

REQUEST AND AUTHORIZATION FOR TECHNICIAN PERMENANT CHANGE OF STATION			
I. INDIVIDUAL INFORMATION			
1. Name		2. SSAN	3. DOB
4. Pay Plan	5. Series	6. Grade	7. Projected Report Date
8. Position Title		9. VA#	10. PCS Offered on VA () YES () NO
11. Name and Location of Current Technician Unit or Federal Agency		12. Address of Current Home-of-Record	
13. Name and Location of New Technician Unit		14. New Duty Location (if different from #13)	
15. Mileage Distance or Travel Time Between Current Technician Unit/Federal Agency and Current Home-of-Record		16 Mileage Distance or Travel Time Between New Duty Location and Current Home-of-Record	
17. Remarks			
II. JUSTIFICATION FOR PCS MOVE			
Describe below why the PCS move is in the best interest of the Federal Government			
III. NOMINATING SUPERVISOR CERTIFICATION			
I certify that the above information is correct and that this move is in the best interest of the federal government. The member has signed the DD Form 1618, DoD Transportation Agreement, and it is attached.			
Name/Title	Signature	Date	Telephone

IV. COMMANDER/DIRECTOR CERTIFICATION			
I concur with this request and certify that this move is in the best interest of the federal government.			
Name/Title	Signature	Date	Telephone
V. COMPTROLLER CERTIFICATION OF FUNDING AVAILABILITY			
I certify that funds are available for this action.			
Name/Title	Signature	Date	Telephone
VI. DIRECTORATE OF HUMAN RESOURCES USE ONLY			
REVIEWS/APPROVAL			
I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.			
HUMAN RESOURCES SPECIALIST (review)	Signature	Date	
HUMAN RESOURCES SPECIALIST (review)	Signature	Date	
DIRECTOR/DEPUTY DIRECTOR OF HUMAN RESOURCES (approval)	Signature	Date	
HRO Tracking Only			
1. Special Order (ARNG Only)		2. Dated (ARNG Only)	
3. Authorization forwarded to Wing Comptroller (ANG Only) for orders publication on:			
4. Remarks			

INSTRUCTIONS

Section I:

1. Name – Last name, first name, middle initial
2. SSAN – Members social security number
3. DOB – Members date of birth
4. Pay Plan – Pay plan of new technician position
5. Series – Series of new technician position
6. Grade – Grade of new technician position
7. Projected Report Date – Requested effective date of personnel action affecting the move to a new duty location.
8. Position Title – Position title of new technician position
9. VA# - Vacancy announcement number (if applicable)
10. PCS Offered on VA – Annotation of whether PCS was authorized on vacancy announcement.
11. Name and Location of Current Technician Unit or Federal Agency – Organization name and duty location where currently employed as a federal technician/civil servant.
12. Address of Current Home-of-Record – Members current address (moving from).
13. Name and Location of New Technician Unit – Organizational name and location of gaining unit.
14. New Duty Location – If different from item #13, city and state of the new worksite.
15. Mileage Distance or Travel Time Between Current Technician Unit/Federal Agency and Current Home of Record – Via shortest route the mileage distance or travel time required to commute daily to or from work (one way).
16. Mileage Distance or Travel Time Between New Duty Location and Current Home-of-Record – Mileage distance or travel time required via shortest route from the Current Home-of-Record and the members new duty location (one way) Note: must exceed established commute area in item 15.
17. Remarks – Include any additional information you believe is necessary to authorize this action.

Section II – Detailed description of how the PCS move is in the best interest of the federal government.

Sections III, IV, V – Self explanatory

Section VI – HRO internal use only