

Headquarters Air Force Personnel Center



First Duty Civilian Permanent Change of Station (PCS) Briefing





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 are hired for your first civil service job with the Air Force at Hill AFB, UT**



Agenda

- **Acronyms**
 - **Definitions**
 - **First Duty Selectee**
 - **The PCS process**
 - **Timelines**

 - **Entitlements**
 - **Continental United States (CONUS)**
 - **Non Foreign Outside Continental United States (OCONUS) (Alaska, Hawaii, Guam, Puerto Rico and all other U.S. territories)**
 - **Foreign (Europe, Asia, etc.) OCONUS**

 - **Additional Information**
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Acronym List

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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 List

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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)**



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 or Germany.



First Duty Selectee

■ Definition:

- 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

****HOT NOTE:** Separating or retiring military members are not considered current federal employees for purposes of their first civilian PCS -they are considered first duty moves.

- 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 1617 or 1618):
 - For themselves:
 - Per diem
 - Travel
 - Household Goods transportation (HHG)
 - For their family:
 - Travel
 - HHG’s



Roles & Responsibilities

(1 of 2)

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)



Roles & Responsibilities

(2 of 2)

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)



Entitlements

STOP!!!

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

STOP!!!



Entitlements Any Location to CONUS

- ❑ Transportation of employee & immediate family member(s) – includes airline ticket or mileage reimbursement for a POV (23.5 cents x # of miles per POV)
- ❑ 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, 7 Jul 2014; dependent travel and HHG shipment, must be completed by 7 July 2015. (JTR Vol 2, C5018)
- ❑ **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

Any Location to NF OCONUS

- ❑ Transportation of employee & immediate family member(s) – includes airline ticket or mileage reimbursement for a POV (23.5 cents x # of miles per POV)
- ❑ 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, 7 Jul 2014; dependent travel and HHG shipment must be completed by 7 July 2015. (JTR Vol 2, C5018)
- ❑ **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

Any Location to F OCONUS

- ❑ Transportation of employee & immediate family member(s) – includes airline ticket
- ❑ 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, 7 Jul 2014; dependent travel and HHG shipment must be completed by 7 July 2015. (JTR Vol 2, C5018)
- ❑ **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) ****Note-certain F OCONUS locations do not authorize POV shipment****
- ❑ NTS-either government ~~owned~~ ~~leased~~ ~~operated~~ ~~leased~~ ~~operated~~ ~~leased~~ ~~operated~~ storage facilities



Entitlements

Any Location to F OCONUS (cont'd)

- ❑ TQSA – includes lodging & meals expense at the F OCONUS location only
- ❑ FTA – includes Misc. Expense Allowance paid by the gaining org once arriving at the new PDS ****Note-this is discretionary and may not be paid****



Additional Information

- You will receive a PCS unit welcome letter with the name of your technician, contact information, and links to more information on your PCS entitlements and where to check the status of your orders.
- 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.
- 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 TMF
 - <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 Comptroller Squadron civilian pay office
 - <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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Right Person, Right Place, Right Time