

**FEDERAL AVIATION ADMINISTRATION  
TEMPORARY/PERMANENT CHANGE OF STATION  
QUESTIONNAIRE**

**GENERAL**

An employee who is transferred to a new permanent duty station or a new temporary duty station is in most cases entitled to benefits which cover moving expenses. This information sheet is intended to generally acquaint you with these benefits and with the necessary forms, vouchers, and other documentation you will be required to submit to claim reimbursement. Since the information provided in these pages is intended to serve as a general guide for transfers within the continental United States, you are urged to consult the FAATP and administrative personnel at your new official permanent or temporary station if you have specific questions or if you are transferring to or from an oversea area.

**TRAVEL ORDERS**

The last page of this form is a questionnaire. You are required to complete the questionnaire and submit it to the administrative personnel at your new permanent or temporary duty station in order to be issued travel orders. You must be issued travel orders before you begin your trip. They are your authority to travel at Government expense. The travel orders also contain vital information about allowances and travel agreements. To avoid any misunderstanding regarding your subsequent reimbursement claims, you should carefully review the travel orders for accuracy and make sure the appropriate reimbursable expenses are authorized. Differences should be cleared with the administrative personnel at the new duty station.

**TRAVEL AND TRANSPORTATION  
AGREEMENT**

If you are performing a permanent change of station, before you travel to your new station, you will be required to sign an agreement with the Government. Under the terms of this agreement the Government agrees to reimburse you for your travel and transportation expenses and you agree to remain in FAA service for 1 year if your new station is inside the

continental U.S. Failure to comply with an agreement may result in your indebtedness to the Government for travel and transportation expenses which resulted from your move to the new station

No travel and transportation agreement is required for employees performing a temporary change of station.

**ADVANCE OF FUNDS**

You may be eligible for an advance of funds to cover certain necessary moving expenses. If you need an advance, you should submit a completed advance of funds application. You can obtain the appropriate form from your local administrative personnel.

**ENTITLEMENTS**

• **Househunting**

If you need to go on a househunting trip before you transfer, you should indicate so on the questionnaire. The authority for househunting will be included in your travel orders if your request is approved. Generally, authority for such a trip will be given only when circumstances indicate that such a trip is necessary or when the trip will prove to be economical for the Government. Authority may be given for the use of common carrier or private car.

The employee and spouse may perform the househunting trip traveling separately; however, reimbursement will be limited to what the cost would have been had they traveled together.

A househunting trip may be made only if both the employee's new and old duty stations are within the United States, the distance between the old and new official stations are 75 or more miles apart, and you are not assigned to Government or other prearranged housing at the new official station. The househunting trip must not exceed 10 days.

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• **Residence Transactions**

You may be reimbursed for certain expenses incurred in the sale of your residence at your old station, purchase of a residence at your new station, or settlement of an unexpired lease at your old station. Such expenses as a broker's fee incurred in selling a residence (but not in purchasing one), advertising for the sale of a residence, and some settlement costs are generally reimbursable if they do not exceed amounts customarily charged in the locale. You are given 18 months from the date you report at your new station to settle the real estate transaction, unless you request an extension. The extension shall not exceed 6 months. All claims for reimbursement must be supported by documentation. See the FAATP for details concerning documentation requirements. You will be required to submit DOT F 1500.6 to support your claim for reimbursement of residence transaction expenses.

• **Employee and Family Travel**

If approved, you and your family may use commercial transportation when you move to your new duty station. Or, if you prefer, you may use your own vehicle. Under special circumstances use of more than one car or truck may be approved; e.g., the family is too large to be reasonably transported in one car. Refer to the FAATP for a complete list of special circumstances.

Payment for use of a car or truck will be made on a mileage basis. An employee may also expect reimbursement for parking fees; road, bridge, and tunnel tolls; and ferry fares while traveling to the new duty station.

An employee traveling by car is expected to travel a minimum of 350 miles a day. The authorized number of days allotted for the trip will be calculated from this basis. Any excess travel time must be charged to annual leave. The maximum per diem allowance that may be claimed by an employee will be computed by multiplying the number of authorized days for

travel by the current per diem rate. The rule on first and last day of travel applies.

If your travel time is less than the maximum travel time authorized, you will receive per diem reimbursement based on your actual travel time. Per diem allowances are also permitted for an employee's family. See the FAATP for specific information.

• **Household Goods and Personal Effects**

The Government provides for transportation of your furniture and other personal belongings. The maximum weight of household goods and personal effects which may be transported or stored is 18,000 pounds.

An employee may temporarily store household goods for 90 days at Government expense. An additional 90 days may be authorized with proper justification.

The majority of the time, household goods will be shipped by Government Bill of Lading. If authorized, and it results in a savings to the Government, the actual expense method may be authorized. See the FAATP for additional information.

• **Temporary Quarters**

The authorizing official may permit reimbursement for subsistence expenses when it is necessary for you/or your family to occupy temporary quarters while you are being transferred. The number of days for which an employee can receive reimbursement for subsistence expenses will depend on the circumstances. See the FAATP for additional information. If you are electing a temporary change of station, no more than 30 days will be permitted for temporary quarters and no extensions will be granted. Allowable charges include meals, lodging, fees, tips incident to meals, laundry and dry cleaning. A record of expenditures, receipts, and copies of bills must be kept and transcribed on the Itemization of Actual Subsistence Expenses form provided by the FAA. This form will accompany your travel

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orders. See the FAATP for additional information, including the methods of determining the maximum allowances for employees and family members and an explanation of what constitutes temporary quarters.

• **Mobil Homes**

If you have a mobile home, you may be entitled to an allowance for transporting it if both your new and old stations are within the United States. You will be required to certify that the mobile home will be your actual residence at the new duty station. The total amount reimbursable may not exceed the cost which would have been incurred had the employee moved the maximum quantity of household goods and stored it for 90 days.

• **Miscellaneous Expenses**

An allowance for miscellaneous expenses incurred because of the transfer is payable to the employee. The FAA will pay a 1-week miscellaneous expenses at the FG-13, step 1 level, including locality pay. No receipts or itemization is required.

**CHECKLIST**

**Before You Leave**

- fill out questionnaire
- sign transportation agreement
- review travel orders
- if necessary, request advance of funds
- collect real estate documentation

**During Trip**

- itemize actual expenses
- expenses when temporary quarters are used

**After Trip**

- submit travel voucher
- submit voucher for real estate expenses

**FEDERAL WITHHOLDING TAX**

Treasury regulations provide for the withholding of Federal income tax from payments covering reimbursement for moving expenses in connection with a change of station.

**TRAVEL VOUCHERS**

Although the travel order authorizes you to incur expenses, all claims for reimbursement must be filed on a travel voucher. You may use Standard Form 1012, or, if available, the travel voucher provided with your Travel Manager Software. Residence transaction expenses must be claimed on a separate voucher (DOT F 1500.6). Travel vouchers general require submission of supporting documentation, unless you selected and was authorized one of the fixed rate options. Vouchers generally should be submitted within 5 working days after the trip is concluded. If all of the expenses are incurred within a 30-day period, a single voucher should be submitted for the entire claim. If expenses are incurred over an extended period, individual vouchers may be submitted for each of the elements of expense. See the FAATP for additional information.

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Print or Type All Information

Circle One:

PCS

TCS

1. Name of Employee: \_\_\_\_\_
2. Present residence address (Street, City, State, Zip Code): \_\_\_\_\_
3. Present duty station: \_\_\_\_\_ Point of Departure: \_\_\_\_\_
4. New duty station: \_\_\_\_\_ Date you will begin travel: \_\_\_\_\_

5. Names of Immediate Family	Relationship	Children's Birth Dates

6. Househunting Actual Fixed Rate

a. Do you plan a househunting trip? _____	Does your spouse? _____
b. Dates of travel for employee? _____	For spouse? _____
c. Mode of travel? _____	

**7. Residence transactions expenses?**

a. Will you sell you present residence? _____	Estimated selling price? _____
b. Will you purchase a new home? _____	Estimated purchase price? _____
c. Will you have unexpired lease settlement costs? _____	Estimated cost? _____
d. Will you need property management services? _____	How long? _____

**Property management services can be selected for TCS or for PCS in lieu of residence transaction expenses.**

**8. Employee and family travel**

a. Will dependents travel separately? _____	
b. Mode of transportation? _____	
c. If you plan to travel by a privately owned vehicle, will more than one be needed to transport you and your family? _____ Explain? _____	
d. Will you need to ship a POV (minimum of 1,500 miles to qualify)? _____	
e. If your spouse is authorized under separate PCS orders, you must attach a copy of the orders.	

**9. Household goods and personal effects**

a. Estimated weight to be shipped (if professional estimate is not available, use 1,000 pounds per room, excluding bathrooms and closets)? _____	
b. Shipping date? _____	Shipped from (location)? _____ To? _____
c. Is storage required? _____	Non-temporary? _____ Temporary? _____
d. Number of pounds to be stored? _____	
e. Are there elevators at your present residence? _____	At new residence (if known)? _____
f. How many flights of stairs (from your floor to street level)? _____	At new residence (if known)? _____

10. Temporary quarters Actual Fixed Rate (30 days maximum)

a. Will you need temporary quarters subsistence allowance? _____	
b. State number of days for employee? _____	for other family members? _____

**If temporary quarters is authorized for TCS, the maximum time allowed for actual expenses is 30 days, no extensions will be granted.**

11. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY ACT NOTICE:** Under the provision of chapter 57, title 5, U.S. Code, the information on this questionnaire is required to complete your travel order and approve your application for advance of funds. Failure to provide the information may preclude the issuance of your travel order.

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