

TCS Relocation

This guide is for transferees preparing to make a Temporary Change of Station (TCS) within the continental United States (CONUS). It contains helpful information to assist you during your Government-authorized move.

The guide outlines the allowances and expense reimbursements you are entitled to under the Federal Travel Regulation (FTR). However, it is important to note that this guide is not a copy of the FTR. Information in the FTR, Section 302 is far more detailed. Therefore, if there are any discrepancies between this guide and the FTR, the FTR overrides any information contained herein.



A TCS is the relocation to a new official station for a temporary period while performing a long-term assignment and the subsequent return to the previous official station upon completion of that assignment.

A TCS provides agencies an alternative to a long-term temporary duty travel assignment which will increase your satisfaction and enhance morale, reduce your income tax liability, and save the Government money.

NASA Shared Services Center (NSSC)
Financial Management/TCS Relocation Services
Building 1111
Stennis Space Center, MS 39529

NSSC Customer Contact Center
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National Aeronautics and
Space Administration



nssc NASA Shared Services Center

Quick Reference Guide

August 2010

NSSC-SD-0011
Revision 9.0

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QUICK REFERENCE GUIDE

Welcome to the NSSC

NASA Shared Services Center (NSSC) opened March 1, 2006, on the grounds of Stennis Space Center in Mississippi. The NSSC provides service across the NASA Agency in four functional areas, including Agency IT services and selected activities in financial management, human resources, and procurement.

The NSSC strives to provide customer focused, consistent, high quality, easily accessible, and timely support services. The savings NASA realizes from creating the NSSC frees resources that can be redirected to NASA's Vision for Space Exploration.

Temporary Change of Station

General information concerning Temporary Change of Station (COS) can be found on the NSSC COS Web site, including: information and announcements on the NSSC, Frequently Asked Questions, How Do I's?, reference material on entitlements, forms, and where to obtain more detailed information. Access the NSSC Customer Service portal at:

<https://www.nssc.nasa.gov/portal/site/customerservice>

From the **Travel** tab, select the **Change of Station** option.

Entitlements

There are a few rules governing NASA's ability to pay for relocation expenses.

1. The distance between the employee's old place of residence and new duty station must be at least 50 miles greater than old residence to old duty station, unless the head of the agency or designee authorizes an exception.
2. For more detailed information on TCS Travel, please refer to the Federal Travel Regulations Part 302.
3. TCS moves do not require an employee to sign a Service Agreement.

Submitting Vouchers/Financial Info

Use the Travel Receipt Fax Cover Sheet located on the NSSC Customer Service Web. Go to the Travel tab, and then select Change of Station. Look for a link to the form at the bottom of the page.

Relocation	
TCS Transferee Entitlements	
Allowance	
En route Transportation	X
En route Per Diem	X
Household Goods	X
Temporary Storage	X
Non-temporary Storage	Limited
Mobile Home (in lieu of HHG)	X
Misc. Expense Allowance	X
Relocation Income Tax Allowance	X
POV Shipment (when cost effective)	X
House-hunting Trip	X*
Temporary Quarters	X*
Property Management Services	X*
TCS to PCS Transfer	
<p>If your assignment exceeds 30 months, your Agency:</p> <p>(a) Must permanently assign you to your temporary official station or return you to your previous official station;</p> <p>(b) May not pay for extended storage or property management services incurred after the last day of the thirtieth month; and</p> <p>(c) Must pay the expenses of returning you and your immediate family and household goods to your previous official station unless you are permanently assigned to your temporary official station (FTR §302-3.408)</p> <p>Once transferred to a PCS Relocation, you will become eligible for additional entitlements.</p>	
Real Estate Expenses	X

* These items are discretionary and are to be noted as approved on the travel order when sent to the NSSC by the NASA Center HR Offices.

Advance of Funds

Employees who have a NASA government travel card are required to use the card for reimbursable expenses incurred. Employees with no government travel card may request to receive an advance of funds to cover some reimbursable expenses. Each request for an advance of funds must explain why an advance is necessary and will be reviewed on a case-by-case basis.

The following may be funded in advance:

1. Per diem, mileage, and common carrier costs anticipated for the employee and family for the TCS move, and for a house-hunting trip, if authorized (FTR 302-4.600, FTR 302-5.16).
2. Estimated allowable temporary quarters subsistence expense for up to 30 days. Additional funds may be approved for additional 30 day periods (FTR 302-6.15).
3. Transportation and temporary storage of household goods or transportation of a mobile home, only if by commuted rate method (FTR 302-7.105).

The following cannot be funded in advance:

1. Miscellaneous expense allowance (FTR 302-16.101).
2. Transportation and temporary storage of household goods or transportation of mobile home if by actual expense method (since the Government pays the mover directly) (FTR 302-7.105).

The travel advance cannot be issued earlier than 4 weeks before you expect to incur the related expense. Allow at least 2 weeks to process the advance. You will need to fill out Standard Form 1038 to request an advance of funds. In addition, a voided check, or copy thereof, must be included for the advance to be processed by direct deposit.

The outstanding travel advance will be offset against the travel reimbursement vouchers as they are received, regardless of what expense is claimed on the voucher.