



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LIBERTY
2175 ROCK MERRITT AVENUE
FORT LIBERTY, NC 28310-5000

AMIM-LIG-ZA (600b)

2 June 2023

MEMORANDUM FOR All Directorates and Business Offices within U.S. Army Garrison Fort Liberty

SUBJECT: Garrison Policy Letter #15, Standardized Process for Appropriated Funds (AF) Garrison DoD Civilian Permanent Change of Station (PCS)

1. References:

- a. The Joint Travel Regulation Chapter 5, Part F
- b. DoD FMR 7000.14R Volume 9, Chapter 6

2. The purpose of this policy is to ensure the United States Army Garrison (USAG) Fort Liberty Permanent Change of Station (PCS) orders process is executed with high standards of integrity, efficiency, effectiveness, and in compliance with applicable regulations.

3. All Directors/Managers in the Garrison must make the determination whether PCS costs will be authorized on recruitment actions and provide selectee with a Request for Orders (RFO) worksheet.

4. Exception to Policy (ETP) for travel must be authorized prior to issuance of PCS orders. Hiring officials of the gaining and losing commands must coordinate and provide ETP when requesting PCS orders IAW IDR CPM20-092 Consolidated Personnel Policy Guidance.

5. Department of Defense Transportation Agreement (TA) DD Form 1618 must be signed by the employee and DHR Officer or Designee.

6. In order to receive PCS orders, a completed RFO worksheet, approved ETP and signed TA must be submitted to Resource Management Office (RMO) for review. RMO will validate and issue orders to supervisor and applicant. RMO has delegated authority to approve and authorize APF orders.

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7. The point of contact for this policy is the Resource Management Officer, Yanna L. Rodriguez at 910-396-7605 or yanna.l.rodriguez.civ@army.mil.



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Commanding