



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-C

14 March 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Vacancy Announcements and Payment of Permanent Change of Station (PCS) Costs

1. References:

- a. Joint Travel Regulation (JTR) Volume II.
- b. Memorandum, HQ TRADOC, ATBO-C, 7 Nov 06, subject: TRADOC Policy Letter 13, TRADOC Civilian Leader Development Program (CLDP), paragraph 3e.

2. All TRADOC advertised vacancy announcements for permanent positions, GS-13 and above, or equivalent levels in other pay systems (e.g., Federal Wage System, National Security Personnel System, and Defense Civilian Intelligence Personnel System) will include a statement that PCS costs will be paid. The goal is to attract a highly qualified, skilled, motivated, and diverse civilian workforce. Authorizing PCS expenses helps attract the best candidates from many sources and is an important factor in building a diverse and experienced workforce.

3. This guidance does not restrict authority to pay PCS costs for any other positions, when deemed appropriate.

4. Point of contact is Luana Smith, DSN 680-5237, (757) 788-5237, luana.smith@us.army.mil.


DAVID P. VALCOURT
Lieutenant General, U.S. Army
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Change of Station (PCS) Costs

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December 20, 2007

DAPE-CPD-EP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Vacancy Announcement Requirements and Permanent Change of Station (PCS)
Allowances

1. References:
 - a. DAPE-CP-PPE memorandum, dated September 17, 2003, subj: PCS Allowances on Announcements.
 - b. Department of Defense Joint Travel Regulations, Volume II.
2. This memorandum rescinds and supersedes reference a.
3. As provided in Reference b, travel and transportation allowances are payable when it is in the Government interest to fill a position by moving an employee from one permanent duty station to another. Where possible, management should make the determination as to whether or not a PCS move is in the interest of the Government prior to advertising a vacancy. That determination will be based on factors such as cost effectiveness, labor market conditions, and difficulty in filling the position.
4. When management makes the determination prior to advertising a vacancy that a PCS move would be in the interest of the Government, that determination will be reflected in the vacancy announcement as follows: "Payment of Permanent Change of Station (PCS) costs is authorized, subject to the provisions of the Joint Travel Regulations."
5. When management makes the determination prior to advertising a vacancy that a PCS move is not in the Government interest, that determination will be stated in the vacancy announcement as follows: "Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest." As required by the JTR, par. C5005-B3c(1), whenever a decision is made not to pay PCS allowances, the reason for that decision must be documented in writing by the appropriate official.
6. When management is unable to make a determination of the Government interest prior to advertising a vacancy, the following statement will be included in the vacancy announcement: "Permanent Change of Station (PCS) allowances may be authorized, subject to the provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government Interest." However, as required by the JTR, par. C5005-B3c, all applicants selected for interview must be notified in writing of the decision to pay or not pay PCS allowances or, if interviews are not held, the selectee must be so informed."
7. My point of contact for this issue is Mr. Steve Lewis, telephone (703) 325-6973, email steven.w.lewis@us.army.mil.

//original signed//

NANCY J. HILL
Acting Chief, Policy and Program
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