OFFICIAL CHANGE OF DUTY STATION AUTHORIZATION

(Note: See Privacy Act and authorization statements on reverse.)

1. AUTHORIZATION NUMBER

Relocation is in the interest of the Government and not primarily for the benefit of the employee or at the employee's request.

2. NEW POSITION TITLE AND GRADE

3. SERVICE AGREEMENT DATE

4. NAME OF EMPLOYEE *(Last, first, middle initial)*

5. SOCIAL SECURITY NO.

6. REPORTING DATE

7. RESIDENCE ADDRESS *(Street, city, state and ZIP code)*

I. TYPE OF PERMANENT DUTY TRAVEL

☐ 8. CHANGE IN OFFICIAL STATION

A. FROM

B. TO

☐ 10. RETURN FOR SEPARATION

☐ OUTSIDE CONUS ☐ WITHIN CONUS

☐ 11. OTHER *(Specify)*

☐ 9. APPOINTMENT TO FIRST DUTY POST

A. POST LOCATION

B. RESIDENCE

C. TYPE OF APPOINTMENT

☐ SES ☐ PRESIDENTIAL APPOINTEE ☐ OTHER

II. ENROUTE TRAVEL

12. AUTHORIZED FOR	13. REL.	14. TRANSPORTATION MODE	RATE	# MILE	EST. COST	15. PER DIEM RATE	EST. COST	16. APPROXIMATE START DATE
	Self							
								17. MAXIMUM NO. OF DAYS
								21. TOTAL ENROUTE
18. NUMBER OF AUTHORIZED POVS		19. TOTAL TRANSPORTATION				20. TOTAL PER DIEM		

III. TRANS. AND STORAGE OF HOUSEHOLD GOODS *(MAX. 18,000 lbs.)*

22. AUTHORIZED BY
- ☐ GBL *(Actual expense)*
- ☐ COMMUTED RATE SCHEDULE *(HHG)*
- ☐ TRANSPORTATION MOBILE HOME

23. EST. BASED ON LBS.

24. 1ST 30 DAYS TEMP.

25. NON-TEMP. STOR. LBS.

26. TOTAL STORAGE

27. SHIPMENT COST

28. NEXT 60 DAYS TEMP.

29. NON-TEMP. STOR.

30. TOTAL HHG/STOR.

IV. TRANSPORTATION OF PRIVATELY OWNED VEHICLE *(Outside CONUS)*

The authorizing official certifies all six required conditions were met. (Re: 41 CFR Chapter 302)

31. TOTAL POV SHIP.

V. MISCELLANEOUS EXPENSE ALLOWANCE

☐ FLAT RATE ☐ ACTUAL EXPENSES

32. TOTAL MISC.

VI. OTHER AUTHORIZED ALLOWANCES

33. TLA AUTHORIZED	34. SPA AUTHORIZED	35. PREDEP. SUBSIS.	36. UNACCOM. BAG.	37. OTHER *(Explain in remarks)*	38. TOTAL OTHER

VII. HOUSE-HUNTING TRIP

39. AUTHORIZED FOR	40. NO. DAYS	41. TRANSPORTATION MODE	EST. COST	42. PER DIEM RATE	EST. COST	43. TOTALS
☐ EMPLOYEE						
☐ SPOUSE						

44. START DATE	45. MODE OF LOCAL TRANSPORTATION	46. RATE PER MILE	47. EST. LOCAL TRANSP.	48. TOTAL HHT
	☐ RENTAL CAR ☐ POV	¢		

VIII. TEMP QTRS.

49. PERSONS AUTHORIZED	50. FIRST 30 DAYS RATE	ESTIMATE	51. SECOND 30 DAYS RATE	ESTIMATE	52. OVER 60 DAYS RATE	ESTIMATE	53. TOTALS
☐ EMPLOYEE							
☐ SPOUSE							
☐ FAMILY MBS. OVER 12							
☐ FAMILY MBS. UNDER 12							
54. AUTHORIZED NO. OF DAYS						TOTAL TEMP. QTRS.	

IX. RELOCATION INCOME TAX ALLOWANCE AUTHORIZED

55. TOTAL RIT

X. TOTAL ESTIMATED MOVE COST *(Includes Item XI on reverse)* ▶

AUTHORIZING OFFICIAL

NAME AND TITLE	SIGNATURE	DATE

XI. REAL ESTATE EXPENSE	ITEM	TOTAL EST. COST
	56. LEASE BREAKING EXPENSE	
	57. HOME SALE-DIRECT REIMBURSEMENT	
	58. CONTRACTOR GUARANTEED HOME SALE	
	59. HOME PURCHASE AT NEW DUTY STATION	
	60. TOTAL REAL ESTATE EXPENSE	

XII. NEAR ACCOUNTING CLASSIFICATION

61. ALLOWANCE	62. MDL	63. SS	64. FUND CODE	65. ORGAN. CODE	66. BDG. ACT	67. OBS. CLAS	68. FNCT CODE	69. COST ELE	70. PROJECT	71. CC A	72. WORK ITEM	73. CC B	74. TOTALS
A. TRANS/HHG	01												
B. STORE/HHG	02	10											
C. EN RT/HHT	03	10											
D. TQ/MISC.	04	10											
E. RIT	05	10											
F. 3RD PARTY	06	10											
G. TLA/SPA	07	10											
H. REAL EST	08	10											

XIII. ALLOWABLE ADVANCE

(Attach SF 1038 for advance increment)

75. FIRST ADVANCE *(Househunting Trip)*	
76. SECOND ADVANCE *(En Route and First 30 Days Temporary Quarters)*	
77. THIRD ADVANCE *(Second 30 Days Temporary Quarters)*	
78. FOURTH ADVANCE *(61-90 Days Temporary Quarters)*	
79. FIFTH ADVANCE *(91-120 Days Temporary Quarters)*	
80. TOTAL ADVANCE	

81. REMARKS

PRIVACY ACT STATEMENT

In compliance with the Privacy Act of 1974, the following information is provided: Basic authority for requiring the requested information is contained in USC 5701-5733, 30 USC 905, and Executive Order 9397. Disclosure of the data by you is voluntary. The principal purpose for collecting the data is to determine your eligibility for and amount to reimburse you for expenses incurred in connection with permanent change of duty station travel. Information may be transferred to appropriate Federal, State, or local agencies when relevant to civil, criminal, or regulatory investigations or prosecutions. There is no personal liability to you if you do not furnish the requested information; however, we cannot reimburse you for your expense.

AUTHORIZATION STATEMENT

This form authorizes you to perform the permanent change of duty station travel and will reimburse you for moving allowances within the cited limitations; the Federal Travel Regulations (41 CFR Chapter 302); the HB, GSA Internal Travel Regulations and Control of Official Travel (PFM P 4290.1); and Volumes 3 and 6 of the Foreign Affairs Manual.