

NOAA Corps Guide “How To”: Execute Permanent Change of Station Orders (PCS)

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- A. Purpose:** This document intends to provide NOAA Corps Officers with a baseline understanding of the PCS process to assist in a smooth transition between assignments.
- B. Background:** NOAA Corps officers who undergo a PCS from one duty station to another are authorized entitlements. This quick reference document highlights major entitlements authorized in conjunction with a PCS move. Travel for NOAA Corps officers is administered under the provisions of the Joint Travel Regulations (JTR). The JTR dictates travel entitlements for all of the Uniformed Services. A PCS involves relocation, including shipment of household goods, while a Permanent Change of Assignment (PCA) is a change of assignment within the same local commuting area (NOAA Corps Directives (NCD) 05404).
- C. References:**
1. [United States Code Titles 10 and 37](#)
 2. [Joint Travel Regulations \(JTR\) Chapter 5](#)
 3. [NOAA Corps Directives, Chapter 5 & 6](#)
- D. Process Overview:**
1. **Notification** - Once assignments are approved by the Director, NOAA Corps, the Commissioned Personnel Center (CPC) Assignment Branch will notify the officer of the forthcoming assignment via email with instructions and detailed information about the assignment including the point of contact for submitting NOAA Form 56-26 [NOAA Corps Travel Request Form](#). Additionally the notification email will include the [Berger Household Goods worksheet](#).
 2. **Submission of the HHGs Worksheet to Berger Management Solutions (Berger)** - This sheet will provide Berger with the information necessary to schedule a survey and create a cost estimate for the HHGs move. The officer will then forward the HHG estimate to your CPC representative.
 3. **Submission of NOAA Corps Travel Request Form** - Officers and dependents may travel via privately owned vehicle (POV), commercial air (COMAIR), bus, rail or a combination.

When submitting the CPC Travel Request Form it is important to:

- 3.1. Provide a detailed description of the preferred travel plan for all travelers and include any request for leave en-route. **If planning to travel with two POV's it must be indicated on the travel authorization, it cannot be added later.** [Utilize this worksheet as a guide](#). This worksheet may be referenced by your OPMD representative but is not a submission requirement.
- 3.2. Ensure the completed form is received by CPC not later than **90 days prior to** your planned detachment date.

4. **Travel Authorization/PCS Orders** - Once CPC has received the Travel Request Form and completed the PCS Orders, the officer will receive an email with an electronic copy of the approved travel orders. The orders will include detach and report dates, modes of travel, and those authorized to travel. While reporting dates are “on or about” (within 30 days), detach and report locations, modes of travel, and entitlements are not. It is important not to stress over the estimated report date on an officer’s orders as these are intentionally left as “on or about” to account for issues that arise during a PCS. **Remember: if an entitlement is not on the PCS Order, it is not authorized.**
5. **Making Travel Arrangements** - Once orders are signed they will be delivered to the PCSing officer, SATO, Berger Management Solutions, the NOAA Corps Assignment Coordinator, and NOAA Corps Payroll. Once the officer receives their orders, they may contact SATO to make/confirm reservations. **SATO only holds onto the orders for 30 days.** If it has passed the 30 day mark from receiving the orders the officer will have to submit them to SATO (docauth@cwSATO.com) to make/confirm reservations, if necessary. **Officers are responsible for any lodging reservations that may be needed in conjunction with PCS.**
 - 5.1. **SATO:** If you intend to fly an itinerary other than what is stated on your PCS orders, you will need to call the airline *after* making the reservation with SATO to make changes to a reserved itinerary. **The officer will be responsible to pay any difference in cost.** SATO cannot book any itinerary other than the one on your PCS orders. If SATO has not booked the itinerary, changes won’t be able to be made with the airline, so be sure to request to the SATO representative to book the itinerary ASAP.
 - 5.2. **BERGER:** You will receive an email with instructions from Berger Management Solutions to schedule your estimate and pick-up. A person must be present for pick up and delivery of HHGs. Due to the high volume of moves during PCS season it is recommended to call BERGER as soon as possible after receiving your orders in order to have the best chance at scheduling a convenient appointment.
6. **Detaching from Old Duty Station** - On the day you detach, ensure your supervisor endorses your PCS orders with the date and location of detachment. You must be physically present at your duty station to detach. However, officers on TDY orders at the commencement of their PCS may sign out at the TDY location.
7. **While on Travel** - Keep a copy of your orders with you. Any deviations from the original travel authorization **MUST HAVE PRIOR APPROVAL** from CPC. Without prior authorization, the officer is responsible for any additional costs that are incurred.
8. **Reporting to New Duty Station** - Upon reporting to your new assignment, your PCS/PCA orders must be endorsed by your supervisor and copies should be submitted in OPF online.

- 9. Submission of Travel Voucher** - Form [DD 1351-2](#) is completed by the officer. It is important to give as much detail as possible when filling out the travel voucher. The officer then sends the voucher to their HR Specialist:

- 9.1. the completed *original* travel voucher,
- 9.2. scans of all required *original* receipts,
- 9.3. the original endorsed PCS order
- 9.4. **IF** the airline ticket was not booked through SATO for some reason, but COMAIR is approved on the PCS orders, the airline ticket receipt and baggage fees. This reimbursement will not exceed the original amount on orders.
- 9.5. documented approvals for changes en-route (if any)

Officers should keep copies of all documents.

- 10. Processing Travel Voucher** – Upon completion of your travel voucher, your HR Specialist will forward a copy to you and NOAA Finance for payment. Payment is typically dispersed within 5-7 business days.

E. PCS Entitlements

1. Authorized Travel Locations and Travel Time

- 1.1. **Authorized Stops Enroute:** Assuming NC Officers always execute PCSs between shore duty and sea duty or sea duty and shore duty they are authorized travel through:
 - 1.1.1. The ship's homeport.
 - 1.1.2. Officer's dependent(s) location when reporting to or from an unaccompanied billet (i.e., ship is designated unusually arduous or land assignment unaccompanied). (*JTR 050907*)
 - 1.1.3. **Important:** If not reporting to or from an unaccompanied billet, the officer PCSing is not entitled to travel days or associated entitlements through their dependents location when the dependent resides in a location other than the ship's homeport.
- 1.2. **Travel Time** (*JTR 050205*)

- 1.2.1. **Officers:** Travel time is calculated using the following parameters between authorized stops from *E 1.1*.
- 1.2.2. **Dependents:** Travel time is calculated using the same parameters from the dependents residence.
 - 1.2.2.1. **POV:** Officers and dependents are entitled to one travel day per every 350 miles driven. If the distance is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days.
 - 1.2.2.2. **COMAIR:** Officers and Dependents are authorized one day CONUS and OCONUS if purchased by the Officer. If the government purchases COMAIR travel through SATO (including air, bus, or train) the authorized travel time is the actual time to travel over the direct route, including necessary delays.
 - 1.2.2.3. **Proceed Time (NCD 06301/2):** A period of authorized absence during a PCS for an officer to attend to the administrative details involved in disestablishing and/or establishing a residence. It is not chargeable as leave or travel time. A maximum of 4 days may be authorized as proceed time.

Proceed Time is NOT Authorized When- Reporting to first Permanent Duty Station (PDS) or separating from the Service. PCS between two units located or home ported within 25 miles of each other. PCS Orders direct haste. Proceed time is not authorized when reporting to the first assignment out of BOTC. Proceed time is not authorized when not establishing or disestablishing a household.

1.3. Monetary Entitlements

- 1.3.1. **Travel by POV (JTR 050203)**– When officers elect to travel via POV, they are entitled to receive a mileage allowance. The reimbursement rate is currently .21 cents per mile. [Please refer to this link for current rates](#). If two POV’s will be traveling, a request for travel mileage for two POV’s must be notated on the Travel Request Form or no reimbursements will be made.
- 1.3.2. **Per Diem (JTR 0503)**– Officers receive a per diem allowance which is designed to partially reimburse for lodging and meal expenses when traveling from one duty station to another. When traveling by POV, officers are paid a flat rate of \$157.00 per day of authorized travel. Per diem for dependents is $\frac{3}{4}$ of the officer’s applicable rate for each dependent 12 years old and older, and $\frac{1}{2}$ the rate

for each dependent under 12. If a spouse travels unaccompanied, the spouse is authorized the same per diem rate the officer would have been authorized.

1.3.3. **Dislocation Allowance (DLA)** (*JTR 0505*) - DLA is intended to partially reimburse relocation expenses not otherwise reimbursed. It is payable in conjunction with a PCS when a household is relocated. An officer without dependents is entitled to DLA when transferred to a station where government quarters are not available. Officers with dependents that do not displace dependents are paid without dependent rate. If dependents move, the difference may be claimed.

1.3.4. **Temporary Lodging Expense (TLE)** (*JTR 0506*) - TLE is designed to partially offset lodging and meal expenses when a member and/or dependents need to occupy temporary lodging in the Continental United States (CONUS) in conjunction with a PCS. Maximum of \$290 per day, not to exceed 10 days. TLE is not paid for lodging made during the actual travel days (covered by per diem), it's for temporary lodging at the old duty station, before departure, or at the new duty station, after arrival. **No AirBNB or VRBA are authorized for TLE reimbursement.**

1.3.5. **Temporary Lodging Allowance (TLA)** ([*DoD 7000.14-R Section 4.0*](#)) - TLA is intended to partially pay a Service member for higher than normal expenses incurred by a Service member or dependent while occupying temporary lodging OCONUS. OCONUS TLA is available when it is necessary for a Service member or dependent to occupy temporary lodging upon arrival at, or immediately before leaving, a PDS OCONUS, or during other periods as specified in this section. Personal inconvenience to a Service member or dependent is never a determining factor. TLA is not intended, and must not be used, for the personal enrichment of a Service member, including authorization or approval of TLA Special (see paragraph 4.10). NOTE: Organizations are expected to take appropriate disciplinary action when TLA is provided for inappropriate reasons.

1.4. Household Goods, Shipments, and Storage. (*JTR Chapter 5 Part C*).

1.4.1. Household Goods (HHG)

1.4.1.1. Weight Allowances- see *JTR 051401* for specifics on weight allowances.

1.4.1.2. **“Do it yourself move” known as “DITY” is not an option for NOAA Corps officers.**

1.4.1.3. Insurance on Household Goods is provided as part of the move at no charge to the officer. Coverage is \$6.00 per pound at full replacement

value. Officers may elect to purchase higher coverage at their own expense.

- 1.4.1.4. HHG can be moved from different locations provided they do not exceed the weight and cost limit (i.e. HHG located in two different states can be moved to a new duty station during PCS). This can only be done during a PCS move. An estimate moving these HHGs from different locations to a new duty station can be provided from Berger Management Solutions upon request. Any balances exceeding the limit the officer will be responsible for paying.
- 1.4.1.5. HHG from a ship can be included in the PCS move through Berger Management Solutions. An officer will NOT be reimbursed for shipping baggage (i.e. USPS, UPS, etc.). If an officer is flying baggage fees will be reimbursed.
- 1.4.1.6. **POV Shipment** – Is only authorized for OCONUS assignments. Only one POV per service member is authorized.

1.4.2. **HHG Storage**

- 1.4.2.1. **Temporary Storage (SIT)** - 90 days automatic entitlement with a shipment. A second 90 day period may be authorized upon written request from the officer and approval by the Director, NOAA Corps. This request is done in 30 day increments up to 90 days. Location of the temporary storage is at the convenience of the shipper. SIT may be authorized at any combination of origin, in transit, or destination.
- 1.4.2.2. **Non-Temporary Storage (NTS)** – “Long Term Storage”. Authorized for overseas duty, sea duty, and in lieu of shipment. Stays at storage point (point of origin) lasts until a new entitlement for shipment is authorized on the next PCS. If an officer elects to move HHGs from NTS prior to the next assignment, it will be at their own expense.

F. Other

- 1. **TDY Enroute:** TDY enroute is authorized, but travel to a TDY location other than an authorized stop per the PCS Orders shall be covered in the TDY Travel Authorization. Expenses while on TDY shall not be covered in the PCS Orders. TDY Orders will be submitted with the PCS Travel Voucher to account for days between PDSs.
- 2. **PCS Housekeeping:**
 - 2.1. It is best practice to have your OER completed and submitted to the reviewer before you detach from your PDS.

2.2. Update your address and contact information in OPF Online, the NOAA Staff Directory, and Direct Access

2.3. Update your TRICARE Area

3. CPC, Officer Personnel Management Division (OPMD) Points of Contact

3.1. Division Chief - Katherine Raymond, katherine.raymond@noaa.gov 301-713-7732

3.2. Human Resources Specialist (A-F) – Jerrard Baker jerrard.baker@noaa.gov 301-713-7728

3.3. Human Resources Specialist (G-M) – Charise C. Stewart charise.stewart@noaa.gov 301-713-7659

3.4. Human Resources Specialist (N-Z) Tracey M. Peterson tracey.m.peterson@noaa.gov 301-713-7724

3.5. Human Resources Assistant – Juan Castillo juan.castillo@noaa.gov 301-713-7716