

# *The Air Force's Personnel Center*

---



## **Civilian PCS Briefing**

**AFPC PCS Unit  
Jun 2023**

---



# *Agenda*

---

- **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**
-



# Purpose

- Provide information of Civilian Permanent Change of Station (PCS) allowances for a career move from one Continental United States (CONUS) location (48 contiguous states) to another CONUS location
  - Example
    - Hanscom Air Force Base, MA to Wright-Patterson Air Force Base, OH

**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 completed 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 funded by the Central Salaried 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 the 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)

Note: without all information filled in, selectee will be unable to sign

## Step 2 – Selectee completes assigned tasks & signs assigned forms in USAS

- Complete and sign PCS-1 & Transportation agreement
- n Note: If forms are not completed in their entirety and signed, the staffer **WILL NOT** be able to initiate the request for PCS Orders

## Step 3 – HR Staffer sends request for orders processing to the Civ PCS Unit

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

- Reviews documents / PCS forms in USAS
- Builds case file incident and assigns to PCS Chief when all documents are complete



# *PCS Process Steps (con't)*

---

## **Step 5 – PCS Section Chief**

- Assigns PCS 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 Quality Check**

- Reviews PCS orders and cost sheet for accuracy and forwards for funding allocation



# *PCS Process Steps (con't)*

---

## **Step 8 – Financial Management Office**

- Authenticate PCS orders
  - Centrally managed orders go to AFPC/FMY
  - Non-centrally managed orders go to gaining or losing Civilian Personnel Section (CPS)

## **Step 9 – PCS Approver**

- For Centrally managed orders, Civ PCS section will approve and send to the HR staffer working the action
- For non-centrally managed positions – CPS approves and notifies HR Staffer orders are authenticated and complete

## **Step 10 – HR Staffer**

- Verifies all selectee pre-employment requirements are completed; extends Firm Job Offer (FJO) and releases orders to selectee





# Selectee Responsibilities

---

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

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



# *Selectee Responsibilities Cont'd*

---

- **Contact designated PCS Technician if assistance is needed for 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**
- **Contact the gaining CPS POC to find out if there are any restrictions on shipment of goods / POV**



# Entrance on Duty (EOD)

## TIMELINES FOR ESTABLISHING EOD

- When PCS Technician receives all completed forms and supporting documents, the EOD will be established
- EODs are set at 45 days out for CONUS 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**
- **45 days** from that date is **24 Feb 2023**
- next closest pay period begins on **26 Feb 2023**
- EOD will be **26 Feb 2023**

2023			
January	February	March	April
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June	July	August
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October	November	December
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



# *Entrance on Duty Cont'd*

---

- **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 cont'd*

- 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 8)

- All 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

### Mandatory Allowances

- 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 (If isolated location)
- Real Estate/Unexpired Lease Expenses (Not authorized for Retirement / Separation)



# Mandatory Allowances

## (2 of 8)

### 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
- If airfare is utilized, employee **must** book 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)
  - 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 8)

- **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 myFSS at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJSCA4>
    - First duty station moves, SES last moves, separation and retirement moves are not eligible for MEA



# Mandatory Allowances

## (4 of 8)

### 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 makes arrangements 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) and 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 and E7)*
  - May be used only for interstate HHG shipments between PDSs in the CONUS and is not authorized for intrastate moves

Reimbursement **WILL NOT EXCEED** the cost of a government arranged move



# Mandatory Allowances (5 of 8)

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

- Transportation of mobile home (including a boat) used as a primary residence in lieu of HHG transportation (not to exceed cost of HHG shipment)
- *The worldwide maximum weight of HHG that may be transported (and/or stored ICW transportation) is 18,000 lbs. The employee is financially responsible for HHG-related costs incurred for excess weight (Ref: JTR, Para 054304)*
- Information on HHG can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJsCAO>
- Information on SIT can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJiCAO>



# *Mandatory Allowances*

## *(6 of 8)*

---

- **NON-TEMPORARY STORAGE (NTS):** Extended storage of HHG
  - **Limited to designated isolated CONUS PDS locations and Temporary Change of Station (TCS) moves**
    - Combined weight stored and transported must not exceed the authorized maximum 18,000 lbs. net weight
    - Information on NTS can be accessed on the myFSS website at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJRCA4>



# Mandatory Allowances

## (7 of 8)

### **REAL ESTATE/UNEXPIRED LEASE EXPENSES (not authorized for Retirement / Separation, First Duty Station Moves, Early return of Dependents, TCS)**

- May be authorized reimbursement for certain expenses for the sale of residence at old PDS and/or purchase of a residence at new PDS
- Reimbursement of expenses for settlement of an unexpired lease at old PDS in lieu of real estate sale expenses
- Residence at old PDS must be actual residence at time of transfer (where regularly commute to and from work)
- Real Estate sale and/or purchase transaction must be completed no later than anniversary date that the employee physically reported for duty at new location **1-year**
- An extension may be requested in very limited circumstances
- ***Written extension requests MUST be submitted no later than 30 calendar days after the 1-year expiration date (JTR, Para 053607 and DAFMAN 36-142, Para 5.8.3.3.2.)***



# Mandatory Allowances

## (8 of 8)

---

### REAL ESTATE/UNEXPIRED LEASE EXPENSES (Cont'd)

- Information on Real Estate / Unexpired Lease Expenses can be accessed on the myFSS website at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJkCAO>
- **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=kA0t0000000LHJwCAO>



# *Discretionary Allowances*

## *(1 of 10)*

---

- **Discretionary Allowances are authorized at the discretion of the employing activity/  
DoD Component**
- **These discretionary allowances may or may not include:**
  - House Hunting Trip (HHT)
  - Temporary Quarters Subsistence Expense (TQSE)
  - Privately Owned Vehicle (POV) Shipment
  - Defense National Relocation Program (DNRP)
  - 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 10)

**HOUSE HUNTING TRIP (HHT):** travel to arrange permanent residence before arrival at new PDS

- HHT may be taken “**only**” after the travel authorization (PCS Order) has been issued
- Maximum of **5** calendar days for CP funded & **10** calendar days for NCP funded (includes weekends)
  - Pays for round-trip travel and per diem for employee and / or spouse (domestic partner not authorized)
  - Rental car, if flying
    - Employee will contact local DTMO or TMC on base to book HHT travel (commercial air, rental vehicle) -- do NOT use the Defense Travel System (DTS)
  - Authorized when old and new PDS are greater than 75 miles apart (If driving, **cannot** be greater than 250 miles)
- Will be reimbursed as follows:
  - Reimbursement method is irrevocable





# *Discretionary Allowances*

## *(3 of 10)*

---

### **HHT (Cont'd)**

- An employee is considered in duty status while performing HHT travel and will not be charged leave *Ref: FTR Chap 302, Subchapter C, Part 302-5, Para 302-5.17*
- HHT information can be accessed on the myFSS website under knowledge articles at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJNCA4>



# Discretionary Allowances

## (4 of 10)

### **SEEKING RESIDENCE: Looking for permanent residence upon arrival at new PDS**

- May only be used in lieu of HHT (**not authorized HHT and Seeking Residence**)
  - 5 days are included in the 30 days of Temporary Quarters Subsistence Expenses (TQSE) authorized (i.e., not an additional 5 days)
  - Rental Car is NOT authorized at Gov't expense
  - For centrally managed positions (CP), employee allowed excused leave not to exceed 5 calendar days upon arrival at new duty station
  - For non-centrally managed positions (NCP), up to 10 calendar must be approved by gaining supervisor
  - Information on Seeking Residence can be accessed on the myFSS website at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJxCAO>



# Discretionary Allowances

## (5 of 10)

### TQSE

- Intended to partially reimburse an employee and/or dependent(s) for expenses incurred as a result of occupying temporary quarters while seeking a permanent residence in conjunction with a PCS
- Preferred method for reimbursement (default IAW JTR Para 054201):
  - TQSE (LP) – Lodging Plus - reimbursed 30 days based on the locality rate of the old or new PDS, or combination thereof, wherever temporary quarters will be occupied; Limited extensions may be granted
    - Up to 60 days for non-centrally managed positions (as defined by gaining unit)
- Employee should retain lodging receipts or other proof that temporary lodging was occupied
- All TQSE options are outlined in the JTR. Any election other than TQSE (LP) must be made in writing to [AFPC.DPCZPP.PCSRequestforOrders@us.af.mil](mailto:AFPC.DPCZPP.PCSRequestforOrders@us.af.mil); however, once election is made it is irrevocable



# *Discretionary Allowances*

## *(6 of 10)*

---

### ■ **TQSE (Cont'd)**

- General information on TQSE can be accessed on the myFSS website under knowledge articles:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJYCA4>

- To Request an extension to TQSE, please see Knowledge article 000001698, at the myFSS website:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJICAO>

# Discretionary Allowances

## (7 of 10)



### Privately Owned Vehicle (POV) SHIPMENT - in lieu of driving

- **May be authorized** if it is more advantageous and cost effective to transport POV(s) to new PDS by commercial means than to have the traveler and/or immediate family member(s) drive one or two POVs (if applicable) to new PDS (this includes Alaska)
- Costs considered are:
  - Cost of employee traveling by POV, transporting the POV(s), travel if the POV(s) is / are transported; and
  - Productivity benefit from the traveler's accelerated arrival at the new PDS
  - Distance between authorized origin and new PDS must exceed 600 miles
  - Up to two POVs may be authorized (if two licensed drivers are authorized on the order)



# Discretionary Allowances

## (8 of 10)

### POV SHIPMENT (Cont'd)

- *If POV shipment is authorized at Gov't expense, reimbursement is limited to the traveler's actual expenses **not to exceed** POV transportation cost from authorized origin point to authorized destination and arrangements will be made by traveler*
- Employee **must** provide the following documentation for consideration
  - Justification for accelerated travel, *if applicable*
  - Proof POV is in operating order and proof of insurance
  - Legal title and registration
  - Current driver's license of traveler cited on PCS order
  - Number of POV(s) requesting to be shipped
  - Quote for shipment (traveler arranged)
- Information on POV Shipment can be accessed on the myFSS website at:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJaCAO>



# Discretionary Allowances

## (9 of 10)

### DoD NATIONAL RELOCATION PROGRAM (DNRP) GUARANTEED HOME SALE (GHS)

- This program requires the enrollee to self-market their home for a minimum of 60 days prior to DNRP enrollment
  - Open to all centrally managed GS-12 and above after 60 days self-marketing period
  - 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
- Following Air Force imposed 60-day self-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
  - GHS applicants funded by AFPC must cite point of contact name listed in Block 28 of PCS order and include the HR contact E-mail: [afpcresourcesoffice@us.af.mil](mailto:afpcresourcesoffice@us.af.mil)

Website to DNRP handbook and GHS Application Procedures:

<http://www.nab.usace.army.mil/BusinessWithUs/RealEstate/DNRP.aspx>



# Discretionary Allowances

## (10 of 10)

### DNRP & GHS (Cont'd)

- Information on DNRP can be accessed on the MyFSS website at:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJzCAO>

### PROPERTY MANAGEMENT (PM) SERVICES

- Applies only to those eligible for DNRP – occupying a **centrally managed** position at GS-12 or higher
- PM may be used in lieu of DNRP Guaranteed Home Sale (GHS) for CONUS to CONUS moves **IF** PM services are advantageous to Gov't and more cost effective for Gov't than sale of employee's residence
- 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 at:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJyCAO>





# 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*)
- **AF CIVILIAN DWELL TIME RESTRICTION**
  - The AF requires a minimum **48-month** Employment Agreement in CONUS centrally managed positions before another Gov't paid move is authorized
  - Employees **must** sign a completed CONUS Employment Agreement for each new CONUS centrally managed position



# 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/> under myFSS Cases

<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, and 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)*

---

- **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**
-



# *Acronym Listing*

## *(3 of 4)*

---

- **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**
-



# *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 Development**  
[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*

---

