

# *The Air Force's Personnel Center*

---



## **Retirement and Separation Civilian PCS Briefing**

**Effective November 2021**

---



# Agenda

---

- **Purpose**
- **PCS Tax Notification**
- **Acronym Listing**
- **Definitions & Eligibility**
- **Roles & Responsibilities**
- **PCS Order Status**
- **Mandatory Entitlements**
- **Discretionary Allowances**
- **Information/Resources**



# *Purpose*

## *(1 of 2)*

---

- **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**
  - **One exception – retirement of an SES employee with their last move**



# *Purpose*

## *(2 of 2)*

---

- **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)**



# ***PCS Tax Notification*** ***(1 of 2)***

---

- **In accordance with the Tax Cuts and Jobs Act (TCJA) 22 Dec 2017, moving expenses and relocation payments paid by an employer on and after January 1, 2018, are taxable. The Air Force will report the transportation cost associated with your move to the IRS and pay the taxes on behalf of the employee, which then creates a debt to the Air Force and a tax liability to the member. The tax liability will be reflected as a “Due U.S.” voucher and a debt notification will be mailed. The Air Force will offer several repayment plan options that best meet employee needs in order to ease any financial burden the taxes may cause.**



# ***PCS Tax Notification***

## ***(2 of 2)***

---

### **Tax Notification (Cont'd)**

**Note: Standard issue indebtedness notification letters offer waiver options. However, there is not a waiver option for tax indebtedness.**

**A Travel W-2 will be processed at the end of the year and will include the increase in gross income, taxes for all PCS-related vouchers filed, and HHGs. W-2s will be mailed to employees and are also available through myPay. Employees will file their tax return for the calendar year and subsequently file a Relocation Income Tax Allowance (RITA) voucher to help offset the additional tax burden imposed by the PCS move. This is not a 100-percent dollar for dollar offset as each individual's tax situation is unique.**



# *Acronym Listing*

## *(1 of 4)*

---

- **AFMAN – Air Force Manual**
  - **AFPC – Air Force Personnel Center**
  - **BRAC – Base Re-Alignment and Closure**
  - **CFT – Career Field Team**
  - **CSA – Central Salaried Account**
  - **CPS – Civilian Personnel Section**
  - **CONUS – Continental United States (48 contiguous states)**
  - **CTO – (Contracted) Commercial Travel Office**
  - **DoD – Department of Defense**
  - **DTMO – Defense Travel Management Office**
  - **DNRP – Defense National Relocation Program**
-



# *Acronym Listing*

## *(2 of 4)*

---

- **DSSR – Department of State Standardized Regulations**
  - **EOD – Entrance on Duty**
  - **FTA – Foreign Transfer Allowance**
  - **GHS – Guaranteed Home Sale**
  - **GTCC – Government Travel Charge Card**
  - **HHG - Household Goods**
  - **HHT – House Hunting Trip**
  - **HR – Human Resources**
  - **JTR – Joint Travel Regulations**
  - **KCP – Key Career Position**
  - **MEA – Miscellaneous Expense Allowance**
  - **MYPERS – My Personnel Services**
-





# *Acronym Listing*

## *(3 of 4)*

---

- **NF OCONUS – Non-Foreign OCONUS (Alaska, Guam, Hawaii, and other U.S. territories)**
- **NTS – Non-Temporary Storage**
- **OCONUS – Outside the Continental United States (Europe, Asia etc.)**
- **OPM – Office of Personnel Management**
- **PCS – Permanent Change of Station**
- **PDS – Permanent Duty Station**
- **PMS – Property Management Services**
- **POV – Privately Owned Vehicle**



# *Acronym Listing*

## *(4 of 4)*

---

- **PPP – Priority Placement Program**
- **RIF – Reduction in Force**
- **RITA – Relocation Income Tax Allowance**
- **SIT – Storage in Transit**
- **TJO – Tentative Job Offer**
- **TMO – Transportation Management Office**
- **TQSA – Temporary Quarters Subsistence Allowance (OCONUS ONLY)**
- **TQSE – Temporary Quarters Subsistence Expense (CONUS & NON FOREIGN OCONUS ONLY)**
- **USAS – USA Staffing**



# *Definitions & Eligibility*

## *(1 of 3)*

---

- **DEFINITIONS**
- **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
- **Retired military that began civilian service in the OCONUS location without returning CONUS, are not entitled retirement/separation PCS**



# ***Definitions & Eligibility***

## ***(2 of 3)***

---

### ■ **DEFINITIONS (Cont'd)**

- **Retiring/separating employees are the following:**
  - Resigning from the Air Force
  - Employment with another agency that is not paying PCS costs
  - Retirement from Civil Service
  - An employee who is going back to home of record for separation
  - An employee who is being terminated due to reasons beyond their control



# *Definitions & Eligibility*

## *(3 of 3)*

---

### **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 is authorized, but employee bears all additional costs that exceed the amount the gov't would have paid by moving employee to the original CONUS location on the TA bringing the member OCONUS



# Roles & Responsibilities

## (1 of 5)

---

### EMPLOYEE RESPONSIBILITY

When the separating/retiring employee receives the USAS invite email from the HR Staffer, it will contain information and instructions about PCS-1 forms to be completed. The invite email will auto-generate a second email, which provides a link to the forms in USAS that the selectee must use within 72 hours of receipt

- When first accessing the USAS link verify and 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 5)*

---

### **EMPLOYEE RESPONSIBILITY (Cont'd)**

- You will receive multiple e-mails with additional information about your position and new hire pre-employment forms from the HR staffing contact.
- **Contact your HR Staffer if you have questions about USAS or pre-employment forms.**



# *Roles & Responsibilities*

## *(3 of 5)*

---

### **EMPLOYEE RESPONSIBILITY (Cont'd)**

- You will receive a “PCS Required Documents List” that lists situations where additional documents may be require 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***

## ***(4 of 5)***

---

### **STAFFING OFFICE (AFPC/CPS)**

- Selecting Officials / Civilian Personnel Section (CPS)
  - Responsible for filling in portions of new hire in USAS

### **PCS SECTION**

- After selectee has completed all new hire forms and the selecting official has completed their USAS portion the PCS request will be forwarded to PCS Section.
  - Selectee will receive a PCS Section welcome letter with the name of their designated technician's, contact information and other required documents necessary to finalize your PCS orders
  - If selectee needs assistance with understanding authorized entitlements and allowances they may contact their designated PCS Technician



# ***Roles & Responsibilities*** ***(5 of 5)***

---

## **RESOURCES OFFICE**

- When the PCS Section has completed verifying documentation, adding in required information the selectees PCS order will be forwarded to the Resources Office. They are responsible for funding orders.
- The Resources Office also serves as the point of contact for DoD National Relocation Program (DNRP), Real Estate, and Property Management Services (PM), and Temporary Quarters Subsistence Expense (TQSE) Extension Requests



# PCS Order Status

## (1 of 4)

### 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>Oracle Service Cloud Status</u>	<u>Description</u>
OPEN	The employee has accepted the TJO, the PCS-1 worksheet invitation has been extended, and the PCS Unit has been notified, and is aware a PCS is required
RECEIVED – PENDING ASNG TO TECH	The Chief of the PCS Unit has received the request for PCS orders, and is determining which PCS Tech to assign the orders
CLERK PREPARING	The PCS Tech has received the request and is building the PCS orders



# PCS Order Status

## (2 of 4)

AWAITING OTHER DOCS	The PCS Tech is unable to complete the processing of the PCS orders and has reached out to the employee for further documents/information
QC COMPLETE	The PCS orders have been completed, and an additional quality check review has also been completed
RETURNED/CORRECTIONS	The PCS orders have been returned to the PCS Tech for corrections
AUTHENTICATING	The PCS orders have been forwarded by the PCS Unit to Finance for Authentication
CM/LOCAL AUTHENTICATION	AFPC or Local Finance are authenticating the orders



# PCS Order Status

## (3 of 4)

REVIEW	The PCS order is being reviewed by Finance pending certification
PENDING APPROVAL	The PCS order has been certified and is now pending final approval
PENDING FJO RELEASE	The PCS order has been processed, is complete, and is ready for release to the employee in conjunction with a Firm Job Offer (FJO). Please note any pre-employment requirements must also be met before the FJO is extended and PCS orders released.
CLOSED	The PCS order request has been closed and is complete



# PCS Order Status

## (4 of 4)

AMENDMENT PENDING	A request for an Amendment to a PCS order has been received and is being processed
CWOA SOLVED (CLOSED WITHOUT ACTION SOLVED)	The PCS order request has been closed without action. For example, an employee declines the job offer after initially accepting and starting the PCS process.



# ***Mandatory Entitlements***

## ***(1 of 4)***

---

### **TRANSPORTATION, INCLUDING SIT, HHG**

- Up to 18,000 lbs plus 2,000 (or 10%) of packing material allowance
- Must be shipped upon Retirement/Separation but employee can request in writing a delay of 90 calendar days or less which can be approved by the commanding officer.
- Under unusual extenuating circumstances the OCONUS activity commanding officer can authorized a delay of up to 1 year from the separation date



# ***Mandatory Entitlements***

## ***(2 of 4)***

---

### **TRANSPORTATION, INCLUDING SIT, HHG (Cont'd)**

- If employee is entitled to a final Gov't funded move and chooses to self-move by hiring a private company, employee must provide a cost comparison and inventory worksheet before commuted rate is indicated on the PCS form.
- If employee is entitled to a final Gov't funded move and chooses to self-move by renting a vehicle/truck, self packing, and transporting themselves to their retirement/separating location this will be an actual expense move.





# ***Mandatory Entitlements***

## ***(3 of 4)***

---

### **TRANSPORTATION, INCLUDING SIT, HHG (Cont'd)**

- If employee is entitled to a final Gov't funded move and initially chooses GBL relocation, but changes to self-move due to TMO not being able to meet specified date the employee must provide a cost comparison worksheet from TMO.
- Employee loses return travel and transportation allowances when they refuse to accept/use them after release from work status in the OCONUS position.

### **Relocation Income Tax Allowance (RITA)**

- Applicable for SES last move home and overseas returnee's for the purpose of separation



# *Mandatory Entitlements*

## *(4 of 4)*

---

### **RITA (Cont'd)**

- 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 paid PCS 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>
- Please file your travel vouchers as soon as your relocation has been completed



# *Discretionary Allowances*

---

## **POV SHIPMENT**

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



# Information/Resources

## (1 of 2)

---

- **PCS Videos are available at:**  
<https://www.afciviliancareers.com/regulatory/>
- **For Entitlements and Allowances**  
**Joint Travel Regulation**  
<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **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>



# *Information/Resources*

## *(2 of 2)*

---

- 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*

---

