

ORDER PREPARATION FOR PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL – DD FORM 1614

The [DD Form 1614](#), "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel," is used as a request and order for all official travel by a civilian employee and his or her family on a permanent change of station (PCS) or TCS order. [DD Form 1614](#) must not be used for a contractor's travel. The form implements the Privacy Act of 1974 ([5 United States Code § 552a](#)) by adding a Privacy Act Statement. The form may be reproduced locally and made available to the individual supplying the information. Explanatory material for completing [DD Form 1614](#) follows. For distribution and for electronic signature provisions, refer to the DTMO website on "Travel Orders."

Item	Instructions
1. Date	Enter today's date in the format YYYYMMDD.
2. Name	Enter the civilian employee's last name, first name, and middle initial.
3. Social Security Number	Enter the civilian employee's full Social Security number. The last four digits are not sufficient for the purposes of this request and authorization.
4. New Position Title	Enter the civilian employee's position title at the new permanent duty station (PDS).
5. Grade or Rating	Enter the civilian employee's grade or rating.
6. Retirement Code	Enter the civilian employee's applicable retirement code from block 30 of civilian employee's most current SF-50. If unsure of the correct retirement code, the civilian employee should contact the servicing personnel office. Refer to the Office of Personnel Management website for more information on retirement.
7. Releasing Official Station and Location, or Actual Residence	If the travel is due to a transfer, enter the name and location of the releasing PDS. If traveling to the first duty station, enter the address of the actual residence shown on the service agreement.
8. New Official Station and Location, Actual Residence, or Alternate Destination	Enter the name and location of <i>only</i> the new PDS. If the travel is due to a separation, enter the address of the actual residence shown on the service agreement.
9. Reporting Date at New Duty Station	Enter the date the civilian employee is expected to report at the new duty station in YYYYMMDD format.
10. Travel Purpose	Mark the purpose for official travel. When marking "Other," explain in item 28.
11. Transportation Mode	Mark the authorized transportation mode. If travel is by privately owned vehicle (POV), indicate the mileage rate.
12. a. Per Diem for Employee	Mark "YES" if per diem is authorized for the civilian employee and "NO" if it is not.
12. b. Per Diem for Dependents	Mark "YES" if per diem is authorized for a dependent and "NO" if it is not.
13. Round Trip Travel for House Hunting	<p>a. Mark "YES" if round trip travel to seek a permanent residence is authorized and "NO" if it is not. Mark "ACTUAL EXPENSE" if the Lodging Plus method is authorized. Mark "FIXED" if the lump sum method is authorized.</p> <p>b. Enter the number of calendar days for which a house-hunting trip is authorized, limited to the maximum number of days specified in the Joint Travel Regulations (JTR), Chapter 5.</p>

Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)

Item	Instructions
14. Temporary Quarters Subsistence Expense	<p>a. Mark "YES" if a temporary quarters subsistence expense (TQSE) allowance is authorized and "NO" if it is not. Mark "ACTUAL EXPENSE" if the actual expense method is authorized. Mark "FIXED" if the lump sum method is authorized.</p> <p>b. Enter the number of calendar days that a TQSE allowance is authorized.</p>
15. Household Goods (HHG) Shipment	<p>a. Mark "YES" if an HHG shipment is authorized and "NO" if it is not. If an HHG shipment is authorized, mark one of the following options:</p> <ul style="list-style-type: none"> • "COMMUTED RATE" if the civilian employee is authorized to arrange HHG transportation and will be reimbursed using the commuted rate schedule. • "GOVERNMENT BILL OF LADING (GBL)" if the Government will designate and pay for a commercial carrier using a GBL. • "GOVERNMENT BILL OF LADING (GBL)" if the civilian employee is authorized to arrange the HHG transportation and reimbursement is limited to the GBL cost. <p>b. Enter the net weight authorized.</p>
16. Other Authorized Expenses	Mark other authorized expenses as appropriate. If a travel advance is authorized for travel and transportation allowances from a Government finance office to the traveler, mark "Travel Advance Authorized" and enter the amount. The appropriate finance or disbursing activity computes the amount of an authorized PCS advance in accordance with Service or Agency policy. Do not enter an ATM advance against the Government Travel Charge Card (GTCC) in item 16; indicate that amount in item 28.
17. Dependent Travel	Mark "CONCURRENT," "DELAYED," "EARLY RETURN," or "NOT AUTHORIZED" for dependent travel outside the continental United States (OCONUS). If traveling separately, then state when and by which transportation mode, if known, and the dependent's travel origins and destination point when it is different from the civilian employee's destination in item 28.
18. Dependent Travel From and To	Enter the following locations: 18a. The home address from which a dependent will leave. 18b. The new PDS where the dependent will arrive.
19. Dependents	Enter the following: <ul style="list-style-type: none"> • The last name, first name, and middle initial of each dependent. • Each dependent's relationship to the civilian employee. • Each dependent's date of birth in YYYYMMDD format.
20. Estimated Cost	Enter the estimated cost of per diem, travel, and other expenses that the civilian employee is authorized. The total automatically updates in item 20d.
21. Transportation Agreement Signed	Mark whether a transportation agreement has been signed and, if so, enter the date it was signed in YYYYMMDD format.
22. Accounting Citation	Enter fiscal data in accordance with the regulations of the DoD Component concerned. Ensure that funds are obligated against the order. Enter the Transportation Account Codes, when appropriate, for Army, Navy, Air Force, Marine Corps, and DoD personnel.
23. Approving Official	Enter the full name and title of the official who approves and disapproves travel requests in 23a. The approving official should sign in 23b.
24. Authorizing/Order-Issuing Official	Enter the full name and title of the authorizing official (AO) in 24a. The AO should sign in 24b. Enter the order-issuing organization and its address in 24c.

Item	Instructions
25. Travel Authorization Number	Enter the identifying number assigned by the issuing office.
26. Date Issued	Enter the date the travel authorization was issued in YYYYMMDD format.
27. Claimant - Forward Completed Settlement Claim to the Following Address	Enter the address where the civilian employee should submit the claim for final computation and disbursement in this item.
28. Remarks or Other Authorizations (Mandatory Statements)	<p>In addition to the type of information suggested in item 28, include the following mandatory <i>statements</i>:</p> <ul style="list-style-type: none"> • “If the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, January 11, 2011).” • State which of the following purchase methods is authorized for transportation tickets: <ul style="list-style-type: none"> ○ GTCC individually billed account. ○ Centrally billed account. ○ Otherwise personally purchased.
28. Remarks or Other Authorizations (Information to Include)	<p>When appropriate to the official travel, the following <i>information</i> should be included:</p> <ul style="list-style-type: none"> • Travel Management Company (TMC). The issuing TMC's name, address, and contact information with phone number (including area code) and DSN. • ATM Advance. Indicate the amount authorized for an ATM advance against the GTCC. • Travel Purpose. Explain when the travel purpose is other than the options provided on the form (see item 10). • House-Hunting Trip. The authorized transportation mode when round trip travel is authorized for seeking a permanent residence. • Dependent Travel OCONUS. Explain any pertinent information related to dependent travel OCONUS. For example, if dependent travel is delayed to a location OCONUS due to a housing shortage at the new PDS or when a dependent's early return from OCONUS is authorized. • Fly America Act. When use of a commercial foreign flag airplane or ship is authorized for travel to a foreign location or back to the United States, include the statement required by the JTR applicable to the Fly America Act. The statement on the travel order must be made in accordance with Service regulations. It must include the traveler's full name, the foreign flag air carrier or ship used, the flight or ship identification number, the origin, destination, and en route points, the travel dates, a justification, and the AO's title, organization, and signature. • Paper Tickets. If electronic tickets are available to the traveler and paper tickets are authorized, include the cost of the paper tickets and justify paper ticket use. • Temporary Duty (TDY) En Route. Include the purpose, assignment duration, location, and any pertinent conditions if a TDY is authorized en route.

Item	Instructions
28. Remarks or Other Authorizations (Statements to Include)	<p>When appropriate to the official travel, the following statements should be included:</p> <ul style="list-style-type: none"> • HHG to Alternate Destination. If an alternate destination for the transportation of HHG is authorized, include: "Transportation of HHG is authorized to an alternate destination, [location]. The civilian employee, [full name], is financially responsible for all excess costs above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the service agreement." • Transportation Mode. Include a statement justifying reimbursement based on the transportation mode authorized by the AO on the travel order instead of the constructed cost of the transportation mode otherwise apparently to the Government's advantage. The traveler must have used the authorized transportation mode. For example, "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized." • POV Use Is Not to the Government's Advantage. <ul style="list-style-type: none"> ○ Include: "POV travel is not to the Government's advantage." ○ When travel is by privately owned boat and is not to the Government's advantage include: "Government-procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense, including per diem, does not exceed what would have been authorized for the available Government-procured air transportation, plus appropriate per diem." • Premium Class Accommodations Authority. "The use of premium class accommodations is authorized by [title, name, rank, office symbol] in [cite the memorandum, letter, or message reference and date]. Travel has been justified and approved based on the JTR, paragraph [insert the JTR paragraph number]. The cost difference between the premium accommodations and the economy or coach accommodations is [insert dollar amount]." The JTR specifies who can authorize or approve premium-class accommodations. • Pet Transportation. Include the following statement, if applicable: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the United States. A traveler returning to the United States with an exotic pet should contact the FWS before transporting the pet."