



PCS ENTITLEMENTS & OVERSEAS ALLOWANCES





AGENDA

PCS entitlement & Overseas Allowances Information

- ✓ PCS Orders Preparation
- ✓ Entrance on Duty (EOD)
- ✓ PCS Entitlements
- ✓ Overseas Allowances
- ✓ References





PCS Orders Preparation

☐ Required Documents for PCS Orders

- ✓ Request for Orders (RFO)
 - ✓ Transportation Agreement (DD1617)
 - ✓ Rotation Agreement (DA Form 5896)
 - ✓ Return Rights Form (if applicable)
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- CPAC should initiate the documents listed above to complete once the firm offer is accepted and EOD established.

 - LQA and Dependency Determination must be completed by CPAC prior to the PCS orders preparation.





Entrance on Duty (EOD)

- **TIMELINES 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**
 - Employee should begin official travel on first duty day following EOD
 - An employee is not required to perform PCS travel on a holiday or weekend
- 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 travel and transportation must be completed within 1 year from the employee's date of physically reporting for duty. Employee will be responsible for authorized travel and transportation costs incurred after the 1 year anniversary date of the transfer or appointment effective date Example: Employee reported on Monday, 7 Jul 2014; dependent travel, HHG shipment must be completed by 7 July 2015 (JTR, 5518).***





PCS Entitlements

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 CTO for all official transportation requirements
 - ☐ If airfare is utilized, employee must book with a contracted carrier
 - ☐ It is general policy of DoD that the Gov't Travel Charge Card (GTCC) be used to pay for official travel and transportation related expenses

Miscellaneous Expense Allowance (MEA) when moving a household

- Fixed rate paid at \$650 w/out dependents & \$1300 w/ dependents

Transportation, including SIT, of HHG

- ✓ 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 physically reported to duty at the new duty location

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, 5634B and 5646A).





PCS Entitlements (cont'd)

☐ **NTS (extended storage) of HHG**

Combined weight stored and transported must not exceed the maximum 18,000 lbs. net weight

☐ **RITA**

- Certain PCS entitlements & allowances are taxable to Federal & State
- RITA is designed to compensate relocating employees for additional tax liability they incur as a result of a Gov't directed move

☐ **POV Shipment**

- Only one POV will be shipped at Gov't expense
- POV must be in operating order and legally titled and tagged for driving
- Contact nearest TMO for shipment arrangements



Overseas Allowances

☐ Foreign Transfer Allowance (FTA)

- Typically includes 10 days of pre-departure subsistence expense allowance (lodging & meals at losing PDS)
- May be authorized a lump sum miscellaneous expense portion to assist with extraordinary costs

☐ 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 a maximum of 90 days
- Information on TQSA can be accessed in the Department of State Standardized Regulations (DSSR) at:

http://aoprals.state.gov/content.asp?content_id=231&menu_id=78

☐ Living Quarters Allowance

- Covers up to 100% of rent and utility expenses for eligible employees in permanent quarters. Eligibility determinations are made prior to official job acceptance.

*** Submit the SF1190 to the overseas allowances section at the DHRM listed below***

usarmy.humphreys.8-army.mbx.sf1190@mail.mil



References

- ❑ For Entitlements and Allowances

Joint Travel Regulation(JTR)

[http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-10).pdf)

- ❑ For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMF:

<http://www.move.mil/home.htm>

<http://www.defensetravel.dod.mil/index.cfm>

- ❑ Department of State Standardized Regulations (DSSR)

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92





Questions?

Please contact DHRM at usarmy.humphreys.8-army.mbx.order@mail.mil

