

QUESTION: How does the NOAA Corps Permanent Change of Station (PCS)/Assignment (PCA) travel process work?

Background: NOAA Corps officers who undergo a PCS from one duty station to another are authorized many entitlements. This is a quick reference document for major entitlements authorized in conjunction with a PCS move. Travel for NOAA Corps officers is administered under the provisions of the Joint Federal Travel Regulations (JFTR). The JFTR dictates travel entitlements for all of the Uniformed Services. A PCS involves relocation, including shipment of household goods, and a PCA is simply a change of assignment within the same local commuting area.

References: Authorized by Titles 10 and 37 of United States Code

Administered under provisions of Joint Federal Travel Regulations (JFTR):

- [http://www.defensetravel.dod.mil/Docs/perdiem/JFTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JFTR(Ch1-10).pdf)
- <http://www.defensetravel.dod.mil/perdiem/>

NOAA Corps Directives, Chapter 5 & 6

The Process:

- 1. Notification** - Once assignments are approved by the Director, NOAA Corps, the 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 the [NOAA Corps Travel Request Form](#), NOAA Form 56-26.
- 2. 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. Officers may travel with their dependents (accompanied) or separately (unaccompanied).

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

- a. Provide a detailed description of the preferred travel plan for all travelers and include any request for leave en-route.
 - b. Ensure the completed form is received by CPC not later than **120 days prior to** your planned detachment date.
- 3. 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 flexible (within 30 days), detach or report locations, modes of travel and entitlements are not. **If it is not on the PCS Orders, it is not authorized.**
- 4. Making Travel Arrangements** - **Once the officer receives their orders**, the officer may contact ADTRAV to make/confirm COMAIR reservations, if necessary. Officers are to forward a copy

of the orders to ADTRAV for tickets to be issued. Officers are responsible for any lodging reservations that may be needed in conjunction with PCS.

5. Travel Entitlements -

- **Travel Time** – Officers and dependents are entitled to one travel day per every 350 miles driven. Officers and dependents traveling via commercial air are entitled to one travel day.
- **Travel by POV** – When officers elect to travel via POV, they are entitled to receive a mileage allowance. The reimbursement rate is currently .23 cents per mile.
- **Per Diem** – 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 \$123.00 per day of authorized travel.

When traveling via COMAIR, the established per diem rate for the new permanent duty station applies.

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.

- **Household Goods (HHG)** – The weight allowance for shipment of HHG depends on the officer's grade and dependents. **“Do it yourself move” known as “DITY” is not an option for NOAA Corps officers.** Insurance on Household Goods is provided as part of the move at no charge to the officer. Coverage is \$5.00 per pound at full replacement value. Officers may elect to purchase higher coverage at their own expense.
- **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. 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.
- **Non-Temporary Storage (NTS)** – Is all storage other than SIT. 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.
- **Dislocation Allowance (DLA)** - 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 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.

- **Temporary Lodging Expense (TLE)** - 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.
 - **Temporary Lodging Allowance (TLA)** - What TLE is to CONUS, TLA is to overseas (OCONUS). Up to 60 days may be paid for temporary lodging expenses and meal expenses after an officer (and his/her family) arrive at a new overseas location and is awaiting housing. Up to 10 days of TLA may be paid for temporary lodging expenses in the overseas location prior to departure.
 - **POV Shipment** – Is only authorized for OCONUS assignments.
 - **Proceed Time** - 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 for active duty or separating from the Service. PCS between two units located or home ported within 25 miles of each other. PCS Orders direct haste.
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.**
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 forwarded via email to: NOAA Corps Payroll, CPC Assignment Branch.
9. **Submission of Travel Voucher** - Form [DD1351-2](#) is completed by the officer. It is important to give as much detail as possible when filling out the travel voucher. The officer sends to their HR Specialist:
- A) the completed *original* travel voucher,
 - B) all required *original* receipts,
 - C) the airline ticket invoice - after the flight reservation has been ticketed, the invoice for the airline ticket is sent to the officer from ADTRAV. If the flight reservations change after the ticket has been issued, the officer must contact ADTRAV to get an updated invoice.
 - D) documented approvals for changes en-route (if any)

The officer 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 usually dispersed within 5-7 business days.

Tips

1. When filling out both the CPC Travel Request and the travel voucher, give as much detail as possible. This will reduce the need for additional dialog between the officer and their HR Specialist point of contact which will expedite the process.
2. It is important to remember when traveling on government orders you **MUST** keep your command and CPC informed of any changes. CPC approves your reimbursement. If prior authorization is not obtained, reimbursement will be disapproved.

CPC, Officer Personnel Management Division (OPMD) Point of Contact(s):

Acting, Division Chief - Katherine Raymond, 301-713-7732

Human Resources Specialist (A-K) – Sherrita Irby, 301-713-7729

Human Resources Specialist (L-Z) – Tracey M. Peterson, 301-713-7724

Staff Officer – LT Wendy Lewis, 301-713-7712

Human Resources Assistant – Gladys Faxio, 301-713-7733