

# *The Air Force's Personnel Center*

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## **CONUS to Foreign OCONUS Civilian PCS Briefing**

**Effective 1 Jan 2019**

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# Agenda

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- **Acronym Listing**
- **Definition & Eligibility**
- **Roles & Responsibilities**
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- **PCS Order Status**
- **Travel Time**
- **Mandatory Entitlements**
- **Discretionary Allowances**
- **PCS Restriction**
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# *Purpose* *(1 of 2)*

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**PLEASE READ THIS BRIEFING IN IT'S ENTIRETY**

- **The purpose of this briefing is to outline civilian PCS entitlements for a career move from one CONUS location to a Foreign-OCONUS location**
- **Foreign-OCONUS - location outside the United States in a foreign country such as Germany, Korea or Japan**



# *Purpose*

## *(2 of 2)*

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- **Examples**

- HANSCOM AFB (Air Force) to Ramstein AB, Germany (Air Force)
- Ft. Hood, TX (Army) to Osan AB, Korea (Air Force)
- USSOCOM (Air Force) to Yokota AB, Japan (Air Force)



# *Acronym Listing*

## *(1 of 4)*

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- **AF – Air Force**
  - **MYPERS – My Personnel Services**
  - **BRAC – Base Re-Alignment and Closure**
  - **CFT – Career Field Team**
  - **CPS – Civilian Personnel Section**
  - **CONUS – Continental United States (48 contiguous states)**
  - **CTO – (Contracted) Commercial Travel Office**
  - **DMTO – Defense Travel Management Office**
  - **DNRP – Defense National Relocation Program**
  - **DSSR – Department of State Standardized Regulations**
  - **EOD – Entrance on Duty**
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# *Acronym Listing*

## *(2 of 4)*

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- **FTA – Foreign Transfer Allowance**
  - **GHS – Guaranteed Home Sale**
  - **HHG - Household Goods**
  - **HHT – House Hunting Trip**
  - **GTCC – Government Travel Charge Card**
  - **JTR – Joint Travel Regulation**
  - **KCP – Key Career Position**
  - **MEA – Miscellaneous Expense Allowance**
  - **F-OCONUS – Foreign OCONUS (Germany, United Kingdom, Japan, Korea, etc.)**
  - **NF-OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii, and other U.S. territories)**
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# *Acronym Listing*

## *(3 of 4)*

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- **NTS – Non-Temporary Storage**
  - **OCONUS – Outside the Continental United States (Europe, Asia etc.)**
  - **OM – Onboarding Manager**
  - **OPM – Office of Personnel Management**
  - **PCS – Permanent Change of Station**
  - **PDS – Permanent Duty Station**
  - **PMS – Property Management Services**
  - **POC – Privately Owned Conveyance**
  - **POV – Privately Owned Vehicle**
  - **PPP – Priority Placement Program**
  - **RIF – Reduction in Force**
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# *Acronym Listing*

## *(4 of 4)*

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- **RITA – Relocation Income Tax Allowance**
- **SIT – Storage in Transit**
- **TMO – Transportation Management Office**
- **TQSA – Temporary Quarters Subsistence Allowance (F-OCONUS ONLY)**





# *Definitions & Eligibility*

## *(1 of 4)*

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### **DEFINITIONS**

- **Career Program Move:** An AF centrally paid move to a centrally managed position
- **Centrally Managed Position:** Includes GS-12 and above, when properly identified on the position description and managed by the CFTs; PCS funded by the CSA PCS account
- **Current Federal Civilian Employee:** Refers to civilian employees already holding a position within the federal government, to exclude military. This could include other DoD agencies and/or other Federal agencies.



# Definitions & Eligibility

## (2 of 4)

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### ELIGIBILITY

- To be eligible for an AF centrally funded career program move, employees must be transferring to a centrally managed AF position, or hired as a first duty into a centrally managed position
  - ***Separating or retiring military members are not considered current federal employees for purposes of their first civilian PCS - they are considered First Duty Station moves***
- If the position IS NOT centrally managed, employees may be authorized an AF locally funded move, meaning the organization will pay PCS costs and discretionary benefits may vary



# *Definitions & Eligibility*

## *(3 of 4)*

### **ELIGIBILITY (Cont'd)**

- **When two or more federal employees, who are members of the same immediate family, are transferred in the GOV'T's interest; i.e. they both receive job offers for different positions at the same (and new) PDS, they may elect to receive the travel and transportation allowances authorized as one of the following:**
  - Each employee separately – each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent
  - Only one as an employee – the other employee is eligible for travel and transportation allowances as a dependent



# *Definitions & Eligibility*

## *(4 of 4)*

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### **ELIGIBILITY (Cont'd)**

- An election must be in writing and signed by all affected employees
- Duplication of Benefits not Authorized - employee and/or dependents can not accept or receive duplicate reimbursement for the employee's covered relocation expenses and must be able to state that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses.



# Roles & Responsibilities

## (1 of 4)

### EMPLOYEE RESPONSIBILITY

*We recommend you download this briefing to your home and/or work computers for future reference as you begin your PCS planning process*

- The selectee will receive the OM invite email with job information, instructions about OM, and pre-employment forms requiring completion within the tool. The invite email auto-generates a second email (the OM access), which provides a link to OM that the selectee must use within 72 hours of receipt.
- The selectee must check the **“I certify that the name listed above is my full legal name and shall be displayed on all items resulting from the on-boarding process”** block before proceeding or access will be denied



# Roles & Responsibilities

## (2 of 4)

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### EMPLOYEE RESPONSIBILITY (Cont'd)

- You will receive a “PCS Required Documents List” that lists situations where additional documents may be required prior to completing your PCS orders. Review this list and the situation and submit the required documents to your assigned PCS technician, if applicable.

Examples include:

- Birth certificates and custody documents for children under 21 who do not share the same last name of the selectee
- Marriage certificate for spouse that does not share the same last name of the selectee
- Children over the age of 21 incapable of self-support



# Roles & Responsibilities

(3 of 4)

***IMPORTANT: Same Sex Spouses / Same Sex Domestic Partners – please be advised that due to Status of Forces Agreement's (SOFA) with Foreign OCONUS duty locations, you MUST validate command-sponsorship with gaining CPS prior to movement***

## **STAFFING OFFICE (AFPC/CPS)**

- You should receive multiple e-mails with directions from your staffing POC
- Selecting Officials/Civilian Personnel Section (CPS)
  - Responsible for filling in portions of OM and will assist in answering any of your questions



# *Roles & Responsibilities*

## *(4 of 4)*

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### **PCS UNIT**

- Responsible for orders production
  - You will receive a PCS unit welcome letter with the name of your technician and contact information
- Assist with understanding entitlements and allowances authorized within the JTR, AFMAN 36-606, and the DSSR

### **RESOURCES OFFICE**

- Responsible for funding orders. This office also serves as the POC for DoD National Relocation Program (DNRP), Real Estate, and Property Management Services, and TQSE Extension Requests





# *Entrance on Duty (EOD)*

## *(1 of 2)*

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### **TIMELINES FOR ESTABLISHING EOD**

- Once a completed PCS-1 Worksheet and all required documents are received by your PCS technician, your EOD will be established 65 days out for OCONUS moves
- EODs must be set at the beginning of a new pay period (Sundays)
  - **Example:** Completed PCS-1 and supporting documents received by PCS technician on 10 Aug 2018, 65 days from that date is 14 Oct 2018, the new pay period also begins on 14 Oct 2018; therefore the EOD will be 14 Oct 2018



# *Entrance on Duty (EOD)*

## *(2 of 2)*

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### **TIMELINES (Cont'd)**

- This allows employees approximately 50 days with orders in hand to out-process & prepare for the move  
**Exceptions:** Senior Executive Service (SES), BRAC & PPP
  - SES EODs are set as requested by the organization & orders processed within 72 hours
  - PPP EODs must be within 45 days of a valid match for OCONUS moves (30 days CONUS) and orders processed within 72 hours
  - BRAC EODs are set & maintained in accordance with base closure timelines



# PCS Order Status

## (1 of 3)

### CHECKING STATUS OF PCS ORDER

- Selectee can check the status of their PCS orders 24 hours a day by accessing the MyPers website at: <https://mypers.af.mil/> and selecting “My Account”

| <u>myPers CX Status</u>         | <u>Description</u>   |
|---------------------------------|--|
| RECEIVED – PENDING ASNG TO TECH | The Chief of the PCS Unit has received your request for PCS orders or Amendment. Your request will be assigned to a PCS technician for processing. You will receive an electronic update each time your request has been forwarded to the next level for processing. If all required information and documentation has been successfully submitted, please allow a minimum of 14 calendar days for your request to be completed. |
| CLERK PREPARING                 | Your request has been assigned to a PCS technician and is being prepared, reviewed for accuracy and documentation submission. If all required information and documentation has been successfully submitted, please allow a minimum of 14 calendar days for your request to be completed.  |



# PCS Order Status

## (2 of 3)

|                      |  |
|----------------------|--|
| AWAITING OTHER DOCS  | The PCS technician is currently unable to complete the processing of your PCS orders due to missing information or documentation. The technician will contact the appropriate person(s) to request the required information or documentation. Due to the delay, please allow additional time for your request to be completed. |
| REVIEWING            | Your PCS orders are currently being reviewed for quality control prior to being forwarded to AFPC Financial Management or to the local Civilian Personnel Sq. for Authentication and funding.  |
| QC COMPLETE          | No change  |
| RETURNED/CORRECTIONS | No change  |
| CM AUTHENTICATION    | Your PCS orders has been reviewed for quality control and is currently pending Authentication and funding.   |



# PCS Order Status

## (3 of 3)

|                      |  |
|----------------------|--|
| LOCAL AUTHENTICATION | Your PCS orders has been reviewed for quality control and is currently pending Authentication and funding.   |
| PENDING APPROVAL     | No Change  |
| PENDING FJO RELEASE  | The PCS orders have been funded and processed, but will not be released to the employee until all pre-employment requirements are met. Once conditions are met the FJO can be extended and PCS orders released. Note: Do not make any irreversible life decisions until FJO is extended and orders are in hand.  |
| CLOSED               | The PCS orders request has been completed and released to employee.  |
| CWOA (SOLVED)        | The PCS order request has been closed without action, due to not receiving the requested documents or documentation from either employee, HR Staffer or Gaining CPS. Or the PCS Orders are no longer required (for example, you have declined the job offer after initially accepting and starting the PCS process). Please contact your servicing HR POC to determine the next possible course of action. |



# *Travel Time*

## *(1 of 3)*

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### **TRAVEL TIME**

- Employee should begin official travel on first duty day following EOD
  - **An employee should not perform PCS travel on a holiday or weekend**
- **Exceptions: RIF, PPP, & First Duty Hires**
  - RIF & PPP Employees must travel on losing activity's time
  - First Duty hires travel at their discretion after travel order has been issued in order to meet EOD



# *Travel Time*

## *(2 of 3)*

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### **TRAVEL TIME (Cont'd)**

- Actual Reporting date is determined by number of travel days authorized and leave en route (if requested/authorized)
  - Leave En Route: This is leave taken after departure from the old duty station but prior to arrival at the new duty station
  - Must be approved in advance of travel by losing and gaining supervisors



# Travel Time

## (3 of 3)

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### TRAVEL TIME (Cont'd)

- Dependent Travel: Travel within 60 days of EOD is considered concurrent travel. Travel at a later date is considered delayed and must be noted on PCS order.

***All travel and transportation must be completed within 1 year from the employee's date of physically reporting for duty. Example: Employee reported on Monday, 11 Jul 2018; dependent travel, HHG shipment, and real estate transactions must be completed by 10 July 2019 (Ref: JTR, Para 053712)***





# ***Mandatory Entitlements***

## ***(1 of 7)***

***Important! Never make irreversible life changes, such as selling property, resigning from your current position, etc., prior to receipt of a Firm Job Offer and PCS orders***

### **TRANSPORTATION & PER DIEM (Employee & authorized dependent(s))**

- Includes travel between old and new PDS – POV, airfare (if applicable), meals & incidentals while in a travel status
  - It is mandatory policy for all travelers to use an available CTO for all official transportation requirements
  - If airfare is utilized, employee must book with a contracted carrier



# ***Mandatory Entitlements***

## ***(2 of 7)***

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### **TRANSPORTATION & PER DIEM (Cont'd)**

- It is general policy of DoD that the Gov't Travel Charge Card (GTCC) be used to pay for official travel and transportation related expenses
- Rental Car reimbursement at Gov't expense for PCS travel is NOT authorized
- Employee and Dependent travel must be completed within 1 year from the employee's transfer or appointment effective date



# ***Mandatory Entitlements***

## ***(3 of 7)***

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### **TRANSPORTATION & PER DIEM (Cont'd)**

- **All travel and transportation must be completed within 1 year from the employee's date of physically reporting for duty. Example: Employee reported on Mon, 9 July 2018; dependent travel, HHG shipment, and real estate transactions must be completed by 8 July 2019. (*Ref: JTR, Para 053712*)**
- **Employee will be responsible for authorized travel and transportation costs incurred after the 1 year anniversary date of the transfer or appointment effective date**



# ***Mandatory Entitlements***

## ***(4 of 7)***

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### **MISCELLANEOUS EXPENSE ALLOWANCE (MEA) - when moving a household**

- Fixed rate paid at \$650 w/out dependents & \$1,300 w/ dependents
- Actual reimbursement may be authorized
  - Employees with Dependents - reimbursement cannot exceed two weeks of employee's basic salary rate
  - Employees without Dependents – reimbursement cannot exceed one week of employee's basic salary rate
- Information on MEA, and types of expenses covered, can be accessed on the MyPers website at:



# Mandatory Entitlements

## (5 of 7)

- <https://mypers.af.mil/app/answers/list/st/5/kw/18431/p/2/page/>
- First duty station moves, SES, separation and retirement moves not eligible for SMA

### TRANSPORTATION, INCLUDING SIT, of HHG

- Up to 18,000 lbs plus 2,000 (or 10 percent) of packing material allowance
- Must be shipped within 12 months of date employee physically reported for duty at the new PDS
- ***The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. The employee is financially responsible for HHG-related costs incurred for excess weight (Ref: JTR, Para 054304)***



# *Mandatory Entitlements*

## *(6 of 7)*

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### **HHG (Cont'd)**

- Information on HHG can be accessed on the MyPers website at:  
[https://mypers.af.mil/app/answers/detail/a\\_id/15353/kw/15353/p/2](https://mypers.af.mil/app/answers/detail/a_id/15353/kw/15353/p/2)
- Information on SIT can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/18241/p/2/page/1>

### **NTS (extended storage) of HHG**

- Combined weight stored and transported must not exceed the maximum 18,000 lbs. net weight
  - Information on HHG can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/15352/p/2/page/1>



# ***Mandatory Entitlements***

## ***(7 of 7)***

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- **Transportation of mobile home (including a boat) used as a primary residence in lieu of HHG transportation (NTE cost of HHG shipment)**

### **RITA**

- Certain PCS entitlements & allowances are taxable to Federal & State
  - RITA is designed to compensate relocating employees for additional tax liability they incur as a result of a Gov't directed move
  - Information on RITA can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/18421/p/2/page/1>



# *Discretionary Allowances*

## *(1 of 8)*

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- **Discretionary PCS Allowances are authorized at the discretion of the employing activity/DoD Component**
  - Allowances may or may not include: TQSA, FTA, POV Shipment, Property Management Service (PMS)
- **If PCS is locally funded (Non-Career Program move), check with the gaining organization for authorized allowances and review published PCS orders**
- **Centrally funded (Career Program) PCS moves receive the following discretionary allowances:**





# *Discretionary Allowances*

## *(2 of 8)*

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### **POV Shipment**

- POV shipment may be authorized if it is in the Gov't's interest for the employee to have a POV at the OCONUS PDS
- POV shipment to Japan is typically cost prohibitive due to stringent & costly automobile requirements for vehicles in Japan. Ensure you understand all requirements before shipping an American vehicle to Japan.
- If authorized, only one POV will be shipped at Gov't expense
- If authorized, POV must be in operating order and legally titled and tagged for driving



# *Discretionary Allowances*

## *(3 of 8)*

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### **POV (Cont'd)**

- Contact nearest TMO for shipment arrangements
- If POV transportation is authorized at Gov't expense and employee personally arranges POV transportation, employee is entirely responsible for all issues related to:
  - Utilize closest Vehicle Processing Center (VPC)
  - The Status of Forces Agreement (SOFA)
  - Use of U.S. Carriers, Import/Export Processes
  - Tariffs, Customs, etc.
- Information on POV Shipment can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/18267/p/2/page/1>



# *Discretionary Allowances*

## *(4 of 8)*

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### **PROPERTY MANAGEMENT (PM) SERVICES**

- Only Applies to those eligible for DNRP – occupying a centrally managed position at GS-12 or higher
- If authorized, employee will self-procure PM services through a rental agency and will be reimbursed up to 10 percent of monthly rental amount
- When authorized, employee bears costs up front and may request reimbursement at a minimum of every 6 months, but not to exceed 12 months



# *Discretionary Allowances*

## *(5 of 8)*

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### **PM SERVICES (Cont'd)**

- Employees will submit the following documents for reimbursement in an e-mail to:  
[afpcresourcesoffice@us.af.mil](mailto:afpcresourcesoffice@us.af.mil)
- DD Form 1351-2
  - Copy of PCS order
  - Invoice or receipt from property management company
    - Rental Fees must be broken out monthly
    - Property management fees must be broken out monthly



# *Discretionary Allowances*

## *(6 of 8)*

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### **PM SERVICES (Cont'd)**

- Information on PM Services can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/19136/p/2/page/1>
- **If authorized by OCONUS Command, you may receive the following discretionary allowances:**

### **TQSA**

- Covers lodging, meals & laundry at new PDS while searching for housing
- Reimbursed to employee at the gaining organization under DSSR entitlements
- Must keep receipts & itemize expenses



# *Discretionary Allowances*

## *(7 of 8)*

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### **TQSA (Cont'd)**

- May be reimbursed up to a maximum of 90 days
- Employee should contact the OCONUS CPS to verify TQSA eligibility and process
- Information on TQSA can be accessed in the Department of State Standardized Regulations at: <https://aoprals.state.gov/>

### **FOREIGN TRANSFER ALLOWANCE (FTA)**

- Typically includes 10 days of pre-departure subsistence expense allowance (lodging & meals at losing PDS)
- Must depart from old PDS



# *Discretionary Allowances*

## *(8 of 8)*

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### **FOREIGN TRANSFER ALLOWANCE (FTA) (Cont'd)**

- May be authorized a lump sum miscellaneous expense portion to assist with extraordinary costs
- May be authorized lump sum wardrobe expense portion
- May be authorized lease penalty expense portion
- Employee should contact the OCONUS CPS to verify FTA eligibility and process
- Information on FTA can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/18712/p/2/page/1>



# PCS Restriction

## PCS RESTRICTION

- The JTR restricts any employee who is serving under a services agreement (formerly transportation agreement) as a result of a Gov't sponsored PCS move from a second PCS move within a 12-month period (*Ref: JTR, Para 054910*)
- **For OCONUS CFT managed positions, the JTR identifies prescribed tour lengths**
  - Return OCONUS travel or a subsequent PCS move will only be funded once the employee completes the applicable tour length unless they meet waiver applicability as defined in AFMAN 36-204, *Overseas Employment*





# Information/Resources

## (1 of 2)

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- **PCS Videos are available at:**
  - <http://www.afciviliancareers.com/regulatory/>
- **For Entitlements and Allowances**
  - **Joint Travel Regulation**
  - <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMF**
  - <https://move.mil/>
  - <http://www.defensetravel.dod.mil/index.cfm>



# Information/Resources

## (2 of 2)

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- **For reimbursement, travel rates and other finance related questions contact your gaining Comptroller Squadron civilian pay office**
  - <http://www.dfas.mil/dfas/pcstravel.html>
  
- **Department of State Standardized Regulations (DSSR)**
  - <https://aoprals.state.gov/>
  
- **Career Program Information**
  - **AFMAN 36-606, Civilian Career Field Management and Development**
    - [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afman36-606/afman36-606.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-606/afman36-606.pdf)

# *The Air Force's Personnel Center*

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