (AGL-400 and Staff, AGL-420, AGL-480).

(4) "001" is the travel order number assigned by AGL-423.

(5) "1" represents the last digit of the applicable fiscal year, i.e., "1" is for FY-91.

c. <u>Block 3 - NAME OF TRAVELER</u>. Enter the payroll name of the traveler, giving first name, middle initial, and last name, and the employee's social security number.

d. <u>Block 4 - RESIDENCE ADDRESS</u>. Enter residence address of traveler at old duty station.

e. <u>Block 5 - FROM</u>. Enter city and state of old official duty station.

f. <u>Block 6 - TO</u>. Enter city and state of new official duty station.

g. <u>Block 7 - TYPE OF PERMANENT DUTY TRAVEL</u>. Put an "X" in the area marked "TRANSFER FOR CONVENIENCE OF THE GOVERNMENT" for a current employee or "X" in the area marked "TRANSFER TO FIRST DUTY STATION" for a new employee.

h. <u>Block 8 - DATE EMPLOYEE SIGNED AGREEMENT TO REMAIN IN GOVERNMENT</u> <u>SERVICE</u>. Enter the date the traveler signed the Travel and Transportation Agreement, FAA Form 1520-1.

i. <u>Block 9 - TRAVEL TO BEGIN ON OR ABOUT</u>. Enter the approximate date the employee will begin travel to his/her new duty station.

j. <u>Block 10 - MAXIMUM NUMBER OF DAYS</u>. Enter the maximum number of days of travel time (fractional days must be shown) authorized for the employee to travel to the new duty station.

k. <u>Block 11 - MODE OF TRAVEL</u>. Check the appropriate mode of travel which the employee will be authorized to use throughout his/her complete change of station. More than one mode of travel can be checked, if applicable.

1. <u>Block 12 - REPORTING DATE</u>. Enter the date the traveler is scheduled to report to his/her duty station. If this date changes after the travel order is processed, an amendment to the travel order is required. (Reference paragraph 14, Travel Order Amendments.)

m. <u>Block 13 - MILEAGE RATE</u>. Enter "Paragraph 5-0310," if POV is to be used. (Paragraph 5-0310 of Order 1500.14A covers privately-owned vehicle mileage rates.)

n. <u>Blocks 14A/14B/14C - YOU AND/YOUR SPOUSE ARE AUTHORIZED ONE ROUND TRIP</u> <u>TO NEW DUTY STATION TO SEEK RESIDENCE QUARTERS</u>. Enter an "X" in the left margin block if a househunting trip is authorized. Cross our "AND/OR SPOUSE," if none. Advance househunting trips are not authorized for new hires.

Block 14A - Enter the number of days authorized up to a maximum of
 10.

(2) Block 14B - Check appropriate mode of travel. If the employee is using air travel and requires a rental car, check "AIR" and "OTHER" and enter "Rental Car."

(3) Block 14C - If the mode of travel is via POV, enter "Paragraph 5-0310."

o. <u>Blocks 15A/15B - TRANSPORTATION OF YOUR IMMEDIATE FAMILY</u>. Enter an "X" in the left margin block, if transportation of immediate family is authorized. Cross out "AND YOUR IMMEDIATE FAMILY," if the employee has none.

(1) Block 15A - Check appropriate mode of travel.

(2) Block 15B - If the mode of travel is via POV, enter "Paragraph 5-0310."

p. <u>Blocks 16A/16B - PER DIEM RATE FOR EMPLOYEE AND FAMILY</u>. Enter an "X" in the left margin block. Per diem is not authorized for the family of a new hire.

(1) Block 16A - If the employee has no immediate family, or if the employee is a new hire, cross out "AND A PER DIEM RATE FOR YOUR FAMILY." If travel will be less than 10 hours, enter "None for less than 10 hours."

(2) Block 16B - Enter "Paragraph 5-0201" for the employee and "Paragraph 5-0202" for the family, if applicable, e.g., "Paragraph 5-0201/0202.

q. <u>Blocks 17A/17B - SUBSISTENCE EXPENSE FOR EMPLOYEE AND FAMILY</u>. Enter "X" in the left margin block, if temporary quarters are authorized. This entitlement is not authorized for new hires.

(1) Block 17A - If the employee has no immediate family, cross out "AND FAMILY."

(2) Block 17B - Enter the number of days authorized up to 60.

r. <u>Blocks 18A/18B - TRANSPORTATION OF HOUSEHOLD GOODS</u>. Enter an "X" in left margin block.

(1) Block 18A - If employee has no immediate family, cross out "YOUR DEPENDENTS AND."

(2) Block 18B - Enter "Two years from reporting date."

s. <u>Blocks 19A/19B - TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS</u>. Enter an "X" in the left margin block.

(1) Block 19A - Check "GBL" and "TEMP. STORAGE." If shipment is to be made by commuted rate rather than by GBL, check "COMMUTED RATE."

(2) Block 19B - Enter "18,000 ]bs."

t. <u>Block 20 - EXPENSES FOR REAL ESTATE TRANSACTIONS</u>. Enter an "X" in the left margin block if real estate expenses are authorized. This entitlement is not authorized for new hires.

u. <u>Block 21 - NAMES OF IMMEDIATE FAMILY</u>. Enter first, middle (if available), and last name of all dependents transferring with the employee.

(1) RELATIONSHIP - Enter "spouse," daughter," or "son."

(2) AGE - Enter date of birth (MM/DD/YY) for each dependent. DOB is not required for spouse.

v. <u>Block 22 - SPECIAL PROVISIONS OF REMARKS</u>. This space is used for any miscellaneous data.

(1) Enter the following: "NOTE TO EMPLOYEE: Please contact the Transportation Officer, AGL-53B, FTS 384-7161 or 7227, regarding shipment of your household goods at least 30 days prior to anticipated shipment of your goods."

(2) If two POV's are authorized as advantageous to the Government, enter one of the following justifications, as applicable, or whatever acceptable special circumstance applies. (Reference Order DOT 1500.6A, Chapter 5, Section 3.)

(a) Transfer of two POV's authorized. Employee will report to new duty station in advance of travel by family because...(give acceptable reason, such as pending completion of school term, etc.).

(b) Transfer of two POV's authorized. There are more members of the immediate family than reasonably can be transported, together with baggage, in one automobile.

(c) Due to miscellaneous items needed for temporary quarters, two POV's are authorized.

(3) If air travel and/or rental car are authorized for househunting, enter "Air travel authorized for househunting trip. Use of rental car while househunting is authorized."

(4) If the employee is a new hire, enter "Employee is a new hire."

(5) If the employee is a bargaining unit employee, enter "Employee is bargaining unit employee. Sixty days temporary quarters authorized." If more than thirty days temporary quarters are authorized, enter the justification, e.g., "Sixty days temporary quarters are authorized due to length of time needed to secure permanent residence and process loan application."

(6) If the employee must complete supervisory training, enter "No funds will be expanded against this travel order until successful completion of supervisors initial training by employee." The employee may list his residence but must not enter into a contract or close before the reporting date. w. <u>Block 23 - SIGNATURE OF REQUESTING OFFICIAL</u>. Enter the appropriate requesting official's name and title, as described in paragraph 5.

(1) TITLE - Name and title of requesting official. If someone is serving in the position in an acting capacity, enter that person's name and title, preceded by the word "Acting."

(2) DATE - Date the employee signed the Travel and Transportation Agreement, as given in Block 8.

x. <u>Block 24 - SIGNATURE OF AUTHORIZING OFFICIAL</u>. Enter the appropriate authorizing official's name and title, as described in paragraph 5. If the authorizing official is AGL-400, leave the name blank, as another individual may be serving in the position in an acting capacity. AGL-423 will fill this in when processing the travel order.

(1) TITLE - Name and title of authorizing official.

(2) DATE - Date the employee signed the Travel and Transportation Agreement, as given in Block 8.

y. <u>Block 25 - ESTIMATED COST - REIMBURSABLE ITEMS ONLY</u>. Enter in items A, B, C, F, and G the estimated rounded figures, as described throughout paragraph 11, of specific items subject to reimbursement directly to the employee. Enter "GBL" for items D and E, if applicable. If real estate expenses and relocation income taxes will be used/incurred, the estimate will be entered under item F and will be a combined total of Object Classes 1210, 1213, 1214, and 1215 obligations, as applicable. Add items A through G and enter the total under item H.

z. <u>Block 26 - ACCOUNTING CLASSIFICATION</u>.

(1) Enter the appropriate accounting classification code, e.g.:

101.0/CXXXX/211 / / / Current Cost Program Fiscal Center Activity Year Code Code (2) Enter the estimated costs for each object class. These costs are related to Blocks 25A through 25G and are described in paragraph 11. The amounts for each object class are determined after completion of the worksheet.

OBJECT CLASS	DESCRIPTION
1210 1211	Real Estate Sale Without Relocation Services
1211	Miscellaneous Moving Expenses Temporary Quarters
1212	Relocation Income Tax
1214	Real Estate Sale Using Relocation Services
1215	Real Estate Purchase
2113	Enroute Travel
2115	Advance Househunting Trip

(3) Enter in Block 26 "Transportation Officer: Please obligate the following on GBL: 2221 - \$XXXX; 2510 -\$XXXX." (Amounts are to be determined after completion of the worksheet.)

13. <u>FINALIZATION AND DISTRIBUTION OF TRAVEL ORDER AND ASSOCIATED FORMS</u>. In finalization of Form DOT F 1500.4, Travel Order for Permanent Change of Station, contact AGL-423 for a travel order number. Inform AGL-423 of the estimated costs, as identified in Block 26. Obtain appropriate signatures for Blocks 23 and 24. Travel orders and associated forms will be distributed as follows. (Amended travel orders will also be distributed as below.)

a. Travel Order for Permanent Change of Station (original set, plus two photocopies):

(1) The original copy marked "ACCOUNTING OFFICE" to ACE-25B.

(2) The copies marked "EMPLOYEE" and "EMPLOYEE COPY" to the employee.

(3) The copy marked "ISSUING OFFICE" to the sector.

(4) The copy marked "TRANSPORTATION OFFICER" to AGL-53B.

(5) Two photocopies to AGL-423. (One will be transmitted to AGL-53B with the Employee Relocation Service Authorization form.)

b. Travel and Transportation Agreement (original, plus four copies):

(1) The original and one copy (both with original signature) to ACE-25B.

(2) One copy to the employee.

(3) One copy to AGL-423.

(4) One copy retained in the sector.

c. Advance of Funds Application and Account (if applicable--original, plus two copies):

(1) The original and one copy to ACE-25B.

(2) One copy to the employee.

(3) One copy retained in the sector.

d. Employee Relocation Services Authorization (original, plus two copies):

(1) Original and one photocopy to AGL-423 who will forward to AGL-53B.

(2) One copy retained in the sector.

e. Released Value on Shipment of Household Goods is to be sent to AGL-53B.

f. The AF Permanent Change of Station (PCS) Request, the Official Change of Station Questionnaire, and the Worksheet for Permanent Change of Station shall be retained in the sector.

14. <u>TRAVEL ORDER AMENDMENTS</u>. If a travel order needs amending for any reason, for example, report date changes, estimated cost changes, etc., the blocks listed below shall be completed and copies of the travel order shall be distributed as stated in paragraph 13 of this order.

a. <u>Block 1 - NAME AND LOCATION OF ACCOUNTABLE OFFICE</u>.

b. <u>Block 2 - ORDER NUMBER</u>. Show AMENDMENT #XX and assigned travel order number.

c. <u>Block 3 - NAME OF TRAVELER</u>.

d. <u>Block 4 - RESIDENCE ADDRESS</u>.

- e. <u>Block 5 FROM</u>.
- f. <u>Block 6 TO</u>.
- g. Complete any blocks applicable to the amendment.

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i. Block 23 - SIGNATURE OF REQUESTING OFFICIAL.

k. Block 24 - SIGNATURE OF AUTHORIZING OFFICIAL.

15. <u>ADVANCE OF FUNDS APPLICATION AND ACCOUNT, STANDARD FORM 1038</u> (reference Order 1500.6A, Chapters 5 and 6). Travel advances are only allowed for advance househunting trips (when authorized), enroute travel, temporary quarters (when authorized), and movement of household effects and temporary storage when by commuted rate rather than by GBL. The portion of the advance for temporary quarters should be submitted in increments for each 30 days of temporary quarters authorized and used. The following is an outline of the general criteria required for a travel advance. See Appendix 6 for sample format. New hires are eligible for travel advances only for enroute travel and transportation and storage of household goods, if by commuted rate rather than by GBL. PCS advances of funds are to be forwarded to Accounting for processing 15 days (plus mail time) prior to the type of travel for which the advance is requested.

a. <u>Block 1 - TYPE OF ADVANCE</u>. Enter "X" for "CHECK." Enter "Travelers," if travelers checks are applicable.

b. Block 2- TYPE OF TRAVEL. Enter "X" for "PERMANENT."

c. <u>Block 3 - NAME</u>. Enter employee's last and first names, and middle initial.

d. <u>Block 4 - ACCOUNT NUMBER</u>. Leave blank.

e. <u>Block 5 - TELEPHONE NUMBER</u>. Enter the employee's work telephone number.

f. <u>Block 6 - SOCIAL SECURITY ACCOUNT NUMBER</u>. Enter the employee's social security number.

g. <u>Block 7 - DEPARTMENT OR ESTABLISHMENT</u>. Enter "DOT, FAA."

h. <u>Block 8 - BUREAU, DIVISION, OR OFFICE</u>. Enter "Airway Facilities Division."

i. <u>Block 9 (a-g) - APPLICATION</u>.

(1) <u>Block a</u> - Enter the employee's travel order number as identified in Block 2 of Travel Order for Permanent Change of Station, Form DOT F 1500.4. (2) <u>Block b</u> -Enter the date the travel order was signed as identified in Block 24 of Travel Order for Permanent Change of Station, Form DOT F 1400.4.

(3) <u>Block c</u> - Enter the estimated date the employee will begin travel. Leave the "TO" box blank.

(4) <u>Block d</u> - Enter "X" in the appropriate box for "OFFICE" or "RESIDENCE." Enter the appropriate street address, city, state, and zip code.

(5) <u>APPLICANT SIGN HERE/DATE</u> - The employee must sign and date in ink. No one may sign for the employee.

(6) <u>Block e</u> - Enter "none" if obtained advance with travelers checks or, if applicable, enter any previous PCS advances which are outstanding.

(7) <u>Block f</u> - Enter the amount the employee is eligible for per guidelines in paragraph 15 above and Order 1500.14A, Chapters 5 and 6.

(8) Block g - Total boxes "e" and "f".

j. <u>Block 10 - APPROVAL</u>. Enter signature and title of approving official as identified in paragraph 5.

k. <u>Block 11 - APPROPRIATION TO BE CHARGED</u>. Enter the appropriation as identified in Block 26 of the Travel Order for Permanent Change of Station, Form DOT F 1500.4, and the appropriate object class(es).

1. <u>Block 12 - REMARKS</u>. Enter whatever is applicable of the following: "Advance needed for permanent change of station for househunting (or enroute travel and/or first 30 days of temporary quarters. Reporting date is \_\_\_\_\_." Enter the installment number of the advance being issued. Enter "To be charged to travel charge card," if applicable.

m. <u>Block 13 - CASH PAYMENT RECEIVED</u>. Enter "Travelers checks," if applicable, or leave blank.

16. <u>VOUCHER SUBMISSIONS</u> (reference Order 1500.14A, Chapter 9).

a. Vouchers for PCS travel must be submitted by the transferee as each step in the PCS process is concluded, i.e., after the advance househunting trip, the enroute travel, each thirty days of temporary quarters, etc.

b. If all steps of the PCS process are concluded within thirty days, one voucher may be submitted to include all expenditures.

c. Claims for the advance househunting trip, enroute travel, miscellaneous expenses, and shipment/storage of household effects (if by commuted rate) are to be made on Form SF-1012, Travel Voucher. For temporary quarters expenses, claims are to be made on Form DOT F 1500.5, Itemization of Actual Subsistence Expenses (While Occupying Temporary Quarters). Real estate transaction expenses are to be claimed on Form DOT F 1500.6, Claim and Voucher for Reimbursement of Expenses Incurred in the Sale and/or Purchase of a Residence-Permanent Change of Station. Relocation income tax allowances claims are to be made on Form SF-1012.

17. ADVANCE OF FUNDS REPAYMENT (reference Order 1500.14A, Chapter 6).

a. Funds advanced for PCS travel (advance househunting trip, enroute travel, each thirty days temporary quarters, and shipment of household goods, if by commuted rate, are to be repaid for each such PCS entitlement in increments upon conclusion of each segment of the PCS move. Balances for funds advanced should be "O" after completion of temporary quarters allowances or when household effects are shipped by commuted rate, whichever occurs last.

b. If funds advanced for PCS travel are repaid on a temporary duty travel voucher, a statement on the voucher should be made to the effect that the advance and the amount being repaid are for PCS travel order number H-C-XX-XX-X, date XX/XX/XX, appropriation XXXX/XXXX/XXXX/XXXX.

#### 18. CHANGE OF STATION REPORTS, RIS NUMBERS I-K and I-K.1.

a. The Change of Station Reports, RIS Numbers I-K and I-K.1, are issued monthly by the Accounting Division. The I-K report is for the current year PCS travel funds obligated and/or expended, and the I-K.1 is for funds obligated and/or expended in prior years.

b. Both reports show by cost center code, the employee name, PCS travel order number, the amounts outstanding for advances of funds, the obligations and expenditures unpaid against specific object classes.

c. The "ACCRUED EXPENDITURES UNPAID" column indicates partially or fully unvouchered and unpaid amounts per object class. The "EXPENDITURES" column indicates vouchered and paid amounts.

d. AGL-423 will send the report to each Administrative Officer. They, in turn, should review it and notify AGL-423 of any changes or errors (reference paragraph 5 of this order). Also, at any time between receipt of the reports, the Administrative Officer may notify AGL-423 of any deobligations.

G. W. Statser Manager, Airway Facilities Division

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GL AF 1500.1C Appendix 1

## APPENDIX 1. AF PERMANENT CHANGE OF STATION (PCS) REQUEST

Great Lakes Region AF Permanent Change of Station (PCS) Request **US** Department of Transportation Federal Aviation Administration From Routing Symbol То AGL-462 Manager, AF Sector Instructions. AF Sector prepares Part 1 and forwards this form and GL Best Qualified Candidates for Adver-tised Position Vacancies, to AGL-462 for action. Part 2. AGL-460 Shall complete this section if a Non-MPP action is required. Part 3. AGL-462 shall complete this section and send one copy of the completed form to AGL-463 for action and file the Form 3330-13, Selection List of Original. Part 1. Permanent Change of Station (PCS) Information (To be completed by the AF Sector) Name Reporting Date **Effective** Date Facility From Facility To 30° Part 2. If Non-MPP action is required. (To be completed by AGL-460) Signature (Manager, Maintenance Operations Bran 460) AG Date on pleted by AGL-462 after the selection has been approved) Part 3. Selection Approval Action (To be Date Selection Approved Signature (AGL-462)

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GL AF 1500.1C Appendix 2

#### APPENDIX 2. WORKSHEET FOR PERMANENT CHANGE OF STATION

EMPLOYEE NAME

1. <u>ADVANCE HOUSEHUNTING TRIP - OBJECT CLASS 2115</u> (reference Order 1500.14A, Chapter 5, Section 7, and any other applicable official publications).

a. <u>PER DIEM</u>: Use quarter day system for days of departure and arrival, if applicable.

- (1) Employee or spouse \_\_\_\_\_ days at \$66 per day = \$ \_\_\_\_\_ or
- (2) Employee and spouse \_\_\_\_\_ days at \$115.50 per day = \$ \_\_\_\_\_ (Spouse's per diem is 75% of employee's rate)

b. TRANSPORTATION

or

- (1) Air Fare \$ \_\_\_\_\_ x 2 (if applicable) = \$ \_\_\_\_\_
- (2) POV \_\_\_\_ miles x \_\_\_\_ cents/mile x 2 (round trip) = \$

Mileage: 15 cents for one person 17 cents for two people

2. <u>ENROUTE TRAVEL - OBJECT CLASS 2113</u> (reference Order 1500.14A, Chapter 5, Section 3, and any other applicable official publications).

a. <u>MILEAGE</u>

(Mileage per mileage guide = \_\_\_\_\_ miles.)

(1) Employee only OR employee and dependents:

miles × cents/mile = \$	
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(2) Dependents (when two POV's are authorized):

\_\_\_\_\_ miles x \_\_\_\_\_ cents/mile

.

= \$

SUBTOTAL = \$ \_\_\_\_\_

TOTAL

= \$

15 cents - one person19 cents - three people17 cents - two people20 cents - four or more people

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PER DIEM: None for less than 10 hours. Use quarter day system for b. days of departure and arrival, if travel is more than 10 hours. 350 miles per day 175 miles 1/2 day 262.5 miles 3/4 day 87.5 miles 1/4 day (Maximum number of days = \_\_\_\_\_ days) (Maximum CONUS rate = \$40 for lodging and \$26 for M&IE = \$66/day) (1) Employee: \_\_\_\_\_ days at \$ \_\_\_\_\_ a day = \$ (2)Spouse when accompanying employee: days at \$ \_\_\_\_\_ a day (75% of employee's rate) = \$ (3) Spouse when not accompanying employee: \_\_\_\_\_ days at \$ \_\_\_\_\_ a day = \$ \_\_\_\_\_ (4) Dependents, 12 years of age or older: days at \$ \_\_\_\_\_ a day x number of dependents = \$ \_\_\_\_\_ (75% of employee's rate) Dependents under 12 years of age: (5) \_\_\_\_\_ days at \$ \_\_\_\_\_ a day × number of dependents = \$ \_\_\_\_\_ (50% of employee's rate) TOTAL = \$ \_\_\_\_\_ TEMPORARY QUARTERS - OBJECT CLASS 1212 (reference Order 1500.14A, Chapter 5, 3. Section 8, and any other applicable official publications). FIRST THIRTY DAYS a. = \$ \_\_\_\_\_ (1) Employee  $66 \times 30 = 1,980$ = \$ (2)Accompanied spouse  $44 \times 30 = 1,320$ (2/3 of employee's rate) = \$ (3) Unaccompanied spouse  $66 \times 30 = 1,980$ (4) Dependents 12 or more years of age  $44 \times 30 = 1,320$ = \$ (2/3 of employee's rate) = \$ Dependents under 12 years of age  $33 \times 30 = 990$ (5) (1/2 of employee's rate) SUBTOTAL = \$

b. <u>SECOND THIRTY DAYS</u>:

	D.	SECOND THIRT DATS:	
		(1) Employee \$49.50 × 30 = \$1,485	= \$
		<pre>(2) Accompanied spouse \$33 x 30 = \$990 (2/3 of employee's rate)</pre>	= \$
		(3) Unaccompanied spouse $49.50 \times 30 = 1,485$	= \$
		(4) Dependents 12 or more years of age \$33 × 30 = \$990 (2/3 of employee's rate)	= \$
		<pre>(5) Dependents under 12 years of age \$24.75 × 30 = \$74 (1/2 of employee's rate)</pre>	2.50 = \$
		TOTAL	= \$
4. Chap	<u>SHIP</u> ter 5	MENT OF HOUSEHOLD GOODS - OBJECT CLASS 2221 (reference O , Section 4, and any other applicable official publicati	rder 1500.14A, ons).
	a.	Employee - Use estimate of \$800	= \$
	b.	Employee and dependents - Use estimate of \$2,500	= \$
5. Chap		AGE OF HOUSEHOLD GOODS - OBJECT CLASS 2510 (reference Or , Section 4, and any other applicable official publicati	
	a.	Employee - Use estimate of \$500	= \$
	b.	Employee and dependents - Use estimate of \$1,000	= \$
		ESTATE EXPENSES - OBJECT CLASSES 1210/1214/1215 (refere 0.14A, Chapter 5, Section 9, and any other applicable of ons).	
CLAS	a. <u>S 121</u>	SALE OF HOME WITHOUT ASSISTANCE OF RELOCATION COMPANY - 0.	OBJECT
		Home sale price $ 10\% $ (NTE \$17,813or whatever current amount is)	= \$
	b.	UNEXPIRED LEASE - O.C. 1210.	= \$
	C.	SALE OF HOME WITH ASSISTANCE OF RELOCATION COMPANY - OB	JECT CLASS 1214.
		Home sale price $ \sum x 20\% $	= \$
	d.	PURCHASE OF NEW RESIDENCE - OBJECT CLASS 1215.	
		Purchase price is \$ x 5% (NTE \$8,907or whatever current amount is)	= \$

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7. <u>RELOCATION INCOME TAXES - OBJECT CLASS 1213</u> (reference Order 1500.14A, Chapter 5, Section 12, and any other applicable official publications).

For obligating purposes, use \$2,000

= \$

8. <u>MISCELLANEOUS MOVING EXPENSES - OBJECT CLASS 1211</u> (reference Order 1500.14A, Chapter 5, Section 10, and any other applicable official publications).

a. Employee without immediate family = \$350 = \$\_\_\_\_\_

b. Employee with immediate family = \$700 = \$ \_\_\_\_\_

GRAND TOTAL = \$ \_\_\_\_\_

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Appendix 3

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## APPENDIX 3. SAMPLE OF PCS TRAVEL ORDER FORM

As are authorized to perform the following travel and to be reimbursed for meessary expenses os provided in The DOT Travel  Fine	TRAVEL ORDER FOR PERMANENT CHANGE OF STAT		E AND LOCATION OF ACCOUNTABLE OFFICE	2. ORDER NO.		
	3. NAME OF TRAVELER	J	4. RESIDENCE ADDRESS (Number and street	, city, State, and ZIP Code)		
A LUCES THE CONVENIENCE OF INCOMES SUBJECT DUTY TRAVEL     A LUCES THE CONVENIENCE OF ADDRESS SUBJECT DUTY TRAVEL     A LUCES THE CONVENIENCE OF ADDRESS SUBJECT DUTY TRAVEL TO ADDRESS SUBJECT DUTY TO TRAVE ADDRE	Manual or Department of State, Foreign			es as provided in The DOT Travel		
PARTE DI ALCONTOURIE DI PARTE DI ALCONTO DI	5. FROM		б. то			
PARTE DI ALCONTOURIE DI PARTE DI ALCONTO DI				B DATE EMPLOYEE SIGNED AGREEMENT		
TRAVEL TO BEEN ON OR ADDUT       10. MAX. NO. DAYS       11. MODE OF TRAVEL_(Check all applicable)         I. REDORTHOD DATE       13. MILEAGE RATE       InterAction and the Check all applicable)         I. REDORTHOD DATE       13. MILEAGE RATE       InterAction and the Check all applicable)         I. REDORTHOD DATE       13. MILEAGE RATE       InterAction and the Check all applicable)         I. REDORTHOD DATE       13. MILEAGE RATE       InterAction and the Check all applicable)         I. REDORTHOD DATE       InterAction and the Check all applicable)       InterAction and the Check all applicable)         I. RADEDRITATION OF YOUR IMMEDIATE ADMUX TO THE TO REW DUTATION IT SEE RESIDENCE OTES, AS FOLLOWS:       InterAction and the Check all applicable)         I. RADEDRITATION OF YOUR IMMEDIATE ADMUX TO USE ON IN COST AND THE CHECK SPECIFY       InterAction and the Action and the Action and the Check all applicable)         I. RADEDRITATION OF YOUR IMMEDIATE ADMUX TO SEE ALLO APPEN ORDER OF THE CHECK SPECIFY       InterAction and the Action	TRANSFER FOR CONVENIENCE OF THE	TRAVEL TO FI	RST DUTY STATION (New appointee in shortage fudent trainee as defined in agency directives	TO REMAIN IN GOVERNMENT SERVICE		
	TRAVEL TO BEGIN ON OR ABOUT 10. MAX.					
COMPLETE SPECIAL PROVISIONS OFFICIAL     COMPLETE TO PROVIDE OFFICIAL     COMPLETE TO PROVIDE THE PROVIDE COMPLETE CONTROL OF COMPLETE ALLOWANCES     COMPLETE OF COMPLETE CONTROL OF CONTROL OF COMPLETE CONTROL OF COMPLETE CONTROL OF COMPLETE     COMPLETE CONTROL CONTROL OF COMPLETE CONTROL OF COMPLETE     COMPLETE CONTROL CONTROL OF CONTROL CONTROL CONTROL CONTROL CONTROL     COMPLETE CONTROL			a sector a constant and a constant and a constant of the const			
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### 12/11/90

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Appendix 4

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Appendix 5

		Privacy Act No			
Under 5 U.S.C. Chapter 57, the information requested is reimburgements, information hereon may be disclosed to	needed to determine civil agencies under	payment for or reim certain circumstance	bursament of allowabi s. Failure to provide pe	relocation expense rtinent information r	is and to record and maintain cost may result in delay or loss of reimbi
			CCOUNTABLE OFFI	CE.	2. ORDER NO.
TRAVEL ORDER FOR	DOT/		F	C	
PERMANENT CHANGE OF STATI		arck, ND	Facilities	Sector	H-C-XX-XXX-X
3. NAME OF TRAVELER			DDRESS (Number an	d street, city, St	ate, and ZIP Code)
John M. Smith		123 No	rth Lights	Ave.	
SSN: XXX-XX-XXXX			and, OH 12		
You are authorized to perform the following Manual or Department of State, Foreign .	-	o be reimbursed	for necessary	expenses as pr	ovided in The DOT Trav
S. FROM		6. T	>		
Cleveland, OH		В	ismarck, NE		
7. TYP	E OF PERMANENT D	UTY TRAVEL	Yew appointee in si	1	B DATE EMPLOYEE SIGNED AGE TO REMAIN IN GOVERNMENT
GOVERNMENT	NOTE: These	dent-trainee as de allowances and	New appointee in si fined in agency dir spenses are not au ditems 14, 17, and	ectives.) thorized: per	10/01/90
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	-1/4		cost available)	RAI	L
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10/24/90  Para.	5-0310 ALLO	OTHER (Special	D BENEFIT	5	
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Appendix 6

		APPEI	NDIX 6.	ADVANCE	OF FUNDS API	PLICA	TION ANI	D ACCC	)UNT	
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		ADVANCE OF	1 TYPE OF ADVANCE 2. TYPE OF TRAVEL BROWN, Robert A.							
		FUNDS APPLICATION AND ACCOUNT	САЯН		5 TELEPHONE NUMBERIS FTS: 384-123	1			S SOCIAL SECURITY	
je.		In compliance with information is provi	Privacy Act of 1974	the following 7 D	EPARTMENT OR ESTABLISH			DIVISION OR	OFFICE	
		tion on this form is a as implemented by (FPMR 101-7), E O.	authorized by 5 U.S.C the Federal Travel	C. Chapter 57 DO Regulations	IT/FAA		Airway	Facili	ities Divis	ion
		of March 27, 1962, 1943. The primary	March 27, 1962, and E.O. 9397 of November 22, 9. APPLICATION – (For completion by applicant) 3. The primary purpose of the information is to An advance of funds is berefity requested for travel and e. BALANCE DUE U.S.							
		advancement of fun tion allowance expe	ids for travel and ce inses to be incurred in	under appro U	ner expenses to be incurr	ed by me.	b. DATE OF	AUTHORI	ADVANCE	s _0_
		priate administrative formation will be us this agency who ha	ed by officers and e ve a need for such ir	imployees of formation in	H-C-XX-XXX-X From		10761/	'90	APPLIED FOR	s 600.00
		the performance of tion will be disclose local or foreign ac	ed to appropriate Fe	ederal, State,	AVEL PERIOD 10/	20/90		g.	TOTAL	s 600.00
		criminal, or regula tions, or when pur agency in connection employee, security tions of the perform Government service (SSN) is solicited for	tory investigations suant to a requiren on with the turing of clearances, or othi mance of official d your Social Secu	or prosecu- nent by this r firing of an er investiga- uty while in rity Number	23 Maple Dr. Cleveland, OH 1	, city, State.		ה ע ג	ecovered by deduct nent vouchers must Vhen travel is can oostponed, the full	advances not fully ions from reimburse- be promptly repaid. celed or indefinitely amount of any out- all be repaid immedi-
		tion number. Disclos is voluntary; howeve tion required may res	er, failure to provide	the informa- APPL						DATE
		advance of funds re	quest.	TILE OF APPROVING	OFFICIAL ROBERT A	Brow	IN PPROVED	11. APPROPRI	ATION TO BE CHARG	10/1/90
		10. APPROVAL	James G. Mc	ore, Manag	er, Dakota AFS eeded for perm				/8680/211/2	115
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