Permanent Change of Station

Presented by

PAM SHUFFIELD, Lead PCS Tech

&

IRENE FEESE, SENIOR LEAD PCS & TDY

AMZ-140

Introduction

- Line of Business/Approval official responsibilities
- Full PCS Benefits
- Incentive Awards

Where to find information

- PCS Website
  - http://pcs.faa.gov
- FAATP Website
  - http://www.employees.faa.gov/employee_services/travel
- PCS Phone Number: 405-954-2060
  - 6:00 a.m. - 4:30 p.m. CST
- FAX Number: 405-954-4340

Your PCS Technicians

Jeff Karth, Travel Branch Manager, AMZ-140

Irene Feese, Senior Lead, Franchise Travel Branch, AMZ-140

PCS Phone number 405-954-2060

Pam Shuffield, PCS Lead

Tamara Slover

Chris Witt

Dennis Macy

Jeanne Conley

Gayle Richardson, GBL's & Storage

SUPPLEMENT
Effective Date: January 1, 2006

RATES AND ALLOWANCES
Fiscal Year 2006
CONUS ONLY

TRAVEL TO SEEK RESIDENCE QUARTERS (HOUSE-HUNTING TRIP)

Transportation Expenses

Round trip transportation expenses for employee and spouse between old and new official station by common carrier obtained from regional office Centrally Billed Account, ticket obtained from local travel management center with use of government issued charge card, or a mileage allowance as shown below when POV is authorized.

Per Diem *Based on locality of new duty location*

Meals and Incidental Expenses

Employee	*Locality M&IE rate*
Spouse	*Locality M&IE rate*

Lodging

Employee receives actual expenses of lodging not to exceed maximum lodging amount

Maximum Lodging Amount

Spouse is entitled to 1.25 times maximum lodging amount applicable to the locality

FIXED AMOUNT

If only employee or only spouse perform house-hunting trip	*5 times the locality rate*
If both employee and spouse perform house-hunting trip	*6.25 times the locality rate*

Mileage Rate for Privately Owned Vehicle (POV)

**Employee or spouse*	*44.5* ***Cents***
**Employee and Spouse*	*44.5* ***Cents***

****Mileage rate for local transportation at the new official station shall be at the TDY rate (i.e., 44.5 cents).***

Mileage Rate for Privately Owned Aircraft (POA)

Employee (with or without family members)	***97.5 cents***

EN ROUTE TRAVEL EXPENSES.

Mileage Rate for POV

Employee (or one family member)	***15 cents***
Employee + 1 (or 2 family members)	***17 cents***
Employee + 2 (or 3 family members)	***19 cents***
Employee + 3 (or 4 or more family members)	***20 cents***

SUPPLEMENT
Effective Date: January 1, 2006

RATES AND ALLOWANCES
Fiscal Year 2006
CONUS ONLY

En Route Per Diem

No per diem paid for less than 12 hrs travel

Employee (or spouse unaccompanied by employee):

The Standard CONUS rate based on lodging plus 99/39

Your spouse when accompanying you and members of your immediate family age 12 or older:

The standard CONUS M&IE rate/.75 times the standards CONUS maximum lodging amount (based on lodgings plus)

Members of your immediate family under age 12:

The standard CONUS M&IE rate/.50 times the standard CONUS maximum lodging amount (based on lodgings plus)

TEMPORARY QUARTERS

Per Diem	***Maximum Allowable***
1st 30-day period:	
Employee (or spouse unaccompanied by employee) the applicable per diem rate	***$99.00***
Your spouse when accompanying you and members of your immediate family age 12 or older - .75 times the applicable per diem rate	***$74.25***
Members of your immediate family under age 12 - .5 times the applicable per diem rate	***$49.50***

2nd 30-day period

(and additional 60 days if authorized for extension, Must be requested in writing with justification)

Employee (or spouse unaccompanied by employee) - .75 times the applicable per diem rate ***$74.25***

Your spouse when accompanying you and members of your immediate family age 12 or older - .5 times the applicable per diem rate ***$49.50***

Members of your immediate family under age 12 - .4 times the applicable per diem rate ***$39.60***

FIXED AMOUNT

This method must be chosen pryor to orders being prepared.

Multiply the number of days authorized by .75 times the maximum per diem rate (i.e., lodging plus meals and incidental expenses) for the ***locality*** *of the new official station. Then, for each member of your immediate family, multiply the same number of days by .25 times the same per diem rate. Your payment will be the sum of those calculations.*

The fixed amount is based on a period determined reasonable by FAA not to exceed 30 days.

No Extensions are allowed under the fixed amount method.

TRANSPORTATION OF HOUSEHOLD GOODS

	Maximum Allowable
Maximum weight allowances:	***18,000 lbs.***

SUPPLEMENT
Effective Date: January 1, 2006

RATES AND ALLOWANCES
Fiscal Year 2006
CONUS ONLY

TEMPORARY STORAGE

Maximum initial ***period - 90 days***

Additional number of days may be authorized under certain conditions upon employee's written request - ***90 days***

Maximum weight (limited to weight of household goods shipped not to exceed ***18,000 lbs****.)*

MOBILE HOMES

If used as a residence, a mobile home may be moved in lieu of household goods. If moved by private means, the reimbursement rate is 11 cents per mile.

NOTE*: Above mileage reimbursement for mobile home is limited to the maximum which would be allowed for transportation and 90-days temporary storage of the employee's household goods.*

REAL ESTATE EXPENSES

Time Limitation*:*

Settlement date for sale or purchase of residence must be within 18 months from the employees reporting date.

An additional period NTE 6 months may be authorized upon employee's written request, provided request is received prior to expiration of initial period.

Sale Expenses*:*

10 percent *of sale price or a maximum of* ***$50,000*** *(whichever is the lesser amount).*

Purchase Expenses*:*

5 percent *of purchase price or a maximum of* ***$25,000*** *(whichever is the lesser amount).*

NOTE*: If the third party relocation services contract is utilized by the employee for the sale of the residence, the value of the residence cannot exceed $500,000. If the value of the residence exceeds $500,000, the employee is responsible for any excess amount that is due and payable to the contractor.*

MISCELLANEOUS EXPENSES

Employees will receive 1 week of basic pay at the FG-13, step 1 level, including locality pay at new duty station.

Mandatory Items to Be Paid Under PCS

- Transportation and subsistence for the employee and family for enroute travel.
- Transportation and storage of household goods.
- Expenses due to sale/purchase of real estate.
- Real estate incentive award.
- Miscellaneous expense.
- Relocation income tax allowance

Optional Items to Be Paid Under PCS

- Househunting trip (10 days Authorized)
- Temporary Quarters (60 days Authorized)
- Relocation Services (This will be authorized)
  (If this service is authorized, and you accept an Amended sale through Cendant, then a real estate incentive will be paid). $2775.00

Eligibility for Relocation Allowances

- The eligibility for these moves is the AMZ accounting consolidation.
- The rules in FAATP Part 302 apply to these moves.

What Does the Employee Receive?

- En Route Transportation
  - All eligible employees receive en route transportation for the employee and immediate family. Number of days will be determined by the mileage between duty locations.
- Household Goods Transportation and Temporary Storage
  - All eligible employees receive household goods transportation and 90 days of temporary storage, with the possibility of an extension of up to 180 days total (including the original 90 days)

What Does the Employee Receive? Part 2

- Residence Sale and Purchase Expenses
  - All eligible employees are entitled to direct reimbursement of residence sale and purchase expenses, or lease-breaking expenses
- Miscellaneous Expense Allowance
  - All eligible employees are entitled to a miscellaneous expense allowance, (amount being 1 week salary of a GS13, step 1 based on new duty location locality pay scale.
- Relocation Income Tax Allowance
  - All eligible employees are entitled to a relocation income tax allowance

What Does the Employee Receive? Part 3

- Househunting Trip
  - An employee under the FAATP is eligible for a 10 day househunting trip actual cost method, or a 5 day trip on the fixed method.
  - The choice to do fixed or actuals must be determined by employee prior to PCS authorization be prepared.The choice may not be changed after the fact.

Househunting Trips

Fixed Rate Option: this option must be chosen before orders are prepared.

- No itemization or receipts required for fixed rate.
- Fixed amount for employee <u>or</u> spouse is 5 times the applicable locality rate for the entire trip.
- Fixed amount for employee <u>and</u> spouse is 6.25 times the applicable locality rate for the entire trip.
- Travel expenses & rental car if applicable may be claimed above the fixed per diem.

Actual Expense Method:

- Expenses must be itemized and supported by receipts, for lodging or an item over $75.
- Employee and/or spouse receives locality rate (M&IE and lodging).
- Employee and spouse both receive locality M&IE. Total lodging amount reimbursable for employee and spouse cannot exceed 1.25% of the applicable lodging amount for the locality

What Does the Employee Receive? Part 4

- Temporary Quarters Subsistence Expenses (TQSE)
  - 60 Days of Temporary Quarters will be authorized on initial order.With no extensions available.
  - Employee must complete a 1500.5 itemization form claiming his actual costs and attach to a SF1012, for signatures.

Temporary Quarters

Actual Expense

- Must itemize all expenses regardless of amount (no flat M&IE payment)
- Maximum days reduced by number of days for househunting under actuals method, no deduction of days if employee was reimbursed for fixed rate temporary quarters.
- Reimbursement of actual expenses not to exceed amounts:
- *Based on standard CONUS rate for CONUS moves
- *Based on locality rates for nonforeign OCONUS moves.
- 46% rule applies to meals and incidentals without documentation
- Must turn in receipt for any one meal or expense over $75.

Temporary Quarters

FIXED RATE OPTION

This option must be chosen prior to PCS orders being prepared.

- Under the fixed rate option temporary quarters cannot exceed 30 days.
- No receipts are required.
- There is no reduction for days used for househunting trip.
- Payment of fixed rate is:
  - 75% of the locality rate for the employee plus:
  - 25% of the locality rate for each member of the immediate family times the number of days authorized (maximum 30).
  - Must provide the first date you enter into Temporary quarters.
  - Cannot claim Fixed amount until you vacate your old residence.

ITEMIZATION OF ACTUAL SUBSISTENCE EXPENSES WHILE OCCUPYING TEMPORARY QUARTERS	Employee's Name	Travel Authorization No.	Date of Travel Authorization	Page __ of __

Actual Subsistence Expense Incurred

Date	Vendor	Lodging	Meals	Laundry/ Dry Cleaning	Other	If other, describe

What Does the Employee Receive? Part 5

- Transportation of a Privately Owned Automobile (POA)

  Employee is eligible for transportation of a POA if they are moving at least 1500 miles between duty locations.

- Temporary Storage of Household Goods
  - Employees are entitled to 90 days of storage, of household goods, with the ability of getting a 90 day extension authorized.
- Destination Service
  - All employees are eligible for destination services

Real Estate Sale/Purchase Vouchers

Once you have sold or purchased your residence and completed your closing, you must submit a 1500.6 real estate voucher, including a copy of your Hud Settlement Document. This document must include the

Residence Transaction Expenses - Reimbursable

- Broker's fee or real estate commission. (Sale)
  Usually 6% is customary.
- Advertising expense. (Sale)
- Appraisal (Both sale & purchase)
- Title search, preparing abstract (Both)
- Title insurance policy (lenders portion on purchase & owners portion on the sale.
- Preparing conveyances
- Notary fees, recording fees (Both)
- Survey
- FHA or VA loan application
- Loan origination fee (1%) (Purchase)
- Loan assumption fee
- Loan transfer fee
- Credit reports (Purchase)
- Flood Certification fee (Both)
- Mortgage and transfer taxes
- State revenue stamps
- Mortgage title insurance policy, paid by the employee, on a residence purchased by the employee for the protection of, and required by, the lender.
- Expenses in connection with construction of a residence, which are comparable to expenses that are reimbursable in connection with the purchase of an existing residence.
- Expenses in connection with environmental testing and property inspection fees when required by Federal, State or local law; or by the lender as a precondition to sale or purchase.

Residence Transaction Expenses Non-Reimbursable

- Interest on loans, points, and mortgage discounts.
- Property taxes
- Operating or maintenance costs
- No fee, cost, charge, or expense determined to be part of the finance charge under the Truth in Lending Act, title I, Pub. L. 90-321, as amended, and Regulation Z issued by the Board of Governors of the Federal Reserve System (12 CFR part 226), unless specifically authorized in FAATP 302-50.204.
- Home Warranty Charges
- VA Funding Fees
- Commitment Fees
- Environmental testing and property inspection fees which are NOT required by Federal, State, or local law, or by the lender as a precondition to sale or purchase.
- Resale waiver fee, “flip tax” or other fee paid to a condominium or cooperative arrangement to allow you to sell your unit on the open market.
- Expenses that result from construction of a residence
- Costs of litigation related to residence transactions.
- PMI

What Does the Employee Receive? Part 6

- Third Party Homesale Program
  - All employees involved with the consolidation moves are authorized to use the homesale program if they so choose.

Incentive Award for Sale of Residence

- If employee sells home on their own:
  Current award amount is: $4,160.00
  - This amount is based on 3% of the previous year average home sale
  - This is not payable, unless the Homesale program is authorized and not used. Only authorized under waiver process.
- If authorized,when AMZ-140 processes the voucher for sale of residence, they will also process the incentive award. There will be taxes calculated on the award amount at a lower percentage.

Home Sale Options (Continued)

You may enter the Home Sale Program offered through Cendant Mobility. If you plan to enter, you must check the Homesale & marketing box when you fill out the Relocation Services Authorization form and fax it to us at 405-954-4340. You must indicate on the form if you want to enter the program immediately or you have the choice to defer using the program for a short period of time, just be aware that all aspects the homesale must be completed within your 18 month completion period. Once you enter the program Cendant will send you a list of appraisers in your area and ask to select 3 from the list. They will then have 2 appraisals done on your home. If the appraisals are within 5% of each other they will average the two and offer you that amount for your home. If there is more than 5% difference in the appraisals a third appraisal will be order and the closest two averaged. You must market your home for 30 days after receiving Cendants offer before you can accept their offer.

If you use a Real Estate Agent to market your home, you must include the following Exclusion Clause in your contract: The owners hereby reserve the right: 1. To sell, transfer of otherwise convey the property to Cendant Mobility (or any affiliate thereof) at any time, and in such event, the agreement is canceled with no obligation of commission or continuance of the listing thereafter: and 2. No commission or compensation shall be earned by, or due payable to, the broker until the sale of the property has been consummated between the seller and buyer, the deed delivered to the buyer and the purchase price delivered to the seller.

Home Sale Options (Continued)

During this 30 day period if you receive an outside offer for your home that is more than Cendant's offer you should notify Cendant and after verifying that it is valid offer they will buy your home from you for that amount. If you find the buyer you will receive an incentive award of $2,775. Taxes will be withheld from the incentive award. You will not need to file a Real Estate Voucher.

Keep in mind that the FAA will only reimburse expenses on homes up to $500,000. If the value of the home exceeds $500K, the employee is responsible for any excess amount that is due to Cendant. On an amended sale the rate charged is 12.42% of the sale price. If you accept Cendants offer for your home the rate charged is 21.49% of the sale price. You would be responsible for the charges on the value of the home in excess of $500,000.

If, after marketing your home for 30 days from the date you receive Cendant's offer for your home, you have not received an outside offer for your home you may accept the appraised value offer from Cendant.

If you reject Cendant's offer and sell your home yourself, you can file a RE voucher for the reimbursable expenses on the settlement statement. You can't be reimbursed for any expenses that Cendant incurred such as appraisal or inspection fees. You will receive the incentive award of $2,775. The voucher and incentive award will be taxed.

DESTINATION SERVICES

Cendant can also assist you with finding a home at your new duty station. They can provide you with information about housing availability and costs, schools, taxes and the community.

Cendant Mortgage offers a same day Mortgage pre-approval program. This will help you focus on the most compatible properties at your new duty station. If you use Cendant Mortgage to finance your new home they will pay the reimbursable closing costs on your behalf at closing and bill the government directly for those costs. This way you only have to bring the remaining funds to the closing and you don't have to file a voucher for the purchase of your new home, so it cuts down on paper work for you. The reimbursable closing costs are considered taxable income. The employee will be billed by our office for the Withholding and FICA/MEDICARE taxes.

If you use Cendant Mobility to sell your home at your old duty station and Cendant Mortgage to finance your home at your new duty station you would be eligible to receive an equity advance. This would allow you to receive up to 95% of your equity to use toward the purchase of your new home. The remaining 5% will be paid to you after you vacate the property.

Cendant also offers: Pre-transfer counseling
Rental home finding assistance
Assistance locating temporary quarters

Print or Type All Information

Administrative/Relocation Contact: **Telephone No:**

Relocation Services Authorization Form

(Agency Use Only)
1. **Relocation Services Authorization No.**

2. Employee Name (Last, First, Middle Initial):

3. Travel Authorization No.

4. Report Date (New Duty Station):

5. Relocating From (Old Duty Station) (Include City, State, and Routing Symbol):

6. Relocating To (New Duty Station) (Include City, State, and Routing Symbol):

7. I wish to defer using services under the Relocation Services Program at this time. I plan to contact my Relocation Services Coordinator in approximately _____ months but not later than _____ (the date entitlement expires). (If you selected home sale services, and do not defer, you will be immediately entered into the home sale program. You will have 60 days to accept the offer.)

8. I do not wish to use the home sale services under the Relocation Services Program. I understand that I may not reenter the program at a later date unless special circumstances exist and a waiver is granted. If you have checked this block, go to Item 18 (Signature Block).

9. Home Address (Old Residence): (Street, City, State, and Zip Code)

10. Spouse's Name

11. Marital Status: (Circle One)
Single Married
Divorced Separated

12. Home Telephone Number (Area Code and Commercial Number): (_____) _____ - _____

13. Commercial Office Telephone Number with Area Code:

Old Duty Station: (_____) _____ - _____

New Duty Station (_____) _____ - _____

14. Services Requested: (Check All Applicable Boxes) **By entering the Home Sale and Marketing Assistance Program, you will be limited to a 2 percent Incentive Payment if you find a buyer for your home even if you decide to cancel out of the program and file for direct reimbursement.**

- ☐ **Home Sale and Marketing Assistance**
- ☐ **Mortgage Counseling**
- ☐ **Home Express (Shipment of HHG)** **Est. Wgt_____**
- ☐ **Homefinding for Buyers and Renters**
- ☐ **Property Management Services**

Distance_____ **Sit: 90 days_____**

To be eligible for Home Sale or Marketing Assistance, an employee must reside in and commute daily to and from the home to his/her duty station on the d ate the employee is notified of the permanent change of station. An employee who maintains a room at a duty location and returns to his/her home on weekends is not eligible to use the Home Sale or the Marketing Assistance Service and will be liable for repayment of any costs incurred. Also, title to the residence (home) must be in the name of the employee and/or a member of the employee's immediate family. A separated spouse is not a member of the employee's immediate family. You may not accepted the contractor's offer until 30 days after the offer is presented and you must actively market your home during this period. If you have any questions regarding your eligibility, please contact your Relocation Services coordinator or accounting office prior to completing this form.

15. Name(s) Shown on Title to Residence:

16. Relationship of Co-Owner(s) to Employee:

17. Number of Miles From Old Residence to Old Duty Station: _____

18. I request (do not request) services as indicated above. (Circle one response)

_____ (Signature)

_____ (Date)

Privacy Act Notice

The information on this form is required to provide you with relocation services in connection with your official change of station pursuant to chapter 57, title 5 U.S.C. Information hereon may be disclosed to civil agencies under certain circumstances. Failure to provide the information may preclude or delay your official change of station.

Agency Use Only

19. Authorized By:

20. Accounting Classification:

Telephone Numbers

PCS Order & Voucher info 405-954-2060

Shipment & Storage of Household Goods info
405-954-5383 (Gayle Richardson)

PCS Fax 405-954-4340

Cendant Mobility 877-332-7356

Cendant (PHH) Mortgage 888-735-6333

Travel Authorizations

- Must be original with original signatures.
- Must show any “fixed” entitlements on original travel authorization.
  - The PCS questionnaire allows for the employee to indicate whether or not they elect to use fixed rate househunting and/or temporary quarters (if they are authorized by management).
- The travel and transportation agreement should be received by AMZ-140 with the travel authorization.
  - The relocation services authorization form should also be received with the PCS authorization.

Travel Authorizations - Cont'd

Amendments must be issued for:

- Extension of temporary storage (maximum 90 day extension).
- Extension to the 18 months due to all aspects of
- The PCS being completed within the 18 mo completion date. (maximum 6 month extension).
- (A request in writing from the employee with justification meeting one of the compelling reasons in regulations.
- Be sure and show exact number of days approved for the extension.
- All requests for any type of extension must be submitted before original entitlement date expires.

Travel Vouchers

- Must be original with original signatures. Voucher are to be completed in ink or typed.
- All forms such as the DOT form 1500.5 (temporary quarters itemization) and DOT form 1500.6 (Real Estate) must be original also.
- Receipts for lodging in temporary quarters should be originals. All other receipts can be copies.
- Real estate form 1500.6 must include a copy of the HUD settlement sheet signed by both the buyers and sellers, or have settlement agents stamp.
- Any expenses claimed that are not on the settlement sheet must have a receipt showing proof of payment.

What is a “RITA”?

- The Relocation Income Tax Allowance (RITA) is a benefit which compensates the relocating employee for most of the additional income taxes paid as a result of the inclusion of taxable moving expense reimbursements in their W-2 gross income.
- The WTA (withholding tax allowance) is processed in Year 1 or reimbursement year, and the RITA claim is processed in Year 2.

Tax Considerations

The Internal Revenue Service has ruled that moving expense reimbursements are considered personal benefits, such as salary, and are therefore taxable income.

The moving expense reimbursements which are taxable include:

- Househunting Trip
- Enroute travel meals
- Temporary Quarters
- Real Estate (sale and purchase transactions as well as lease breaking expenses; except services of a relocation company)
- Storage of household goods in excess of 30 days
- Miscellaneous Expense
- Withholding Tax Allowances

Thank You