



Department of Defense Education Activity

PROCEDURAL GUIDE

NUMBER 14-PGRMD-006

DATE July 31, 2014

RESOURCE MANAGEMENT DIVISION

SUBJECT: Procedures for Permanent Change of Station at the Department of Defense Education Activity

References: (a) DoD 7000.14-R, "DoD Financial Management Regulation," June 2011, Volume 1-15, as amended
(b) Joint Federal Travel Regulations, Volume 1, current edition
(c) Joint Travel Regulations, Volume 2, current edition
(d) Defense Transportation Regulation, current edition
(e) DoD Instruction 5010.40, "Managers' Internal Control Program Procedures," May 30, 2013

1. **PURPOSE.** The purpose of this Procedural Guide is to document the proper processes and procedures used to process Permanent Changes of Station (PCS) at the Department of Defense Education Activity (DoDEA).

2. **APPLICABILITY.** This Procedural Guide applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and, all DoDEA District Superintendents, school administrators, and supervisors.

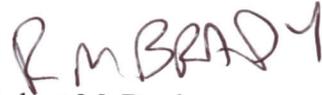
3. **DEFINITIONS.** See Glossary.

4. **GUIDANCE.** This Procedural Guide captures all required inputs, service providers, financial systems, outputs, and dependencies involved in PCS travel at DoDEA. PCS will be managed in accordance with References (a) through (e).

5. **ROLES AND RESPONSIBILITIES.** See Enclosure 1.

6. PROCEDURES. See Enclosure 2.

7. EFFECTIVE DATE. This Procedural Guide is effective immediately.



Robert M. Brady
Associate Director for Financial
and Business Operations

Enclosures

1. Roles and Responsibilities
2. Procedures
3. Department of Defense (DD) Form 1614, Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel
4. DD Form 1616, DoD Transportation Agreement: Transfer of Professional School Personnel Outside the Continental United States (OCONUS)
5. DD Form 1617, DoD Transportation Agreement: Transfer of Civilian Employees OCONUS
6. DD Form 1618, DoD Transportation Agreement: Transfer of Civilian Employees to and within Continental United States (CONUS)
7. Transmittal Form
8. DD Form 1351-2, Travel Voucher or Subvoucher

Glossary

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

1. DIRECTOR, DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA). The Director, DoDEA, shall oversee the implementation of this Procedural Guide.

2. DODEA AREA DIRECTORS AND DISTRICT SUPERINTENDENTS. The DoDEA Area Directors and District Superintendents, under the authority, direction, and control of the Director, DoDEA, shall ensure that district and school policies reflect those contained in this Procedural Guide.

3. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals, under the authority, direction, and control of the cognizant DoDEA District Superintendent, shall:
 - a. Comply with the policies and procedures in this Procedural Guide.
 - b. Ensure current school policies and procedures are aligned with this Procedural Guide.
 - c. Establish new policies and procedures, as needed, to implement the guidance described herein.

4. DODEA SUPERVISORS AND EMPLOYEES. The DoDEA Supervisors and Employees shall comply with the policies and procedures in this Procedural Guide.

5. TRAVELERS. Travelers are DoDEA employees traveling in accordance with Reference (c).

6. CHIEF, RESOURCE MANAGEMENT DIVISION (RMD), DODEA HEADQUARTERS (HQ). DoDEA Chief, RMD HQ shall:
 - a. Broadly oversee the funding authority authorized in this Procedural Guide and verify that the established fund cite limits are within established legal authorities.
 - b. Further delegate funding approval to Supervisory Budget Analysts for travel purposes.

7. DODEA HQ RMD FINANCIAL ANALYST. DoDEA HQ RMD Financial Analyst is responsible for receiving Permanent Change of Station (PCS) request packages from the Defense Logistics Agency (DLA) Human Resources (HR) office; and, for reviewing travelers' Department of Defense (DD) Form 1614, "Request/Authorization for DoD Civilian Permanent

ENCLOSURE 1

ROLES AND RESPONSIBILITIES

Duty or Temporary Change of Station (TCS) Travel,” (Enclosure 3) for accuracy and completeness before entering the funding estimates and fund citation. Additional responsibilities include:

a. Ensure the PCS obligation information in the Travel Order Processing System (TOPS) Online is accurately reflected in DoDEA Washington Headquarters Services Allotment Accounting System (WAAS).

b. Receive incoming travel vouchers; confirm all vouchers are supported by receipts; and, verify that vouchers correspond to the entitlement described in the original travel authorization and amendments.

8. DODEA HQ RMD SUPERVISORY TRAVEL BUDGET ANALYST. The DoDEA HQ RMD Supervisory Travel Budget Analyst serves as the authorizing official for PCS travel authorizations and vouchers. He/she may further delegate authorization authority to DoDEA HQ RMD Financial Analysts for travel purposes.

9. DODEA HQ RMD FINANCIAL SYSTEMS ANALYST. The DoDEA HQ RMD Financial Systems Analyst is responsible for managing the TOPS Online and DoDEA WAAS databases, and for ensuring the success and accuracy of the daily TOPS-DoDEA WAAS interface.

10. DLA. DLA shall comply with the Service Level Agreement (SLA) established with DoDEA to provide travel entitlement services to authorized DoDEA travelers engaging in PCS moves. DLA HR receives and reviews initial requests for PCS; and, the DLA HR Specialist signs DoDEA travelers’ PCS travel authorizations as the approving official (AO).

ENCLOSURE 2

PROCEDURES

1. TRAVEL AUTHORIZATION REQUESTS.

a. If the traveler is a current DoDEA employee with a Common Access Card (CAC), he/she logs into TOPS Online to create a DD Form 1614.

(1) If the traveler is a new DoDEA employee, DoDEA HR initiates orders based on information gathered from the employee.

(2) The DD Form 1614 is saved in TOPS Online as a “Draft” order.

b. The traveler completes one of the following transportation agreements: DD Form 1616, “Transfer of Professional School Personnel Outside the Continental United States (OCONUS)” (Enclosure 4); DD Form 1617, “Transfer of Civilian Employees OCONUS” (Enclosure 5); or, DD Form 1618, “Transfer of Civilian Employees to and within Continental United States (CONUS)” (Enclosure 6).

c. After completing the transportation agreement, the traveler submits the DD Form 1614 via TOPS and e-mails all required supporting documentation to DLA HR for processing. DLA HR will upload the supporting documentation (e.g. transportation agreements) into TOPS.

d. Once DLA HR receives the PCS request package from the traveler, the DLA HR Specialist reviews the initial draft of the DD Form 1614 to determine applicability of PCS travel entitlements. The DLA HR Specialist serves as the Approving Official (AO).

(1) If the AO discovers inaccuracies, he/she follows up with the traveler directly to correct incomplete or inaccurate data.

(2) Once the information is accurate and in accordance with the Joint Travel Regulations (JTR), the AO digitally signs the DD Form 1614 and changes the status to “Appr. Signed.”

e. Once the DD Form 1614 is “Appr. Signed” in TOPS, the DoDEA HQ RMD Financial Analyst reviews the DD Form 1614 for accuracy and completeness.

(1) If the DD Form 1614 is inaccurate or incomplete, the DoDEA HQ RMD Financial Analyst returns the form to DLA HR and changes the status to “Appr. Signed?”

(2) If the DD Form 1614 is accurate and complete, the DoDEA HQ RMD Financial Analyst enters the funding estimates and fund citation, changing the status of the document to “Fund Cited.” Travel authorizations have separate lines of accounting (LOAs) for each object class and program code – with dollar amount obligations noted for each type – to allow for the proper distribution of obligations in DoDEA WAAS.

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PROCEDURES

f. Serving as the authorizing official, the DoDEA HQ RMD Supervisory Travel Budget Analyst reviews the DD Form 1614 for accuracy and completeness in TOPS, ensuring there is sufficient funding based on the daily monitoring report.

(1) If the DoDEA HQ RMD Supervisory Travel Budget Analyst notices errors or discrepancies in the fund citation, the DD Form 1614 is returned to the DoDEA HQ RMD Financial Analyst for correction by changing the status to “Fund Cited?”; the DoDEA HQ RMD Financial Analyst returns the form to DLA HR for correction and changes the status to “Appr. Signed?”

(2) If the information is accurate and in accordance with the JTR, the DoDEA HQ RMD Supervisory Travel Budget Analyst digitally signs the DD Form 1614, changing the status to “Fiscal Signed.” This status indicates to the DLA HR specialist that the DD Form 1614 is complete, and the obligation may be recorded in DoDEA WAAS.

g. The DLA HR Specialist updates the status of the DD Form 1614 to “Complete,” and notifies the traveler that their travel authorization for the PCS move is approved.

2. WAAS INTERFACE. Daily, a DoDEA HQ RMD Financial Systems Specialist downloads the obligation batch as a text file from TOPS Online. To ensure obligations in the batch are correct, each travel authorization records separate LOAs for object classes and program codes and notes the dollar amount obligated. The DoDEA HQ RMD Financial Systems Specialist converts this text file into a DoDEA WAAS format with financial data broken down by limit, object class, and program codes.

a. The DoDEA HQ RMD Financial Systems Specialist uploads the obligation data as an Excel file into DoDEA WAAS.

b. Once the data is uploaded to DoDEA WAAS, the DoDEA HQ RMD Financial Analyst compares the individual amounts approved in TOPS, the funding total on the orders completed the day before, and the information reflected in WAAS.

(1) If differences are identified, the DoDEA HQ RMD Financial Analyst notifies the DoDEA HQ RMD Financial Systems Specialist.

(2) If the batch totals reconcile, the DoDEA HQ RMD Financial Analyst validates the batch in WAAS.

c. The DoDEA HQ Accounting Branch submits and updates the batch.

ENCLOSURE 2

PROCEDURES

d. The DoDEA HQ RMD Supervisory Travel Budget Analyst receives a daily monitoring report from the accounting database, which reflects the obligations and disbursements made against the DoDEA PCS LOAs.

(1) The monitoring report is generated from the DoDEA WAAS Mart database, which allows users to obtain DoDEA WAAS data in user-specified formats.

(2) The reports are assigned to a DoDEA HQ RMD Financial Analyst for review and corrective action, if needed.

e. The DoDEA HQ RMD Financial Analyst reviews the monitoring report by electronic document numbers (EDNs) to identify overaged obligations, negative unliquidated obligations (NULO), or any disbursements that were over \$25,000 for household goods (HHG) or over by \$500 for travel and miscellaneous expenses. In these instances, the DoDEA HQ RMD Financial Analyst provides supporting documentation to support their validation of the transactions.

f. Using the DoDEA HQ RMD Financial Analyst's analysis, the DoDEA HQ RMD authorizing official (i.e. the DoDEA HQ RMD Supervisory Travel Budget Analyst or designated DoDEA HQ RMD Financial Analyst) verifies each transaction by carefully reviewing EDNs and ensuring each disbursement is valid, accurate, complete, and timely.

(1) If the transaction is invalid, the DoDEA HQ RMD authorizing official initiates the appropriate adjustment.

(2) If the transaction is valid, the DoDEA HQ RMD authorizing official evaluates the overaged status of the travel authorization, the age of the EDN, and the associated outstanding balance.

(a) If the balance is not overaged, no further action is required.

(b) If the balance is overaged, the amount is compared to the DoDEA-established materiality guidelines.

1. If the amount falls below the threshold, the process is initiated to de-obligate the outstanding balance.

2. If the amount is above the threshold, the DoDEA HQ RMD authorizing official assigns the document to a DoDEA HQ RMD Financial Analyst for monitoring and additional follow-up.

ENCLOSURE 2

PROCEDURES

g. The DoDEA HQ RMD Financial Analyst prepares a transmittal form of funding changes for all de-obligations or additional obligations (Enclosure 7), attaching all supporting documentation for review.

(1) The DoDEA HQ RMD Financial Analyst signs and dates the transmittal form before sending to their supervisor for review. The DoDEA HQ RMD Supervisory Travel Budget Analyst signs and dates the transmittal form as the approver, and gives the package to the DoDEA HQ Accounting Division to update the changes in DoDEA WAAS.

h. Once the DoDEA HQ Accounting Division updates DoDEA WAAS, a DoDEA HQ RMD Financial Analyst reviews DoDEA WAAS to ensure the changes were made. He/she signs and dates the transmittal to evidence review.

i. The signed transmittal is scanned and retained on DoDEA HQ RMD's secure shared drive.

3. PCS TRAVEL, ARRANGEMENTS, AND BILLING.

a. Once the DLA HR Specialist updates the status of the DD Form 1614 to "Complete" and notifies DoDEA that their PCS travel orders have been approved, the traveler completes their PCS move as authorized. The PCS move may include entitlements for: transportation of the traveler and authorized dependents to the new duty site, including per diem for the duration of the travel; round trip expenses related to house hunting, including transportation, lodging, and per diem; temporary quarters subsistence expenses; household goods (HHG) shipment; and, other authorized expenses.

b. If the PCS move is conducted by a Government provider or contractor, DoDEA is billed directly through the Travel Management Office (TMO); for PCS per diem costs and for PCS moves not conducted by a Government provider or contractor, the employee must assemble and submit supporting documentation to DoDEA, including the authorized DD Form 1614; all receipts for lodging, meals, and incidental expenses; and, a DD Form 1351-2, "Travel Voucher or Subvoucher" (Enclosure 8).

(1) HHG is usually moved by the U.S. Army, Navy, or Air Force. An arrangement exists between DoDEA and the Services in which the Services charge DoDEA directly on the LOA used on the travel authorization.

(2) DoDEA has specific logistical requirements for PCS moves, including the maximum weight of HHG and acceptable modes of transportation (for example, air transportation is usually restricted). Nevertheless, the traveler and the moving agency often do not adhere to the established requirements.

ENCLOSURE 2

PROCEDURES

c. In order to identify offending travelers, DoDEA generates NULO reports on a bi-monthly basis comparing HHG actual costs against obligations and reviews discrepancies. Examples of discrepancies may include when HHG shipment actual costs exceed \$25,000.00; when HHG are incurred when there is no obligation for HHG; and, when HHG costs are significantly higher than the initial obligation.

d. When DoDEA identifies a traveler who failed to meet a requirement, they notify the Defense Finance and Accounting Services (DFAS) – Transportation to reclaim funds from the traveler.

e. DFAS reviews the claims or invoices against entitlements following the pre-defined validation process. DFAS validates expenses against the travel authorization and supporting documents before disbursement.

f. Once validated, DFAS processes disbursements against the validated entitlements.

4. POST-PCS TRAVEL: TRAVEL VOUCHERS.

a. Within five days of completing PCS, the traveler prepares and signs a DD Form 1351-2 for actual, reimbursable trip expenses. DoDEA employees are not authorized to use a Government Travel Charge Card (GTCC) for PCS travel, so all reimbursable expenses are paid via the traveler's personal accounts. The traveler sends the travel voucher and supporting documentation to the supervisor for review.

b. The traveler's supervisor reviews and approves the travel voucher using original receipts to substantiate claims, and then signs and dates all travel claims.

(1) If claims are substantiated in accordance with the JTR and DoD Financial Management Regulations (FMR), the supervisor approves the travel voucher with a dated signature as the "Reviewer," and returns the form to the traveler.

(2) If the claims are not substantiated in accordance with the JTR and DoD FMR, the supervisor returns the travel voucher to the traveler for correction and completion.

c. The traveler e-mails the signed documentation to DoDEA HQ RMD for the authorizing official's final signature. Documentation is sent via e-mail to the appropriate e-mail inbox established for their Area. E-mail inboxes will be established for each country in the Department of Defense Dependents Schools (DoDDS) and for each district in the Domestic Dependent Elementary and Secondary Schools (DDESS).

ENCLOSURE 2

PROCEDURES

d. Designated DoDEA HQ RMD Financial Analysts download incoming travel vouchers, confirming all vouchers are supported by receipts and correspond to the entitlement described in the original travel authorization and amendments.

(1) If the information is correct, the designated DoDEA HQ RMD Financial Analyst approves the travel voucher and submits it to the DoDEA HQ RMD Supervisory Travel Budget Analyst for signature in the AO block.

(2) If the information is inaccurate, the designated DoDEA HQ RMD Financial Analyst returns the travel voucher to the traveler for correction.

e. Once the DoDEA HQ RMD Supervisory Travel Budget Analyst signs the travel voucher, he/she e-mails the travel voucher, the DD Form 1614, and all applicable receipts to DFAS-Rome for processing.

f. DoDEA HQ RMD retains the travel voucher and all supporting documents for at least six years and three months.

ENCLOSURE 3

DD FORM 1614, REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TCS TRAVEL

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL MILEAGE RATE: \$ _____ <input type="checkbox"/> AIR		<input type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED		b. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES					17. DEPENDENT TRAVEL
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____			<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
18a. DEPENDENT TRAVEL FROM (Home Address)			b. TO (New PDS)		
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	SIGNED (X one)	
\$ _____	\$ _____	\$ _____	\$ 0.00	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE					
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE		c. ORGANIZATION ADDRESS	
a. TITLE					
25. TRAVEL AUTHORIZATION NUMBER			26. DATE ISSUED (YYYYMMDD)		

ENCLOSURE 3

DD FORM 1614, REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY
OR TCS TRAVEL

PRIVACY ACT STATEMENT

(5 U.S.C. #552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

ENCLOSURE 4

DD FORM 1616, DOD TRANSPORTATION AGREEMENT: TRANSFER OF PROFESSIONAL SCHOOL PERSONNEL OCONUS

<p>DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT TRANSFER OF PROFESSIONAL SCHOOL PERSONNEL OUTSIDE CONUS (OCONUS) <i>(Outside the 48 Contiguous States and the District of Columbia)</i></p>					
<p>PRIVACY ACT STATEMENT (5 U.S.C. §552a)</p> <p>AUTHORITY: 5 U.S.C. §5701, §5722, §5724, and E.O. 9397 (SSN).</p> <p>PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee to be eligible for travel and transportation expenses when transferred to positions outside the Continental United States (OCONUS).</p> <p>ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.</p> <p>DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.</p>					
<p>A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i></p>	<p>B. TYPE OF AGREEMENT</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> INITIAL</td> <td style="border: none;"><input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> RENEWAL</td> <td style="border: none;"><input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS</td> </tr> </table>	<input type="checkbox"/> INITIAL	<input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS
<input type="checkbox"/> INITIAL	<input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY				
<input type="checkbox"/> RENEWAL	<input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS				
<p>C. EMPLOYEE SSN</p>	<p>D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i></p>				
<p>E. LAST PDS LOCATION</p>					
<p>F. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i></p>					
<p>1. 5 U.S.C. §5722, provides, under certain conditions, for payment of travel and transportation expenses of the employee, appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to employment at a location outside the U.S., except movement and storage of HHG is not allowed for round-trip renewal agreement travel. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a prescribed period of time. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.</p> <p>2. I understand and agree that:</p> <p style="margin-left: 20px;">a. After I serve for _____ school year(s), the prescribed tour of duty, I will be eligible for return travel and transportation allowances for myself, my dependents, and my household effects, to my actual residence stated above, unless I am returned early for reasons beyond my control that are acceptable to the agency concerned, or I am returned by agency authority.</p> <p style="margin-left: 20px;">b. I will remain in Government service for at least one school year plus any necessary time in the area because of required arrival before the start of the school year and the required time while awaiting transportation for departure from the area at the conclusion of the school year. For teachers (except dormitory counselors), the school year consists of not more than 190 work days including not less than 175 days of classroom instruction. If I fail to remain in service the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation expenses and related allowances associated with the transfer of myself and my dependents, e.g., HHG storage and shipment, privately owned vehicle shipment, real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to my PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.</p> <p>3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for travel and transportation allowances, and other related allowances which may be authorized.</p> <p>4. I understand and agree that the address specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized during my continuous period of overseas service and this address is not subject to later change for personal reasons.</p> <p style="text-align: center;"><i>(Continued on Back)</i></p>					
<p>G. EMPLOYEE SIGNATURE</p>	<p>H. DATE SIGNED <i>(YYYYMMDD)</i></p>				

ENCLOSURE 4

DD FORM 1616, DOD TRANSPORTATION AGREEMENT: TRANSFER OF
PROFESSIONAL SCHOOL PERSONNEL OCONUS

5. I understand that I may be required to use commercial or Government aircraft for necessary travel to or from my PDS outside the U.S. unless a medical reason precludes the use of aircraft.

6. I also understand it is neither cost effective nor efficient for DoD to pay for more than one PCS move at Government expense during a period of one school year. Accordingly, except as provided in JTR, par. C4100, I am not entitled to any further PCS transfers within DoD, at Government expense, for a period of one school year from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

7. I further understand that teachers who serve in areas where the established tour of duty is two school years will, upon completion of the second consecutive school year, be given transportation to the actual residence in the U.S. for purpose of taking leave without pay, or be reassigned at their request to another two school year tour of duty area. The following exceptions may be approved during a period of continuous service:

a. Round-trip renewal agreement travel in a leave without pay status may be authorized to return to the U.S. for the summer at the end of the first school year of service to attend an accredited college or university to pursue courses that are required to continue certification or for professional preparation and advancement, if the teacher signs a new transportation agreement before leaving the PDS outside the U.S. An employee is required to present evidence of acceptance by, or a bona fide intent to attend, such an institution for an appropriate course of study of not less than six semester hours. If the employee fails to present satisfactory evidence of course completion to the agency, the employee is obligated to refund to the Government the cost of travel and transportation furnished for the purpose of attending the courses. Employees returning to the U.S. under this exception begin a new two school year cycle under the new transportation agreement when they return to the PDS outside the U.S.

b. At the end of the first school year under this transportation agreement, the employee may be reassigned, at the employee's request, with approval by the employing department, to a one school year tour of duty area. In this case, renewal agreement travel may be authorized to the employee's actual residence in the U.S. for the purpose of taking leave without pay during the summer recess and then from actual residence to a new PDS outside the U.S. indicated in the renewal agreement.

9. Teachers who satisfactorily complete the agreed period of service will be authorized travel and transportation allowances to the actual residence in the U.S. for the purpose of separation, or to the actual residence in the U.S. for the purpose of taking leave without pay during the summer recess in connection with renewal agreement travel with return to the same PDS outside the U.S. or reassignment to a new PDS outside the U.S.

NOTE: Employee should retain a copy of signed transportation agreement for their personal files.

I. OTHER REMARKS (To be completed by personnel office or employing agency officials only.)

ENCLOSURE 5

DD FORM 1617, DOD TRANSPORTATION AGREEMENT: TRANSFER OF CIVILIAN EMPLOYEES OCONUS

DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT TRANSFER OF CIVILIAN EMPLOYEES OUTSIDE CONUS (OCONUS) <i>(Outside the 48 Contiguous States and the District of Columbia)</i>			
PRIVACY ACT STATEMENT (5 U.S.C. §552a)			
AUTHORITY: 5 U.S.C. §5701, §5722, §5723, §5724, and E.O. 9397 (SSN).			
PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee (including appointees and student trainees) to be eligible for travel and transportation expenses when transferred to positions outside the Continental United States (OCONUS).			
ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.			
DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.			
A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>		B. TYPE OF AGREEMENT	
		<input type="checkbox"/> INITIAL	<input type="checkbox"/> PERMANENT CHANGE OF STATION (PCS) ONLY
		<input type="checkbox"/> RENEWAL	<input type="checkbox"/> RENEWAL IN CONJUNCTION WITH PCS
C. EMPLOYEE SSN	D. NEW APPOINTEE OR STUDENT TRAINEE	E. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i>	
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
F. LAST PDS LOCATION		G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i>	
1. 5 U.S.C. §5722 and §5723, provide, under certain conditions, for travel and transportation expenses of the employee (including new appointees or student trainees eligible for first PDS travel), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to an OCONUS location, except movement and storage of HHG is not allowed for round-trip renewal agreement travel. Under the law, the allowances shall not be authorized unless the employee agrees in writing to remain in the Government service for a prescribed period of time. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.			
2. I understand and agree that:			
a. When I complete _____ months, the prescribed tour of duty, I will be eligible for return travel and transportation allowances at Government expense for myself, my dependents, or my household effects, to my actual residence at time of appointment stated above for purpose of separation from the service, unless separated early for reasons beyond my control that are acceptable to the agency concerned.			
b. I will remain in Government service for at least 12 months beginning with the effective date of my transfer or appointment to my new OCONUS PDS, unless separated for reasons beyond my control that are acceptable to the agency concerned. If I fail to remain in service the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation and related allowances associated with the transfer of myself and my dependents, e.g., HHG storage and shipment, CONUS temporary quarters subsistence expenses, (but not OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement.			
3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for travel and transportation allowances, and other related allowances which may be authorized.			
<i>(Continued on Back)</i>			
H. EMPLOYEE SIGNATURE			I. DATE SIGNED <i>(YYYYMMDD)</i>

ENCLOSURE 5

DD FORM 1617, DOD TRANSPORTATION AGREEMENT: TRANSFER OF CIVILIAN
EMPLOYEES OCONUS

4. I understand and agree that the address shown above is my actual residence at time of appointment and that it will be used for the purpose of determining transportation entitlement and that this address is not subject to later change for personal reasons.

5. I understand that I may be required to use commercial or Government aircraft for necessary travel to or from my OCONUS PDS unless a medical reason precludes the use of aircraft.

6. I also understand it is neither cost effective nor efficient for DoD to provide more than one PCS move at Government expense during any 12-month period. Accordingly, except as provided in JTR, par. C4-100, I am not entitled to any further PCS transfers within DoD, at Government expense, for a period of 12 months from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

NOTE: Employee should retain a copy of signed transportation agreement for their personal files.

J. OTHER REMARKS *(To be completed by personnel office or employing agency officials only.)*

ENCLOSURE 6

DD FORM 1618, DOD TRANSPORTATION AGREEMENT: TRANSFER OF CIVILIAN
EMPLOYEES TO AND WITHIN CONUS

DEPARTMENT OF DEFENSE (DOD) TRANSPORTATION AGREEMENT TRANSFER OF CIVILIAN EMPLOYEES TO AND WITHIN CONTINENTAL UNITED STATES (CONUS) <i>(48 Contiguous States and the District of Columbia)</i>		
<p align="center">PRIVACY ACT STATEMENT (5 U.S.C. §552a)</p> <p>AUTHORITY: 5 U.S.C. §5701, §5723, §5724, and E.O. 9397 (SSN).</p> <p>PRINCIPAL PURPOSE(S): Used to establish Government time in service requirements in order for the employee (including new appointees or student trainees) to be eligible for travel and transportation expenses when transferred to and within the Continental United States (48 contiguous States and the District of Columbia).</p> <p>ROUTINE USE(S): In addition to being used by officials and employees of the applicant's Service in determining eligibility for travel and transportation expenses, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances.</p> <p>DISCLOSURE: Voluntary; however, completion of this form is necessary before transfer can be authorized and expenses paid. The personal information requested is necessary to properly identify the employee.</p>		
A. EMPLOYEE NAME <i>(Last, First, Middle Initial)</i>	B. EMPLOYEE SSN	C. NEW APPOINTEE OR STUDENT TRAINEE <input type="checkbox"/> YES <input type="checkbox"/> NO
D. REPORT DATE TO NEW OR FIRST PERMANENT DUTY STATION (PDS) <i>(YYYYMMDD)</i>	E. NEW OR FIRST PDS LOCATION	
F. SIGNATURE OF DESIGNATED CIVILIAN PERSONNEL OFFICER/HUMAN RESOURCES OFFICER OR DESIGNEE	G. ACTUAL RESIDENCE AT TIME OF APPOINTMENT <i>(To be determined at time of initial agreement)</i>	
<p>1. 5 U.S.C. §5723 and §5724, as amended, provide, under certain conditions, for travel and transportation expenses of an employee (including eligible new appointees or student trainees in certain circumstances), appropriate allowances for the employee's immediate family, movement and storage of household goods (HHG) and personal effects, and certain other allowances incident to an appointment or transfer to and within CONUS. Under the law, the allowances are not authorized unless an employee agrees in writing to remain in the Government service for a minimum of 12 months. Accordingly, to establish eligibility for the authorized allowances, the following agreement must be executed.</p> <p>2. I understand and agree that:</p> <p>a. I will remain in Government service for a minimum of 12 months beginning with the date I report for duty at my new or first PDS, unless I am separated for reasons beyond my control that are acceptable to the agency concerned.</p> <p>b. If I fail to serve the required minimum period of time, or if I am removed for cause before expiration of the required minimum period of service, I am obligated and will, upon demand, repay to the Government a sum of money equivalent to what the Government paid for travel and transportation expenses and related allowances associated with the transfer of myself and my dependents, e.g., househunting trip expenses, HHG storage and shipment, privately owned vehicle shipment, CONUS temporary quarters subsistence expenses, (but not OCONUS temporary quarters subsistence allowance), real estate and/or relocation expenses, miscellaneous expenses, and any other related allowances incident to my transfer, from beginning point of travel to the PDS. The employing Agency may withhold any final pay due to me to apply against or liquidate any indebtedness arising from a violation of this agreement. I understand that the amount of indebtedness will be determined in accordance with the provisions of JTR, Chapter 4, Part H, which provide, in connection with a transfer to CONUS, that I will be credited with any unused earned entitlement for return transportation and travel to my actual residence upon separation from my PDS outside CONUS.</p> <p>3. I understand that the period of service specified above is for the sole purpose of establishing my eligibility for payment of travel and transportation expenses, and other related allowances which may be authorized.</p> <p align="center"><i>(Continued on Back)</i></p>		
H. EMPLOYEE SIGNATURE	I. DATE SIGNED <i>(YYYYMMDD)</i>	

ENCLOSURE 6

DD FORM 1618, DOD TRANSPORTATION AGREEMENT: TRANSFER OF CIVILIAN
EMPLOYEES TO AND WITHIN CONUS

4. I understand and agree that the address shown above is my actual residence at time of appointment and that this address will be used for the purpose of determining transportation entitlement and that it may not be later changed for personal reasons. I also understand that upon completion of the 12-month minimum period of service specified in this agreement, I will not be eligible for return transportation at Government expense for myself, my dependents and HHG to my actual residence at the time of my appointment. I further understand that completion of the above period of service does not terminate my employment and I may continue to serve in the same position or any other position to which I am assigned for a longer period in accordance with the employing agency regulations. This agreement neither limits nor guarantees the duration of my employment.

5. I also understand it is neither cost effective nor efficient for DoD to pay for more than one permanent change of station (PCS) move during any 12-month period. Accordingly, except as provided in JTR, par. C4100, I am not entitled to any further PCS transfers within DoD, at Government expense, for a period of 12 months from the date of this transfer. This policy does not preclude my acceptance of another position for which PCS expenses may not be allowed.

NOTE: Employee should retain a copy of signed transportation agreement for their personal files.

J. **OTHER REMARKS** *(To be completed by personnel office or employing agency officials only.)*

ENCLOSURE 7

TRANSMITTAL FORM

FUNDING CHANGES TRANSMITTAL											
REVIEWED BY:				APPROVED BY:				UPDATED BY:			
DATE:				DATE:				DATE:			
TIME:				TIME:				TIME:			
#	FY	BSYM	LIMIT	EDN	OBJECT CLASS	OBLIGATED	DISBURSED	FUNDING INCREASE	FUNDING DECREASE	VALIDATED BY:	
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ENCLOSURE 8

DD FORM 1351-2, TRAVEL VOUCHER OR SUBVOUCHER

PRIVACY ACT STATEMENT																							
<p>AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.</p> <p>PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments. Applicable SORN: T7333 (http://privacy.defense.gov/notices/dfas/T7333.shtml).</p> <p>ROUTINE USE(S): Certain "<u>Blanket Routine Uses</u>" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: http://dpclo.defense.gov/privacy/SORNS/component/dfas/preamble.html.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.</p>																							
PENALTY STATEMENT																							
<p>There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).</p>																							
INSTRUCTIONS																							
<p>ITEM 1 - PAYMENT</p> <p>Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p>REQUIRED ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Original and/or copies of all travel orders/authorizations and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed. 	<p>ITEM 15 - ITINERARY - SYMBOLS</p> <p>15c. MEANS/MODE OF TRAVEL (Use two letters)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">GTR/TKT or CBA (See Note) - T</td> <td>Automobile - A</td> </tr> <tr> <td>Government Transportation - G</td> <td>Motorcycle - M</td> </tr> <tr> <td>Commercial Transportation (Own expense) - C</td> <td>Bus - B</td> </tr> <tr> <td>Privately Owned</td> <td>Plane - P</td> </tr> <tr> <td>Conveyance (POC) - P</td> <td>Rail - R</td> </tr> <tr> <td></td> <td>Vessel - V</td> </tr> </table> <p>Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.</p> <p>15d. REASON FOR STOP</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Authorized Delay - AD</td> <td>Leave En Route - LV</td> </tr> <tr> <td>Authorized Return - AR</td> <td>Mission Complete - MC</td> </tr> <tr> <td>Awaiting Transportation - AT</td> <td>Temporary Duty - TD</td> </tr> <tr> <td>Hospital Admittance - HA</td> <td>Voluntary Return - VR</td> </tr> <tr> <td>Hospital Discharge - HD</td> <td></td> </tr> </table> <p>ITEM 15e. LODGING COST Enter the total cost for lodging.</p> <p>ITEM 19 - DEDUCTIBLE MEALS Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT or CBA (See Note) - T	Automobile - A	Government Transportation - G	Motorcycle - M	Commercial Transportation (Own expense) - C	Bus - B	Privately Owned	Plane - P	Conveyance (POC) - P	Rail - R		Vessel - V	Authorized Delay - AD	Leave En Route - LV	Authorized Return - AR	Mission Complete - MC	Awaiting Transportation - AT	Temporary Duty - TD	Hospital Admittance - HA	Voluntary Return - VR	Hospital Discharge - HD	
GTR/TKT or CBA (See Note) - T	Automobile - A																						
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Hospital Admittance - HA	Voluntary Return - VR																						
Hospital Discharge - HD																							
<p>29. REMARKS</p> <ol style="list-style-type: none"> a. INDICATE DATES ON WHICH LEAVE WAS TAKEN: b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO. 																							

GLOSSARYABBREVIATIONS AND ACRONYMS

AO	Approving Official
CAC	Common Access Card
CONUS	Continental United States
DD	Department of Defense (form)
DDESS	Domestic Dependent Elementary and Secondary Schools
DFAS	Defense Finance and Accounting Services
DLA	Defense Logistics Agency
DoD	Department of Defense
DoDDS-E	Department of Defense Dependents Schools-Europe
DoDDS-P	Department of Defense Dependents Schools-Pacific
DoDEA	Department of Defense Education Activity
EDN	Electronic Document Number
FMR	Financial Management Regulation
GTCC	Government Travel Charge Card
HHG	Household Goods
HQ	Headquarters
HR	Human Resources
JTR	Joint Travel Regulations
LOA	Line of Accounting
NULO	Negative Unliquidated Obligation
OCONUS	Outside the Continental United States
PCS	Permanent Change of Station
RMD	Resource Management Division
SLA	Service Level Agreement
TCS	Temporary Change of Station
TMO	Travel Management Office
TOPS	Travel Order Processing System
WAAS	Washington Headquarters Services Allotment Accounting System