

ADMINISTRATIVE PROCEDURES FOR EXECUTING PCS ORDERS

The following information is provided to assist you in execution of your Permanent Change of Station (PCS) orders. Direct any questions you have regarding this information to the individual listed at the end of the discussion of each topic. The toll-free number is **(800) 224-6622**.

1. Officer Evaluation Report (OER)

Before detaching from your current station submit NOAA Form 56-6A, **OER for Commissioned Officers** to your rater for completion.

Contact: Chief OCMD (301) 713-7748

2. ADDRESS UPDATE

Use OPF online or NOAA Staff Directory or DEERS Tricare

3. LEAVE AND EARNINGS STATEMENT (LES) ADDRESS UPDATE/ SAVINGS BOND ADDRESS UPDATE

The address in block 22 on your LES is your official mailing address for your W-2 and LES's. To make address changes you must log in to the Coast Guard Direct Access system

CONTACT:

Carol Holley
(785) 339-3499
E-mail: Carol.Holley@noaa.gov

Ronald A Cunningham
(785) 339-3497
E-mail: Ronald.A.Cunningham@noaa.gov

4. BASIC ALLOWANCE FOR HOUSING / UNUSUALLY ARDUOUS SEA DUTY

The BAH entitlement will change incident to the PCS. The new BAH rate begins on the date the member reports to the new Permanent Duty Station (PDS). BAH will continue at the previous PDS rate until the day before the reporting date at the new PDS. Members who are housed in government quarters with no dependents will receive BAH-Partial. Members assigned to an unusually arduous sea duty vessel may elect to receive BAH at the PDS rate or their dependents' location rate. Members must inform NOAA Corps Payroll Unit if the dependents move while the officer is assigned to an unusually arduous sea duty vessel.

5. UNITED CONCORDIA TRICARE DENTAL PROGRAM (TDP)

The TDP is a voluntary, comprehensive dental program offered worldwide by the Department of Defense to family members of all active duty Uniformed Service personnel. United Concordia is the administrator of this program.

Sponsors may enroll in TRICARE Dental Plan (TDP) at any time, but must remain enrolled for a minimum of 12 months. TDP may be discontinued (before the end of the 12 month minimum enrollment):

- Upon transfer to a duty station where space-available dental care is provided at a Uniformed Services dental treatment facility (Disenrollment must be requested within 30 days of reporting to the new duty station); or
- Upon transfer outside the service area (the fifty United States, the District of Columbia, Canada, Guam, Puerto

- Rico, or the U.S. Virgin Islands) (Disenrollment must be requested before departing from the old duty station); or
- When a sponsor or family member(s) loses DEERS eligibility due to death, divorce, a child reaching the age of 21, a full-time student reaching the age of 23, or end of entitlement (Disenrollment is automatically generated through DEERS).

More information can be found at <http://www.tricareentalprogram.com>

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6. ENDORSED ORDERS

Every time your orders are endorsed make one copy and Fax the copy to the Payroll Unit. This document is essential for several actions affecting your pay. Late submission may cause payroll problems. For instance, if you are receiving Sea Pay and experience a delay en route, such as a transcontinental PCS, temporary duty or annual leave, late submission of a copy of your partially endorsed order to this office will cause an overpayment that must be collected. Prompt submission of endorsed orders will prevent such overpayments. Basic Allowance for Housing is another entitlement for which overpayment is likely during the transfer, should submission of your endorsed orders be delayed.

QUESTIONS REGARDING ITEMS 7-10 SHOULD BE DIRECTED TO:

Tracey Peterson (301) 713-7724

7. HOUSEHOLD GOODS (HHG) SHIPMENT/STORAGE

If you have indicated that you are shipping your household goods and/or POV (OCONUS Only), Move Management will contact you within 48 hours of receipt of orders. If you have not been contacted with 48 hours or if you have question concerning your household goods shipment, you may contact them at: (1-800-723-2394) or mmi.gsa@movemgt.com.

Temporary storage is authorized up to 90 days after the move. The 90 day limit may be extended. When, because of conditions beyond the member's control, the HHG in temporary storage at Government expense cannot be withdrawn during the first 90 days, additional storage for not more than an additional 90 days may be authorized/ approved by an official designated by the Service. Requests for authorization/approval of such additional storage must be accompanied by a statement from the member of all the facts. Among the reasons that additional storage may be authorized/approved are:

- a. serious illness of the member,
- b. serious illness or death of a dependent,
- c. impending assignment to Government/Government-controlled quarters or privatized housing,
- d. directed TDY after arrival at PDS,
- e. non-availability of suitable civilian housing,
- f. awaiting completion of residence under construction, and
- g. acts of God.

All temporary and non-temporary storage must be coordinated through move management.

The quality of HHG shipment is monitored by use of critique sheets provided by the Transportation Officer. Officers shipping HHG should always ensure that they receive one of these sheets and complete and return it to the Transportation Officer.

8. TRAVEL VOUCHERS

[DD Form 1351-2](#), Travel Voucher, is used in conjunction with your PCS. Upon completion of travel, promptly submit your Travel Voucher to CPC which must approve your voucher before payment can be made. Vouchers should be submitted within 5 days of completion of travel. CPC will forward your voucher to the finance office. Officers on extended duty travel should submit a voucher after 30 days of travel expenses. POC: Jerrard Baker, 301-713-7728 or jerrard.baker@noaa.gov

9. TRAVEL ENTITLEMENTS

a. MILEAGE

(1) Travel by privately owned conveyances (POC):

Member or unaccompanied spouse - 17 cents/mile

Member and spouse or two unaccompanied dependents - 17 cents/mile

Member and two dependents or three unaccompanied dependents - 17 cents/mile
Member and three dependents or four unaccompanied dependents - 17 cents/mile

Families may use two POCs for PCS travel at the above rates. Use of three or more cars requires special authorization from the Director, NC and if approved, will be noted in your PCS orders.

(2) Travel by air:

All flights for PCS travel must be coordinated through CWTSato Travel : (Phone # 866-789-3443 or 844-355-0383 for Alaska travelers only. CPC will use the lowest government fare when allocating airfare to your PCS orders.

b. PER DIEM

Flat rate per diem is paid at the rate of \$142.00 per day of official travel time used for the member or a spouse traveling in unaccompanied status in a privately owned conveyance (POC). If the spouse is traveling with the member at the same time in a separate POV, the spouse is entitled to a per diem rate of \$106.50 for each official travel day. Dependents 12 years old and over are entitled to \$106.50 for each official day of travel used while traveling in a POC. Dependents under 12 years old are entitled to \$71.00 per day.

c. DISLOCATION ALLOWANCE (DLA)

The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS, housing moves ordered for the Government's convenience, or incident to an evacuation.

ELIGIBILITY:

NOAA Corps Officers with dependents are authorized a DLA payment at the *with dependent* rate when dependents relocate in connection with a PCS. They are also authorized the DLA payment when the dependents move to a designated place incident to an evacuation (special rules apply). NOAA Corps Officers without dependents are authorized a DLA payment at the *without dependent* rate when they relocate in connection with a PCS to a Primary Duty Station where Government quarters are not assigned.

SPECIAL CATEGORIES DLA AUTHORIZED:

NOAA Corps Officers who have no dependents and are assigned permanent duty aboard a ship are authorized a DLA payment at the without dependent rate if they elect not to occupy assigned shipboard quarters and they occupy non-Government quarters ashore. The commanding officer of the ship will submit a memorandum to the Director, Commissioned Personnel Center certifying the officer has refused government quarters and is occupying non-Government quarters ashore.

d. TEMPORARY LODGING EXPENSE (TLE)

This entitlement is for the officer and/or dependents who must occupy temporary quarters while at the previous or new permanent station when executing a CONUS Permanent Change of Station. TLE is limited to 10 days for CONUS moves and five days for OCONUS moves necessitating temporary lodging in CONUS. To make a claim attach your lodging receipt(s) to your voucher and a note to CPC's attention requesting assistance in calculating your TLE. **COMMISSIONED PERSONNEL CENTER WILL CALCULATE YOUR TLE, DO NOT TOTAL YOUR VOUCHER IF YOU ARE MAKING A TLE CLAIM.** Calculation of TLE is based on the local per diem rate, with deductions for payroll entitlements such as BAH, and BAS. A maximum entitlement of \$290.00 per day may be paid.

10. OUTSIDE CONTINENTAL UNITED STATES (OCONUS) ASSIGNMENT

Allowances are as follows:

Standard Cost of Living Allowance (COLA) will be paid by the NOAA Commissioned Payroll Unit automatically; do not voucher with a local imprest fund custodian. Officers without dependents and living in Government Quarters receive a partial Cost of Living Allowance (47% of the full rate).

Contact NOAA Commissioned Payroll Unit for calculation of your actual Overseas Housing Allowance (OHA) payments. These payments will be included in your pay check. Generally, to avoid "out of pocket" expenses in obtaining living quarters, your monthly payments should not exceed the cap shown above. Family Separation Allowance must be claimed on NOAA Form 56-15 and submitted to the NOAA Commissioned Payroll Unit.

Temporary Lodging Allowance (TLA) is intended to help defray the cost of temporary lodging in OCONUS areas until suitable housing is obtained. If you are going to an OCONUS area, your vouchers and the required receipts for TLA must be submitted to CPC for calculation, approval and transmittal to the Finance Office.

11. GOVERNEMENT TRAVEL CARD

- You are required to use the travel card if you travel on official business more than five times a year. Using the travel card is optional if you travel on official business less frequently.
- Use of your card is limited to expenses incurred incident to officially-authorized government travel. These expenses include meals, lodging, rental cars, gas, and cash advances limited to 80% of the estimated cash expenses on the travel authorization from the automated teller machines (ATM). Although the preferred method to obtain common carrier transportation is through a Centrally-Billed Account (CBA) managed by ADTRAV, the travel card may be used, when necessary.
- Use of your card at or in the vicinity of your official duty station or residence is strictly prohibited. Personal and family member use of the card and purchases made in retail stores are also strictly prohibited. You are personally liable for all charges which have been incurred on your travel card, regardless of whether or not you've been reimbursed for the charges by NOAA, and regardless of whether the charges exceed the amount reimbursable under travel regulations. To ensure you receive reimbursement in time to repay JPMC, you must prepare and submit your travel voucher to your servicing finance office within 5 days of completing a trip. Approving officials must promptly review and approve travel vouchers to ensure they are submitted within the required 5 days. In most cases, when vouchers are submitted to the servicing finance office in a timely manner, employees will be reimbursed for their expenses before payment is due to JPMC. You must pay your bill in full when you receive it, but no later than 25 calendar days from the closing date on the statement. In addition, upon written request from JPMC, your servicing WFMO may collect from your disposable pay any undisputed delinquent amounts that you owe JPMC. For additional information, please review JPMC's "Travel Cardholder Agreement" which accompanies the travel card when it's issued: <http://www.corporateservices.noaa.gov/~finance/JPMC.IB%20Agreement.pdf>.

For additional information on the proper use of the travel card, please review "Travel Card Do's and Don'ts" <http://www.corporateservices.noaa.gov/~finance/JPMC.do-dont.pdf> . .