Headquarters Air Force Personnel Center

Retirement and Separation Civilian PCS Briefing
Agenda

- Purpose
- Acronym Listing
- Definition & Eligibility
- Roles & Responsibilities
- PCS Process & Timelines
- Mandatory Entitlements
- Discretionary Allowances
- Additional Information
The purpose of this briefing is to outline civilian PCS entitlements for a retiring or separating (voluntary or involuntary) civilian employee from a Foreign OCONUS or Non-Foreign OCONUS location only.

Members retiring or separating from a CONUS location are not entitled to PCS.

Examples

- Hickam AFB, HI (Air Force) to Oklahoma City, OK (location on transportation agreement originally bringing them to Hawaii)
- Ramstein AB, Germany (Air Force) to Washington DC (alternate destination that is closer than the location on the transportation agreement originally bringing member to Germany)
- Yokota AB, Japan (Air Force) to Kansas City, KS (alternate destination)
Acronym Listing

1. MYPERS – My Personnel Services
2. BRAC – Base Re-Alignment and Closure
3. CFT – Career Field Team
4. CPS – Civilian Personnel Section
5. CONUS – Continental United States (48 contiguous states)
6. DNRP – Defense National Relocation Program
7. DSSR – Department of State Regulation
8. EOD – Entrance on Duty
9. FTA – Foreign Transfer Allowance
10. GHS – Guaranteed Home Sale
11. HHG - Household Goods
12. HHT – House Hunting Trip
13. JTR – Joint Travel Regulation
14. KCP – Key Career Position
15. NF OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii and all other U.S. territories)
Right Person, Right Place, Right Time

Acronym Listing (2 of 2)

- 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)
Who you are:

- Employee’s that retire / separate are the following:
  - Resigning from the Air Force
  - Employment with another agency that is not paying PCS cost
  - Retiree
  - An employee who is going back to home of record
  - An employee who is being terminated due to reasons beyond their control

- Transportation agreements are not required for this travel

- Always ensure that you do not make any irreversible life changes prior to receipt of orders without written/ emailed consent
Definitions & Eligibility

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.

Local Hire - members that were hired at an address in the OCONUS location and did not receive civilian PCS entitlements.

**HOT NOTE:** retired military that began civilian service in the OCONUS location without returning CONUS, are not entitled retirement/separation PCS.

ELIGIBILITY

- To be eligible for an Air Force centrally funded retirement or separation move, employees must be returning from an OCONUS location after completing their OCONUS tour agreement.
- PCS entitlements are authorized from the OCONUS location to the CONUS address on the transportation agreement that brought the employee from CONUS to OCONUS.
- Alternate destination are authorized, but employee bears all additional costs that exceed the amount the govt would have paid by moving employee to the original CONUS location on the TA bringing the member OCONUS.
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.

- If applicable, be prepared 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 OPM guidelines (www.OPM.gov)
STAFFING OFFICE
- 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. Assist with understanding entitlements and allowances that are authorized within the JTR and DSSR

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)
PCS Process & Timelines

- Process begins when you have an approved retirement/separation

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

STOP!!
Important!
1. Never make irreversible life changes prior to receipt of orders without written consent.
2. Review the myPers knowledge articles for detailed descriptions of each entitlement by selecting Civilian Change of Station.

- Transportation for employee & authorized dependents
- Lodging, Per Diem & Incidentals for employee only
- Transportation, including SIT, HHG
  - Up to 18,000 lbs plus 2,000 (or 10%) of packing material allowance
  - Must be shipped within 12 months of retirement/separation
  - One 12-month extension may be granted, if delayed dependents is approved
- RITA
  - Certain PCS entitlements & allowances are taxable to federal & state
  - RITA reimburses for the additional income taxes owed by employees

Right Person, Right Place, Right Time
Discretionary Allowances

- POV shipment
  - NF OCONUS typically authorized shipment of one POV
  - Contact nearest TMO for shipment arrangements
If you have received your PCS access letter and require more information on your PCS entitlements or status of your orders:

- View your My Account in myPers
- Detailed knowledge articles are available on most entitlements

For Entitlements and Allowances

- Joint Travel Regulation

For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMO


For reimbursement, travel rates and other finance related questions contact your gaining finance center


Department of State Standardized Regulations (DSSR)
http://aoprals.state.gov/content.asp?content_id=231&menu_id=92
Right Person, Right Place, Right Time