



REPLY TO  
ATTENTION OF

ATSS-CD

**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY SERGEANTS MAJOR ACADEMY  
11291 SGT E. CHURCHILL STREET  
FORT BLISS, TEXAS 79918

23 January 2012

MEMORANDUM FOR ALL ASSIGNED/ATTACHED PERSONNEL, US ARMY SERGEANTS MAJOR ACADEMY, FORT BLISS, TX 79918

**SUBJECT: Policy Memorandum # 17, Civilian Vacancy Announcements and Payment of Permanent Change of Station (PCS) Costs**

1. References:

- a. Joint Travel Regulations (JTR) Volume II.
- b. Memorandum, HQ TRADOC, ATBO-C, 7 Nov 06, Subj; TRADOC Policy Letter 13, TRADOC Civilian Leader Development Program (CLDP), paragraph 3e.
- c. Memorandum, HQ TRADOC, ATBO-C, 14 Mar 08, Subj; Civilian Vacancy Announcements and Payment of Permanent Change of Station (PCS) Costs.

2. All USASMA advertised vacancy announcements for permanent positions, GS-13 and above, or equivalent levels in other pay systems will include a statement that PCS costs will be paid. The goal is to attract a highly qualified, skilled, motivated, and diverse civilian workforce. Authorizing PCS expenses helps attract the best candidates from many sources and is an important factor in building a diverse and experienced workforce.

3. This policy does not restrict my authority to pay PCS costs for any other positions when deemed appropriate.

4. POC this policy is the Director, Personnel & Administration, (915) 744-8383.

**"Ultima Strong!"**

A handwritten signature in black ink that reads "Rory L. Malloy".

RORY L. MALLOY  
CSM, USA  
Commandant