

PCS TRANSFER DATA SHEET

This Permanent Change of Station (PCS) Transfer Data Sheet (TDS) is intended for the Marine's use to give the Personnel Administration Section the necessary information to process outbound PCS moves from the European Theater. The information and individual requests submitted herein will have a direct effect on delivery of all orders and PCS related entitlements and allowances. Form should be completed in its entirety. Enter N/A wherever information being requested is not applicable. FAX to Personnel Section upon completion.

MARINE'S INFORMATION

Name (Last, First, MI)		Rank	SSN
Duty Location (Unit/Country)	Unclassified E-Mail Address	Work Phone	UNCLASS FAX

PCS ORDERS BASIC INFORMATION

RTD	Est. Date Departure	Future Command	Est. Date of Arrival
Transfer month	PCSO Report no earlier than	PCSO Report no later than	

ACTIVE DUTY SPOUSE INFORMATION

If spouse is on Active Duty, please provide requested information:

Name	SSN	Spouse's Unit Information/Location
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FAMILY MEMBERS INFORMATION - LIST ALL SPONSORED MEMBERS

Name	Date of Marriage - Sp /Birth - Child.	SSN	Passport #

HOUSEHOLD GOODS INFORMATION

The basic PCSO are attached. Once this TDS is returned to the Personnel Administration Center, your detaching endorsement will be prepared and copy of it forwarded to you. We recommend 20 copies of the basic orders be made. This number should be enough to satisfy requirements for TMO, Housing, and several other agencies. As a reminder, HHG weights authorizations vary depending on rank. See JFTR.

LEAVE INFORMATION

- Marines transferring to another duty station are authorized up to 30 days PCS delay in connection with transfer. Requests for 45 days leave can be authorized by the Commander holding Marine's records, provided report by dates, if any, can be met. Requests for leave in excess of 45 days must be submitted to CMC for approval. MARFOREUR's Personnel Admin Center will submit message to CMC upon your request.

- Marines being processed to W95 for EAS, Discharge, or Transfer to FMCR/Retirement, are not authorized leave enroute to separation site. However, opportunity for Terminal Leave will be made available after arrival at the separation site. Requests for Terminal Leave must be approved by the Chain of Command (Chief of Staff is approval authority for Marines assigned to MCC 1EE, MARFOREUR proper. For all others, signature of senior supervising officer is required on this form.

- Local commanders may authorize up to 60 days of terminal leave. Requests for Terminal Leave in excess of 60 days must be submitted to CMC for approval. MARFOREUR's Personnel Admin Center will submit message to CMC upon your request.

Type of Leave Desired (Circle one) Terminal * Annual	Leave Address House Nr & Street: _____
	City: _____ State/Country: _____ Zip Code: _____
Number of Days Requested	Leave Phone Nr (include country code): _____

PCS TRANSFER DATA SHEET - PAGE 2

NEXT OF KIN INFORMATION FOR TRAVEL PURPOSES

This information is required in case of an emergency. Information you provide below must indicate someone who IS NOT traveling with you.

Next of Kin Name: _____ Relationship to you: _____

House Nr & Street: _____

City: _____ State/Country: _____ Zip Code: _____

Leave Phone Nr (include country code): _____

ADVANCE PAY INFORMATION

- Marines executing PCSO to a new duty station may request an advance of up to three months of their basic pay. Marines executing orders to W95 for EAS, Discharge, Transfer to FMCR/Retirement are not eligible for this advance. There are two categories of advance pay -- within normal parameters and outside of normal parameters. Command approval (MARFOREUR Chief of Staff, and Marine's Senior Supervising Officer) is required for requests outside normal parameters. **If you desire to request advance of basic pay incident to a PCS, please complete forms Advance Pay Request and Worksheet for Advance Pay Request, and attach them to this TDS.** So we know what your desires are, please indicate them below:

I do not request advance of basic pay <input type="checkbox"/>	I request advance of basic pay within the normal parameters <input type="checkbox"/>	I request advance of basic pay outside the normal parameters <input type="checkbox"/>
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TRANSPORTATION ENTITLEMENTS AND ADVANCES OF TRAVEL ALLOWANCES

It is extremely important that Marines do not make any travel arrangements without full understanding of possible ramifications.

Marines and sponsored family members are entitled to travel allowances from the current OCONUS duty station to the next duty station. Due to the complicated rules pertaining to travel from an overseas duty station, this form can only address the essentials. Should your needs not be met, or questions not answered herein, please contact the Personnel Admin Center.

- It is important that ALL government related travel be arranged through an official government travel agency (SATO, etc.).**
- Air transportation** will be provided from closest airport to OCONUS duty station to Aerial Port of Entry, CONUS (the first US major airport the plane touches down at). Travel arrangements from that airport to next duty station are Marine's responsibility, unless ONWARD TRANSPORTATION is requested (next section). Onward transportation means direct transportation from one duty station to another, normally without leave enroute. All transoceanic air travel must be made on an US Flag carrier.
- Marines desiring advance of travel allowances** must complete the **AUTHORIZATION FOR ADVANCE TRAVEL/ DISLOCATION ALLOWANCE INCIDENT TO A PCS** form (attached). Amounts of advances will be determined by the Disbursing Officer -- they will be computed based on the travel distance from the APOE to Marine's next duty station, based on mode of travel indicated on the request for advances form - - and electronically deposited within the last 5 days prior to date of transfer. Advances of travel allowances are intended to help servicemembers with travel expenses, not to cover all travel expenses. Marines may not request ONWARD transportation and travel advances.
- Travel Allowances can be computed as follows:**
 - Marine's Mileage Allowance In Lieu of Transportation (MALT) -- \$50.00 per allowed travel day
 - Dependents (12 years of age or older) MALT -- \$37.50 per allowed travel day
 - Dependents (under 12 years of age) MALT -- \$25.00 per allowed travel day
 - Mileage for POV travel --\$0 .15 per mile/one traveler; \$0.17 per mile/two travelers; \$0.19 per mile/three travelers; \$0.20 per mile/four travelers.

5. **Note:** If Marine's family members are traveling to next duty station, Advance Dependent Travel is authorized. However, if Marine is performing a dependent restricted or unaccompanied tour, and has **ACQUIRED DEPENDENTS** (dependents gained after tour began), dependent's transportation allowances from OCONUS duty station to APOE are not authorized. Entitlement to travel and transportation allowances begins at the APOE, and only to next duty station. This portion of travel expenses may be advanced.

I request Member Travel Advances <input type="checkbox"/>	I request Dependent Travel Advances <input type="checkbox"/>	I request MARFOREUR make travel arrangements for my return to CONUS based on information I listed in the Advance Travel/Dislocation Allowance form <input type="checkbox"/>
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PCS TRANSFER DATA SHEET - PAGE 3

ONWARD TRAVEL TRANSPORTATION REQUEST

At Marine's request, government will provide transportation directly to next duty station, via direct route. Delay enroute (leave) may be taken at next duty station location. No travel advances are authorized in conjunction with this form of travel.

I desire onward transportation to next duty station: YES / NO

DISLOCATION ALLOWANCE (DLA) INFORMATION

Dislocation Allowance is to partially reimburse a Marine for any expenses incurred as a result of a directed government move. It is equivalent to Marine's grade rate of Basic Allowance for Housing (BAH) (BAH-II - BAQ portion of BAH only) multiplied by 2.5. Marines being separated (W95, Discharge, Transfer to FMCR/Retirement) are not entitled to DLA. Marines -- single, divorced -- not currently occupying government quarters, who are enroute to a duty station where government quarters are/will not be available, are entitled to DLA at the own right right. Marines with acquired dependents at current duty station may not request advanced DLA, but will receive it upon settlement of travel claim at next duty station. Please complete the advances form.

I desire advance Dislocation Allowance: YES / NO

DESIGNATED PLACE OF TRAVEL INFORMATION

Designated Place is the location the Marine's dependents remained at, or were relocate to at government expense, in connection with Marine's assignment to a dependent restricted or unaccompanied tour. Marines entitled to designated place of travel qualify for government funded transportation to the new duty station via the designated place. Dependents are authorized government funded transportation from the designated place to the Marine's new duty station. All designate place locations outside CONUS must be approved by CMC (MMIA).

I request designated place of travel

Designated Place of Travel Location :

City: _____ State: _____ Country: _____

PET INFORMATION

Marines must coordinate directly with the airline on which seating has been booked in order to arrange for pet transportation. It is the Marine's responsibility to ensure pet(s) meets US entry and duty station's exit vaccinations requirements. There are no reimbursement provisions for pet transportation associated costs. In cases where MARFOREUR has been requested to make travel arrangements, we will let the official travel office know pets are part of the travel package. Please indicate:

Number of pet(s):	Type(s) of pet(s): (cat, dog, etc.)		Breed(s) of pet(s):		
Cage Height (in.):	Cage Width (in.):	Cage Length (in.):	Combined Weight Pet/Cage	Long/Short Nose	Long/Short Hair
Cage Height (in.):	Cage Width (in.):	Cage Length (in.):	Combined Weight Pet/Cage	Long/Short Nose	Long/Short Hair
Cage Height (in.):	Cage Width (in.):	Cage Length (in.):	Combined Weight Pet/Cage	Long/Short Nose	Long/Short Hair

POV SHIPMENT TO CONUS (JFTR)

An eligible Marine may transport one POV of 20 measurement tons:

1. to the port serving the new PDS,
2. to the port serving another authorized place (see subpar. B and par. U5455-A and B), or
3. to the new PDS if authorized/approved by the Secretarial Process. POV transportation shall be denied: when restricted, suspended, or prohibited (see par. U5415).

Travel Reimbursement for POV delivery or Pick up from Port. Generally speaking, a Marine is entitled to reimbursement for travel to/from port where POV is being shipped from/delivered to. Reimbursement is limited to POV mileage rate. Claim expenses on Travel Claim.
Reimbursement of Rental Vehicle Cost When a Motor Vehicle Arrives Late. This applies to PCS transportation. If the motor vehicle of a member (or dependent), transported at Government expense for the use of the member and/or dependents, does not arrive at the authorized destination by the designated delivery date, the Secretary concerned shall have the member reimbursed for expenses incurred to rent a motor vehicle for the member's and/or those dependents' use. Reimbursement, by law, may not exceed \$30 per day beginning the day a member first rents a motor vehicle after the designated (required) delivery date and runs for 7 days or until the date the member's motor vehicle is available for delivery to the member, whichever occurs first. The maximum reimbursement is \$210.

PCS TRANSFER DATA SHEET - PAGE 4

TEMPORARY LODGING ALLOWANCE (TLA) / TEMPORARY LODGING EXPENSE (TLE)

Temporary Lodging Allowance. Generally speaking, Marines not occupying single type government quarters are entitled to TLA at the OCONUS duty station. Departure TLA can be claimed for a maximum of 10 days for personnel residing on the economy, and 3 days for personnel residing in government quarters. Local rules may differ. Personnel not assigned within the Stuttgart community will use MARFOREUR's TLA form to submit claims.

Temporary Lodging Expense. Marines are entitled to up to 10 days worth of Temporary Lodging Expense -- at the new CONUS duty station. Government facilities must be utilized. If not available, a certificate of non availability of government quarters must be obtained from the duty station transient facilities management office. Reimbursement is based on locality's per diem rate, whether or not temporary lodging has cooking facilities. Max reimbursement is \$110.00 per day.

OBLIGATED SERVICE REQUIREMENTS

All enlisted Marines returning to CONUS from an overseas assignment must have a minimum of 12 months, or, less than 90 days, remaining in their contract -- this applies to career Marines as well as first termers. Marines with less 90 days obligated service remaining in their contract will be separated upon arrival in CONUS (or placed on terminal leave/permissive TAD, as may be appropriate). Career Marines who will have less than 12 months remaining in their contract upon reporting to next command, must contact the MARFOREUR's career planner, PRIOR TO DETACHING, for the purpose of submitting for extension of contract or reenlistment.

ESTABLISHMENT OF TRANSFER DATE/SERVICE RECORDS DELIVERY

Normally, a transfer date will be established within the 10 days preceding the Marine's Rotation Tour Date. Marine Corps' needs, approval of leave in excess of 30 days, or mission commitments may cause the transfer date to be changed. In no case will a Marine transfer outside the month indicated in the orders without approval by CMC (MMOA/MMEA). Marines may hand carry service records or request MARFOREUR forward to next duty station.

I desire my transfer be effective on: _____ **I desire my records be sent to (ME) (NEXT DUTY STATION)**

MARINE'S CERTIFICATION

I understand the information provided and requested in this form and have obtained satisfactory clarification to my questions. I further certify that I understand that my PCS case (requests for advances, leave, etc.) will be processed based on the answers I provided herein, and attached forms.

Signature: _____ Date: _____

SENIOR SUPERVISING OFFICER ACKNOWLEDGEMENT

I approve Marine's requests. I approve Marine's requests, except as noted below:

Signature: _____ Date: _____

MARFOREUR USE

Pkg Received Date	Advances to DisbO	SATO Req Date	Delivery End. Sent Date	Records Audit Date	Records Sent Date
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Package reviewed. Discrepancies identified: _____ **Marine contacted on:** _____

Notes: