

# *The Air Force's Personnel Center*

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## **CONUS to F-OCONUS Civilian PCS Briefing**

**AFPC PCS Unit  
April 2023**

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# *Agenda*

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- **Purpose**
  - **Definitions**
  - **PCS Process Steps**
  - **Selectee Responsibilities**
  - **Entrance on Duty**
  - **Travel Time**
  - **Mandatory Allowances**
  - **Discretionary Allowances**
  - **PCS Restriction(s)**
  - **PCS Tax Notification**
  - **PCS Order Status Check**
  - **Acronym Listing**
  - **Information / Resources**
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# Purpose

- Provide Civilian Permanent Change of Station (PCS) allowances for a career move from one Continental United States (CONUS) location (48 contiguous states) to a location Outside the Continental United States (F-OCONUS) location
  - Example
    - Hanscom Air Force Base, MA to Lakenheath AFB, UK

**Important! DO NOT make irreversible life changes, such as selling property, resigning from your current position, etc., prior to receipt of a Firm Job Offer and PCS orders**





# 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 (including NAF)
- **Career Program Move:** An Air Force centrally paid move to a Centrally Managed (CM) position
- **Centrally Managed Position:** When properly identified on the position description and managed by the Career Field Teams (CFT); PCS is funded by the Central Salary Account (CSA) PCS account
- **Full Government Move:** Government arranges HHG transportation.
- **Split Shipment Move:** Employee may ship HHG by Government-procured and personally procured transportation.
- **Self-Move:** - Employee arranges their own HHG transportation.



## *Definitions (con't)*

- **Dual Federal Employees:** When members of the same immediate household, are both transferred in the government's interest, both members must sign in writing to elect to receive the travel and transportation allowances authorized as one of the following:
  - Each employee separately – each employee is eligible for travel and transportation allowances as an employee, but is not treated as the other employee's dependent
  - Only one as an employee – the other employee is eligible for travel and transportation allowances as a dependent
  - Duplication of Benefits not Authorized - employee and/or dependents cannot accept or receive duplicate or third-party reimbursement for the employee's covered relocation expenses.
- **Military Transitioning to Civilian Service:** Separating or retiring military members are not considered current federal employees for purposes of their first civilian PCS - they are considered First Duty moves



# PCS Process Steps

## Step 1 – Human Resources (HR) Staffer initiates PCS process in USA Staffing (USAS)

- This is individual that extends the tentative job offer (TJO) to the selectee
- Assigns PCS-1 and Transportation Agreement (DD Form 1617 or DD Form 1618)
- Completes all required questionnaire fields (Position, Employment, & Change of Station) ***without all information filled in accurately, selectee will be unable to sign***

## Step 2 – Selectee completes assigned tasks & signs forms in USAS (PCS-1 & Transportation agreement)

- If all areas are not filled in & signed, the staffer **WILL NOT** be able to initiate the request for PCS Orders

## Step 3 – HR Staffer sends USAS request for orders processing template to PCS Unit

## Step 4 – PCS Section (Gate Keeper) receives PCS Request

- Reviews documents / chevrons in USAS
- Builds myFSS case and assigns to PCS Chief when all documents are complete



# *PCS Process Steps (con't)*

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## **Step 5 – PCS Chief**

- Assigns myFSS case to Technician

## **Step 6 – PCS Technician processes PCS orders (DD Form 1614)**

- Reviews PCS documents in USAS for accuracy
- Sends PCS Briefing, technician's contact information, and request for any other documents required to selectee, and courtesy copies all involved parties
- Establishes Entrance on Duty (EOD) date upon receipt of information / documents
- Builds order and cost sheet then forwards for quality control (QC) review

## **Step 7 – PCS QC**

- Reviews PCS order and cost sheet for accuracy and forwards for authentication



# *PCS Process Steps (con't)*

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## ■ **Step 8 – PCS Technician**

- Forwards for authentication to resources based on position type
  - Centrally managed - AFPC/FMY
  - Non-centrally managed - gaining or losing Civilian Personnel Section (CPS)

## **Step 9a – AFPC Resources - centrally managed positions (CP)**

- Reviews PCS order and supporting documents for accuracy
- AFPC Resources inputs funding citations and authenticates

## **Step 9b - FM Certifying Official - non-centrally managed positions (NCP)**

- Authenticates and certifies order





# *PCS Process Steps (con't)*

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## **Step 10 – PCS Approver**

- Approves the PCS order in USAS
- CP positions – PCS Section notifies HR Staffer order is ready for release
- NCP positions – CPS approves and notifies HR Staffer orders are ready for release

## **Step 11 – HR Staffer**

- Verifies all selectee pre-employment requirements are met, extends Firm Job Offer (FJO) and releases PCS orders to selectee



# Selectee Responsibilities

- Ensure all information and documents are accurate and complete in USAS
- See the PCS Required Documents List at the link below to help determine what additional documents and / or forms may be required prior to completing your PCS orders

<https://www.afciviliancareers.com/pdf/Tab%20%20-20PCS%20Required%20Documents%20List%20v4.pdf>

- **Examples include:**
  - Birth certificates and / or custody documents for children under 21 who do not share same last name of the selectee
  - Marriage certificate for spouse that does not share same last name of the selectee
  - Physician affidavit for children ages 21 and over incapable of self-support



# Selectee Responsibilities (con't)

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- Contact designated PCS Technician if assistance is needed with understanding authorized entitlements and allowances
- Once orders are received, contact nearest base transportation management office (TMO) to coordinate movement of household goods (HHG)
- Contact local / base travel management company (TMC) to arrange house hunting trip (HHT)
  - Submit travel voucher with local finance office upon return of HHT
- Submit final travel voucher to base finance office upon completion of PCS

**Note: Contact the Gaining CPS / unit to find out if there are any restrictions on shipment of goods or POV**



# Entrance on Duty (EOD)

## TIMELINES FOR ESTABLISHING EOD

- Once PCS Technician receives all completed forms and supporting documents, the EOD will be established
- EODs are set at 65 days out for OCONUS moves
- EODs **must** be set at the beginning of a new pay period (Sunday)

### Example:

- *completed PCS-1 and supporting documents received by PCS technician on 09 Jan 2023*
- *65 days from that date is 15 Mar 2023*
- *next closest pay period begins on 12 Mar 2023*
- *EOD will be 12 Mar 2023*

| 2023  |   |  |  |
|---|---|--|--|
| January   | February  | March  | April  |
| Mo Tu We Th Fr Sa Su<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31 | Mo Tu We Th Fr Sa Su<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28          | Mo Tu We Th Fr Sa Su<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31    | Mo Tu We Th Fr Sa Su<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31    |
| May   | June  | July   | August   |
| Mo Tu We Th Fr Sa Su<br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 | Mo Tu We Th Fr Sa Su<br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30    | Mo Tu We Th Fr Sa Su<br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | Mo Tu We Th Fr Sa Su<br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31    |
| September   | October   | November   | December   |
| Mo Tu We Th Fr Sa Su<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30    | Mo Tu We Th Fr Sa Su<br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31 | Mo Tu We Th Fr Sa Su<br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30       | Mo Tu We Th Fr Sa Su<br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 |



# *Entrance on Duty (EOD)* *(con't)*

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- **Exceptions:** Senior Executive Service (SES), Civilian Strategic Leader Program (CSLP) Base Realignment & Closure (BRAC) & Priority Placement Program (PPP)
  - SES / CSLP EODs are set by the organization and orders processed within 72 hours
  - PPP EODs are normally set by the organization - 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 and maintained in accordance with base closure timelines



# *Travel Time*

- Employee should begin official travel on first duty day **following EOD**
  - **It is not required to perform PCS travel on a holiday or weekend, however if travel is performed, those days will be counted as travel days**
    - **Exceptions:** RIF, PPP, BRAC, and First Duty Hires
      - RIF, PPP and BRAC Employees must travel on losing activity's time
      - First Duty hires travel at their own discretion in order to meet EOD
- Actual Reporting date is determined by number of travel days authorized
  - Leave En-Route: Leave taken after departure from old duty station but prior to arrival at new duty station and **must** be approved in advance of travel by losing **and** gaining supervisors
    - If authorized, reporting date will be adjusted



# Travel Time (con't)

- Dependent Travel: If dependent does not travel concurrently with employee, it is considered delayed and **must** be noted on PCS order
  - ***All travel and transportation must be completed **within 1 year** from the employee's date of physically reporting for duty.***
  - ***Employee will be responsible for authorized travel and transportation costs incurred **after the 1 year**, anniversary date of the transfer or appointment effective date (Ref: JTR, Para, 053712)***



# Mandatory Allowances

## (1 of 6)

- Once an agency decision is made to pay or reimburse relocation expenses all the mandatory allowances must be paid or reimbursed. **Ref: JTR Ch. 5 Part F 0536, and FTR §302-3**
  - The Agency may not negotiate, deny, or reduce these allowances when the civilian employee meets the eligibility requirements.
  - Case-by-case factors, such as cost-effectiveness, labor market conditions, and difficulty in filling the vacancy, form the basis for determining whether to offer PCS allowances.
  - Budget constraints do not justify denying PCS allowances. **Ref: JTR Ch. 5 Part F 053705**
  - **These mandatory allowances include:**
    - Transportation & Per Diem – Employee & Authorized Dependent(s)
    - Miscellaneous Expense Allowance (MEA) When moving a household
    - Transportation of Household Goods (HHG), including Storage in Transit (SIT)
    - Non-Temporary Storage (NTS) (Extended Storage) of HHG





# Mandatory Allowances

## (2 of 6)

### TRANSPORTATION & PER DIEM - Employee & authorized dependent(s)

- Includes travel between old and new Permanent Duty Station (PDS) – Privately Owned Vehicle (POV), or airfare, lodging, meals & incidentals while in a travel status
- It is **mandatory** policy for all travelers to use an available Travel Management Company (TMC) for all official transportation requirements
- Employee **must** book travel with a contracted carrier
- It is general policy of DoD that the Gov't Travel Charge Card (GTCC) be used to pay for official travel and transportation related expenses
  - If individual is not a GTCC holder, tickets should be purchased using a GTCC centrally billed account (CBA). If assistance is needed, please contact your gaining CPS
  - Rental Car reimbursement at Gov't expense for PCS travel is **NOT** authorized
- Employee and Dependent travel must be completed within **1 year** from the employee's transfer or appointment effective date



# Mandatory Allowances

## (3 of 6)

- **MISCELLANEOUS EXPENSE ALLOWANCE (MEA) when moving a household**
  - Fixed rate paid at \$650 w/out dependents & \$1,300 w/ dependents
  - Actual reimbursement may be authorized
    - Employees with Dependents - reimbursement cannot exceed two weeks of employee's basic salary rate
    - Employees without Dependents – reimbursement cannot exceed one week of employee's basic salary rate
    - Information on MEA, and types of expenses covered, can be accessed on the myFSS website at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJsCAO>
    - First duty station moves, SES last moves, separation and retirement moves not eligible



# Mandatory Allowances

## (4 of 5)

### TRANSPORTATION OF Household Goods (HHG), INCLUDING Storage in Transit (SIT)

- HHG authorized up to 18,000 lbs plus 2,000 (or 10 percent) of packing material allowance
- Must be shipped within **12 months** of date employee reported to new duty location
- Government Bill of Lading (GBL) - Govt arranges w/carrier & responsible for payment
- Self-Move - Employee chooses to rent a vehicle, self-pack & transport themselves to new PDS
- Commuted Rate: Employee makes arrangements w/carrier(s) & pays them directly
  - If employee chooses to hire a private carrier, employee must provide a cost comparison from TMO before commuted rate will be put on the PCS orders  
(*Ref: JTR Para: 054305 - E4 & E7*)
  - Reimbursement **WILL NOT EXCEED** the cost of a government arranged move
- Information on HHG and SIT can be found on the myFSS page, under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000LHJsCAO>



# Mandatory Allowances

## (5 of 6)

### ■ NON-TEMPORARY STORAGE (NTS) (extended storage) of HHG

- Combined weight stored and transported must not exceed the authorized maximum 18,000 lbs. net weight
- NTS is funded by your overseas command. Your eligibility to retain your HHGs in NTS, at Government expense, depends upon your gaining funding authority submitting a new fund cite at the beginning of each fiscal year to the TMO servicing your NTS
- It is your responsibility to ensure this fund cite is received by your servicing TMO. Failure to update funding will result in your NTS converting to your expense.
- **NOTE: The gaining funding authority is responsible for providing the NTS fund cite even if the PCS move is funded by the Central Salary Account (CSA)**
- Information on NTS can be accessed on the myFSS website at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000LHJsCAO>



# *Mandatory Allowances*

## *(6 of 6)*

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

- 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 myFSS website at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJsCAO>



# *Discretionary Allowances*

## *(1 of 2)*

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- **Unlike Mandatory Allowances that must be paid if an employee meets the eligibility requirements, Discretionary Allowances are authorized at the discretion of the employing activity / DoD Component**
- **These discretionary allowances may or may not include:**
  - Privately Owned Vehicle (POV) Shipment
  - Property Management Service (PMS)
- **If PCS is locally funded (non-centrally managed move), check with the gaining organization for authorized allowances and review published PCS orders**



# Discretionary Allowances

## (2 of 2)

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### PROPERTY MANAGEMENT (PM) SERVICES

- Applies only to those who would be eligible to sell a residence at Government expense. (**Centrally Managed** position at GS-12 or higher)
- When authorized, employee bears costs up front and may request reimbursement at a minimum of every 6 months, but not to exceed 12 months
- If eligible, employee must submit a request for authorization of PM Services to: [afpcresourcesoffice@us.af.mil](mailto:afpcresourcesoffice@us.af.mil)
- Additional information on PM services can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJsCAO>



# PCS Restrictions

- The JTR restricts any employee who is serving under a services agreement (formerly transportation agreement) as a result of a Gov't sponsored PCS move from a second PCS move within a **12-month period** (*Ref: JTR, Para 053706*)





# PCS Tax Notification

- 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.
  - Air Force reports transportation cost associated with a move to the IRS and pay the taxes on behalf of the employee
    - This creates a debt to the Air Force and a tax liability to the employee
    - Employee will be notified of the debt via mail
    - Air Force offers several repayment plan options
      - 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.\*\*\*



# PCS Order Status Check

- Selectee can check the status of their PCS order 24 hours a day by accessing the myFSS website at: <https://myfss.us.af.mil/USAFCommunity/s/>

| <u>Status</u>                              | <u>Description</u>   |
|--|--|
| RECEIVED – PENDING ASNG TO TECH            | Chief of the PCS Unit has received request for PCS orders, and is determining which PCS Tech to assign   |
| CLERK PREPARING                            | PCS Tech has received request and is building PCS orders   |
| AWAITING OTHER DOCS                        | PCS Tech is unable to complete processing of PCS orders and has contacted employee for further documents / information                                       |
| QC COMPLETE                                | PCS orders have been completed, an additional quality check review has been completed  |
| RETURNED/CORRECTIONS                       | PCS orders have been returned to PCS Tech for corrections  |
| CM/LOCAL AUTHENTICATION                    | AFPC or Local Finance are authenticating the orders  |
| PENDING APPROVAL                           | PCS order has been certified and is now pending final approval   |
| CLOSED                                     | PCS order request is complete and closed   |
| CWOA SOLVED (CLOSED WITHOUT ACTION SOLVED) | PCS order request has been closed without action. <i>For example: employee declines the job offer after initially accepting and starting the PCS process</i> |



# *Acronym Listing*

## *(1 of 4)*

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- **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**
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# *Acronym Listing*

## *(2 of 4)*

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- **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**
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# *Acronym Listing*

## *(3 of 4)*

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- **MYPERS – My Personnel Services**
  - **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**
  - **PPP – Priority Placement Program**
  - **RIF – Reduction in Force**
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# *Acronym Listing*

## *(4 of 4)*

- **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**



# Information / Resources

- 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 TMO  
<https://move.mil/>  
<http://www.defensetravel.dod.mil/index.cfm>
- For reimbursement, travel rates and other finance related questions contact your gaining Comptroller Squadron civilian pay office  
<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>
- Department of State Standardized Regulations (DSSR)  
<https://aoprals.state.gov/>
- DAFMAN 36-142, Civilian Career Field Management and Centrally Managed Programs  
[https://static.e-publishing.af.mil/production/1/af\\_a1/publication/dafman36-142/dafman36-142.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/dafman36-142/dafman36-142.pdf)

# *The Air Force's Personnel Center*

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