A. Memo 1 - Page 1

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
103 ARMY PENTAGON
WASHINGTON DC 20310-0103

09 DEC 2002

SFAE-PE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Sponsorship for Incoming Military and Civilian Personnel

Maintaining effective sponsorship programs for newly assigned military and civilian personnel is a concern of all commanders and is particularly important in acquisition organizations. Because our organizations are located at predominantly civilian installations where most personnel are deeply rooted members of the local community, the transient members of our workforce represent a small minority. For this reason, many of our sponsorship programs may have been infrequent efforts receiving little senior management attention.

In recent sensing sessions conducted as part of the Army Acquisition Corps, Civilian Product/Project Manager and Other Post-Utilization Taskforce, we learned there was a lack of an effective sponsorship program for our affected military and civilian employees at most installations. In her travels, Mrs. Shinseki discovered that sponsorship programs across the Army are not adequately reaching out to the wives of our field grade officers.

The Sponsorship Program is a system in place to assist commanders to exercise their basic responsibility to assist soldiers, civilian employees and families successfully relocate into and out of their commands. Our sponsorship programs must do more than just assist the members of our workforce upon arrival at the new duty site; they must reach out to their families. Sponsorship needs to be a family activity for both the sponsor and the new arrivals.

To be most effective, sponsorship programs should not just match up the new employee with a co-worker of comparable position and grade. The sponsorship program should also consider the impact of relocation upon the family members. For this reason, it may be appropriate to identify separate sponsors for the work and home environments.

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I strongly encourage you review your sponsorship program to ensure that it has a family focus that is capable of addressing the full spectrum of issues for all of our incoming personnel. It must be more comprehensive than just addressing issues most frequently encountered by the military family; it must also effectively deal with the full range of issues facing civilians moving into the surrounding community.

JOHN S. CALDWELL JR.
Lieutenant General, GS
Military Deputy to the
Assistant Secretary of the
Army (Acquisition, Logistics
and Technology)

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B. Memo 2

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300

REPLY TO
ATTENTION OF

16 Apr. 1 '03

MEMORANDUM FOR MILITARY DEPUTY TO THE ASSISTANT SECRETARY OF THE ARMY (ACQUISTION, LOGISTICS AND TECHNOLOGY)

SUBJECT: Request for Administrative Return Rights

This is our final response to your memorandum, dated December 23, 2002, which requested authority to grant administrative reemployment rights to Army civilians who have been centrally selected for Army Acquisition Corps (AAC) Project/Product Manager (PM) positions.

We received concurrences from practically all of the Major Commands, with one non-concurrence from U.S. Army Training And Doctrine Command (TRADOC), and one concurrence with comments from U.S. Army Corps of Engineers (COE). The TRADOC's position is that AAC should offer follow-on assignments to better utilize employees who have received PM qualifying experience. The COE also believes that civilian PMs should be considered for follow-on assignments, along the lines of the Strategic Army Workforce. Although we agree with TRADOC and COE, we also believe that these employees should have a guaranteed position, upon conclusion of their PM assignments. Therefore, effective immediately, centrally selected Army civilian employees are granted administrative reemployment rights across MACOM lines to their former positions, upon conclusion of PM assignments.

The point of contact for this action is Mr. Steve Lewis at (703) 325-9419, DSN 221-9419, email Steve.Lewis@asamra.hoffman.army.mil.

JOHN M. LE MOYNE
Lieutenant General, GS
Deputy Chief of Staff, G-1

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B. Memo 3 - Page 1

DEFENSE FINANCE AND ACCOUNTING SERVICE
INDIANAPOLIS CENTER
INDIANAPOLIS, IN 46249

DFAS-PT/CO

MEMORANDUM FOR ALL CIVILIAN PERMANENT CHANGE OF STATION (PCS) CUSTOMERS

SUBJECT: Centralization of Civilian Permanent Change of Station (PCS) Travel Services at Travel Operations Columbus (TOC)

This memorandum is for all civilian PCS travelers currently serviced by DFAS-Indianapolis, Lawton, Orlando, Rock Island, Rome, St Louis, and San Antonio.

The Defense Finance and Accounting Service (DFAS) will centralize the processing of civilian PCS travel at TOC in order to provide more focused quality service to our customers before, during and upon completion of PCS moves. Effective January 1, 2003, the civilian PCS travel advances and settlements currently processed by Travel Pay Services (TPS) Indianapolis Operations, to include six field sites (Lawton, Orlando, Rock Island, Rome, Saint Louis, and San Antonio) will be processed by the DFAS Columbus, Ohio, Travel Office. The current travel servicing office will issue the W-2 for calendar year 2002.

Travelers should forward all civilian PCS claims directly to DFAS Columbus beginning December 16, 2002, via fax to 614 693-2463 or DSN 869-2463, via email to COL-TRAVEL-CLAIMS@DFAS.MIL, or via mail to the following address:

Travel Operations Columbus
ATTN: DFAS-PTB/CO
PO Box 369015
Columbus, OH 43236-9015

The TOC staff is excited about the opportunity to serve new customers and would like to mention some of our services offered:

- A Customer Service Branch that can answer any questions from the most general to the more detailed. The phone number is 1-800-756-4571, option 4.

- A Travel/PCS Website: https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm is available with the following features:

  - Access to travel forms

B. Memo 3 - Page 2

- Access to travel forms
- Links to regulations
- Civilian PCS Pamphlet

- Civilian PCS data will be extracted from the travel database at your current servicing travel payment office to include direct deposit information already established; therefore if you already have a travel EFT account it will not be necessary to re-establish it with TOC.

- The attachment provides frequently asked questions and answers.

Sheridan L. Johnson
Director, Travel Pay Services

Attachment
As stated

2

TRAVEL OPERATIONS - COLUMBUS

Frequently asked questions (FAQs) regarding civilian PCS entitlements

Question: How do I file my PCS entitlement claims?

Answer: PCS entitlement claims may be submitted to Travel Operations Columbus (TOC) by fax to (614) 693-2463/DSN 869-2463, by email to COL-TRAVEL-CLAIMS@DFAS.MIL, by mail to the following address:

Defense Finance and Accounting Service
DFAS-PTB/CO
PO BOX 369015
Columbus, OH 43236-9015

or via FEDEX to:

DFAS-PTB/CO
PCS TRAVEL
3990 E BROAD ST, BLDG 21
Columbus, OH 43218

All claims may be faxed or emailed with the exception of the real estate claim. For that we need the originals, with the original signatures on the DD Form 1705.

Question: How long will it take to process my PCS entitlement claim?

Answer: Once your claim is received in Travel Operations Columbus (TOC), it will take approximately 7-10 business days to complete – to include calculating your entitlement and disbursement to your bank account.

Question: If I have questions regarding the calculation of my PCS payment, whom should I contact?

Answer: TOC has a knowledgeable customer service branch, and they can assist you with questions regarding the status of your claim and how it was calculated. TOC's toll-free number is 1-800-756-4571, option 4.

Question: For what PCS entitlements may I receive an advance?

Answer: Advances may be requested and issued for the following PCS entitlements:

-Househunting trip (HHT) – Lodgings-Plus (must be authorized on the orders)
-Enroute travel

ATCH

FAQs, page 2
Advances cont'd…

-Temporary Quarters Subsistence Expense (TQSE) – Actual expense (AE) (must be authorized on the orders)
-Household goods (HHG) shipment – commuted rate or actual expense (issued at 100% of estimated bill from carrier)
-Storage of HHG
-Mobile home transportation – moved by commercial transporter (issued at 100% of estimated bill from carrier)

NOTE: For the following PCS entitlements, no advance is authorized:

-Household goods shipped via Government Bill of Lading (GBL)
-Real Estate sale/purchase or unexpired lease
-Miscellaneous expense (MEA)
-Fixed HHT or TQSE (one time settlement payment is issued when requested, not as an advance)
-Home Marketing Incentive Payment (HMIP) (one time settlement payment is issued when requested, not as an advance)
-OCONUS Renewal Agreement Travel (RAT)
-Return travel for separation
-Advance return travel of dependents

Question: How do I request an advance of PCS entitlements?

Answer: Requests for PCS travel advances may be faxed to (614) 693-2463/DSN 869-2463. The advance request should include the following:

-memo stating what type of advance is being requested
-who the advance is to cover (i.e. TQSE – employee only, employee and spouse only, employee, spouse, and all dependents)
-timeframe the advance is to cover (i.e. TQSE for January 7 – February 5)
-copy of DD Form 1614 PCS travel orders and all amendments
-current daytime telephone number and e-mail address where you can be reached for questions, if necessary
-correct mailing address
-electronic funds transfer (EFT) form for election of EFT deposit account

Advances will not be issued prior to 10-days before the funds are needed. If the advance funds are needed immediately and the request is faxed to the PCS travel office before 1pm; it will be processed the same day and disbursed the next business day.

Question: May I be authorized a househunting trip (HHT)?

Answer: A HHT may be authorized by your agency when it is necessary and both the new duty station (NDS) and old duty station (ODS) are located within the United States. The method of payment of HHT must be selected prior to the issuance of the orders. Once the election has been made, it cannot be changed. There are two methods of HHT that may be authorized:

FAQs, page 3
HHT cont'd…

-Fixed amount method* (agency discretion to offer or not)
-Lodgings-Plus method*

*The period of TQSE (AE) allowance will be reduced or avoided if a round trip to seek permanent residence quarters has been made. (The number of days of lodgings plus HHT authorized and taken is subtracted from the first 30-day period of TQSE AE only if greater than 30 days has been authorized.)

If HHT lodgings-plus method is chosen, you are entitled to one-round trip not to exceed 10-days. You may not break up your authorized trip into multiple trips by the same person. Once you arrive back at your ODS at the completion of your HHT, any subsequent round trips to the NDS will be at your own expense. Per diem for the HHT lodgings plus method is based on the locality rate of your NDS.

If HHT fixed amount method is chosen, you are reimbursed as follows:

-If you and your spouse utilize HHT (together or separately) – the applicable locality rate of your NDS is multiplied by 6.25 (TQSE is reduced by six days)

-If only you or your spouse utilizes HHT – the applicable locality rate of your NDS is multiplied by 5 (TQSE is reduced by five days)

NOTE: A HOUSEHUNTING TRIP SHOULD NOT BE TAKEN UNTIL YOU HAVE OFFICIAL ORDERS IN HAND WITH A REPORT DATE AND A TRANSPORTATION AGREEMENT (DD FORM 1618) HAS BEEN SIGNED.

Question: What documents are needed to process my HHT claim?

Answer: To file a HHT claim, please submit the following

-DD Form 1351-2, with your signature in block 21. If required by your agency, an approving officers' signature is needed in block 21a.

-Copy of your travel orders and all amendments.

-Indicate in block 12 of the DD Form 1351-2 if your spouse accompanied you on the HHT.

-Paid itemized lodging receipt and any other receipt for a single item expense $75.00 and over

-Copy of your air itinerary, if you flew to your NDS on your HHT.

Question: What is the mileage rate for my privately owned conveyance (POC) when I drive it to my NDS?

Answer: If POC is authorized, mileage rates are paid as follows based on the number of people authorized:

FAQs, page 4
Mileage cont'd…

$0.15 – Employee only; or one dependent
$0.17 – Employee and one dependent; or two dependents
$0.19 – Employee and two dependents; or three dependents
$0.20 – Employee and three or more dependents; or four or more dependents

Please note that the above rates are for one POC. If you have more than one POC and want to receive the mileage rate for that POC, it must be authorized on the orders.

Question: Do I receive per diem for driving to my NDS? Is per diem based on the location at which I lodge if an overnight stay is required?

Answer: Yes, per diem will be paid if the travel to your NDS is over 12 hours. Mileage will be based on the official distance from your ODS and NDS and is verified with the Defense Table of Distance (DTOD). You are allowed one travel day for each 350 miles. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed, not to exceed the traveler's actual travel time (if the traveler is authorized five days based on official distance, but travels and claims the distance for three days – the entitlement is three days). Per diem is paid based on the standard CONUS rate (currently $55 for lodging and $30 for M&IE).

Question: What documents are needed to be reimbursed for my enroute travel?

Answer: To file an enroute travel claim, the following documents are needed:

-DD Form 1351-2, with your signature in block 21. If required by your agency, an approving officers' signature is needed in block 21a. Provide a detailed itinerary in block 15 showing daily travel, cities and states where lodging was obtained.

-Copy of your travel orders and all amendments.

-Indicate in block 12 of the DD Form 1351-2 if your dependents traveled concurrently or delayed and the number of people per POC, if more than one POC is authorized and used.

-Paid itemized lodging receipt and any other receipt for a single item expense $75.00 and over

Question: May I be reimbursed for the shipment of my household goods (HHG)? What is the maximum weight that can be shipped?

Answer: Yes, if authorized and utilized, you may be reimbursed for the shipment of your HHGs not to exceed 18,000 lbs. There are two methods:

-Government Bill of Lading (GBL)/Actual expense method
-Commuted Rate Schedule (CRS)

NOTE: The servicing personnel office will most likely perform a cost comparison estimate of the methods and from that determine the method of shipment. If you are offered a choice, you must

FAQs, page 5
HHG cont'd…

elect the method of shipment prior to the issuance of your PCS travel orders. Once the election is made, your orders cannot be amended to change the way HHGs are going to be moved.

Question: What is the difference between the two methods of shipping HHGs?

Answer: When GBL is authorized, you are responsible for contacting the appropriate transportation office to make delivery of packing, moving, and unpacking. The government assumes responsibility for selecting the moving company and pays the transportation vouchers directly to the carrier. You do not file a voucher with the paying travel office, however, you must provide a copy of the GBL to the above office if there is storage over 30 days for tax purposes.

To be reimbursed under the CRS method, personnel must ensure that a cost comparison is done between the actual expense or GBL method and CRS method of shipping HHG. If this has been done and the estimated cost of CRS is more economical than GBL, then you may choose to move the HHG yourself, or hire a commercial mover to do so. Reimbursement is determined by the Commuted Rate Schedule published by General Services Administration (GSA) and the American Moving and Storage Association, Tariff 400.

NOTE: Certified weight tickets must be obtained from the mover, both before and after the household goods are loaded. The weight tickets are necessary to show proof of the gross weight (total weight of goods loaded plus truck weight), tare weight (weight of truck without goods), and net weight (weight after deduction of tare weight – goods loaded on truck minus the weight of the truck). An itemized paid receipt is also required for proper reimbursement.

Question: May I be authorized TQSE? If I am authorized, what methods of reimbursement are available?

Answer: TQSE is a discretionary allowance that your agency may authorize. There are two methods of reimbursement of TQSE entitlements. The first is the actual expense (AE) method and the second is the fixed (F) method. The election of TQSE must be made before the orders have been issued. Once the election is made and the orders are issued, you cannot have your orders amended to change the method.

Question: What is the difference between the two types of TQSE?

Answer: TQSE (AE) may be initially authorized for up to 60 consecutive days. Additional days TQSE (AE) may be requested, but not more than 120 days maximum will be authorized. Subsistence expenses under the AE method include the cost of temporary lodging, meals and/or groceries, tips, and fees incident to meals and lodgings, laundry, cleaning and pressing of clothing, and other expenses detailed in the Joint Travel Regulation (JTR), while the employee is looking for a permanent residence at the new duty station.

TQSE (F) may be authorized for up to 30-days, but no more than 30-days. TQSE (F) is based on the new duty station locality rate and is paid in a lump sum. It is based on the number of individuals moving to the new PDS, not the number occupying temporary quarters.

FAQs, page 6
TQSE cont'd…

There is no advance for TQSE (F) entitlement. For reimbursement, submit a DD Form 1351-2 claiming TQSE (F) and travel orders. Receipts are not needed. Taxes will be withheld, as necessary, and you may file a RIT allowance against this payment the following year.

NOTE: If TQSE (F) is offered, you must then choose between TQSE (F) and TQSE (AE), but you are under no obligation to accept the Fixed option. Once you select a TQSE method and the orders are issued, the TQSE method may not be changed.

Question: Am I entitled to receive the miscellaneous expense allowance?

Answer: Yes, if you are a current government employee (and not a first time employee), you may receive the miscellaneous expense allowance, either flat rate or itemized. You must have discontinued and established a new residence in connection with such change of station, regardless of where the old or new duty station is located. You must sign a certified statement that states that you have discontinued you old PDS residence and have now established a new PDS residence. For flat rate miscellaneous expense, the allowance is currently $500 for an employee without dependents and $1,000 for an employee with dependents.

If you elect to be reimbursed itemized miscellaneous expense, you must itemize each claimed expense, and are limited to the following:

-Employee only – one weeks basic compensation, not to exceed GS-13/step 10

-Employee with dependents – two weeks basic compensation, not to exceed GS-13/step 10

Some of the items that are reimbursable under itemized miscellaneous expense are:

-Disconnecting/connecting appliances, equipment, utilities involved in relocation; cost of converting appliances

-Cutting/fitting rugs, drapes, and curtains from one residence to another

-Automobile registrations, driver's licenses and use taxes imposed when bringing automobiles into some jurisdictions; cost of reinstalling a catalytic converter upon re-entry to the U.S.

Some of the items that are NOT reimbursable:

-Costs or expenses that exceed maximums

-Costs or expenses that are incurred but which are disallowed within the JTR

-Fines or other penalties imposed upon you or your dependents

NOTE: These are only some of the items that are allowed and disallowed. For further guidance, please contact customer service. Additionally, guidance can be found in the JTR.

FAQs page 7
MEA cont'd…

Question: Am I entitled to receive compensation for expenses associated with the sale of my residence at the old duty station, purchase of a residence at my new duty station? What about costs incurred for breaking an unexpired lease at the old duty station?

Answer: Yes, if authorized, you may receive funds for certain expenses associated with the purchase of your residence at your new duty station and for certain expenses associated with the sale of your residence at your old duty station. Reimbursement costs for the sale are not to exceed 10 percent of the actual sale price. Reimbursement for the purchase of your residence at the new duty station cannot exceed five percent of the purchase price. If you rented an apartment at your old duty station, you may be eligible for costs associated with early termination (or unexpired lease) of your lease. Some costs that are reimbursable for unexpired lease are early termination fees, rent for the remainder of your lease (if stated in the lease that you are responsible for the remainder of the term).

Question: What is the tax impact on PCS entitlements?

Answer: When you perform a move with the Federal Government, the majority of your entitlements are taxable in accordance with the Internal Revenue Service and Publication 521 of the Internal Revenue Code (IRC). The taxable reimbursements include:

-meals enroute
-All HHT expenses
-All TQSE reimbursements
-All Real Estate Expenses, including the Home Marketing Incentive Program (HMIP)
-HHG storage after 30-days
-Miscellaneous Expense Allowance (MEA)
-Relocation Services (HMIP)
-Withholding tax Allowance (WTA)
-Relocation Income Tax (RIT) Allowance

These items are taxable to you in the calendar year in which you are issued the entitlement by DFAS-CO, which may not necessarily be the year in which the expense was incurred. For example, if you close on your new residence on 12/27/02, but don't file your claim for payment until 1/24/03. Because the claim is paid in calendar year 2003, it becomes a taxable entitlement in calendar year 2003 and will be reported on calendar year 2003 taxes.

For the taxable items, we will issue a PCS W-2 by January 31 of the year following the year of reimbursement. Please note that this is a separate W-2 from the one issued by your servicing payroll office.

Taxes are withheld from your entitlements based on the following current percentages:

Federal Tax (FITW) - 15% or 27% (determined by WTA percentage elected)
Medicare Tax (MEDI) – 1.45% for Federal Employees' Retirement System (FERS) and Civil Service Retirement System (CSRS) employee
Social Security Tax (FICA) – 6.2% for FERS employees and CSRS "offset" employees

Question: What is Withholding Tax Allowance (WTA)?

FAQs page 8
WTA cont'd...

Answer: WTA is an allowance that is offered to you, and if you elect WTA, it is computed and paid on each claim that has taxable entitlements (note that WTA is also a taxable entitlement). It is treated as an advance against the RIT allowance (to be explained later) and is subtracted from any RIT allowance computed in the following year. If WTA is elected, it becomes mandatory that you file a RIT allowance within 120 days of the following calendar year. Below are examples of a claim with WTA and a claim without WTA:

Entitlement computed with WTA:	
Miscellaneous expense allowance -	$1000.00
Withholding tax allowance at 36.99% -	$ 369.90
TOTAL	$1369.90
LESS FITW at 27%	$ 369.87 (difference in cents due to rounding)
LESS MEDI at 1.45%	$ 19.86
LESS FICA at 6.2%	$ 84.93
TOTAL amount due traveler	**$ 895.24**

Entitlement computed without WTA:	
Miscellaneous expense allowance -	$1000.00
Less FITW at 27%	$ 270.00
Less MEDI at 1.45%	$ 14.50
Less FICA at 6.2%	$ 62.00
TOTAL amount due traveler	**$ 653.50**

NOTE: Although the HMIP is a taxable entitlement and taxes are withheld, it is not subject to the payment of the withholding tax allowance.

Question: Do I get some of the taxes back that I had to pay on my move?

Answer: Yes, because you were reimbursed taxable moving expenses and had taxes withheld from your entitlements, you are entitled to the Relocation Income Tax (RIT) Allowance. The RIT was designed to reimburse you for substantially all of the additional Federal, State, and Local income taxes incurred as a result of the additional PCS travel entitlements. When you have elected and have been paid WTA, filing for the RIT allowance is mandatory. If you do not elect WTA, the RIT allowance is the only means for recouping the additional taxes incurred resulting from the additional income. The RIT allowance is not automatic, you must apply to receive it.

NOTE: Although the HMIP is a taxable entitlement and taxes are withheld, it is not covered under the RIT Allowance.

The above questions and answers are only a fraction of the information regarding civilian PCS entitlements. If you have additional questions or concerns, please review the Joint Travel Regulations (JTR) and the Defense Finance and Accounting Service Pamphlet for Civilian Permanent Change of Station (PCS). The pamphlet can be obtained from our website at:

https://dfas4dod.dfas.mil/centers/dfasco/customer/travel/index.htm