



**DEPARTMENT OF DEFENSE**  
**Defense Contract Management Agency**

**INSTRUCTION**

**Permanent Change of Station (PCS)**

**Human Capital Directorate**  
**OPR: DCMA-HCP**

**DCMA-INST 603**  
**July 22, 2016**

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**1. PURPOSE.** This Instruction:

- a. Reissues DCMA Instruction (DCMA-INST) 603, “Permanent Change of Station (PCS) and First Duty Station (FDS) Travel Determination” (Reference (a)) to update policy and format.
- b. Establishes policy regarding payment of travel, transportation, and relocation expenses for new appointees and employees transferred in the interest of the Government.
- c. Is established in compliance with DoD Directive 5105.64, “Defense Contract Management Agency (DCMA)” (Reference (b)).

**2. APPLICABILITY.** This Instruction applies to all DCMA activities and governs Continental United States (CONUS) and Outside the CONUS (OCONUS) PCS movements.

**3. MANAGERS’ INTERNAL CONTROL PROGRAM.** In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (c)), this Instruction is subject to evaluation and testing. Process flowcharts are located on the policy resource Web page (resource page) for this Instruction.

**4. RELEASABILITY – UNLIMITED.** This Instruction is approved for public release.

**5. LABOR CODE:** Located on Resource Page

**6. RESOURCE PAGE.** <https://360.dcm.mil/sites/policy/HC/SitePages/603r.aspx>

**7. EFFECTIVE DATE.** By order of the Director, DCMA, this Instruction is effective July 22, 2016 and all applicable activities shall be fully compliant within 60 days from this date.

A handwritten signature in blue ink that reads "Kathleen A. Butera".

Kathleen A. Butera  
Executive Director  
Human Capital

## SUMMARY OF CHANGES

This Instruction has been rewritten and should be read in its entirety. The following identifies the most notable changes.

- Defines the roles and responsibilities of individuals who are primarily responsible in the execution of this Instruction.
- Reflects the change in PCS order approval and processing to reside with DCMA, Human Capital (HC) for CONUS and OCONUS PCS moves.
- Requires the supervisor or manager to secure funding or ensure funding availability prior to announcing PCS allowances will be or may be authorized.
- When vacancy announcements state that PCS may be paid, written notification of the PCS decision will be made no later than prior to selection.
- Clarifies process for requesting an exception to the PCS limitation. The requesting supervisor or manager must include whether there were any applicants referred from the commuting area and confirming that an equally qualified employee was not available within the commuting area of the activity. The Army Servicing Team (AST) will request a concurrence or non-concurrence from the losing agency, activity, or organization and submit to the order approving official.
- Adds the criteria that must be considered before offering a House Hunting Trip (HHT).
- Details the purpose of Temporary Quarters Subsistence Expenses (TQSE) allowance and that the old and new duty station must be 50 or more miles apart to be eligible.
- Clarifies that the PCS approving official may offer employees a TQSE Lump Sum (LS) amount on a case-by-case basis instead of TQSE Actual Expense (AE).
- Adds that for employees returning from foreign areas through the DoD Priority Placement Program (PPP), TQSE is a mandatory PCS allowance paid by the gaining activity.
- Clarifies funding and travel allowances for employees returning from overseas.

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## REFERENCES

- (a) DCMA-INST 603, "Permanent Change of Station (PCS) and First Duty Station (FDS) Travel Determination," July 29, 2012 (hereby canceled)
- (b) DoD Directive 5105.64, "Defense Contract Management Agency (DCMA)," January 10, 2013
- (c) DCMA-INST 710, "Managers' Internal Control Program," April, 21 2014
- (d) Joint Travel Regulation (JTR), Chapter 5 Part B
- (e) DCMA Business Practice #20 "Permanent Change of Station (PCS) in Continental United States Processing" (Resource page)
- (f) DoD Instruction 1400.25, V630, "Leave," March 19, 2015

## **CHAPTER 1**

### **POLICY**

**1.1. POLICY.** It is DCMA Policy that the determination to authorize payment of travel and transportation costs shall be made in accordance with (IAW) Joint Travel Regulation (JTR), (Reference (d)).

1.1.1. Travel and transportation allowances are payable when it is in the Government's interest to fill a position by moving an employee from one permanent duty station (PDS) to another.

1.1.2. The decision to grant PCS funding is balanced between the employee's rights and the prudent use of appropriated funds. For instance, an activity may determine that well qualified candidates exist within a particular geographical area and therefore restrict the recruitment area in the recruitment announcement and/or indicate that PCS allowances are not offered. Travel and transportation allowances are not automatically tied to a vacancy announcement.

### **1.2. FUNDING.**

1.2.1. PCS allocations distributed to DCMA Headquarter elements, Regions, International, Special Programs will not be used for the PCS movement in response to contingency operations.

1.2.2. In certain limited cases, an employee who has completed an agreed upon tour of duty at a foreign PDS might be reassigned to a different CONUS/non-foreign OCONUS PDS other than the one which he or she has return rights to within DCMA. In those circumstances, the PCS allowances other than those authorized for separation from an OCONUS PDS will be funded IAW the JTR. The PCS approving official will determine if TQSE will be authorized and will fund any additional costs beyond return to the home of record, miscellaneous expense allowance, and real estate allowance.

### **1.3. DELEGATION OF AUTHORITY.**

1.3.1. The Director, DCMA retains authority for DoD National Relocation Program (DNRP) authorization for government-paid services. There are free services that do not require approval authority, to include home finding for buyers, home finding for renters, and mortgage counseling by contacting the DoD Relocation Contractor directly.

1.3.2. The Component Heads are the approval authority for PCS moves, TQSE, and HHT for non-852 funded positions. This authority may be further delegated in writing. A copy of all designations shall be submitted to HC.

1.3.3. The Defense Acquisition Workforce Development Fund (DAWDF) Program Manager is the approval authority for all PCS allocations in which 852 funds are being utilized.

1.3.4. The Deputy Director, HC is the order approving official who signs all PCS orders (CONUS and OCONUS). This authority may be further delegated in writing.

## CHAPTER 2

### ROLES AND RESPONSIBILITIES

**2.1. PCS APPROVING OFFICIAL.** The Component Heads are the PCS approving official for PCS moves and the initial grant of TQSE and/or HHT. Supervisors and managers delegated authority to approve PCS moves will authorize PCS allowances IAW the Joint Travel Regulation (JTR) (Reference (d)) when serving as a PCS approving official.

**2.2. SUPERVISORS AND MANAGERS.** Supervisors and managers will sign PCS allowance claims approving reimbursements IAW the JTR.

**2.3. DEPUTY DIRECTOR, HC.** The Deputy Director, HC is the order approving official who will sign all PCS orders and approve exceptions or extensions in accordance with JTR once a PCS move is approved IAW paragraph 2.1.

**2.4. EMPLOYEES.** Employees must exercise the same care in incurring expenses as would a prudent person traveling on personal business or relocating at personal expense.

## **CHAPTER 3**

### **PROCEDURES**

**3.1. PCS ALLOWANCE DETERMINATION.** When a PCS is authorized IAW JTR (Reference (d)), allowances must be paid to an employee transferred from one PDS to another for permanent duty if the transfer is in the Government's interest.

3.1.1. Guidelines for making a determination of "Government's interest" are:

3.1.1.1. Management Directed. If a DCMA component recruits/requests an employee to transfer, it is limited to Reduction in Force (RIF), transfer of function, agency career development program, or agency directed placement, or the transfer is in the Government's interest.

3.1.1.2. PCS moves not in the Government's interest. If an employee pursues, solicits, or requests (not in response to a vacancy announcement) a position change resulting in a geographic move from one PDS to another, the transfer is for the employee's convenience and benefit.

3.1.1.3. The PCS allowance authorization determination is to be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the vacancy. Budget constraints do not justify PCS allowance denial.

3.1.2. Not all of the allowances described in this Instruction are available for FDS. FDS travel allowances will be made IAW JTR (Reference (d)).

3.1.3. In cases where an employee requests a position change that results in a geographic move from one PDS to another, the tentative job offer will state that the transfer is in the employee's interest, not in the Government's interest, and that the DCMA will not pay the PCS expenses.

### **3.2. PCS ALLOWANCES PAYMENT/NONPAYMENT NOTIFICATION.**

3.2.1. The supervisor or manager should determine prior to advertising the vacancy whether or not it is in the Government's interest to authorize payment of PCS allowances. This information should be provided during the advertisement period.

3.2.2. The supervisor or manager will secure funding or ensure funding availability prior to announcing PCS allowances will be or may be authorized.

3.2.3. The statement "PCS allowances will be authorized" or "PCS allowances will not be authorized" will be included on all vacancy announcements when the PCS determination is made prior to advertising a vacancy.

3.2.4. The statement “PCS allowances may be authorized” will be included in vacancy announcements in situations where granting PCS allowances is being considered.

3.2.4.1. If a decision is made not to authorize the payment of PCS allowances, the reason(s) must be documented in writing by the appropriate official IAW JTR 5502 B.2.c.(3)(a) (Reference (d)).

3.2.4.2. The supervisor or manager will make the notification of the decision to pay or not pay PCS allowances prior to submission of candidate selection to AST.

3.2.4.3. When the PCS determination is made after the advertising period, all applicants selected for interview must be notified in writing of the decision to authorize or not authorize the payment of PCS allowances IAW JTR 5502 B.2.c.(3)(b) (Reference (d)).

3.2.4.4. If interviews are not held, the selected applicant must be informed, in writing, whether or not PCS allowances will be authorized.

3.2.5. The supervisor/manager will notify the AST whether PCS allowances including discretionary allowances (i.e., TQSE, HHT) are being authorized when returning a selection.

**3.3. PCS LIMITATIONS.** It is neither cost-effective nor efficient to provide more than one PCS move to a DoD employee during any 12-month period.

3.3.1. A transfer within the DoD, at Government expense, is not authorized within 12 months of the employee’s most recent PCS unless the order approving official certifies that:

3.3.1.1. The proposed transfer is in the Government’s interest;

3.3.1.2. An equally qualified employee is not available within the commuting area of the activity concerned; and

3.3.1.3. The losing agency, activity, or organization agrees to the transfer.

3.3.2. This limitation does not preclude an employee from accepting a position, but it may cause the employee to relocate at personal expense.

3.3.3. The following moves are exceptions to the 12-month period limitation. Movement of an employee:

3.3.3.1. Or reemployed former employee affected by RIF or transfer of function;

3.3.3.2. In conjunction with an Agency-directed placement; or

3.3.3.3. From an actual residence to a new PDS after the employee exercises return transportation rights from an OCONUS PDS under an OCONUS tour agreement. This exception does not apply where the employee was furnished PCS allowances upon returning to the actual residence. An employee who signed a new service agreement IAW return to actual residence

and was reimbursed TQSE and/or Miscellaneous Expenses is considered to have been furnished PCS allowances for these purposes.

3.3.4. When requesting an exception to the PCS limitation, the requesting supervisor or manager must submit a memorandum addressing whether there were any applicants referred from the commuting area and confirming that an equally qualified employee was not available within the commuting area of the activity. The AST will request a concurrence or non-concurrence from the losing agency, activity, or organization and submit to the order approving official.

**3.4. PCS COUNSELING.** PCS counseling will be provided to prospective and current employees on relocation entitlements and allowances at the time a tentative offer is extended.

**3.5. DISCRETIONARY PCS ALLOWANCES.** Discretionary PCS allowances are allowances that may be authorized to eligible employees at the PCS approving official's discretion. These allowances, such as HHT and TQSE, are not mandatory unless prescribed by the JTR (Reference (d)). For employees returning from foreign areas through the DoD PPP, TQSE is a mandatory PCS allowance.

**3.6. HOUSE HUNTING TRIP (HHT).** HHTs may be authorized for PCS moves when the old and new PDS are 75 or more miles apart and located in the CONUS or non-foreign OCONUS area apart via a usually traveled surface route. The official source to determine the measured map distance between the old and new PDS is the Defense Table of Official Distances (DTOD) (link located on the policy resource page). If the HHT is allowed, it should lower the Government's relocation costs by reducing the time in temporary lodging. The following must be considered before authorizing a HHT IAW paragraph 5874 of JTR (Reference (d)):

3.6.1. Arranging a Permanent Residence Before a Move. If the employee has a large family and must promptly vacate the residence at the old PDS, it might be less costly to the Government, as well as more convenient to the employee, to complete arrangements for a new residence before the move actually takes place.

3.6.2. Arranging a Permanent Residence While In Temporary Lodging. If the employee has no family or a small family, it might be less costly to allow the employee (and family) to remain in temporary lodging at the new PDS for a somewhat longer period than might otherwise be required, subject to TQSE limitations until the employee finds a permanent residence.

3.6.3. Avoiding an Advance Trip. If TQSE is authorized, a HHT possibly may be avoided. It might be more advantageous to the Government and the employee for the employee's dependents to remain at the former residence while the employee occupies temporary lodging at the new PDS. During that time the employee can select a permanent residence after becoming familiar with the new PDS area.

3.6.4. Temporary Duty (TDY) at the New PDS. When an employee is TDY at what is already known to become a new PDS (before the permanent transfer is effective) a HHT should not be necessary.

3.6.5. Housing Information Assistance. It might be possible for the Agency to avoid/shorten the HHT duration by providing assistance and information to an employee concerning housing conditions and markets at the new PDS location.

**3.7. TEMPORARY QUARTERS SUBSISTENCE EXPENSES (TQSE).** TQSE allowance may be authorized to partially reimburse an employee for reasonable subsistence expenses incurred when it is necessary for the employee and/or the employee's dependent(s) to occupy temporary lodging incident to a PCS move.

3.7.1. In order for TQSE to be authorized, the old and new PDS must be 50 or more miles apart, according to map distances along a usually traveled surface route. The official source to determine the measured map distance between the old and new PDS is the DTOD.

3.7.2. There are two types of TQSE allowances, TQSE Actual Expense (AE) and TQSE Lump Sum (LS).

3.7.2.1. TQSE(AE). When TQSE(AE) is authorized the initial period will be for 60 days. The initial period can be extended by the Deputy Director, HC in 30 day increments not to exceed 120 days total when there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy IAW paragraph 5802 of JTR (Reference (d)).

3.7.2.2. TQSE(LS). The PCS approving official may offer employees a TQSE(LS) amount on a case- by-case basis instead of TQSE Actual Expense (AE). The PCS approving official, not the employee, determines if TQSE(LS) will be offered. TQSE(LS) may be authorized for the number of days determined necessary not to exceed 30 days. The employee must sign a statement asserting that the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expense incurred, the employee must return the TQSE(LS) payment.

3.7.3. For employees returning from foreign areas through the PPP, TQSE is a mandatory PCS allowance. TQSE will be paid by the gaining activity and administered as described below IAW paragraph 5778E of JTR (Reference (d)) for a PPP move.

3.7.3.1. TQSE(AE) is limited to no more than 60 days for a PPP move. When TQSE(AE) is authorized for a PPP move, the initial TQSE(AE) period must be authorized for 30 days. Extensions may be authorized if the order approving official determines there are compelling reasons (due to circumstances beyond the employee's control) for the continued temporary lodging occupancy.

3.7.3.2. If TQSE(LS) is offered and the employee accepts, TQSE(LS) must be authorized for 30 days for a PPP move.

**3.8. RETURN FROM OCONUS.**

3.8.1. An employee who has completed an agreed upon tour of duty at a foreign PDS and elects to exercise return rights back to the former duty station is only eligible for return travel and transportation allowances of household goods at Government expense for themselves and eligible dependents to return to the actual residence at time of appointment to the OCONUS PDS. Any exceptions to allow additional PCS allowances must be requested in writing with a justification for the need of the additional allowance to the gaining supervisor for recommendation, then submitted to the order approving official for a determination.

3.8.2. An employee who has completed an agreed upon tour of duty at a foreign PDS and is reassigned to a different CONUS/non-foreign OCONUS PDS other than the one which he or she has return rights to within DCMA is eligible for PCS allowances to report to the new duty station as stated in paragraph 1.2.2. above.

**3.9. ORDERS AUTHORIZATION/ROUTING PROCESS.** PCS orders will be signed by the Deputy Director, HC and processed IAW DCMA Business practice #20, "Permanent Change of Station (PCS) in Continental United States," (Reference (e)) is located on the resource page for this instruction.

**3.10. TIME ACCOMPLISHING PCS TASKS.** Guidance on excused absence and duty time for accomplishing tasks related to the PCS move can be found in paragraph 6.d.(3), DoD Instruction 1400.25, V630, "Leave," April 6, 2009 (Reference (f)).

## GLOSSARY

### DEFINITIONS

**852 FUNDS.** Positions funded through the Defense Acquisition Workforce Development Fund (DAWDF) also known as section 852 of the National Defense Authorization Act (NDAA).

**COMPONENT HEADS.** The senior leader of a DCMA organization reporting directly to the Director, DCMA.

**CONTINENTAL UNITED STATES (CONUS).** The 48 contiguous States and the District of Columbia. This definition specifically excludes the states of AK and HI as they are not part of the contiguous states and are included in the definition of Non-Foreign, OCONUS locations.

**NON-FOREIGN OCONUS AREA.** The states of AK and HI, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JTR purposes).

**OUTSIDE THE CONUS (OCONUS).** Locations outside the CONUS. For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. territories and possessions, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the residence is located.

**ORDER APPROVING OFFICIAL.** The official authorized to sign PCS orders authorizing PCS allowances (as opposed to approving the initial PCS move), which is the Deputy Director, HC.

**PERMANENT CHANGE OF STATION (PCS).** The assignment, detail, or transfer of an employee, member, or unit to a different PDS under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.

**PCS APPROVING OFFICIAL.** The supervisor or manager who authorizes a PCS move and the initial grant of Temporary Quarters Subsistence Expenses (TQSE), and House Hunting Trip (HHT).

## **GLOSSARY**

### **ACRONYMS**

AST	Army Servicing Team
CONUS	Continental United States
FDS	First Duty Station
HHT	House Hunting Trip
OCONUS	Outside the CONUS
PCS	Permanent Change of Station
PDS	Permanent Duty Station
RIF	Reduction in Force
TQSE	Temporary Quarters Subsistence Expenses
TQSE(AE)	Temporary Quarters Subsistence Expenses Actual Expense
TQSE(LS)	Temporary Quarters Subsistence Expenses Lump Sum