



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNHF

26 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Permanent Change of Station (PCS) Requests for Active Guard/Reserve Soldiers

1. References:

- a. NGR 600-5, The Active/Guard Reserve (AGR) Program Title 32, Full-time National Guard Duty (FTNGD), 20 February 1990.
- b. AR 135-18, The Active Guard/Reserve Program, 1 November 2004.
- c. AR 600-8-10, Leave and Passes, 15 February 2006.
- d. AR 600-8-11, Reassignments, 1 May 2007.
- e. AR 614-200, Enlisted Assignments and Utilization Management, 26 February 2009.
- f. Joint Federal Travel Regulation, 1 August 2011.

2. The purpose of this memorandum is to inform AGR Supervisors and Soldiers that prior coordination with MNHF must be accomplished before completing a Permanent Change of Station (PCS) move. PCS moves apply to on-board AGR personnel. Relocating or moving house hold goods without verifying approved funding and PCS orders from MNHF is unauthorized and may result in delayed reimbursement.

3. IAW reference 1f, a PCS is authorized when a Soldier is called or ordered to Active Duty (for other than training) for more than 180 days at one duty station. An AGR member called or ordered to active duty, for other than training, for more than 180 days is authorized a PCS of House Hold Goods (HHG) and transportation from Home of Record (HOR) to the first or any subsequent permanent duty station (PDS) changes. Allowable travel time is also authorized IAW reference 1c above.

4. A limited PCS budget requires AGR Supervisors to coordinate requests for PCS transfers and funds from MNHF-AGR for all AGR personnel. All AGR PCS request must be submitted to be approved by MNHF-AGR prior to notifying AGR Soldier.

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Supervisors will utilize the enclosed PCS checklist to secure approval and funding for all PCS actions.

5. Once PCS orders have been generated and Soldier has completed move, Soldier will submit a PCS travel voucher to MNHF-AGR no later than 90 days after move has been accomplished. Travel vouchers must be submitted and reconciled in the fiscal year for which the PCS order was generated. The FTSMCS Leave System will be utilized to request and process all approved Permissive Temporary Duty (PTDY).

6. The point of contact for this office is CW4 Jacqueline A. O'Keefe, AGR Manager, DSN 489-4732 or email Jacqueline.a.okeefe@us.army.mil.

FOR THE ADJUTANT GENERAL:

Encl



CURTIS B. WILLIAMSON

COL, LG, NYARNG

Director, Federal Human Resource Office

DISTRIBUTION:

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Permanent Change of Station (PCS) CHECKLIST
(Applies to on-board AGR Soldiers only)

- PCS approved by Commander / Senior Full-time Supervisor
- Coordination made with gaining unit to appoint PCS Soldier a unit Sponsor
- NYARNG Form 203 (AGR PCS Processing Sheet) prepared by Soldier and Forwarded through GOCOM to MNHF-AGR requesting PCS Funding from NGB
- DA Form 5960 (Start/stop/change BAQ and/or VHA) prepared by Soldier requesting PCS and forwarded with Permanent Change of Station Processing Sheet
- Request for Transfer PAR (AGR W/Entitlements) initiated by senior HR NCO and placed into RCAS reflecting PCS Soldiers new unit, duty position and supporting voucher line (SPMD) is Forwarded thru GOCOM to MNHF-AGR
- Request for Permissive TDY (if approved) entered in FTSMCS automated leave tracking system (not to exceed 10 days)
- PCS travel order will be provided by MNHF-AGR after approval of funds by NGB.

**** After PCS has been approved / completed ****

-  Soldier will submit completed DD Form 1351-2 (Travel Voucher) through GOCOM to MNHF-AGR for travel expense reimbursement and/or dislocation allowance (DLA) after PCS move has been completed.
-  Soldier completing PCS MUST submit DD Form 1351-2 through GOCOM to MNHF for payment within 90 days of completing move.

**NYARNG ACTIVE GUARD/RESERVE (AGR)
PERMANENT CHANGE OF STATION (PCS)
PROCESSING SHEET**

PURPOSE: To be completed by Supervisor/Commander of Soldiers who have been selected for assignment/PCS.

PRIVACY ACT: Failure to complete/provide the information below may result in a delay of obligation of funds.

SOLDIER INFORMATION

1. Soldier's Name: _____ SSN: _____ Grade: _____
2. Current HOR: _____
3. Marital Status: _____ (If Married Attach Marriage Certificate)
4. Name of Spouse: _____ SSN _____ DOB _____
5. Dependents _____ If Yes, How Many _____
Child's Name _____ SSN: _____ DOB _____ M/F _____ Adopted/Step
Child's Name _____ SSN: _____ DOB _____ M/F _____ Adopted/Step
Child's Name _____ SSN: _____ DOB _____ M/F _____ Adopted/Step
6. Will You Be Moving Your Current Household? _____ Where? _____
7. Approximately How Many Miles From Your HOR To Your New Permanent Duty Station? _____
8. Will you be moving your POV? _____
9. Is your family moving with you? _____ Are they moving all at once? _____
10. To coordinate official move, contact a Military Personal Property Office (PPO) listed below:
West Point (845) 938-5911 Fort Drum (315) 772-6314
Fort Hamilton (718) 630-4857 x4039 JPPSO-North East (781) 377-7688
Saratoga NSU (518) 886-0200 x116 or <https://www.smartwebmove.navy.mil/swm/index.jsp>
11. Current Unit: _____ UIC: _____
New Unit: _____ UIC: _____
Current SPMD: _____ New SPMD: _____
New FTM Position Title: _____

**NYARNG ACTIVE GUARD/RESERVE (AGR)
PERMANENT CHANGE OF STATION (PCS)
PROCESSING SHEET**

COMMANDER/SUPERVISOR CERTIFICATION

1. Is this PCS move in the best interest of the Soldier or the Service? _____
Yes / No (Initials)
2. Justification for PCS move: _____
3. Has Soldier coordinated with a listed Personal Property Office to set up move? _____
Yes/No (Initials)
4. Have you provided a DD Form 1351-2/DD Form 1351-4 to Soldier? _____
Yes/No (Initials)
5. Have you coordinated a start date with the Soldier, gaining command and AGR Office? _____
Yes/No (Initials)

Effective Transfer Date Coordinated: _____

6. How many days Permissive TDY have you granted (Not To Exceed 10)? _____

7. Who is the Soldier's Sponsor? Name: _____

Grade: _____

Position: _____

Home Phone #: _____

Work Phone #: _____

APPROVED: _____ DISAPPROVED: _____

TO BE COMPLETE BY AGR OFFICE AFTER COMMANDER'S CERTIFICATION

1. Are PCS funds currently available? _____ What is PCS cost-estimate total? _____

2. If previous request was denied, when will PCS funds become available? _____

AGR Manager Signature _____

(Check one) PCS is: Approved _____ Disapproved _____ On hold until funds are available _____