

# Personnel Overseas Bulletin

March 28, 2007

DLA Human Resources Centers (DHRC)  
Columbus, OH and New Cumberland, PA

## PERMANENT CHANGE OF STATION (PCS)

A PCS is a Government-funded relocation of an employee from their current duty location to a new duty location. When a position is announced, it will indicate whether PCS is authorized as part of the condition of employment. When PCS is authorized, the employee will receive travel orders. These orders will establish the conditions under which official travel and transportation is authorized.

The purpose of the travel orders is to provide the employee information regarding what expenses will be paid. The PCS entitlements are based on the employee's eligibility. When a PCS is authorized some of the entitlements are mandatory and must be paid and some entitlements are discretionary. The orders will spell out and explain what entitlements the employee is eligible for and the estimated costs.

There are some extremely important guidelines that must be followed when an employee is authorized a PCS move:

- Expenses cannot be incurred prior to the transportation agreement being signed by the employee
- Government issued credit cards **CANNOT** be used for any part of a PCS (This is a DLA policy)
- Travel orders will authorize the specific entitlements that will be paid
- Allowable travel and transportation must begin within 2 years from the effective date of the employee's appointment
- The employee is required to sign a transportation agreement acknowledging requirement to remain in government service for a specific timeframe.

## TEMPORARY CHANGE OF STATION (TCS)

A TCS is also a Government-funded relocation of an employee from their current duty location to a new duty location that is temporary in nature. TCS is generally used in place of TDY entitlements when an extended TDY (between 6 and 30 months) is scheduled. The long-term temporary assignment location becomes the employee's temporary official station. A TCS is authorized when the cost is outweighed by the benefits of TDY costs. As with a PCS, the

entitlements are based on the employee's eligibility and the issuance of the travel orders will explain those entitlements and the estimated costs. The same guidelines identified above apply to a TCS in the same manner as they do to a PCS.

When an employee accepts a position that requires a move that PCS or TCS has been authorized, they will be asked to provide information to their servicing Human Resource office. The information will be used to prepare the travel authorization. The employee will be provided a completed Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel, DD Form 1614. Upon receipt of this form, the employee can begin making their PCS arrangements.

If you have any questions regarding PCS or TCS, please contact your servicing HR specialist.

The Personnel Overseas Bulletin will be published on the second and fourth Wednesday of every month.