

# *Air Force Personnel Center*

---



## **Non-Foreign OCONUS to CONUS 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 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 2)

- **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)**



# 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)**



# Definitions & Eligibility

---

## 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-** 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 members 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 and entitlements may vary



# 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 the Joint Travel Regulation (JTR), Appendix A, Part 1



# 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)





# Entrance on Duty

## ■ Timelines

- From the time of **tentative** offer acceptance, EODs are set at 65 days out for CONUS moves from a NF OCONUS location
- 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 55 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 (45 days OCONUS) and orders processed within 72 hours
  - BRAC EODs are set & maintained in accordance with base closure timelines
- ❖ **Employee should begin official travel to new PDS on or after EOD**
  - ❖ Refer to DD Form 1614 and local CPO for any variances to travel dates



# Mandatory Entitlements

## (1 of 3)

### Important!

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

**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, HHG shipment, and real estate transactions must be completed by 7 July 2015. (JTR Vol 2, C5018)**

- **Transportation & per diem for employee & authorized dependent(s)**
  - 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
    - **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

## (2 of 3)

- **Miscellaneous expenses when moving a household**
  - Fixed rate paid at \$650 w/out dependents & \$1300 w/ dependents
  - Very limited circumstances, actual reimbursement may be authorized
  
- **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
  - 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 Vol 2, C5692 and AFMAN 36-606\_AFGM2014-01, Para 1.24.6)**



# Mandatory Entitlements

## (3 of 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
  
- **NTS (extended storage) of HHG**
  
- **Transportation of mobile home (including a boat) used as a primary residence in lieu of HHG transportation (NTE cost of HHG shipment)**
  
- **RITA**
  - Certain PCS entitlements & allowances are taxable to Fed & State
  - RITA reimburses for the additional income taxes owed by employees



# Discretionary Allowances

## (1 of 3)

- **“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 5 days
    - Employee reimbursement under TQSE—does count toward maximum days allowed
  - **TQSE**
    - Paid for employee and authorized dependents
    - May be reimbursed 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
      - In very limited circumstances, up to a 60-day extension for maximum of 120 days (AFMAN 36-606\_AFGM2014-01, Para 1.24.5.3)
    - Lump sum-reimbursement is for 30 days at specific rate for each dependent regardless of number of days in temp lodging
      - No extensions allowed



# Discretionary Allowances

## (2 of 3)

### ■ 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)

- **Must be an SES or GS-13 or higher selected for a CFT Key Career Position (KCP)**
- 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
  - 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



# Discretionary Allowances

(3 of 3)

- 
- 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)
  
  - **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



# PCS Restriction

---

## ■ DWELL TIME

- The AF requires a minimum 48-month Employment agreement for CONUS CFT managed positions
  - Employees must sign a completed CONUS Employment Agreement for each new CONUS CFT managed position
- **Exceptions (no waiver required):**
  - OCONUS returnees on tours of less than 48 months
  - Employees selected for promotion within 12-47 months of last PCS
  - Employees selected for transfer to another DoD Component or non-DoD Agency within 12-47 months of last PCS
  - Employees participating in centrally funded civilian development programs, where PCS is required as part of the program





# 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](http://aoprals.state.gov/content.asp?content_id=231&menu_id=92)

# *Headquarters Air Force Personnel Center*

---

