



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

4601 North Fairfax Drive, Suite 800

Arlington, Virginia 22203-1546

[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)

PDTATAC/vap

28 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 64-11(E) -- Counseling and Definition

1. **SYNOPSIS:** Requires agencies provide counseling to relocating employees and changes non-foreign area and adds relocation service company definitions.
2. These changes are scheduled to appear in JTR change 551, dated 1 September 2011.
3. This determination is *effective on 1 August 2011*.

**DANE SWENSON**

Chief, Enterprise Operations Division

Attachment:

Rev 2a

**Civilian E-Mail Distribution:**

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

## JTR REVISIONS:

### **C5008:**

#### **\*C5008 PCS COUNSELING**

Each DoD COMPONENT must provide counseling on travel, transportation and other relocation allowances to all employees prior to PCS. This counseling:

1. should be offered as early as possible during the PCS process;
2. may be offered to a selected candidate contemplating acceptance of a job that would require relocation;
3. assists an employee in making more informed decisions;
4. allows an employee to play a more active role in the PCS;
5. educates an employee of the options when selling and/or buying a residence due to the enormous financial implications; and
6. may be provided by either the agency or contractors.

### **C5080-B3:**

*\*3. DoD COMPONENT Responsibility. Each DoD COMPONENT must ensure that a new appointee is informed of benefits availability and limitations and counseled IAW par. C5008.*

### **APP A, Part 1:**

**\*NON-FOREIGN OCONUS AREA.** The states of Alaska and Hawai'i, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and U.S. territories and possessions (excluding the former Trust Territories of the Pacific Islands, which are foreign areas for JFTR/JTR purposes).

\* \* \* \*

**\*RELOCATION SERVICE COMPANY (RSC).** A third-party supplier under contract with an agency to assist a transferred employee in relocating to the new PDS. Services may include: Home sale programs, home inspection, home marketing assistance, home finding assistance, property management services, HHG shipment and storage, voucher review and payment, relocation counseling, and similar subjects.

### **APP A, Part 2:**

#### **Acronym**

\*RSC

#### **Meaning**

Relocation Service Company (C)