

# ***The Air Force's Personnel Center***

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## **First Duty Civilian Permanent Change of Station (PCS) Briefing**

**Effective Jan 2020**

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# Purpose

- **The purpose of this briefing is to outline the PCS entitlements for a new hire (also called ‘first-duty’) from any location to any CONUS, NF OCONUS or F OCONUS location**
- **Example:** College graduate from Arizona State University moving to your first Air Force job at Peterson AFB, CO
- **Example:** Retired military Lt Col moving from the Pentagon, Washington DC to Randolph AFB, TX
- **Example:** Government contractor or private sector employee working at Boeing and hired for first civil service job with the Air Force at Hill AFB, UT



# Agenda

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- **Acronyms**
- **Definitions**
- **First Duty Selectee**
  - **The PCS process**
  - **Timelines**
- **Entitlements**
  - **Continental United States (CONUS)**
  - **Non Foreign Outside Continental United States (NF-OCNUS) (Alaska, Hawaii, Guam, Puerto Rico and all other U.S. territories)**
  - **Foreign (Europe, Asia, etc.) (F-OCNUS)**
- **Additional Information**



# ***Acronym List*** ***(1 of 3)***

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- **CPS – Civilian Personnel Section**
- **CONUS – Continental United States (48 contiguous states)**
- **DSSR – Department of State Standardized Regulations**
- **EOD – Entrance on Duty**
- **F-OCONUS – Outside the Continental United States (Europe, Asia etc.)**
- **FTA – Foreign Transfer Allowance**
- **HHG - Household Goods**
- **JTR – Joint Travel Regulation**
- **MYPERS – My Personnel Services**



## *Acronym List*

### *(2 of 3)*

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- **NF-OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii and all other U.S. territories)**
- **NH – USA Staffing New Hire**
- **NTS – Non-Temporary Storage**
- **OPM – Office of Personnel Management**
- **PCS – Permanent Change of Station**
- **PDS – Permanent Duty Station**
- **POC - Point of Contact**
- **POV – Personally Owned Vehicle**
- **SIT – Storage in Transit**
- **TMO – Transportation Management Office**



## ***Acronym List*** ***(3 of 3)***

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- **TQSA – Temporary Quarters Subsistence Allowance (F-OCNUS ONLY)**
- **TQSE – Temporary Quarters Subsistence Expense (CONUS & NON FOREIGN OCNUS ONLY)**



# *Definitions*

## **DEFINITIONS**

- **CONUS**-anywhere within the 48 contiguous states
- **Non-Foreign OCONUS**- The states of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the territories and possessions of the United States.
- **Foreign OCONUS**- A foreign country not part of the United States and its territories, such as Japan, Korea, Germany, etc.



# *First Duty Selectee*

## *(1 of 2)*

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### **DEFINITIONS (Cont'd)**

- The term “first duty” can apply to the following selectee’s
  - Interns, Palace Acquires, Copper Caps and Career Broadeners
  - Prior federal employee’s with more than 3 days break in service
  - A new appointee

**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.**





## ***First Duty Selectee (2 of 2)***

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- All first duty selectee's offered a PCS are provided the following as long as a service agreement has been signed prior to travel (DD Form 1617 or 1618):
  - For employee:
    - Per diem
    - Travel
    - Household Goods transportation (HHG)
  - For dependents:
    - Travel
    - HHG's



# ***Roles & Responsibilities***

## ***(1 of 4)***

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### **EMPLOYEE RESPONSIBILITY**

- The selectee will receive the NH invite email with job information, instructions about NH, and pre-employment forms requiring completion within the tool. The invite email auto-generates a second email (the NH access), which provides a link to NH 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 NH
  - Assist in answering questions

### **PCS SECTION**

- Responsible for orders production
  - You will receive a PCS Section welcome letter with the name of your technician, contact information and other required documents necessary to finalize your PCS orders
- Assists with understanding entitlements and allowances authorized by 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 (PMS)



## *Entitlements*

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**STOP!!!**

**Do not make irreversible decisions without completed orders in hand. Doing so can impact your ability for reimbursement!**

**STOP!!!**



# ***Entitlements CONUS Locations***

## ***(1 of 2)***

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- **Transportation of employee & immediate family member(s) – includes airline ticket or mileage reimbursement for a POV (.18 cents x # of miles per POV) <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>**
- **Lodging & Per diem for employee only – includes lodging, meals and incidentals for employee**
  - **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 and HHG shipment, must be completed by 8 July 2019. (JTR, 053712)**



# ***Entitlements CONUS Locations***

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

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- **Must make appointment with TMO for the following:**
  - Transportation of HHG including Storage In Transit (SIT) – government will transport through TMO or reimbursement to you for actual expense NTE government cost to ship your HHGs
  - If applicable, transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation
  - POV shipment—commercial shipment of a POV instead of driving (typically not authorized when CONUS unless greater than 600 miles)





# ***Entitlements NF OCONUS Locations*** ***(1 of 2)***

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- **Transportation of employee & immediate family member(s) – includes airline ticket or mileage reimbursement for a POV (.18 cents x # of miles per POV) <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>**
- **Lodging & Per diem for employee only – includes lodging, meals and incidentals for employee**
- **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 and HHG shipment must be completed by 8 July 2019 (Ref: JTR, Para 053712)**



# ***Entitlements NF OCONUS Locations*** ***(2 of 2)***

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- **Must make appointment with TMO for the following:**
  - Transportation of HHG including Storage In Transit (SIT) – government will transport through TMF or reimbursement to you for actual expense NTE government cost to ship your HHGs
  - If applicable, transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation
  - POV shipment—commercial shipment of a POV instead of driving (typically not authorized when CONUS)



# ***Entitlements F OCONUS Locations*** ***(1 of 4)***

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## **TMO (Cont'd)**

- Transportation of employee & immediate family member(s) – includes airline ticket
- Lodging & Per diem for employee only – includes lodging, meals and incidentals for employee
- Must make appointment with TMO for the following:
- Transportation of HHG including Storage In Transit (SIT) – government will transport through TMF or reimbursement to you for actual expense NTE government cost to ship your HHGs



# *Entitlements F OCONUS Locations*

## *(2 of 4)*

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### **TMO (Cont'd)**

- If applicable, transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation
  - POV shipment—commercial shipment of a POV instead of driving (typically not authorized when CONUS) **\*\*Note-certain F OCONUS locations do not authorize POV shipment\*\***
  - NTS-either government furnished or commercial storage facilities



# ***Entitlements F OCONUS Locations***

## ***(3 of 4)***

### **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (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
- 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/>



# ***Entitlements F OCONUS Locations*** ***(4 of 4)***

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

**\*\*Note-this is discretionary and may not be paid\*\***

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



## **EMPLOYEE RESPONSIBILITY**

- 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



## *Information (2 of 3)*

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- **PCS Videos are available at:**
  - <https://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*

### *(3 of 3)*

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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/>

# *The Air Force's Personnel Center*

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