



Permanent Change of Station Relocation

Purpose

This fact sheet will assist transferees preparing to make a Permanent Change of Station (PCS) within the continental United States (CONUS). It will provide helpful information to assist during a Government-authorized move. This fact sheet outlines the allowances and expense reimbursements employees are entitled to claim under the Federal Travel Regulation (FTR); however, it is important to note, that this guide is not a copy of the FTR. Information in the FTR, §302, is far more detailed. Therefore, if there are any discrepancies between this guide and the FTR, the FTR overrides any information contained herein.

Eligibility

An employee relocated in the interest of the Government is eligible for a number of allowances and reimbursements. Two or more employee members of the same immediate family, relocated in the interest of the Government, are allowed to receive separate relocation orders and benefits. The relocation will be treated separately; however, there will be no duplicate payment for the same expense.

Change of Station Relocation Information

General information concerning Change of Station (COS) can be found on the NASA Shared Services Center (NSSC) COS website, including:

- Information and announcements on the NSSC;
- Frequently Asked Questions;
- Reference material on entitlements; and
- Forms and direction for obtaining more detailed information.

Access the NSSC website at: <https://www.nssc.nasa.gov/changeofstation>.

Relocation	
PCS Transferee Entitlements	
Allowance	
House-Hunting Trip	X*
Transportation	X
Per Diem	X
Household Goods	X
Temporary Storage	X
Non-temporary Storage	Limited
Mobile Home (in lieu of HHG)	X
Temporary Quarters	X*
Real Estate Expenses	X
Misc. Expense Allowance	X
Relocation Income Tax Allowance	X
POV Shipment (when cost effective)	X*
Property Management Services	Limited
Limited	
First Duty Transfer Entitlements	
Allowance	
Transportation	X
Per Diem (employee only)	X
Household Goods	X
Temporary Storage	X
Non-temporary Storage	X
Mobile Home (in lieu of HHG)	X
POV Shipment (when cost effective)	X*
NASA Flexibility Act of 2004	
<p>NASA employees transferring to their first duty station under the NASA Flexibility Act of 2004, Section 9811, are entitled to all PCS Transferee Entitlements listed above, as designated and approved by the NASA Center HR Office.</p> <p><i>* These items are discretionary and are to be noted as approved on the travel order when sent to the NSSC by the NASA Center HR Offices.</i></p>	

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Notes for Above Entitlements

There are a few rules governing NASA's ability to pay for your relocation expenses:

1. The distance between the employee's old place of residence and new duty station must be at least 50 miles greater than old residence to old duty station, unless the head of the Agency or designee authorizes an exception.
2. You must sign a 12-month service agreement (not required for returning from overseas for separation).
3. For more detailed information on PCS Travel, please refer to the [Federal Travel Regulations, Part 302](#).

Advance of Funds

Employees who have a NASA government travel card are required to use the card for reimbursable expenses incurred. Employees with no government travel card may request to receive an advance of funds to cover some reimbursable expenses. Each request for an advance of funds must be detailed as to why an advance is necessary, and will be reviewed on a case-by-case basis.

The following may be funded in advance:

1. Per diem, mileage and common carrier costs anticipated for the employee and family for the PCS move, and for a house-hunting trip, if authorized (FTR §302-4.600, FTR §302-5.16).
2. Estimated allowable temporary quarters subsistence expense for up to 30 days. Additional funds may be approved for additional 30-day periods (FTR §302-6.15).
3. Transportation and temporary storage of household goods or transportation of a mobile home, only if by commuted rate method (FTR §302-7.105).

The following cannot be funded in advance:

1. Miscellaneous expense allowance (FTR §302-16.101).
2. Real estate transactions and unexpired leases (FTR §302-11.307).
3. Transportation and temporary storage of household goods or transportation of mobile home if by actual expense method (since the Government pays the mover directly) (FTR §302-7.105).

The travel advance cannot be issued earlier than four weeks before you expect to incur the related expense. Allow at least two weeks to process the advance. You will need to fill out Standard Form 1038 to request an advance of funds. In addition, a voided check, or copy thereof, must be included for the advance to be processed direct deposit. The outstanding travel advance will be offset against the

travel reimbursement vouchers as they are received, regardless of what expense is claimed on the voucher.

About the NSSC

The NSSC provides services across the Agency in five functional areas including: Agency information technology services and selected activities in financial management, human resources, procurement and business support services.

The NSSC strives to provide customer-focused, consistent, high-quality, easily-accessible and timely support services.

Access the NSSC website at:
<https://www.nssc.nasa.gov>

NASA Shared Services Center

Attn: Financial Management
Building 1111, C Road
Stennis Space Center, MS 39529

NSSC Customer Contact Center

Phone: 1-877-677-2123 (1-877-NSSC123)
Fax: 1-866-779-6772 (1-866-779-NSSC)
Email: nssc-contactcenter@nasa.gov
Web: <https://www.nssc.nasa.gov>