

**Common PCS and Travel Authorities for Soldiers, DA Civilians,  
and Eligible Family Members**

<b>Soldier PCS Authority Matrix</b>			
<b>Request</b>	<b>Regulatory Authority</b>	<b>Final Approval Authority</b>	<b>Description</b>
Early Return of Dependents (ERD)	AR 55-46 JTR 050804 DODI 1315.18	ACOM / ASCC / DRU	Command-sponsored Family members who reside overseas may be returned early to CONUS at Government expense under the provisions of the Joint Travel Regulation.
Involuntary Foreign Service Tour Extension (IFSTE)	AR 614-30, Ch 6-1 DODI 1315.18	The Army G-1 may approve requests for 180 days or less from OS Cdr; HQDA assignment authority may approve in 60 day increments for completion of admin actions.	HQDA DCS, G-1 may approve request from OS Cdr for involuntary FSTE for periods - 180 days or fewer - when there is a critical operational requirement.
Delayed Dependent Travel	AR 55-46 DODI 1315.18 JTR 050404 AR 600-8-11	IMCOM	Family member travel when approved by the overseas commander 31–140 days after arrival of the Soldier in the overseas area. If SM is assigned to a PDS OCONUS and Dependents are restricted, SM may be entitled to Family Separation Allowance (FSA). The family does not travel with the SM and the family is delayed for more than 30 days; and the delay is caused by the government. The SM is authorized deferred travel (up to 140 days) after application of concurrent travel, the SM is entitled to FSA. The SM may also be entitled to FSA if the SM is denied concurrent travel and not to exceed 60 from the date of approval.
Temporary Lodging Expense (TLE)	JTR 0503	PCS Order	TLE is an allowance intended to partially pay a Service member for lodging and meal expenses incurred while occupying temporary lodging near the old/new PDS in the CONUS upon a PCS. A Soldier may be reimbursed TLE for any day that per diem is not reimbursed for authorized travel time between PDSs. Maximum: 10 days
Ordered Departure	Issued Evacuation Memo JTR 0601	COCOM Cdr; DOS	An evacuation procedure by which the number of U.S. government employees, eligible family members, or both, at a Foreign Service post is reduced. Ordered departure is mandatory.
Authorized Departure	Issued Evacuation Memo JTR 0601	COCOM Cdr; DOS	An evacuation procedure, short of ordered departure, by which post employees and/or eligible family members are permitted to leave post in advance of normal rotation when U.S. national interests or imminent threat to life requires it. Authorized departure is voluntary.

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Tour Type Change (Unaccompanied/Accompanied)	AR 600-8-11 AR 55-46	Soldier decision at MPD	The election of tour type is made by the Soldier when they receive assignment instructions. The Soldier may elect to change the tour from accompanied to unaccompanied if Family has not moved to OCONUS location. See AR 55-46, para 2-10.
Leave Extension	AR 600-8-10; Table 10-4	Varies; Parent Unit; Overseas Cdr; Nearest overseas MACOM; Gaining Cdr	Soldiers may request extension of leave in person, by telephone, message, or other convenient means through the appropriate overseas commander, military installation, or activity nearest the leave address or the American Red Cross.
Temporary Emergency Attachment	AR 614-100, para 6-2 AR 614-200, para 5-15	Human Resources Command (AHRC-EPO-A) (AHRC-OPM-P)	Soldier may request a temporary emergency attachment to the nearest military installation or recruiting station for a period of up to 10 days. Requests for leave extension in lieu of an emergency attachment may be requested through the Army Travelers Assistance Center (1-800-582-5552)

**Army Civilian PCS Authority Matrix**

<b>Request</b>	<b>Regulatory Authority</b>	<b>Final Approval Authority</b>	<b>Description</b>
Early Return of Dependents (ERD)	JTR 053805	ACOM / ASCC / DRU	Command-sponsored Family members who reside overseas may be returned early to CONUS at Government expense under the provisions of the Joint Travel Regulation and travel authorizing official and overseas commander.
Overseas Tour Extension- 5 Year Limit	AR 690-300 DoDI 1400.25 V1230	Senior Commanders of ACOM / ASCC / DRU	Designated Senior Commanders has the authority to Approve Overseas Tour Extensions beyond 5 Years.
Deferred Dependent Travel	AR 55-46 JTR 053712	N/A - From CONUS to OCONUS up to 1-year.  Activity's commanding officer in OCONUS- From OCONUS TO CONUS	All authorized PCS allowances must be used and completed within 1 year from the effective transfer or appointment date.
Temporary Quarters Subsistence Expense (TQSE) CONUS	JTR 054201	Authorizing Official (AO)	TQSE is a discretionary allowance used to reimburse employee for expenses incurred during PCS move. The CONUS command is responsible for payment if TQSE is authorized.
Temporary Quarters Subsistence Allowance (TQSA) OCONUS	JTR 054205	Authorizing Official (AO)	Temporary Quarters Subsistence Allowance is a non-taxable supplement for employees traveling to/from an overseas duty location on official travel orders and authorized Living Quarters Allowance. TQSA is granted for up to 30 days prior to departing the overseas duty station.

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Authorized Departure	Issued Evacuation Memo JTR	COCOM Cdr; DOS	An evacuation procedure, short of ordered departure, by which post employees and/or eligible family members are permitted to leave post in advance of normal rotation when U.S. national interests or imminent threat to life requires it.