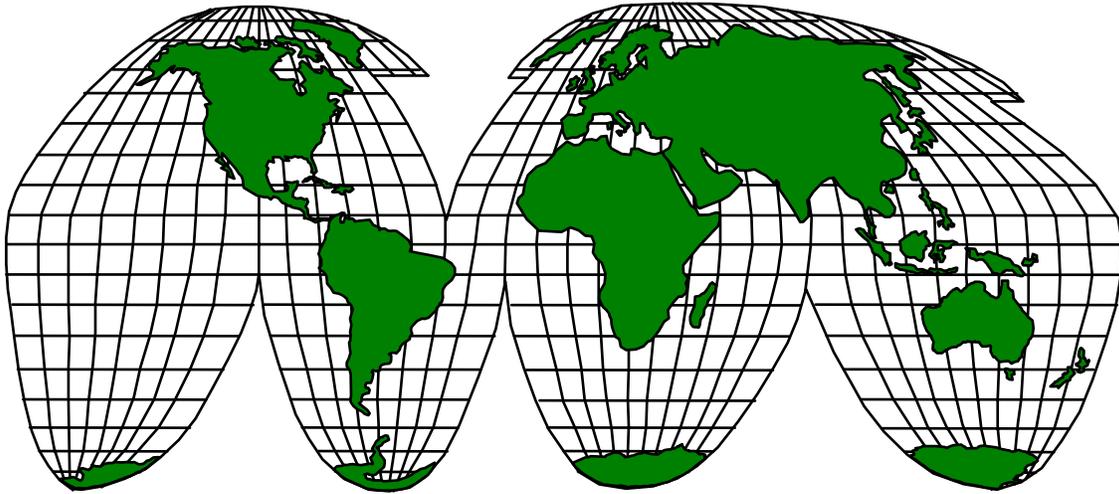


**FOREIGN LOCATION  
PERMANENT CHANGE OF STATION (PCS)  
GUIDE**



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## INTRODUCTION

The information in this guide is intended as a helpful tool for you to use to answer your Permanent Change of Station (PCS) move questions. This guide is specifically for Foreign areas. The information is generalized and hopefully will address some of the most frequently asked questions. It is not an answer to all of your questions and concerns. If you should need further guidance, please contact the AFPC PCS Unit at DSN 665-2435 or commercial (210) 565-2435 and we will be glad to help answer your questions. You may also view the information on our web site at [www.afpc.randolph.af.mil/dpc/pcs/pcs.htm](http://www.afpc.randolph.af.mil/dpc/pcs/pcs.htm).

Remember that when you accept a job at another location, the job offer is not official until you receive documented notification. You should not take action to sell your home or vacate premises until you have received that notification. Your supervisor should be contacted by the CPF for a release date. For pay purposes the release and pick-up dates should be at the beginning of a pay period.

It is imperative that you complete the Foreign Cost Estimate Questionnaire and transportation agreement. Return the questionnaire and transportation agreement to the PCS Unit, the information contained in your questionnaire is necessary in order to process your orders. It is very important that the required information is completed accurately so that orders will not have to be amended.

All relocation expenses incurred from a PCS move must be completed within two years of the date the employee reports for duty at the new duty station. A settlement voucher should be submitted to the paying travel office within 10 workdays of completion of each portion of travel. Each entitlement should be settled on a separate voucher (DD 1351-2) with Accounting and Finance after each entitlement is utilized.

All DoD Civilian travel and transportation entitlements are prescribed in the JTR Vol II. This regulation can be accessed through the Per Diem Committee Home Page located at <http://www.dtic.mil/perdiem>.

Your local Family Support Center can provide relocation assistance and information you need regarding your gaining base facilities. Air Force Crossroads and the Standard Installation Topic Exchange Service (SITES) links are found on our web site.

Good Luck and Happy Travels.

## COST ESTIMATING WORKSHEET GUIDE

1. Dependent Data – please provide the names and birthdate's (children only) for members of your household. Remember the definition of a dependent is any of the following named members of the employee's household at the time the employee reports for duty at the new Permanent Duty Station (PDS):

- Spouse
- Children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.
- Dependent parents (including step and legally adoptive parents) of the employee or employee's spouse (of which dependency documentation is required).
- Dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age, or who regardless of age, are physically and mentally challenged and are incapable of self-support. (Documentation of dependency required)

Generally individuals named on PCS orders are considered dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criteria shall not be the decisive factor in all cases.

2. Concurrent Travel – please let us know if your dependents will travel with you or at a later date on your Foreign Cost Estimate Questionnaire.

3. Shipping a Privately Owned Vehicle (POV) – Indicate if you are shipping a POV to the overseas location. One POV may be transported at Government expense when it's determined to be in the Government's interest for the employee to have POV use at the gaining location. Transportation at Government expense is authorized between the port serving the point of origin and the port serving the employee's new permanent duty station or point authorized. A POV may be shipped to an alternate port but the employee must pay any difference in cost of using the alternate port. When an employee makes a separate trip to a port to deliver a POV, per diem is not allowable but one-way mileage and/or airfare for the distance traveled to the port facility at the applicable rate and actual cost incurred for one-way return transportation are authorized. If an employee delivers the POV to a port facility incident to performing PCS travel, mileage at the applicable rate is authorized. Payment is also allowable for:

- The transportation cost of the employee, or the employee and dependents, from the vehicle port facility where the employee delivers the POV, to the port of embarkation; or
- Mileage from the port of embarkation, where the employee drops off dependents, to the vehicle port facility where the employee delivers the POV, and return transportation for the employee to the port of embarkation.

4. Leave en route – if you plan on taking leave en route, please indicate the dates and number of days requested (this leave must be approved by your leave approving official). Leave includes any period in excess of authorized travel time.

5. Household Goods (HHG) Shipment – your local Transportation Management Office (TMO) will schedule your HHGs shipment.

Shipment of HHGs may originate at the old duty station or at some other point; however, the total amount which may be paid or reimbursed by the government will not exceed the cost of transporting the property in one lot from the old to new duty station. All HHGs must belong to the employee and/or dependents.

The MAXIMUM weight allowance for movement and storage of HHGs at government expense is 18,000 pounds. Some overseas locations have weight limitations so contact your TMO office for information on these sites. To facilitate estimating the weight of your HHGs, multiply each room of furniture (not including kitchen or bathrooms) times 1,500 lbs. In estimating the weight of HHGs, consider items located

in a garage, basement, attic, etc. Also, include estimated weight of major appliances such as freezer, refrigerator, washer, dryer, and stove (200 pounds for each). Many overseas locations have furnishing management office which will provide these major appliances. Again, TMO will be able to inform you if you will be able to take major appliances with you to your new location.

An employee stationed at, an employee transferred to, or a new appointee for assignment to, an overseas PDS may be allowed Non-Temporary Storage (NTS) of HHG as provided below. The employee or new appointee may be authorized to store a portion of HHG and to have the remainder transported to the PDS unless it is to a station to which the employee is not authorized to take, or is unable to use, any HHG. If an employee's goods are placed in NTS because there is not authority to take them, or the goods cannot be used at an overseas PDS, withdrawal and authorized shipment may be requested by the employee when that situation no longer exists and the goods are required for use during a current tour of duty or when a renewal agreement is executed. However, the weight of the HHG placed in storage plus the weight of the HHG shipped shall not exceed the applicable weight allowance to which the employee is entitled. The conversion of HHG from temporary to NTS at Government expense and from storage at personal expense to NTS at Government expense may be authorized when the employee or new appointee is entitled to it otherwise.

One of the following conditions must be met in order for an employee to be eligible for NTS:

- (1) the PDS is one to which the employee is not authorized to take or at which the employee is unable to use HHG,
- (2) the storage is authorized in the public interest,
- (3) the estimated cost of storage would be less than the cost of round-trip transportation of the HHG to the new PDS.

Household goods may be stored in available Government-owned storage facilities or in suitable commercial or privately owned facilities obtained by the Government. Normally, Government-owned facilities are used; however, commercial or privately owned facilities are used when Government-owned facilities are not available or if the use of commercial or privately owned facilities is determined to be more economical or suitable because of location, difference in transportation costs, or for other reasons considered to be in the best interest of the Government. The responsible transportation officer determines which storage facilities are used.

Storage at Government expense may be authorized for a period of not to exceed the length of the tour of duty plus 1 month prior to the time the tour begins. This storage also may be authorized for subsequent service or tours of duty at the same or other overseas PDS if the conditions continue to be met. When an employee ceases to be eligible for the allowance, storage at Government expense may continue until the beginning of the second month after the month in which eligibility terminates unless, to avoid inequity, the overseas command extends the period. Eligibility shall be deemed to terminate on the last day of work at the post of duty. Industrial relations, civilian personnel, and transportation officers at the overseas command to which the employee is assigned for permanent duty shall be responsible for notifying the appropriate transportation officer of termination of the employee's eligibility for storage.

## **6. PCS En route Travel**

- a. The travel section of your local finance office should be able to help you with this information.
- b. Lodging Per Diem will be based on the standard CONUS rate for your travel days authorized.
- c. Meals and Incidentals is also based on travel days authorized (standard CONUS rate)

Transportation Expenses: Travel between the old duty station and port of departure may be authorized by POV, commercial carrier, or other approved modes of transportation. A mileage allowance for the use of one privately owned automobile per household for the distance between the old and port by most direct route should be authorized. The employee must bear the cost of travel by an indirect route for personal reasons. Travel by dependents may be performed concurrently, early, or may be delayed. Employees

placed through the Priority Placement Program almost always travel on the losing unit's time. An employee is not required to start PCS travel on a holiday. However, if the employee chooses to travel on a holiday, that travel will be counted as one of the total travel days authorized.

Employee	.15 cents per mile
Employee + 1	.17 cents per mile
Employee +2	.19 cents per mile
Employee +3	.20 cents per mile

7. Miscellaneous Expense Allowance: A miscellaneous expense allowance is payable to an employee for whom a PCS is authorized or approved when he/she has discontinued and established a residence in connection with such change of station, regardless of where the old or new duty station is located, provided an appropriate transportation agreement has been signed. The employee will be required to certify on the voucher that he/she has discontinued his/her residence at the old permanent duty station (PDS) and has established a residence at the new PDS. When an employee with dependent(s) reports to the new PDS but the dependent(s) remain at the old PDS or other location without discontinuing the residence, reimbursement will be limited to that for an employee without dependents until such time as the old residence is discontinued and relocation of residence is accomplished.

REIMBURSABLE ITEMS (include but are not limited to):

- Disconnecting/connecting appliances, equipment, and utilities involved in relocation and cost of converting appliances for operation on available utilities.
- Cutting/fitting rugs, drapes, and curtains moved from one residence to another.
- Utility fees/deposits that are not offset by eventual refunds.
- Forfeiture losses on medical dental, and food locker contracts that are not transferable; and contracts or private institutional care, such as that provided for handicapped or invalid dependents only, which are not transferable or refundable.
- Automobile registration, driver's license and use taxes imposed when bringing automobiles into some jurisdictions, cost of reinstalling a catalytic converter upon reentry of vehicle into the United States.

ITEMS THAT ARE *NOT* REIMBURSABLE:

- Costs/expenses that exceed authorized maximums.
- Costs/expenses incurred but which are disallowed elsewhere in the regulations.
- Costs reimbursed under other provisions of law or regulations.
- Costs/expenses incurred for reasons of personal taste or preference and not required because of the move.
- Losses covered by insurance.
- Fines or other penalties imposed upon him/her or his/her dependents.
- Judgments, court costs, and similar expenses growing out of civil actions.
- Any other expenses brought about by circumstances, factors, or actions in which the move to a new duty station was not the cause.

AMOUNT ALLOWABLE:

Without receipts:

1. \$500 or the equivalent of 1 week's basic compensation, whichever is the lesser amount, for an employee without dependents;

2. \$1000 or the equivalent of 2 week's basic compensation, whichever is the lesser amount, for an employee with dependents;

*Maximum with receipts\*:*

1. Employee's basic salary rate of 1 week (*without dependents*)

2. Employee's basic salary rate for 2 weeks (*with dependents*)

NOTE: The basic salary rate refers to the rate in effect at the time the employee reports for duty at the new duty station. In no instance will the allowable amount exceed the maximum rate of grade GS-13.

\*If a claim is made with receipts, it must be supported by paid bills or other acceptable evidence justifying the entire amount claimed. The voucher (DD 1351-2) must also be signed by your supervisor in block 22.

**16. Temporary Quarters Subsistence Allowance (TQSA).** TQSA is intended to provide reimbursement for expenses incurred as a result of occupying temporary quarters while seeking a permanent residence in connection with the employee's transfer to an overseas duty station. TQSA is based on the per diem rate for the overseas location. Your finance office will be able to tell you what that rate is or you can go to the per diem committee web site for information (web addresses are available on the last page of this booklet).

**a. Foreign Transfer Allowance (FTA):** FTA is a Department of State allowance that reimburses employees for certain expenses when PCSing to a foreign PDS. The Department of State Standardized Regulations state:

**\*242.3 Predeparture Subsistence Expense Portion** \*The amount of predeparture subsistence expense granted to an employee for expenses in departing a post in the United States for a post in a foreign area shall be determined according to the maximum per diem rate for the U.S. locality from which transferred and according to family status, except that lodging tax incurred as predeparture lodging expense shall not be included in the amount of lodging expense subject to the maximum per diem rate cap but may be reimbursed separately. Agencies may choose either the Partial Flat Rate Method described at "a." or the Total Actual Subsistence Method of reimbursement to employees at "b.". Agencies may offer either method under "a." or "b." follow:

a. Partial Flat Rate Method. Agencies may allow employees to be reimbursed an actual lodging amount (excluding lodging tax) up to the lodging portion of the per diem of the locality from which transferred and a flat amount equal to the meal and incidental expense (M&IE) portion of the per diem according to the formula below. In addition to this amount, agencies may allow for employees to be reimbursed separately for taxes imposed on actual lodging expenses. Receipts are required for only lodging if this method is followed. For the initial occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning. For each additional occupant, whether employee or family member age 12 or over, a daily lodging amount not in excess of 75% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 75% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning. For each family member occupant under age 12, a daily lodging amount not in excess of 50% of the published lodging portion of the per diem rate for the locality from which transferred and a flat amount equal to 50% of the meal and incidental expense portion of the referenced per diem rate to defray costs for meals, laundry and dry cleaning. Example of the Partial Flat Rate Method: If the per diem for the U.S. post of assignment is \$164 (Lodging portion \$118; M&IE portion \$46), allowable amounts for each employee and each family member are as follow:

### **Lodging Flat Rate Maximum Portion**

Initial Occupant (Empl. or Fam. member 12 & over) (100% of each portion)	\$118.00	\$ 46.00
Each Additional Occupant (12 & over) (75% of each portion)	\$ 88.50	\$ 34.50
Each Additional Occupant (under 12) (50% of each portion)	\$ 59.00	\$ 23.00

If family consists of employee, spouse, one child 15 and one child 10, maximum up to lodging limit would be \$354 per day. Flat rate for family per day would be \$138. Tax on lodging is reimbursed separately.

b. Total Actual Subsistence Method. Agencies may also allow only reimbursement for documented costs based on the maximum per diem (no breakdown between lodging and meal and incidental expense portions for this type of calculation) according to the formula below. Receipts would be required for lodging and commercial laundry and dry cleaning; and a certified per day statement of meal costs (may include coin-operated laundry expenses). Agencies shall determine how detailed they want this statement: either a per day meal statement or a per meal/per day statement. Lodging tax may be reimbursed separately. For the initial occupant, whether employee or family member age 12 or over, a daily amount not in excess of the published maximum per diem rate for the locality from which transferred. For each additional occupant, whether employee or family member age 12 or over, a daily amount not in excess of 75% of the published per diem rate for the locality from which transferred. For each family member occupant under age 12, a daily amount not in excess of 50% of the published per diem rate for the locality from which transferred. **Example of the Total Actual Subsistence Method:** If the per diem for the U.S. post of assignment is \$164 (no breakdown between lodging and M&IE for this calculation), maximum allowances for each employee and each family member are as follows:

#### **Maximum based on U.S. post of assignment per diem**

Initial Occupant (Empl. or Fam. member 12 & over) (100% of per diem)	\$164.00
Each Additional Occupant (12 & over) (75% of per diem)	\$123.00
Each Additional Occupant (under 12) (50% of per diem)	\$ 82.00

If family consists of employee, spouse, one child 15 and one child 10, reimbursement will be based totally on actual documented expenses up to a maximum of \$504 per day. Tax on lodging is reimbursed separately.

c. The ten days may be anywhere in the U.S. as long as employee or family members have not begun travel on orders and final departure is from the U.S. post of assignment. If in an agency's judgment unusual circumstances cause an employee or family member to be unable to travel to the foreign post of assignment within the ten day limit, the agency may permit additional days beyond the ten allowed. (One example of a reason to approve beyond the ten days may be if the employee submitted application for passport/visa in a timely manner and still did not receive documents in time to proceed to the foreign area.) Rates of per diem are published in the following regulations:

1. Contiguous/Continental United States (CONUS) (48 contiguous states and the District of Columbia): Appendix A to Chapter 301 of the Federal Travel Regulation. Internet site: <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/per99d.html>

2. Non-foreign areas (Alaska, Hawaii, Commonwealth of Puerto Rico, Commonwealth of the Northern Mariana Islands and territories and possessions of the United States): Department of Defense Joint Travel Regulations, Volume II, Appendix A. These rates are also included in Civilian Personnel Per Diem Bulletins issued by the Department of Defense and published in Section 925 of these regulations. Internet site: <http://www.dtic.mil/perdiem/pdrates.html>

**b. Separate Maintenance Allowance (SMA):** SMA is an allowance to assist an employee who is compelled by reason of dangerous, notably unhealthful, or excessively adverse living conditions at the post of assignment in a foreign area, or for the convenience of the Government, to meet the additional expense of maintaining family members elsewhere than at such post. SMA is intended to assist in offsetting the additional expense incurred by an employee who is compelled by the circumstances to maintain a separate

household for the family or a member of the family. This allowance may also be authorized to an employee who personally requests such an allowance, based on special needs or hardship involving the employee or family member. The employee requests SMA from the gaining location using SF-1190, application for SMA grant.

Payment under SMA grant shall be reduced for any period during which a family member on behalf of whom the allowance was granted resides in Government provided quarters or for whom special benefits are provided by the U.S. Government. The grant of SMA on behalf of a member of family shall be suspended the day that the family member arrives at post when the stay is or will be in excess of thirty days. The grant of SMA on behalf of a member of family may continue during the family member's visit to post when the visit is for thirty days or less, providing the member of family is again en route to the SMA point by the 31st day.

{PRIVATE}The annual rate of the SMA grant to an employee is determined by the number of family members maintained elsewhere than at the post of assignment. The rates in the following table do not vary by location of the separate household:

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{PRIVATE }			1 Adult and 1 Additional Family Member	1 Adult and 2 or 3 Additional Family Members	1 Adult and 4 or More Additional Family Members
1 Child Only	2 or More Children	1 Adult Only			
\$3,500	\$6,000	\$6,800	\$8,600	\$10,600	\$12,800

{PRIVATE}

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A "child" is a family member who is unmarried and under 21 years of age and attending school as defined in Section 040m(2) and (4) of the Department of State Standardized Regulation (DSSR). An "adult" for the purposes of the above SMA table includes the employee's spouse and any of the relatives defined in Sections 040m and 261.1b (DSSR) as family members who are 21 years of age or older and attending school. Children, including sisters and brothers, unless attending secondary school must be under age 18 or incapable of self-support to receive SMA.

**\*\*\*You will need to advise us if you intend to use this entitlement so that this may be added to your PCS orders.\*\*\***

## **18. ADVANCES**

Advances are normally authorized for the following allowances:

- Travel/Per Diem
- Movement/Storage of HHGs--if authorized Commuted Rate Methods
- Temporary Quarters

Travel advances shall not exceed 80% of the total estimate cost. It is important that you monitor use of your advance money very carefully. Some overseas locations will not allow an advance until you have inprocessed to the duty location. If you draw travel advances that are less than the amount of expenses you incur, the government will make-up the difference when you submit a travel voucher itemizing your expenses. On the other hand, if your expenses are less than the amount of the advance, you must return the excess to the government. The Finance Office will notify you of the amount owed to clear your travel advance account. However, keep in mind that Payroll is empowered to automatically deduct the excess from your salary, without your permission.

Most employees are eligible for a government card for Automated Teller Machine (ATM) Cash Advance Program. Air Force policy is that this program be used for obtaining advances for officially approved and

authorized PCS travel expenses.

Employees should contact the base Accounting and Finance Office, Travel Section, for further information about reimbursable travel expenses.

#### 19. **THE TAX IMPACT**

When an employee performs a permanent change of station (PCS) with the government, the majority of his/her entitlements are considered taxable by the Internal Revenue Service (IRS). Per the "Revenue Reconciliation Act of 1993," the taxable reimbursements include:

- En route travel for meals only
- All TQSA/FTA reimbursements
- All Real Estate expenses
- Miscellaneous Expense allowance.

Non-taxable reimbursements include:

- HHG shipment
- Non-Temporary HHG storage
- Lodging and mileage for en route travel

These items are taxable to you in the calendar year in which you are issued reimbursement, not necessarily the year the expense is incurred. For example, a Real Estate closing December 27, 1995, with a reimbursement check issued January 27, 1996; this expense would be taxable in 1996. In addition, if a reimbursement check is issued December 27, 1995, but not received by the employee until January 1996, this expense would be taxable in 1995.

For the above taxable and non-taxable items, a PCS W-2 is issued by the paying travel office by January 31 of the year following the year of reimbursement. Please note that this is a separate W-2 from the one issued by the Payroll Division for your salary.

For the above taxable reimbursements, the PCS paying office is required to deduct the following taxes:

1. Federal Withholding Tax (FWT) - 17 or 28 percent (determined by WTA percentage elected);
2. Medicare - 1.45 percent for Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS) employees
3. FICA - 6.20 percent for FERS employees only;

NOTE: The travel regulations provide for the payment of a relocation income tax (RIT) allowance, to reimburse eligible employees for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the above additional income. See the following pages for an explanation of the RIT allowance and the Withholding Tax Allowance (WTA), which is an advance of the RIT allowance.
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#### 20. **WITHHOLDING TAX ALLOWANCE (WTA)**

WTA is an allowance that is offered to employees, and if elected, it is computed and paid on each claim that has taxable entitlements (and is itself a taxable entitlement). It is treated as an advance against the RIT allowance (explained on the following page), and is subtracted from any RIT allowance computed in the following year. If WTA is elected (and WTA entitlement is issued), it becomes mandatory to file a RIT

allowance within 120 days of the following calendar year. If the employee declines to have WTA paid on each claim, the entire tax entitlement will be paid in one lump sum on the RIT allowance voucher.

WTA may be elected and computed at a rate of 38.8889 percent or 17.6471 percent. Rate selection should be made by the employee based on the following: a) If you anticipate your federal tax withholding rate to be 28 percent or greater, you may want to elect WTA at 38.8889 percent. b) If you expect your federal tax withholding rate to be less than 28 percent, you may want to elect WTA at 17.6471 percent to avoid possible overpayment of WTA. When a RIT allowance voucher is filed the following calendar year, the entire amount of any excess WTA will have to be repaid.

## 21. DESTINATION SERVICES

**All Air Force personnel are eligible to receive destination services when relocating, including home finding assistance, including rental assistance and mortgage counseling.** To request these services call 1-800-523-3267 and ask for a destination services counselor. These services are provided at no cost to the employee or to the government. Information on these services can be located in the Department of Defense National Relocation Program (DNRP) Employee Relocation Handbook (Section 5 of handbook is the only portion of the handbook which applies to your situation). Locate the DNRP Handbook at the Website <http://www.nab.usace.army.mil/PDF/handbook.pdf>.

The following Air Force Civilian Personnel are eligible to use the Relocation Services Contract Home Sale Program: Career Program selectees to GS-12 and above jobs, Senior Executive Service, and group moves when approved by HQ USAF/DPRCE. At the direction of the Sec of Defense, all DOD relocation services have been consolidated into one DOD-wide program with the Army Corps of Engineers, Baltimore district, as the Executive Agent and administrator. The following relocation services and options are available within the guidelines of the contract: relocation information counseling, guaranteed home sale, marketing assistance, property management, and destination assistance.

## 22. EXCUSED ABSENCE

CPFs were previously directed to use AFR 40-630 until Air Force issued an AFI to replace, HQ USAF/DPRCE letter dated 12 Mar 98. AFI36-815 has been completed and the excerpt from this instruction follows. Be advised that there are other instances that may apply to you, so you may have to review the regulation in these cases.

“Section 8B--Absences Relating to Travel

8.13. Absences in Connection with Travel.

8.13.1. Permanent Duty Travel. An employee with permanent change of duty station (PCS) orders may be granted excused absence to make personal arrangements and transact personal business directly related to the permanent change in duty station, provided that such business or arrangements cannot be transacted outside regular working hours. This includes such things as closing and opening personal bank accounts, or obtaining a driver's license and auto tags. This provision does not cover time involved in complying with PCS requirements such as obtaining passport and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Such tasks required by the PCS are considered to be official duties. For an assignment to or return from overseas employment, official duties further include time spent to deliver or reclaim privately owned vehicle (POV) to or from the port facility, obtain required physical examination, vaccination and inoculation, or passport, or to comply with other special requirements imposed because of the overseas assignment, including absence to obtain travel orders. An employee required to report to another activity to comply with overseas processing requirements is not charged leave for any absence necessary to make the trip. Excused absence or official duty time only applies to the employee for whom PCS orders has been authorized and not to any civilian employees who may be listed on the orders as dependents.

8.13.2. When extensive permanent change of duty travel outside of regularly scheduled hours of duty is required, employees are authorized to be absent from work without charge to leave or loss of pay for a reasonable time to recuperate from fatigue or loss of sleep. In determining “reasonable time” the

supervisor considers the adverse effect on work performance, health, or well-being, and any safety hazard which might result from working while fatigued. Normally, this should not exceed 4 hours. When the total elapsed travel time exceeds 20 consecutive hours, as in the case of travel between the continental United States and either Pacific or European bases, up to 8 hours of duty time may be excused for recuperation.

23. **TRAVEL TIME**

The employee is required to travel on the **Gaining Activities** time as the gaining activity is funding the move (by traveling on their time, the gaining activity can control leave en route). In a RIF situation, where the losing activity is paying for the PCS, the employee travels on the losing activities time.

## INTERNET ADDRESSES FOR TRAVEL INFORMATION

1. <http://www.afpc.randolph.af.mil/dpc/pcs/pcs.htm> - HQ AFPC/DPCMP PCS Unit web site
2. <http://www.dtic.mil/perdiem/> - Non CONUS Per Diem Rates & Joint Travel Regulation (JTR), Volume II, Department of Defense (DoD) Civilian Personnel
3. <http://www.mtmc.army.mil> - Car Rental Program
4. <http://www.kc.gsa.gov> - General Services Administration Household Goods Program (CHAMP)
5. <http://www.govexec.com/travel> - Federal Travel Source Book
6. <http://www.gsa.gov> - General Services Administration (GSA) page address for general information, GSA publications, per diem rates, FAR, etc.
7. <http://www.nab.usace.army.mil/PDF/handbook.pdf> - DoD National Relocation Program Handbook (must have Adobe Acrobat to launch)
8. <http://www.policyworks.gov/ftt> - Federal Travel Regulations
9. <http://www.gao.gov> - General Accounting Office
10. [http://www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs) - Government Printing Office (Federal Register Documents)
11. [http://www.state.gov/www/perdiems/allowances\\_index.html](http://www.state.gov/www/perdiems/allowances_index.html) - Overseas allowances