

ADMINISTRATIVE PROCEDURES FOR EXECUTING PCS ORDERS

The following information and attached forms are provided to assist you in execution of your Permanent Change of Station (PCS) orders. Only those forms which pertain to your PCS are attached. 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, Extension xxx.

1. FITNESS REPORT

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

Contact: Neavaly Edoja (301) 713-3453, Ext 128

2. ADDRESS UPDATE FORM

Complete this form to update your address for CPC mailings and NOAA Locator. See Item 3 below regarding address change for your Leave and Earnings Statement, W-2, and U.S. Savings Bonds.

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. You must specifically request that this be changed - regular address updates are not used. Use the top portion of the attached form titled, "LES ADDRESS UPDATE/UNUSUALLY ARDUOUS SEA DUTY". **Your request should be made in writing, by fax, or via E-mail to CPC11:**

NOAA Corps Payroll Unit
P.O. Box 397
Topeka, Kansas 66601
(785) 339-3499
Attn: Carol Holley
Fax: (785) 339-3773
E-mail: Carol.Holley@noaa.gov

(FedEx Address Only)
USCG PERSONNEL SERVICE CENTER
444 S.E. Quincy Street
Room PL114
Topeka, Kansas 66683

The E-mail message must contain the information shown on the top portion of the form titled, "LES ADDRESS UPDATE/UNUSUALLY ARDUOUS SEA DUTY". Requests must be processed by the first working day of the month in order to be effective that month.

If you wish to change the mailing address for your U.S. Savings Bonds, please send your request to CPC11 in **writing**, by **fax**, or via **E-mail**. Requests received by the first working day of a month can be made effective that month.

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

J. Thompson (785) 339-3497
E-mail: Jerome.Thompson@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. The officer must complete the bottom portion of the, "LES ADDRESS UPDATE / UNUSUALLY ARDUOUS SEA DUTY" form. Requests for BAH at the dependents' location rate should be submitted to CPC11 prior to the PCS. Members must inform CPC11 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.ucci.com/was/uccweb/tdp/tdp.jsp>

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

J. Thompson (785) 339-3497
E-mail: Jerome.Thompson@noaa.gov

6. ENDORSED ORDERS

Every time your orders are endorsed make one copy and mail the copy to Commissioned Personnel Center, also fax an additional 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:

Gregory Raymond (301) 713-3453, Ext 102

7. HOUSEHOLD GOODS (HHG) SHIPMENT/STORAGE

To arrange for shipment of your household goods you should contact the GSA Transportation Office:

Mathis Gardner - 202-619-8933

Norman Bryan - 202-619-8936

Sheila Byrd - 202-619-8952

470 L'Enfant Plaza East Suite 8100
Washington, D.C. 20407
Fax (202)619-8962

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 by the transportation office.

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

Form (CD-370), Travel Voucher, is used in conjunction with your move. To avoid confusion on entitlements, you should always include your grade and title on the name line (Section A), e.g. LCDR O-4. Reference Instructions are in the Department of Commerce Administrative Payments Manual. Upon completion of travel, promptly submit your Travel Voucher to CPC which must approve your voucher before payment can be made. (Section E) 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.

A copy of the endorsed travel order must be attached to the voucher. This is in addition to the copy sent to CPC under Item 6 above.

9. TRAVEL ENTITLEMENTS

a. MILEAGE

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

Member or unaccompanied spouse - 15 cents/mile

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

Member and two dependents or three unaccompanied dependents - 19 cents/mile

Member and three dependents or four unaccompanied dependents - 20 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 Secretary of Commerce and if approved, will be noted in your PCS orders.

(2) Travel by air:

All flight arrangements are to be made through your local Commercial Travel Office (CTO). 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 \$91.00 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 \$68.25 for each official travel day. Dependents 12 years old and over are entitled to \$68.25 for each official day of travel used while traveling in a POC. Dependents under 12 years old are entitled to \$45.50 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. It is not physically possible to refuse quarters when you meet your ship at a location other than home port. You must be at home port to refuse quarters and provide an address to receive DLA. A hotel address or Post Office Box does not constitute occupation of non-Government quarters.

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. The note should also specify if cooking facilities were available in your temporary lodging.

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 \$180.00 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).

After obtaining private quarters, you must submit a copy of your rental agreement, including all information regarding payment of utilities and other costs, or a copy of the purchase contract to CPC 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. GOVERNMENT TRAVEL CARD

The use of the contractor-issued Government travel charge card is **mandatory** for all Departmental employees who travel on official business, unless an exemption has been granted. The use of the card is limited to expenses incurred incident to officially authorized Government travel. Use of the card at or in the vicinity of the official duty station or residence is **strictly forbidden** unless its use is in connection with officially ordered travel. Personal and family member use of the card and purchases made in retail stores are also **strictly forbidden**. However, common or shared services or facilities (i.e., rooms, meals, etc.) with family members or business associates may be charged to the card while on official business. This does **not** apply to common carrier transportation tickets. **Only** your official portion of the charged expense may be claimed on the travel voucher.

Possession and use of the card does not relieve the employee from observing rules and regulations governing official travel, including use of Government city-pair contract carriers, American-Flag carriers, or Travel Management Centers (authorized travel agents under contract with the Government).

Neither bureau managers, charge card coordinators, nor any other bureau officials have the authority to override the contractor's corporate policy regarding suspension or cancellation of employee accounts, unless there are extenuating circumstances.

When you are preparing to PCS you must notify your agency coordinator so they can complete the steps below:

Agency/Organization Program Coordinator (A/OPC). The bureau/operating unit employee and alternate who have been designated by the appropriate official in their bureau/operating unit to act as A/OPCs and to administer the charge card program for their respective bureau/operating unit will:

Notify the contractor when an employee transfers between bureaus/operating units within the Department. The A/OPC of the losing bureau should notify the contractor and the A/OPC of the gaining bureau.