

Headquarters Air Force Personnel Center



**CONUS to
Foreign OCONUS
Civilian PCS
Briefing**

**Effective with Entrance on
Duty (EOD) dates of 1 Mar 14 or later**



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 one CONUS location to F-OCONUS location**
- **F-OCONUS-location outside the United States in a foreign country such as Germany, Korea or Japan**
- **Examples**
 - **HANSCOM AFB (Air Force) to Ramstein AFB, Germany (Air Force)**
 - **Ft. Hood, TX (Army) to Osan AB, Korea (Air Force)**
 - **USSOCOM (Air Force) to Yokota AB, Japan (Air Force)**



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 Regulation**
 - **EOD – Entrance on Duty**
 - **FTA – Foreign Transfer Allowance**
 - **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)**
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Acronym Listing

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- **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**
 - **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)**
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Definitions & Eligibility

Career move- An Air Force centrally paid move for a current federal employee from any location to a centrally managed position

Centrally managed position- Typically GS-12 and above, identified on each position description and managed by the CFTs

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

****HOT NOTE: Separating or retiring military are not considered current federal employees for purposes of their first civilian PCS. —They are considered first duty 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

Right Person, Right Place, Right Time



Roles & Responsibilities

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■ Employee responsibility

- The selectee will receive the OM invite e-mail with job information and instructions about OM and pre-employment forms completion within the tool. The invite e-mail auto-generates a second e-mail, the OM access e-mail, which provides a link to OM 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.

- If applicable, be ready to provide the following information:
 - 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 incapable of self-support must comply with the Joint Travel Regulation (JTR), Appendix A, Part 1



Roles & Responsibilities

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- **Offices involved**

- Staffing
 - You should receive multiple letters with instructions from 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. Assist with understanding entitlements and allowances that are authorized within the JTR and DSSR

- **Resources**

- Responsible for funding orders. This office also serves as POC for National Defense Relocation Program (DNRP), real estate and property management services (PMS)



Entrance on Duty

■ Timelines

- From the time of tentative offer acceptance, EODs are set at 65 days out for OCONUS moves
- EODs must be set at the beginning of a new pay period (Sundays)
 - **Example:** Tentative offer accepted on Jan 1, 2014; 65 days from that date is Mar 7, 2014; the next pay period begins on Mar 9, 2014; therefore the EOD will be Mar 9, 2014
- This allows employees 45 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 moves and orders processed within 72 hours
 - BRAC EODs are set & maintained in accordance with base closure timelines



Mandatory Entitlements

(1 of 2)

Important!

Never make irreversible life changes prior to receipt of orders w/out written consent

- **Transportation & per diem for employee & authorized dependent(s)**
 - Includes airfare, meals & incidentals while in a travel status
 - Travel must begin within 12 months of EOD

- **Miscellaneous expenses when moving a household**
 - Fixed rate paid at \$650 w/out dependents & \$1350 w/ dependents
 - Very limited circumstances, actual reimbursement may be authorized



Mandatory Entitlements

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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 EOD
 - One 12-month extension may be granted, if delayed dependents is approved

- **NTS (extended storage) of HHG**

- **RITA**
 - Certain PCS entitlements & allowances are taxable to Fed & State
 - RITA reimburses for the additional income taxes owed by employees



Discretionary Allowances

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- **“Locally Funded” PCS Discretionary Allowances are approved by gaining CPS**
- **DoD component has discretionary authority to pay or reimburse the following:**
 - **TQSA**
 - Covers lodging, meals & laundry at new PDS while searching for housing
 - Must keep receipts & itemize expenses
 - Paid for at the gaining organization under DSSR entitlements
 - See your CPS upon arrival at new PDS for reimbursement
 - May be reimbursed up to a maximum of 90 days
 - **Foreign Transfer Allowance (FTA)**
 - Typically includes 10 days of pre-departure Subsistence Expense (lodging & meals at losing PDS)
 - Employee pays expenses up front
 - Reimbursed to employee at the gaining organization under DSSR entitlements
 - See your CPS upon arrival at new PDS for reimbursement



Discretionary Allowances

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■ POV shipment

- F-OCONUS typically authorized shipment of one POV
- Contact nearest TMO for shipment arrangements, when authorized on orders
- POV shipment to Japan is typically cost prohibitive due to stringent & costly automobile requirements for vehicles in Japan. Ensure you understand before shipping an American vehicle to Japan

■ Property Management Service (PMS)

- **Applies to those eligible for DNRP** -- SES or GS-13+ selected for a CFT Key Career Position (KCP) F-OCONUS location
- Rental Management Services reimbursed to employees for rental property at old PDS -- up to 10 percent reimbursement of rent amount
- Employee bears costs up front & request reimbursement every 6 or 12 months to afpcdpiresourcesoffice@us.af.mil



Information

- You will receive a PCS unit welcome letter via e-mail with the name of your technician, contact information, links to information on your PCS entitlements, and where to check on the status of your orders
- As a final resort, call the Total Force Service Center at 1-800-525-0102
- For Entitlements and Allowances
 - Joint Travel Regulation
[http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-7\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-7).pdf)
- For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMO
 - <http://www.move.mil/home.htm>
 - <http://www.defensetravel.dod.mil/index.cfm>
- For reimbursement, travel rates and other finance related questions contact your gaining finance center
 - <http://www.dfas.mil/dfas/pcstravel.html>
- Department of State Standardized Regulations (DSSR)
http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

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