



## DEFENSE INFORMATION SYSTEMS AGENCY

P. O. Box 4502  
ARLINGTON, VIRGINIA 22204-4502

IN REPLY  
REFER TO

Manpower, Personnel, and Security (MPS)

24 APR 2009

### MEMORANDUM FOR DISTRIBUTION

SUBJECT: Guidance on Permanent Change of Station (PCS) Moves to Fort Meade

Reference: Joint Travel Regulations (JTR) Volume 2, Chapter 5: Permanent Change of Station (PCS) Expense Reimbursement for Civilian Employees

1. The Defense Information Systems Agency (DISA) will begin its migration to Ft. Meade, Maryland in October 2010 as a part of the BRAC. DISA would like all affected current employees to make this move to Ft. Meade. From a practical point of view, the new DISA Headquarters at Ft. Meade is approximately 25 miles from our current location. For most individuals, this move will represent an increase in their commuting distance to the new site.
2. To assist those employees who desire to move closer to Ft. Meade, DISA will be offering PCS Expense Reimbursements for those individuals who meet certain requirements. The intent of offering PCS Expense Reimbursements is to encourage employees to move closer to Ft. Meade to improve their daily commute/quality of life. For this reason, we are requiring that your new home be at least 10 miles closer to Ft. Meade.
3. JTR, Volume 2, Chapter 5 provides detailed information on authorizations for PCS. The Agency has discretion to approve on a case-by-case basis an exception to the JTR when the one-way commuting distance between the residence being occupied while serving at the old duty station and new duty station increases by at least 10 miles (Para. C5080-F). Every permanent employee who meets the criteria in this memorandum will be offered PCS Expense Reimbursements, if otherwise eligible.
4. An employee can not apply for PCS Expense Reimbursements until they have received their Transfer of Function (ToF) letter which will be issued by the Civilian Personnel Division (MPS1) one year prior to the anticipated move of the individual's position to Ft. Meade. Prior to approving an employee's request for PCS relocation allowances, the Agency's representative (designee or committee) will review the request to ensure that it is in the best interest of the Government. Enclosure 1 provides an example of the request for PCS Expense Reimbursements. An employee that accepts PCS Expense Reimbursements must move into and occupy the new home and commute to and from Ft. Meade on a daily basis from this home. In addition, every employee who is approved for PCS Expense Reimbursement will be required to serve for at least one year from the date of the official report date to Ft. Meade.
5. DISA employees will not be approved for participation in the Defense National Relocation Program (DNRP) due to the costs associated with this program. There will be no exceptions to this restriction.

6. DISA will be working with our DFAS servicing partner to schedule and conduct a series of briefings that will focus on the specific items that will be authorized for reimbursement under the provision of the PCS. Enclosure 2 is a summary, in general terms, of the categories of reimbursable expenses.

7. Please address any questions and/or comments on PCS Expense Reimbursements to Ms. Therethe Sampson or Ms. Vicki Fowler. Both are in the DISA Travel Office and can be reached at (703) 607-6534 or (703) 607-6560.

2 Enclosures:

- 1 DISA Memo, MPS4, Request for PCS Entitlements Form, 02 April 09
- 2 DISA Memo, MPS4, PCS Facts Sheet 02 April 09



JACK PENKOSKE  
Director for Manpower,  
Personnel, and Security

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I understand that the above information will be taken under consideration by the Agency's designee or committee when determining approval of PCS requests.

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Signature

Date Signed

## **Enclosure 2: PCS Facts**

### **I. Shipment of Household Goods (HHG)**

- A. 18,000-lbs. maximum weight authorized
- B. There are two authorized methods of transporting.
  - i. Commuted Rate System: You assume total responsibility for arranging.
  - ii. Actual Expense Method: Your agency assumes the responsibility for arranging
- C. You have 2 years from your report date to complete your HHG shipment.

### **II. Temporary Storage of (HHG)**

- A. 90 days authorized
- B. Upon an employee's written request, the initial 90 day period may be extended by an **additional 90 days if approved** by the Director, Defense Information Systems Agency for (the approving official on PCS)
- C. Storage can be at point of origin or destination.

### **III. Sell and Buy Residence**

- A. The employee has up to two years to sell at the old duty station and buy at the new duty station. Upon the employee's written request stating the reason, **two year extension may be granted by the approving official at DISA.**
- B. Sale of residence at the old permanent duty station – reimbursement shall not exceed 10 percent of the actual sale (This is the amount of reimbursement for selling of real estate unless you are authorized to use relocation services).
- C. Purchase of a residence at the new permanent duty station – reimbursement shall not exceed 5 percent of the purchase price.

### **IV. Miscellaneous Expense Allowance**

- A. An employee with no dependent(s) receives a \$500.00 flat amount or if expenses are itemized, an amount up to 1 week basic compensation whichever is the lesser amount.
- B. An employee with dependent(s) receive a \$1000.00 flat amount or, if expenses are itemized, an amount up to 2 weeks basic compensation, whichever is the lesser amount.
- C. The maximum MEA authorized must not exceed the highest basic salary for a GS-13.
- D. No receipts or itemized statements required, only when an amount exceeds that required in the JTR

- E. Employee will be required to certify on the voucher that he has discontinued his residence at the old permanent duty station and has established a residence at the new permanent duty station.
- F. No advance of funds will be authorized for miscellaneous expense.