

The Air Force's Personnel Center



CONUS to Non Foreign OCONUS Civilian PCS Briefing

Effective 1 Jan 2019



Agenda

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Purpose *(1 of 2)*

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 NF (Non Foreign) OCONUS location**
- **NF-OCONUS locations are United States territories outside of the 48 contiguous states such as Puerto Rico, Alaska and Guam**



Purpose

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- **Examples**
 - **Hanscom AFB, MA (Air Force) to Eileson AFB, AK (Air Force)**
 - **Ft. Hood, TX (Army) to Hickam AFB, HI (Air Force)**
 - **USSOCOM (Air Force) to Andersen AFB, Guam (Air Force)**



Acronym Listing

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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

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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**
- **NF OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii, and other U.S. territories)**
- **NTS – Non-Temporary Storage**



Acronym Listing

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- **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**
 - **RITA – Relocation Income Tax Allowance**
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Acronym Listing

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- **SIT – Storage in Transit**
- **TMO – Transportation Management Office**
- **TQSA – Temporary Quarters Subsistence Allowance (OCONUS ONLY)**
- **TQSE – Temporary Quarters Subsistence Expense (CONUS & NON FOREIGN OCONUS ONLY)**



Definitions & Eligibility

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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

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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 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

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ELIGIBILITY (Cont'd)

- **When two or more 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 – each employee is eligible for travel and transportation allowances on behalf of the others, as dependents



Definitions & Eligibility

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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

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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

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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

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STAFFING OFFICE (AFPC/CPS)

- You should receive multiple e-mails with directions from the staffing POC
- Selecting Officials / Civilian Personnel Section (CPS)
 - Responsible for filling in portions of OM
 - Assist in answering questions from employee

PCS UNIT

- Responsible for orders production
 - You will receive a PCS unit welcome letter with the name of your technician, contact information and other required documents necessary to finalize your PCS orders



Roles & Responsibilities

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PCS UNIT (Cont'd)

- Assist with understanding entitlements and allowances that are 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)

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TIMELINES FOR ESTABLISHING EOD

- When the PCS Technician receives the completed PCS-1 Form and all supporting documents, EODs are set at 65 days out for Non-Foreign 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)

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TIMELINES FOR ESTABLISHING EOD (Cont'd)

- **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 30 days of a valid match for CONUS moves (45 days for OCONUS) and orders processed within 72 hours
 - BRAC EODs are set & maintained in accordance with base closure timelines



PCS Order Status (1 of 2)

CHECKING STATUS OF PCS ORDER

- The selectee can check the status of their PCS order 24 hours a day by accessing the MyPers website at:

<https://mypers.af.mil/>

<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.
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.



PCS Order Status

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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.
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

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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 in order to meet EOD
- Actual Reporting date is determined by number of travel days authorized and leave en route (if requested/authorized)



Travel Time

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- 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
- Dependent Travel: If dependent does not travel with employee concurrently, it 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, 9 Jul 2018; dependent travel, HHG shipment, and real estate transactions must be completed by 8 July 2018 (Ref: JTR, Para 053712)



Mandatory Entitlements

(1 of 10)

Important! Never make irreversible life change decisions, 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



Mandatory Entitlements

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TRANSPORTATION & PER DIEM (Cont'd)

- If airfare is utilized, employee must book with a contracted carrier
- 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



Mandatory Entitlements

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TRANSPORTATION & PER DIEM (Cont'd)

- Employee and Dependent travel must be completed within 1 year from the employee's transfer or appointment effective date
 - ***Employee will be responsible for authorized travel and transportation costs incurred after the 1 year anniversary date of the transfer or appointment effective date (i.e. date employee physically reported for duty)***



Mandatory Entitlements

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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

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MEA (Cont'd)

- <https://mypers.af.mil/app/answers/list/st/5/kw/18431/p/2/page/1>
- First duty station moves, SES, separation and retirement moves not eligible

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 the date the employee physically reported to duty at the new duty location



Mandatory Entitlements

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TRANSPORTATION, INCLUDING SIT, OF HHG (Cont'd)

- ***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 (JTR 054304).***
- 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
- 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>



Mandatory Entitlements

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NTS (extended storage) of HHG (JTR 054306)

- 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>

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



Mandatory Entitlements

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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>

REAL ESTATE/UNEXPIRED LEASE EXPENSES

- May be authorized reimbursement for certain expenses for the sale of your residence at the old PDS and/or purchase of a residence at the new PDS



Mandatory Entitlements

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REAL ESTATE ESTATE/UNEXPIRED LEASE EXPENSES

(Cont'd)

- May be authorized reimbursement of expenses for settlement of an unexpired lease at the old PDS in lieu of real estate sale expenses
- Residence at the old PDS must be actual residence at the time of transfer (where you regularly commute to and from work)
- Must complete sale and/or purchase transaction NLT the 1-year anniversary date that the employee physically reported for duty at new location
- An extension may be requested in very limited circumstances (NTE max of 2 years from date employee reported for duty)



Mandatory Entitlements

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REAL ESTATE ESTATE/UNEXPIRED LEASE EXPENSES (Cont'd)

- **Written extension requests MUST be submitted no later than 30 calendar days after the 1-year expiration date (Ref: JTR, Para, 053607 and AFMAN 36-606, Para 1.24.6)**
- Information on Real Estate/Unexpired Lease Expenses can be accessed on the MyPers website at: <https://mypers.af.mil/app/answers/list/st/5/kw/15350/p/2/page/1>



Discretionary Allowances

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- **Discretionary PCS Allowances are authorized at the discretion of the employing activity/DoD Component**
 - Allowances may or may not include: House Hunting Trip (HHT), TQSE, POV Shipment, DNRP, 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

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TQSE

- Authorized for employee and/or employee's dependent(s) to occupy temporary lodging
- Employee selects reimbursement method as Actual Expense (AE) or Lump Sum (LS)
- Once the employee selects a TQSE method of reimbursement, it cannot be changed
- Information on TQSE can accessed on the MyPers website at: <https://mypers.af.mil/app/answers/list/st/5/kw/15346/p/2/page/1>



Discretionary Allowances

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TQSE (AE) (Actual Expense)

- Reimbursed up to 60 days Actual Expense (AE) w/ receipts
 - In very limited circumstances, extensions may be granted in 15 day increments
- Information on TQSE (AE) can be accessed on the MyPers website at:
<https://mypers.af.mil/app/answers/list/st/5/kw/15347/p/2/page/1>

TQSE (LS) (Lump Sum)

- Reimbursement as a 30 day lump sum (fixed amount) payment at specific rate for each dependent regardless of number of days in temp lodging
 - No extensions allowed



Discretionary Allowances

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TQSE (Lump Sum) (Cont'd)

- Information on TQSE (LS) can be accessed on the MyPers website at:

<https://mypers.af.mil/app/answers/list/st/5/kw/15348/p/2/page/1>

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 Non-Foreign OCONUS PDS
- If authorized, only one POV will be transported at Gov't expense (Exception: Alaska may be authorized up to two POVs)



Discretionary Allowances

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POV SHIPMENT (Cont'd)

- If authorized, POV must be in operating order and legally titled and tagged for driving
- Contact nearest TMO for shipment arrangements

POV SHIPMENT (in lieu of driving) to ALASKA:

- May be authorized if it is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or two POCs if applicable to the new PDS



Discretionary Allowances

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POV SHIPMENT (in lieu of driving) to ALASKA: (Cont'd)

- Costs considered are:
 - **Cost of POC travel, transporting the POV(s), travel if the POV(s) is/are transported; and**
 - **Productivity benefit from the traveler's accelerated arrival at the new PDS**
- Distance between authorized origin and new PDS must exceed 600 miles
- Employee must provide the following documentation for consideration
 - Proof POV is in operating order
 - Legal Title and Registration



Discretionary Allowances

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POV SHIPMENT (in lieu of driving) to ALASKA (Cont'd)

- Current Driver's License of traveler cited on PCS order
- Number of POV(s) requesting to be shipped
- Quote for shipment (Gov't arranged or Traveler arranged)
- Justification for accelerated travel, if applicable
- If authorized, arrangements may be Gov't arranged or Traveler arranged



Discretionary Allowances

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POV SHIPMENT (in lieu of driving) to ALASKA (Cont'd)

- *If POV shipment is authorized at Gov't expense and the traveler personally arranges POV transportation, reimbursement is limited to the traveler's actual expenses not to exceed the POV transportation cost from the authorized origin point to destination point*
- 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>

DoD National Relocation Program (DNRP) Guaranteed Home Sale (GHS)

- Open to all centrally managed GS-12 and above after 60 days self marketing period



Discretionary Allowances

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DNRP & GHS (Cont'd)

- Must be authorized “Real Estate” and “Relocation Services” on orders
- Eligible employee must elect to use GHS *and* complete sale transaction prior to one year time limit – should enroll NLT **120 days before one-year expiration date**
 - Employee who elects to use GHS must market home for sixty (60) days from date of listing prior to enrolling in GHS



Discretionary Allowances

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DNRP & GHS (Cont'd)

- Following AF imposed 60-day marketing period, and once employee is enrolled in GHS, employee must market home for an additional sixty (60) days prior to accepting GHS offer = 120 days total
- Website to DNRP handbook and GHS Application Procedures:
<http://www.nab.usace.army.mil/BusinessWithUs/RealEstate/DNRP.aspx>
- GHS applicants funded by AFPC must cite POC name listed in Block 28 of PCS order and include the HR POC E-mail: afpcdpieresourcesoffice@us.af.mil



Discretionary Allowances

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DNRP & GHS (Cont'd)

- Information on DNRP can be accessed on the MyPers website at:
<https://mypers.af.mil/app/answers/list/st/5/kw/23358/p/2/page/1>
- **Home Marketing Incentive Program (HMIP)**
 - **The AF does not authorize HMIP (AFMAN 36-606, Para 2.23.7)**

PROPERTY MANAGEMENT (PM) SERVICES

- Applies only to those eligible for DNRP – occupying a centrally managed position at GS-12 or higher



Discretionary Allowances

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PROPERTY MANAGEMENT (PM) SERVICES (Cont'd)

- Employee must request authorization of PM Services to: AFPCDPIEAResourcesOffice@us.af.mil
- If authorized, employee will self-procure PM services through a rental agency and will be reimbursed up to 10 percent of monthly rental amount
- If authorized, employee bears costs up front and may request reimbursement at a minimum of every 6 months, but not to exceed 12 months. Employees will submit the following documents for reimbursement in an e-mail to: AFPCDPIEAResourcesOffice@us.af.mil:



Discretionary Allowances

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PROPERTY MANAGEMENT (PM) SERVICES (Cont'd)

- 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
- 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>



Information/Resources

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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

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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

The Air Force's Personnel Center

