



# Defense Health Agency

## ADMINISTRATIVE INSTRUCTION

NUMBER 1241.01  
August 9, 2022

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Director, J-1

SUBJECT: Permanent Change of Station for Civilian Employees

References: See Enclosure 1

1. PURPOSE. This Defense Health Agency-Administrative Instruction (DHA-AI) based on the authority of References (a) and (b) and in accordance with References (c) through (h), establishes the Defense Health Agency's (DHA) procedures to:

a. Provide responsibilities and establish procedures within the DHA regarding payment of travel, transportation, and relocation expenses for new appointees and employees transferred in the interest of the Government.

b. Implement the applicable United States Code, Federal regulations, and DoD policy (including the Joint Travel Regulation) in accordance with the References.

2. APPLICABILITY. This DHA AI applies to the DHA and Activities under the authority, direction, and control of DHA: Direct Reporting Markets (DRMs), Small Market and Stand-Alone Military Medical Treatment Facility Organizations (SSOs), Defense Health Agency Regions (DHARs), Small Markets, Military Medical Treatment Facilities (MTFs), and Dental Treatment Facilities (DTFs).

3. POLICY IMPLEMENTATION. It is DHA policy pursuant to Reference (c) through (g) to:

a. Authorize payment of travel and transportation costs in accordance with Reference (e).

b. Pay travel and transportation allowances when it is in the Government's interest to move an employee from one permanent duty station to another. Permanent Change of Station (PCS) allowances are not an entitlement but may be used as a tool to attract a pool of highly qualified applicants and/or to retain a current employee.

4. RESPONSIBILITIES. See Enclosure 2

5. PROCEDURES. See Enclosure 3

6. PROPONENT AND WAIVERS. The proponent of this publication is the Director, J-1 Administration and Management (A&M). When Activities are unable to comply with this publication the activity may request a waiver that must include a justification, to include an analysis of the risk associated with not granting the waiver. The activity director or senior leader will submit the waiver request through their supervisory chain to Director, J-1 A&M to determine if the waiver may be granted by the Director, DHA or their designee.

7. RELEASABILITY. **Cleared for public release**. This DHA-AI is available on the Internet from the Health.mil site at: <https://health.mil/Reference-Center/Policies> and is also available to authorized users from the DHA SharePoint site at: <https://info.health.mil/cos/admin/pubs/SitePages/Home.aspx>.

8. EFFECTIVE DATE. This DHA-AI:

a. Is effective upon signature.

b. Will expire 10 years from the date of signature if it has not been reissued or cancelled before the date in accordance with Reference (c).

9. FORMS. DoD forms referenced in this document can be retrieved from the following location: [https://www.esd.whs.mil/Directives/forms/whs\\_forms/](https://www.esd.whs.mil/Directives/forms/whs_forms/)

a. DD Form 1617, DoD Transportation Agreement Transfer of Civilian Employees  
OCONUS

b. DD Form 1618, DoD Transportation Agreement Transfer of Civilian Employees to and  
within CONUS

/S/  
RONALD J. PLACE  
LTG, MC, USA  
Director

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5136.01, “Assistant Secretary of Defense for Health Affairs (ASD(HA)),” September 30, 2013, as amended
- (b) DoD Directive 5136.13, “Defense Health Agency,” September 30, 2013, as amended
- (c) United States Code, Title 10, Section 1073 c
- (d) DHA-Procedural Instruction 5025.01, “Publication System,” August 24, 2018
- (e) Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R Volume 9, "Travel Policy," current edition
- (f) Joint Travel Regulations (JTR), Chapter 5, current edition
- (g) United States Code, Title 5, Section 5738
- (h) Department of State Standardized Regulations (DSSR)<sup>1</sup>
- (i) Code of Federal Regulations, Title 41, Chapter 302
- (j) DHA-Administrative Instruction 5015.01, “Records Management Program,” February 6, 2020
- (k) Office of the Secretary of Defense, “Records Disposition Schedule,” April 2021<sup>2</sup>

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<sup>1</sup> “This reference can be found at: [https://aoprals.state.gov/content.asp?content\\_id=282&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=282&menu_id=75)

<sup>2</sup> This reference can be found at:

[https://esd.dod.afpims.mil/Portals/54/Documents/RPDD/RDS/OSD\\_RDS\\_April\\_2021.pdf](https://esd.dod.afpims.mil/Portals/54/Documents/RPDD/RDS/OSD_RDS_April_2021.pdf)

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DHA. The Director, DHA will:

a. Serve as the PCS Approving Official for PCS moves and the initial grant of TQSE and/or House Hunting Trips (HHT). As a designated official with delegated authority to approve PCS moves will authorize PCS allowances in accordance with Reference (e) when serving as a PCS Approving Official.

b. Retain authority for authorization of DoD National Relocation Program for government-paid services.

2. DIRECTOR, J-1 A&M. The Director, J-1 A&M, will oversee the development and implementation of the DHA enterprise PCS Program for federal civilians and delegate or assign day-to-day implementation responsibilities such as policy compliance and information transmission as appropriate.

3. DIRECTORS OF MARKETS, SSO, AND DHARs. The Directors of DRMs, SSO, and DHARs will review and approve or disapprove PCS moves within their Market or Region. Additionally, they will:

a. Serve as the Approving Official for PCS allowances and approve exceptions or extensions in accordance with Reference (e).

b. Ensure PCS allowances are utilized properly and in accordance with this policy.

c. Determine when a position or group of positions might warrant a PCS allowance based on the Government's interest as defined in §JTR 053705. Budget constraints do not justify denying PCS allowances.

d. Establish the criteria for PCS offers to ensure compliance in accordance with Reference (e) and to ensure consistent treatment of employees in similar situations.

4. DIRECTORS OF MTFs/ DTFs. Directors will implement and execute the procedures and actions outlined in this DHA-AI. The Directors will:

a. Ensure PCS allowances are utilized properly and in accordance with this policy.

b. Determine when a position or group of positions might warrant a PCS allowance based on factors defined in §JTR 053705.

c. Establish the criteria for PCS offers to ensure compliance in accordance with Reference (e) and to ensure consistent treatment of employees in similar situations.

5. REQUESTING OFFICIAL. The Requesting Official will:

a. Make a determination whether the authorization of a PCS allowance is in the Government's interest.

b. Secure funding or ensure funding availability.

c. Document in writing decisions to authorize the payment of PCS allowances, along with reason(s), to include discretionary allowances (i.e., TQSE, HHT) in accordance with Reference (e).

6. CHIEF, HUMAN CAPITAL DIVISION. The Chief, Human Capital Division, will:

a. Oversee and monitor the DHA PCS Program to ensure consistency and conformity with governing rules and regulations.

b. Coordinate with the HR Business Partner (HRBP) and with Directorate Directors and Directorate-level equivalents on issues related to the PCS Program.

c. Advise Approving Officials on the use of relocation allowances designed to recruit and retain candidates for employment, provide information necessary for the establishment of an allowance, and ensure a candidate's eligibility to receive a PCS allowance.

d. Recommend disapproval or modification of a PCS allowance request when it does not meet established criteria.

e. Ensure compliance and applicability of PCS allowance determinations.

f. Submit reports as required to higher-level leadership on the use of PCS allowances authorized under this DHA-AI.

g. Ensure PCS allowance policy updates are disseminated to Directorate Director or Designated Officials and Requesting Officials

h. Follow all established procedures for submission of approved PCS allowances.

7. HR BUSINESS PARTNER (HRBP). The HRBP will:

a. Work with Requesting Officials to facilitate timely decision-making and processing of PCS allowances.



- b. Provide recommendations to Approving Official for disapproval or modification of a PCS allowance request when request is not consistent with program requirements.
- c. Coordinate with HR Service Provider to ensure PCS allowance consideration and/or determination is included in vacancy announcements.
- d. Maintain records/files in accordance with Reference (i) and Reference (j) to support PCS allowance decision-making, and documents allowance estimates to ensure informed and equitable use of allowances.
- e. Maintain files/records in accordance with Reference (i) and Reference (j) of all individual Transportation Agreements and all related documents pertaining to the employee's authorized allowances in the employee's official personnel file.
- f. Ensure all PCS allowances are processed in accordance with Reference (e).
- g. Follow established procedures to begin the debt collection process for an employee who fails to comply with Service Agreement requirements.

8. COMPROLLER. The Comptroller will:

- a. Subject to the availability of funds, ensure funding is available for the payment of PCS deemed necessary to attract and retain a high-quality workforce.
- b. Certify the availability of funds for payments.
- c. Proceed with the debt collection process, as stipulated in Reference (e).

ENCLOSURE 3

PROCEDURES

1. PCS CIVILIAN EMPLOYEE ELIGIBILITY. DHA employees must sign a service agreement to receive relocation allowances in accordance with Section 053701 of Reference (f) . If the employee fails to sign a service agreement, the Government is not financially responsible for his or her relocation expenses for a PCS move. Those expenses are the employee's financial responsibility. It is the responsibility of DHA to make decisions that balance the employee's rights and the prudent use of appropriated funds, IAW, JTR §053705.

2. DEPENDENT'S ELIGIBILITY. The travel and transportation allowances of a DHA employee's dependent are based on the employee's travel order and are subject to the requirements and restrictions in Reference (f), Chapter 5, Part G. The below outlines the civilian employee dependent's eligibility requirements:

a. Must be a dependent on PCS order's effective transfer or appointment date to be authorized for travel and transportation allowances. These allowances are effective when the travel order is signed and authorized for actual travel performed. Reimbursement is limited to what the cost would be for direct travel between the official origin and destination by a usually traveled route, unless otherwise authorized in Reference (f).

b. Must meet dependent age eligibility requirements noted in Reference (f), Table 5-77. A dependent child's eligibility for travel allowances depends on the child's age on the date the DHA employee reports for duty at the new PDS even if travel is delayed.

3. DEPENDENT ALLOWANCE NOT PAYABLE. In accordance with Section 050405 of Reference (f), DHA employees are not authorized dependent travel and transportation allowances when a dependent travels, at their own personal expense, before a PCS order is issued or before official notice is received that a PCS order is to be issued. Transportation must not be furnished before a PCS order is issued. If there are any other Government-funded travel or transportation allowances for this travel, no other allowances are authorized. Below are other instances when a DHA employee is not authorized dependent travel and transportation allowances:

a. Dependent is a DHA employee's or spouse's parent, stepparent, or person in loco parentis (except in connection with an early return of a dependent) who does not reside in the DHA employee's household, unless otherwise authorized or approved through the Secretarial Process.

b. Between points otherwise authorized in this Reference (f), Chapter 5 Part G to a place at which they do not intend to establish a permanent residence, including pleasure trips.

c. Dependent travel to an area OCONUS unless a minimum of one year remains on the DHA employee's service agreement as of the dependent's scheduled arrival date in the area OCONUS.

4. EXPIRATION OF PCS ALLOWANCES. All authorized federal civilian employee PCS allowances must be used and completed within one year from the effective transfer or appointment date. The employee will be financially responsible for PCS travel and transportation allowances beyond the initial one year unless an extension is authorized or approved by an AO in DHA as being in the Government's interest (JTR § 053712).

5. PCS ALLOWANCES WHEN FILLING VACANCIES. PCS offers will be restricted to a group of well-qualified candidates who exist within a particular geographical area or when PCS allowances are indicated in the vacancy announcement. Travel and transportation allowances are not automatically tied to a vacancy announcement.

a. The DHA may authorize the payment of PCS allowance to the following authorized locations and positions:

(1) Continental United States (CONUS):

(a) General Schedule (GS)-13 (equivalent) & above – Restricted to hard to fill locations, and

(b) GS-14 (equivalent) & above

(2) Outside the CONUS (OCONUS) Regions Personnel – GS-09 (equivalent) & above.

b. PCS funding allowances will be made in accordance with Reference (e), Section 053713.

(1) PCS payment allocations, to include distribution to DHA Headquarters elements, Regional and Field activities (remote locations), Markets, SSOs, DHARs, MTFs and DTFs will not be used for the PCS movement in response to contingency operations.

(2) Upon completion of their agreed upon tour of duty at a foreign Permanent Duty Station (PDS), an employee might have been reassigned to a different CONUS/non-foreign OCONUS PDS, other than the one which they have return rights to within DHA. When these circumstances exist, PCS allowances, other than those authorized for separation from an OCONUS PDS will be funded in accordance with Reference (e). The Approving Official will determine if Temporary Quarters Subsistence Expense (TQSE) will be authorized and if any additional costs beyond return to the home of record, miscellaneous expense allowance, and real estate allowance will be funded.

6. PCS ALLOWANCE DETERMINATION. As authorized in accordance with the References (e), (f) and (g) in accordance with the determinations of the Requesting and Approving Officials per Enclosure 1, the DHA will ensure PCS allowances are paid to an employee who transfers from one PDS to another for permanent duty if the transfer is in the Government's interest.

a. Determinations will be made prior to opening a vacancy announcement as to whether PCS allowances are in the Government's interest. This information will be included in the vacancy announcement. In accordance with Section 053705 of Reference (f), DHA procedures considerations for deciding "Government's interest" are:

(1) Management Directed. If a DHA element recruits/requests an employee to transfer, it is limited to: Reduction in Force, transfer of function, agency career development program, agency-directed placement, or if the transfer is in the Government's interest.

(2) Employee Requested Moves. PCS moves are 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. Transfers of such nature are for the employee's convenience and benefit. As a result, the tentative job offer will state that the transfer is in the employee's interest, not in the Government's interest, and the DHA will not pay PCS costs.

(3) Employee Responds to Vacancy Announcement. If an employee responds to a vacancy announcement and the PCS is in the Government's interest, PCS allowance determinations for the vacant position apply, subject to any limitations of PCS policy including those in Enclosure 3, Paragraph 3.

b. Authorization for a PCS allowance will be based on factors such as cost-effectiveness, labor-market conditions, and difficulty in filling the vacancy. PCS allowances based solely on budget constraints is not appropriate justification to deny.

7. PCS ALLOWANCE PAYMENTS (AUTHORIZED/UNAUTHORIZED NOTIFICATION).  
When PCS allowance payments are in the Government's interest, the DHA will ensure:

- a. The availability of funds are secure prior to announcing a position.
- b. Vacancy announcements include the statement "PCS allowances will be authorized" or "PCS allowances will not be authorized" when a PCS determination is made prior to the opening date.
- c. Vacancy announcements will include the statement "PCS allowances may be authorized" when PCS allowances are still being considered.
- d. Decisions not to authorize PCS allowances will be documented in writing, along with the reason in accordance with Reference (e).
- e. When interviews are held, written notifications will be provided to all applicants selected for interview explaining the decision to authorize or not authorize PCS allowances.
- f. If no interview is held, a written notification decision will be provided to the selected applicant on whether PCS allowances will be authorized.

g. When discretionary allowances (i.e., TQSE, HHT) are permitted, decisions to authorize PCS allowances will include this information prior to returning the hiring selection(s).

8. PCS LIMITATIONS. In accordance with Section 053706 of Reference (f), authorizing more than one PCS move to a DoD employee during any 12-month period is neither cost-effective nor efficient.

a. The DHA may not authorize transfers within DoD, at the Government's expense, within 12 months of the employee's most recent PCS unless the Approving Official certifies that:

(1) The suggested transfer is in the Government's interest;

(2) An equally qualified employee is not available within the commuting area of the activity concerned; and

(3) The losing agency, activity, or organization agrees to the transfer.

b. This restriction does not preclude an employee from accepting a position, but it may cause the employee to relocate at their own expense.

c. Exceptions to the 12-month period restriction include:

(1) Movement of an employee or reemployed former employee affected by Reduction in Force or transfer of function.

(2) Movement of an employee in conjunction with an Agency-directed placement; or

(3) Moves 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, in accordance with return to actual residence and was reimbursed TQSE and/or Miscellaneous Expenses, is considered to have been furnished PCS allowances for these purposes.

d. To request an exception to the PCS limitation, the Requesting Official must submit a memorandum to the Approving Official addressing:

(1) Number of applicants referred from the commuting area;

(2) Confirmation that there were no equally qualified employees available within the commuting area of the activity; and

(3) Concurrence or non-concurrence from the losing agency, activity, or organization.

9. PCS COUNSELING. The DHA will ensure PCS counseling is provided to prospective and current employees on relocation allowances at the time a tentative offer is extended in accordance with Section 053709 of Reference (f).

10. STANDARD PCS ALLOWANCES. The DHA will authorize relocation allowances, unless otherwise stated in Reference (e), when the hiring process includes PCS allowances. Standard PCS allowances include those noted in Table 1 below. In accordance with Section 0536 of Reference (f), DHA may not negotiate, deny, or reduce standard allowances when an employee meets all eligibility requirements. The HR Business Office will ensure the specific authorized allowances are included in the PCS orders.

11. DISCRETIONARY PCS ALLOWANCES. An Approving Official may authorize discretionary PCS allowances to eligible employees. Discretionary allowances such as HHT and TQSE are not mandatory unless prescribed by Reference (e). TQSE is a mandatory PCS allowance for employees returning from foreign areas through the DoD Privacy Program Plan (PPP) in accordance with Section 053713 in Reference (f).

12. HHT. In accordance with Section 0540 of Reference (f), HHTs may be authorized by the Approving Official 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 Defense Table of Official Distances is the official source to determine the measured map distance between the old and new PDS. Authorizations for HHTs will be made in accordance with Reference (e), and can be located here: <https://dtod.transport.mil/Default.aspx>.

13. TQSE. TQSE 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. TQSE may be authorized when the old and new PDS are 50 or more miles apart, according to map distances along a usually traveled surface route. The Defense Table of Official Distances will be used to determine the measured map distance between the old and new PDS.

a. The two types of TQSE allowances are:

(1) TQSE Actual Expense (AE) – The reimbursement is based on actual expenses. The Approving Official may authorize TQSE AE for an initial period of 60 or fewer consecutive days, but only for the time that temporary lodging is required. In rare situations, the Approving Official may authorize an extension to the initial period not to exceed 120 days when circumstances arise beyond the employee's control which warrant the extension. Extensions may be extended in accordance with Reference (f) paragraph 054206.

(2) TQSE Lump Sum (LS). In accordance with Reference (f) paragraph 054205, on a case-by-case basis, the Approving Official may authorize a TQSE LS amount instead of TQSE

AE. The decision to offer TQSE LS is made by the Approving Official, not the employee. TQSE LS may be authorized not to exceed 30 days. The employee must sign a statement affirming that the employee will occupy temporary lodging and incur TQSE expenses. If temporary lodging is not occupied and no expenses are incurred, the employee must return the TQSE LS payment amount.

b. When an employee is returning from a foreign area through the PPP, TQSE is a mandatory PCS allowance. TQSE will be paid by the gaining activity and administered as described below in accordance with Reference (d) for a PPP move.

(1) TQSE AE is limited to no more than 60 days for a PPP move. When authorized for a PPP move, the initial TQSE AE period must be authorized for at least 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.

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

Standard Allowances	Discretionary Allowances
Travel (Privately Owned Vehicle, Commercial)	Relocation Services
Per Diem (employee and dependents)	Property Management
Household Good Shipment max weight 18,000	Privately Owned Vehicle Shipping
Temporary and Non-Temporary Storage	House Hunting Trip (HHT)
Miscellaneous Expenses (MEA)	Temporary Quarters Subsistence Expense (TQSE)
Real Estate/Unexpired Lease	
Relocation Income Tax Allowance (RITA)	

Table 1. Permanent Change of Station Allowances

14. TRANSPORTATION AGREEMENTS. In accordance with Section 054906 of Reference (f), before PCS allowances may be paid, the employee offered allowances must sign a written Transportation Agreement to complete a specified period of employment with DHA.

a. Employees who transfer outside of CONUS, must complete DD Form 1617, DoD Transportation Agreement Transfer of Civilian Employees OCONUS. For employees who transfer within CONUS, DD Form 1618, DoD Transportation Agreement Transfer of Civilian Employees to and within CONUS, must be completed.

b. When an employee violates a service agreement, other than for reasons beyond their control, they are ineligible for transportation and travel allowances and may be indebted and subject to collection action in accordance with Reference (e).

15. RETURN OF AN EMPLOYEE FROM OCONUS

a. Employees who have completed an agreed upon tour of duty at a foreign PDS and elect to exercise return rights back to the former duty station are only eligible for return travel and transportation allowances of household goods at the Government's expense for themselves and eligible dependents to return to the actual residence at time of appointment to the OCONUS PDS. Exceptions to allow for additional PCS allowances must be submitted in writing to the gaining supervisor, along with a justification for the need. The gaining supervisor will then submit the request to the Approving Official for a determination.

b. Employees who have completed an agreed upon tour of duty at a foreign PDS and who are subsequently reassigned to a different CONUS/non-foreign OCONUS PDS other than the one which they have return rights to within DHA are eligible for PCS allowances to report to the new duty station as stated in paragraph 4.d. of this enclosure.

16. AUTHORIZATION/ROUTING PROCESS FOR PCS ORDERS. PCS order requests will be submitted by the Requesting Official for authorization by the Approving Official. The PCS order will be processed in accordance with, DHA Travel Order Standard Operating Procedure dated July 2020. The routing process for PCS is as follows:

a. HRBP provides the Business Office the requested PCS allowances and estimated cost.

b. Business office works with hiring manager to review and routes through to the Director, J-1 A&M to the Assistant Directors for approval and funding.

c. Business Office submits approval package into TMT to HR Operations.

d. HRBP pulls the approval from TMT and submits PCS package approval into the HR Service Now.

e. HR Service Center Foreign Entitlements Branch prepares PCS Orders and sends to DHA Comptroller for Line of Accounting and signature.

f. Comptroller reviews and inputs line of accounting and returns to HR Service Center and the HR Operations.

g. HRBP provides approved PCS orders to the traveler.

17. DoD TRAVEL RESTRICTIONS. The DHA will consider and adhere to all travel restrictions affecting PCS moves, in accordance with any applicable DoD travel guidance, at the time of the employee's authorized move.



18. DOCUMENTATION AND RECORD KEEPING

a. The Requesting Official is responsible for ensuring the basis for PCS allowance is documented in accordance with Reference (f), Sections 054302, and 054905.

b. All supporting documentation, including the estimates, approval, and service agreement records will be maintained in accordance with Washington Headquarters Services, OSD Records and Declassification Programs <https://www.esd.whs.mil/RIM/> and DoD OSD Records Disposition Schedules – Series 200 Management and Operations. [https://www.esd.whs.mil/Portals/54/Documents/RPDD/RDS/200\\_Series\\_Management\\_and\\_Operations\\_\(Updated\\_Apr\\_21\).pdf](https://www.esd.whs.mil/Portals/54/Documents/RPDD/RDS/200_Series_Management_and_Operations_(Updated_Apr_21).pdf) .

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

A&M	Administration and Management
CONUS	Continental United States
DHA	Defense Health Agency
DHAR	Defense Health Agency Region
DHA-AI	Defense Health Agency-Administrative Instruction
DTF	Dental Treatment Facility
GS	General Schedule
HR	Human Resources
HHT	House Hunting Trip
HRBP	HR Business Partner
MTF	Military Medical Treatment Facility
OCONUS	Outside the CONUS
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PPP	Privacy Program Plan
SSO	Small Market and Stand-Alone Military Medical Treatment Facility Organizations
TQSE	Temporary Quarters Subsistence Expenses
TQSE (AE)	Temporary Quarters Subsistence Expenses Actual Expense
TQSE (LS)	Temporary Quarters Subsistence Expenses Lump Sum

PART II. DEFINITIONS

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous states of the United State 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 Joint Travel Regulation purposes).

OCONUS. Locations outside the CONUS. For permanent duty travel purposes with respect to AK, HI, Commonwealths of Puerto Rico, the Northern Mariana Islands, Guam, and 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 Requesting Official authorized to sign PCS orders authorizing PCS allowances (as opposed to approving the initial PCS move), which is the Directorate Director or Designated Official

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 Directorate Director or Designated Official who authorizes a PCS move and the initial grant of TQSE and HHT.