

The Air Force's Personnel Center



Non-Foreign OCONUS to CONUS Civilian PCS Briefing

Effective 1 Jan 2019



Agenda

- **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 a NF OCONUS location to a CONUS location**

- **Examples**
 - Hickam AFB, HI (Air Force) to Wright-Patterson AFB, OH (Air Force)
 - Elmendorf AFB, AK (Air Force) to Randolph AFB, TX (Air Force)



Acronym Listing

(1 of 3)

- **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**
 - **F OCONUS – Outside the Continental United States (Europe, Asia etc.)**
 - **FTA – Foreign Transfer Allowance**
-



Acronym Listing

(2 of 3)

- **GHS – Guaranteed Home Sale**
 - **HHG - Household Goods**
 - **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**
 - **OM – Onboarding Manager**
 - **OPM – Office of Personnel Management**
 - **PCS – Permanent Change of Station**
 - **PDS – Permanent Duty Station**
-



Acronym Listing

(3 of 3)

- **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 4)

DEFINITIONS (Cont'd)

- **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)

- **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.**

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
- 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



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)

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

- 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)

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)

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
- Assists with understanding entitlements and allowances authorized by the JTR, AFMAN 36-606, and the DSSR



Roles & Responsibilities

(4 of 4)

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 2)

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 CONUS 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 9 Aug 2018, 65 days from that date is 14 Oct 2018; the next pay period begins on 15 Oct Sep 2018; therefore the EOD will be 15 Oct 2018



Entrance on Duty (EOD)

(2 of 2)

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 OCONUS) 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

- 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.



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)

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 own discretion in order to meet EOD



Travel Time

(2 of 3)

TRAVEL TIME (Cont'd)

- Actual Reporting date is determined by number of travel days authorized
 - If leave En-Route is requested/authorized, reporting date will be adjusted
 - 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 (Cont'd)

- 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, 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 6)

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 6)

TRANSPORTATION & PER DIEM (Employee & authorized dependent(s) (Cont'd)

- Includes airfare, meals & incidentals while in a travel status
- Travel must be completed within 1 year from the employee's transfer or appointment effective date
- Dependent travel (including delayed dependent travel) must be completed within 1 year from the employee's transfer or appointment effective date



Mandatory Entitlements

(3 of 6)

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,



Mandatory Entitlements

(3 of 6)

MEA (Cont'd)

- 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

REAL ESTATE

- Authorized for the sale at old PDS and purchase at new PDS
- Complete sale and/or purchase transaction NLT the 1-year anniversary date employee physically reported for duty at new location



Mandatory Entitlements

(4 of 6)

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 (JTR, Para 053607 and AFMAN 36-606, Para 2.22.3.2)***



Mandatory Entitlements

(5 of 6)

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

NTS (extended storage) of HHG

- 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

(6 of 6)

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 6)

- **“Locally Funded” PCS Discretionary Allowances are approved by gaining CPS**
- **DoD component has discretionary authority to pay or reimburse the following:**
 - **Seeking Residence (Employees are not authorized round-trip HHT for NF OCONUS to CONUS moves)**
 - Must be approved by gaining supervisor
 - Employees allowed excused leave, not to exceed 10 days
 - Employee reimbursement under TQSE—does count toward maximum days allowed



Discretionary Allowances

(2 of 6)

TQSE (Actual Expense (AE) or Lump Sum (LS) – fixed)

- Intended to partially reimburse an employee for expenses incurred as a result of occupying temporary quarters while seeking a permanent residence in conjunction with a PCS
- Two methods for reimbursement:
 - TQSE (AE) – Actual Expense - reimbursed up to maximum of 30 days based on Standard CONUS per diem rate; receipts required
 - TQSE (LS) – Lump Sum – reimbursed 30 days based on new PDS location maximum per diem rate (no receipts required)
 - Employee make elect either method
 - Once election is made it is irrevocable



Discretionary Allowances

(2 of 6)

- General information on TQSE can be accessed on the MyPers website at:
<https://mypers.af.mil/app/answers/list/st/5/kw/15346/p/2/page/1>

- **TQSE (Actual Expense) (cont'd)**
 - 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) (cont'd)**
 - Information on TQSE (LS) can be accessed on the MyPers website at:
[https://mypers.af.mil/app/answers/detail/a_id/15348/kw/TQSE%20\(LS\)/p/2](https://mypers.af.mil/app/answers/detail/a_id/15348/kw/TQSE%20(LS)/p/2)



Discretionary Allowances

(3 of 6)

POV shipment

- NF OCONUS typically authorized shipment of one POV
- Contact nearest TMO for shipment arrangements

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

(4 of 6)

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

(5 of 6)

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



Discretionary Allowances

(6 of 6)

PROPERTY MANAGEMENT SERVICE (PMS)

- Air Force does not currently authorize PMS for NF OCONUS-CONUS moves

HOME MARKETING INCENTIVE PROGRAM (HMIP)

- The AF no longer authorizes HMIP (AFMAN 36-606, Para 2.23.7)



PCS Restriction

(1 of 2)

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*)

AF CIVILIAN DWELL TIME RESTRICTION

- The AF requires a minimum 36-month Employment Agreement in CONUS CFT managed positions before another Gov't paid move is authorized
- Employees must sign a completed CONUS Employment Agreement for each new CONUS CFT managed position



PCS Restriction (2 of 2)

AF CIVILIAN DWELL TIME RESTRICTION (Cont'd)

- **Exceptions (no waiver required):**
 - OCONUS returnees on tours of less than 36 months
 - Employees selected for promotion within 12-35 months of last PCS
 - Employees selected for transfer to another DoD Component or non-DoD Agency within 12-35 months of last PCS
 - Employees participating in centrally funded civilian development programs, where PCS is required as part of the program



Information

(2 of 2)

- **For Entitlements and Allowances**
 - **Joint Travel Regulation**
<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pd>
 - **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/>

The Air Force's Personnel Center

