

# *The Air Force's Personnel Center*

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## **Foreign OCONUS to Non-Foreign OCONUS Civilian PCS Briefing**

**Effective 1 Jan 2019**

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# Agenda

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- **Purpose**
- **Acronym Listing**
- **Definition & Eligibility**
- **Roles & Responsibilities**
- **PCS Process & Timelines**
- **Mandatory Entitlements**
- **Discretionary Allowances**
- **Additional Information**



# *Purpose*

- **The purpose of this briefing is to outline civilian PCS entitlements for a career move from one F-OCONUS location to another NF-OCONUS location**
  
- **NF-OCONUS locations are United States territories outside of the 48 contiguous states such as Puerto Rico, Alaska and Guam**
  
- **Examples**
  - Incirlick AB, Turkey(Air Force) to Hickam AFB, HI (Air Force)
  - Misawa AB, Japan (Air Force) to Elmendorf JBER, AK



# *Acronym Listing*

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- **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)**
  - **DNRP – Defense National Relocation Program**
  - **DSSR – Department of State Standardized Regulations**
  - **EOD – Entrance on Duty**
  - **FTA – Foreign Transfer Allowance**
  - **GHS – Guaranteed Home Sale**
  - **HHG - Household Goods**
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# *Acronym Listing*

## *(2 of 3)*

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- **HHT – House Hunting Trip**
  - **JTR – Joint Travel Regulation**
  - **KCP – Key Career Position**
  - **NF OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii and all other U.S. territories)**
  - **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**
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# *Acronym Listing*

## *(3 of 3)*

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- **PMS – Property Management Services**
- **POC - Point of Contact**
- **POV – Personally Owned Vehicle**
- **PPP – Priority Placement Program**
- **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 2)*

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### **DEFINITIONS**

- **Career move-** An Air Force centrally paid move for a current federal employee from any location 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 2)

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### ELIGIBILITY

- To be eligible for an Air Force centrally funded career move, employees must be transferring as a current federal employee from any agency or location to a centrally managed Air Force 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 Air Force locally funded move, meaning the local installation will pay PCS costs and entitlements may vary





# Roles & Responsibilities

## (1 of 4)

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### EMPLOYEE RESPONSIBILITY

- 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, contact information and other required documents necessary to finalize your PCS orders



# *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)



# *Entrance on Duty (EOD)*

## *(1 of 3)*

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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: 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 3)*

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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 30 days of a valid match for CONUS (45 days NF/F OCONUS) moves 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

## (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)

### 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

## (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 10)***

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***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***

## ***(2 of 10)***

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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

## (3 of 10)

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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***

## ***(4 of 10)***

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### **MISCELLANEOUS EXPENSE ALLOWANCES (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*

## *(4 of 7)*

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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

### **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)
  - Example (Real Estate Not Authorized): Assigned overseas from Scott AFB, IL & return back to Scott AFB, IL.



# ***Mandatory Entitlements***

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

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

- Example (Real Estate Authorized): Assigned overseas from MacDill AFB, FL & 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
- An extension may be requested in very limited circumstances (NTE max of 2 years from date employee reported for duty)





# ***Mandatory Entitlements***

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

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

- **Written extension requests MUST be submitted no later than 30 calendar days after the 1-year expiration date (JTR, 053607 and AFMAN 36-606\_AFGM2019-01, Para 2.22.3.3)**

### **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***

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

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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 5)***

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- **“Locally Funded” PCS Discretionary Allowances are approved by gaining CPS**
- **DoD Component have discretionary authority to pay or reimburse the following PCS allowances:**

### **TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)**

- Paid for employee & authorized dependents
    - Employee chooses reimbursement method as actual expense or lump sum
    - Once employee chooses the method of reimbursement, it cannot be changed
    - Actual expense-reimbursement is up to 60 days w/ receipts
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# *Discretionary Allowances*

## *(2 of 5)*

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

- Lump Sum (LS) or Actual Expense (AE) reimbursement methods are for 30 days at specific rate for each dependent regardless of number of days in temp lodging
  - Criteria for TQSE extension should be rare and uniformly applied IAW AFMAN 36-606\_AFGM2019-01, Para 2.22.3.2)
- TQSA may be allowed for days spent in temporary lodging at the F-OCONUS location



# *Discretionary Allowances*

## *(3 of 5)*

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### **POV SHIPMENT**

- OCONUS typically authorized shipment of one POV
- 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
- Must be authorized “Real Estate” and “Relocation Services” on orders



# *Discretionary Allowances*

## *(4 of 5)*

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### **DNRP & GHS (Cont'd)**

- Only authorized from F-OCONUS when employee DOES NOT return to original CONUS or NF-OCONUS PDS
- 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*

## *(5 of 5)*

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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:  
<http://www.nab.usace.army.mil/BusinessWithUs/RealEstate/DNRP.aspx>
- Application Procedures: Submit signed and scanned forms to AFPC/DPIFS Resources Office workflow inbox [afpcdpiresourcesoffice@us.af.mil](mailto:afpcdpiresourcesoffice@us.af.mil)



- **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>
- **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/>



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