**Standard Operating Procedures for Permanent Change of Station (PCS)**

**What is a Permanent Change of Station (PCS)?**
When an employee relocates to a new official station for permanent assignment.

The preparation and processing of PCS orders and amendments for moves between official stations in non-foreign areas is done by the PCS Office at the Mike Monroney Aeronautical Center (MMAC).

**Procedures for New Hires:**

**Step 1:**

The LOB with the vacancy must determine whether or not they will pay PCS expenses prior to creating the vacancy announcement.

**FAA pays PCS expenses in two ways – Fixed Amount or PCS Actual Expense Method:**

- **Fixed Amount (or Flat Rate PCS)** - is a lump sum amount (not to exceed $10,000, less applicable taxes), which is determined by the hiring manager prior to creating the vacancy announcement. The exact PCS dollar amount to be paid to the employee must be specified in the vacancy announcement. This applies only to positions located in the Contiguous United States (CONUS) or non-remote locations in Alaska. **Actual Expense Method PCS** – is the reimbursement of certain expenses (Note: New hires are not eligible for the Home Sale Program). FAA must pay:
  - Transportation and subsistence expenses en route to the employee’s new official station.
  - Transportation of employee’s immediate family en route to the new official station.
  - Transportation and temporary storage of household goods (up to 18,000 pounds) unless employee has elected to transport a mobile home.

**Step 2:**

HR creates the vacancy announcement with input from the LOB. The announcement should clearly state whether or not PCS expenses will be paid.

**IMPORTANT NOTE:** The amount and type of PCS MUST be determined prior to the vacancy announcement being created. **Once it is determined and included in the**
vacancy announcement, it is final and cannot be changed during or after the interview/selection process.

What to include in the Vacancy Announcement:

• Clearly state whether or not PCS expenses will be paid.
  ▪ Example: No PCS expenses will be paid.
• If yes, clearly state whether PCS expenses will be paid as a fixed amount or actual expense.

For Fixed Amount (or Flat Rate PCS):
State exact dollar amount which will be paid to new employee (maximum is $10,000). **Do not use “up to” or “various” when stating the amount.**

For PCS Actual Expense Method:
A Permanent Change of Station move will be paid actual expense method.

**Step 3:**

Human Resources (HR) reviews the vacancy announcement to ensure that it conforms to human resources policy. See attached checklist to assist with this review.

**Step 4:**

After a selection is made, the LOB sends all related paperwork to HR.

Along with the paperwork, the LOB sends HR the selected candidate’s contact information, including e-mail address (if applicable) and phone number, as well as the title, e-mail address, and phone number of the approving official. **All authorized entitlements, if a full PCS is to be paid, must be listed.**

**Step 5:**

HR reviews the job offer to ensure it conforms to the vacancy announcement and human resources policy. See attached checklist for further information.

**Step 6:**

HR makes the job offer to the selected candidate.

**Step 7:**

Candidate accepts offer.
**Step 8:**

HR sends the following information to the PCS Office in OKC:
- Information provided by the LOB, including the report date, firm offer letter with employees acceptance;
- The Request for Personnel Action, SF-52 or Notification of Personnel Action, SF-50; and
- A copy of the vacancy announcement that identifies PCS entitlements or other documentation authorizing the PCS (reassignment letter, return rights, etc.).

**Step 9:**

PCS Office contacts the new employee and provides counseling on entitlements and any assistance needed with completing the required documentation.

**Step 10:**

PCS Office prepares PCS Order and sends to the LOB, for the approving official’s signature. (When possible, new employees should receive PCS Order 60 days prior to reporting date):

**PCS Order includes (Reference FAATP 302-5.101):**
- Travel, transportation and per diem expenses for new hire to the new duty station.
- Transportation expenses for immediate family to the new duty station.
- Transportation (up to 18,000 pounds) and storage of household goods (up to 90 days).
- Appropriation information/Accounting String.
- Remarks section – special provisions that the employee must be aware of.

**Step 11:**

The LOB approving official signs Order and returns it to the PCS Office.

**Step 12:**

PCS Office sends a completed copy of the order to the new employee and a copy of the signed Travel and Transportation Agreement, FAA Form 1520-1, is filed in the PCS office.
Amendments to original PCS Order:
If there is a change in the new employee’s reporting date or other events take place that prevent the employee from carrying out the PCS move when originally scheduled:
• The LOB MUST inform both the PCS Office and HR so that an amendment can be completed.
• The request for amendment by the LOB must be routed through HR for concurrence.
• HR will then send the amendment request, along with appropriate amended documentation (such as corrected SF-52 or SF-50) to the PCS Office.
• PCS Office then prepares an amended PCS Order.

IMPORTANT NOTE on Funding PCS Expenses:

Once the PCS is identified and the employee is eligible to move to the new duty station, the employee and manager should determine a specific move date. PCS funding will depend on the time of year the employee moves.

• If the effective date of the move is within the current fiscal year then current fiscal year funds must be used.
• If the effective date of the move falls within the first quarter (90 days) of the new fiscal year (October, November, or December), the current fiscal year funding may be used to fund the PCS.
• If the effective date of the move falls into the next fiscal year, second quarter and beyond, funding must be from the fiscal year of the move when the appropriated funds become available.
• If Congress has approved special legislation that allows obligating funds specifically for PCS that are different than one year funds, then the PCS Office should be notified and provided copies of the funding legislation and then coordinate with ABU for funding parameters.

If the effective date of the move changes from the date on the original orders, it depends on when the move date is changed to within the fiscal year. The following shall apply when determining which funding to use:

• If the revised effective date of the move falls within the same fiscal year, or within the first 90 days of the new fiscal year, current fiscal funds may still be applied to the new orders.
• If the revised effective date of the move is extended beyond the first 90 days of the new fiscal year, then the new fiscal year funds must be obligated when those funds become available. New PCS order must be generated.
• If the original date of the move falls within the first quarter of the new fiscal year using prior fiscal year funds and the revised order is issued with an effective date of the move that is beyond those first 90 days, the prior year funds are no longer
available for the PCS. New fiscal year funds must be used when the funding is made available.

**PCS expenses for a Non-foreign area outside the Contiguous United States (CONUS):**

**FAA MUST pay:**
- Transportation and subsistence expenses en route to new official station.
- Transportation of employee’s immediate family to new official station.
- Transportation and temporary storage of household goods (except when transporting a mobile home).

**FAA MAY pay:**
- Non-temporary storage of household goods.
- Transportation of a privately-owned automobile.
- Property management service expenses.

**FAA WILL NOT pay:**
- House-hunting trip expenses.
- Temporary quarters subsistence expenses.
- Expenses related to the sale of employee’s residence at the old official station.
- Termination of employee’s lease at the old official station.
- Purchase of a residence at employee’s new official station.
- A home marketing incentive payment.
- A property management services incentive payment.
- A relocation income tax allowance.
- Expenses related to the use of relocation services.

**Additional resources for PCS information:**
- PCS Office
  - Pam Shuffield at Pamela.Shuffield@faa.gov or (405) 954-5380
- Travel Help Desk (800) 482-4044
- FAA Travel Policy (FAATP)
  - [https://employees.faa.gov/org/staffoffices/aba/travel/policy/](https://employees.faa.gov/org/staffoffices/aba/travel/policy/)
    - Chapter 300 – General
    - Chapter 302 – Relocation Allowances
PCS Checklist for New Hires

1. Once a Vacancy Announcement is prepared, conduct a review of the information.
   a. PCS entitlements within CONUS – Reference FAATP 302-5.101 – 302-5.103:
      i. If actual expense method is to be paid if will state Actual Expense method or Full PCS on the announcement.

         For inquiries by job applicants these are the entitlements that would be paid:
         FAA MUST pay:
         □ Transportation and subsistence expenses for new employee to new official station;
         □ Transportation of new employee’s immediate family to new official station;
         □ Transportation and temporary storage of household goods (up to 18,000 pounds).

         FAA MAY pay:
         □ Nontemporary storage of household goods.

         FAA will NOT pay:
         □ Subsistence expenses of new employee’s immediate family to new official station;
         □ Househunting trip expenses;
         □ Temporary quarters subsistence expenses;
         □ Transportation of employee’s privately owned automobile;
         □ Expenses related to the sale of the new employee’s residence, or termination of lease, and purchase of a residence at employee’s new official station;
         □ Property management services expenses;
         □ A home marketing incentive payment;
         □ A relocation income tax allowance; or
         □ Expenses related to the use of relocation services.

   ii. If flat-rate PCS is to be paid –
       □ Is the authorized amount specified (new hires are only eligible for a fixed rate up to $10,000)? Yes_____ Amount ($)_____ No______;
       □ If no dollar amount is specified, the vacancy announcement must be returned to the LOB.
b. PCS entitlements outside CONUS – Reference FAATP 302-5.200 – 302-5.203:
   i. If actual expense method is to be paid –

   FAA will **ONLY** pay:
   - Transportation and subsistence expenses for new employee to new official station;
   - Transportation of new employee’s immediate family to new official station;
   - Transportation and temporary storage of household goods (up to 18,000 pounds).

   FAA **MAY** pay:
   - Nontemporary storage of household goods;
   - Transportation of employee’s privately owned automobile.

   FAA will **NOT** pay:
   - Subsistence expenses of new employee’s immediate family to new official station;
   - Househunting trip expenses;
   - Temporary quarters subsistence expenses;
   - Transportation of employee’s privately owned automobile;
   - Expenses related to the sale of the new employee’s residence, or termination of lease, and purchase of a residence at employee’s new official station;
   - Property management services expenses;
   - A home marketing incentive payment;
   - A relocation income tax allowance; or
   - Expenses related to the use of relocation services;
   - Miscellaneous expense allowance.

   ii. Only those new hires with a duty location in Alaska (except for remote locations*): Bethel, Bettles, Cold Bay, Cordova, Dillingham, Johnstone Point, Ketchikan, King Solomon, Kodiak, Kotzebue, McGrath, Nome, Petersburg, Stika, and Yakutat) are eligible to be paid flat-rate PCS.

   If the new hire’s new official station is in Alaska:
   - Is the authorized amount specified (new hires are only eligible for a fixed rate up to $10,000)? Yes_____ Amount ($)______ No______
   - If no dollar amount is specified, the vacancy announcement must be returned to the LOB.

*For remote locations of Alaska, employee will be eligible for Actual Expense Method PCS.
2. Prior to making the Job Offer to the selected candidate, conduct a review of the job offer to ensure it contains the following information.

- Ensure that the Job Offer is in line with the Vacancy Announcement; and that the new hire is eligible to be paid PCS expenses.
- If it’s a flat-rate PCS, ensure that the amount is correct (Remember: new hires are only eligible for a fixed rate up to $10,000).
- If it’s an actual expense method ensure that the selectee is aware of entitlements.