

INDIAN AFFAIRS MANUAL

- 1.1 Purpose.** This chapter provides information on the policy, authorities, and responsibilities for Permanent Change of Station (PCS) within Indian Affairs (IA).
- 1.2 Scope.** This policy applies to all PCS travelers under the authority of the Assistant Secretary–Indian Affairs (AS-IA), including the Bureau of Indian Affairs (BIA), and the Bureau of Indian Education (BIE).
- 1.3 Policy.** All PCS travel is required to comply with the regulations, laws, policies, and guidance listed below in 1.4 Authority.

1.4 Authority.

A. Statutes and Regulations.

- 1) 41 CFR 302 – Relocation Allowances
- 2) 5 U.S.C. § 5722 – Travel and transportation expenses of new appointees; posts of duty outside the continental United States

B. Guidance.

- 1) 205 Departmental Manual (DM) Chapter 15, Travel & Transportation
- 2) 209 DM 8, Assistant Secretary-Indian Affairs
- 3) 230 DM 1, Director, BIA and Director, BIE
- 4) 347 DM 1, Travel Policy Issuance System
- 5) U.S. Department of the Interior (DOI) PCS Policy. This policy is issued in various forms, including Financial Management Memoranda, handbooks, and other guidance, and can be found on the DOI Travel website here:
<http://www.doi.gov/pfm/travel/index.cfm>

1.5 Responsibilities.

- A. Assistant Secretary – Indian Affairs** is responsible for the authorization of international travel, and the use of first-class travel.

This authority may not be re-delegated.

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- B. Directors, BIA and BIE** are responsible for approving PCS authorizations and expenses.

The Directors may re-delegate this authority to the Deputy Bureau Director (DBD) level.

- C. DBDs** are responsible for approving PCS authorizations and expenses.

The DBD may not re-delegate this authority.

- D. The Traveler** bears the ultimate responsibility for submitting proper documentation and complying with the Federal Travel Regulation (FTR), DOI travel policies and guidance, and IA travel policies and guidance. This compliance includes the following:

- 1) Obtaining an approved travel authorization;
- 2) Ensuring all expenses are related to the approved travel and are allowed;
- 3) Submitting an accurate and detailed voucher, and including all required documentation and backup documents;
- 4) Submitting the voucher in a timely manner;
- 5) Filing their Relocation Income Tax Allowance (RITA) after completion of the PCS and taxes filed for that year; and
- 6) Participating in counseling as mandated by the FTR to the PCS employee (this is to be provided by the issuing travel office).

Currently, IA contracts the PCS record keeping function and issuing of PCS travel authorizations to the Interior Business Center (IBC). The PCS documents and files are maintained by IBC.

1.6 Reports and Forms.

- A.** IA will complete all mandated and requested travel reports for the DOI management and the General Services Administration as detailed in the FTR, or when provided with other written requests.
- B.** An electronic copy of the DOI PCS Policy Handbook is available to all IA employees. This handbook provides the employee with rules and regulations regarding PCS travel, and can be found on the DOI webpage here: <http://www.doi.gov/pfm/travel/index.cfm>.

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- C. Travel guidance can be found on the IA Travel intranet website here:
<https://inside.indianaffairs.gov/asia/ocfo/dao/travel/permanent-change-station-pcs-policy>
Travelers must be logged into VPN in order to access this site.

Approval

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Jason Freihage
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Date