

# *The Air Force's Personnel Center*

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

**Effective 1 Jan 2019**

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# Agenda

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# Purpose

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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 a F-OCONUS location to a CONUS location**
- **Examples**
  - Ramstein AB, Germany (Air Force) to Wright-Patterson AFB, OH (Air Force)
  - Misawa AB, Japan (Air Force) to Randolph AFB, TX (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 Regulation**
  - **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**
- **NF OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii, and other U.S. territories)**
- **NTS – Non-Temporary Storage**



# *Acronym Listing*

## *(3 of 4)*

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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**
- **PM – Property Management**
- **POC – Privately Owned Conveyance**
- **POV – Privately Owned Vehicle**
- **PPP – Priority Placement Program**
- **RIF – Reduction in Force**



# *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 (OCONUS ONLY)**
- **TQSE – Temporary Quarters Subsistence Expense (CONUS & NON FOREIGN 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)

### 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*

## *(3 of 4)*

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### **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 – each 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)***

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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

### **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



# *Roles & Responsibilities*

## *(4 of 4)*

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### **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: Tentative** 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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- 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 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/> 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.
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

## (2 of 2)

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*

## *(1 of 2)*

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## **TRAVEL TIME**

- Employee will contact local DTMO or CTO on base to book travel
  - **Transportation officer determines travel method/dates**
- **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

## (2 of 2)

- 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 9)***

***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



# ***Mandatory Entitlements***

## ***(2 of 9)***

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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
- Employee and Dependent travel must be completed within 1 year from the employee's transfer or appointment effective date



# ***Mandatory Entitlements***

## ***(3 of 9)***

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

- ***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)***

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

- Fixed rate paid at \$650 w/out dependents & \$1300 w/ dependents
- Actual reimbursement may be authorized
  - Employees with Dependents - reimbursement cannot exceed two weeks of employee's basic salary rate





# *Mandatory Entitlements*

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### **MEA (Cont'd)**

- 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:  
<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



# *Mandatory Entitlements*

## *(5 of 9)*

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### **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
- ***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 9)*

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### **TRANSPORTATION, INCLUDING SIT, of HHG**

- 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>

### **REAL ESTATE (Only certain circumstances)**

- Authorized for the sale at old PDS and purchase at new PDS (**only if NOT exercising return rights to installation assigned prior to F-OCONUS move**)



# *Mandatory Entitlements*

## *(7 of 9)*

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### **REAL ESTATE (Cont'd)**

- Example (Real Estate Not Authorized): Assigned overseas from Scott AFB, IL & return back to Scott AFB, IL
- Example (Real Estate Authorized): Assigned overseas from MacDill AFB, FL & re-assigned to Warner-Robins, GA upon overseas tour completion
- Complete sale and/or purchase transaction NLT the 1-year anniversary date employee physically reported for duty at new location



# Mandatory Entitlements

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### REAL ESTATE (Cont'd)

- An extension may be requested in very limited circumstances (NTE max of 2 years from date employee reported for duty)
- ***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 Expenses can be accessed on the MyPers website at:  
<https://mypers.af.mil/app/answers/list/st/5/kw/15350/p/2/page/1>



# ***Mandatory Entitlements***

## ***(9 of 9)***

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### **RELOCATION INCOME TAX ALLOWANCE (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 9)*

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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

## (2 of 9)

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### TEMPORARY QUARTERS SUBSISTENCE EXPENSE (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*

## *(3 of 9)*

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### **TQSE (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 (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



# *Discretionary Allowances*

## *(4 of 9)*

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### **TQSE (Lump Sum) (Cont'd)**

- No extensions allowed
- 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>

### **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (TQSA)**

- May be allowed for days spent in temporary lodging at the OCONUS location
- Employee should contact the foreign duty station CPS to verify TQSA eligibility prior to departure



# *Discretionary Allowances*

## *(5 of 9)*

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### **POV SHIPMENT**

- POV shipment may be authorized when the employee completes a tour(s) of duty where it was in the Gov't's interest for the employee to have a POV
- POV shipment may be authorized when the employee does not complete a tours(s) of duty, but is returning, through transfer, for the Gov't's convenience (not personal request)
- 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*

## *(6 of 9)*

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

- Contact nearest TMO for shipment arrangements, when authorized on orders

### **DoD NATIONAL RELOCATION PROGRAM (DNRP) GUARANTEED HOME SALE (GHS)**

- **Open to all centrally managed GS-12 and above after 60 days self marketing period**
- Only authorized from F-OCONUS when employee DOES NOT return to original CONUS PDS
- Excludes employees who traveled overseas on a first duty station move or were hired locally at the overseas location



# *Discretionary Allowances*

## *(7 of 9)*

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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*

## *(8 of 9)*

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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: [afpcdpiresourcesoffice@us.af.mil](mailto:afpcdpiresourcesoffice@us.af.mil)



# *Discretionary Allowances*

## *(9 of 9)*

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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>



# PCS Restriction

## (1 of 2)

### PCS RESTRICTION

- The JTR restricts any employee who is serving under a service 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





# PCS Restriction

## (2 of 2)

### AF CIVILIAN DWELL TIME RESTRICTION

- The AF requires a minimum 36-month Employment Agreement in CONUS CFT managed positions before another Government paid move is authorized
- Employees must sign a completed CONUS Employment Agreement for each new CONUS CFT managed position
- **Exception(s):**
  - PPP Registrants
  - Employees participating in centrally funded civilian development programs, where PCS is required as part of the program
  - Employees exercising return rights to the same CFT position previously occupied before going OCONUS



# 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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