CONUS to CONUS
Civilian PCS Briefing

Effective with Entrance on Duty (EOD) dates of 1 Mar 14 or later
Right Person, Right Place, Right Time

Agenda

- Purpose
- Acronym Listing
- Definition & Eligibility
- Roles & Responsibilities
- Entrance on Duty
- Mandatory Entitlements
- Discretionary Allowances
- Additional Information
The purpose of this briefing is to outline civilian PCS entitlements for a career move from one CONUS location to another CONUS location.

Examples
- Hanscom AFB (Air Force) to Wright-Patterson AFB, Ohio (Air Force)
- Ft. Hood, TX (Army) to Pentagon, Washington DC (Air Force)
- USSOCOM (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.
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
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 tentatively set at 45 days out for CONUS moves
- EODs must be set at the beginning of a new pay period (Sundays)
  - **Example:** Tentative offer accepted on Jan 1, 2014; 45 days from that date is Feb 15, 2014; the next pay period begins on Feb 23, 2014; therefore the EOD will be Feb 23, 2014

- **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 and orders processed within 72 hours
  - BRAC EODs are set & maintained in accordance with base closure timelines
Important!

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

- Transportation and Per Diem for employee & authorized dependents
  - Includes airfare, meals & incidentals while in a travel status
  - Travel must begin within 12 months of EOD

- Miscellaneous Expenses when moving a household
  - Fixed rate paid at $650 w/out dependents & $1,300 w/ dependents
  - Very limited circumstances, actual reimbursement may be authorized

- Real Estate
  - Authorized for the sale at old PDS and purchase at new PDS
  - Must be utilized within 12 months of EOD
  - One 12-month extension may be requested in very limited circumstances
Mandatory Entitlements (2 of 2)

- 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 EOD
  - One 12-month extension may be granted, if delayed dependents are approved

- NTS (extended storage) of HHG
  - In lieu of HHG transportation services (NTE cost of HHG shipment)
  - Remote locations only

- Transportation of a 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 federal & state
  - RITA reimburses for the additional income taxes owed by employees
“Locally Funded” PCS Discretionary Allowances are approved by gaining CPS

DoD component has discretionary authority to pay or reimburse the following: HHT or Seeking Residence (not both)

- **HHT**
  - A maximum of 5 days for employee and/or spouse, when authorized
  - Pays travel, per diem & rental car
  - May be reimbursed as Actual Expense or Fixed Amount

- **Seeking Residence**
  - Must be approved by gaining supervisor
  - Employee allowed excused leave not to exceed 5 days
  - Employee reimbursed under TQSE, does count toward max days allowed under TQSE allowances
Discretionary Allowances
(2 of 4)

- **TQSE**
  - Paid for employee & authorized dependents
  - Will be reimbursed as 21 days Actual Expense (AE) method only
  - Actual Expense-reimbursement is up to 21 days w/ receipts
    - In very limited circumstances, extensions may be granted in 15 day increments
  - AF does not authorize employee option for 30 day lump sum TQSE during CONUS to CONUS moves

- **POV Shipment**
  - Reimbursement of “shipping” is limited to total per diem and travel allowances authorized when driving
  - Arrangements must be self procured
DoD National Relocation Program (DNRP) Guaranteed Home Sale (GHS)

- Must be an SES or GS-13+ 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

- Application Procedures: Submit signed and scanned forms to AFPC/DPIIFS Resources Office workflow inbox afpcdpiearesourcesoffice@us.af.mil

Property Management Services (PMS)

- Air Force does not typically authorize this when moving CONUS to CONUS

Home Marketing Incentive Program (HMIP)

- The AF no longer authorizes HMIP
PCS Restriction

AF CIVILIAN DWELL TIME

The AF requires a minimum 48-month Employment Agreement in 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 education programs, where PCS is required as part of the program
You will receive a PCS unit welcome letter via e-mail with the name of your technician, contact information, links to information on your PCS entitlements, and where to check on the status of your orders.

For Entitlements and Allowances
- Joint Travel Regulation
  [Joint Travel Regulation](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 TMO
- [move.mil/home.htm](http://www.move.mil/home.htm)
- [defensetravel.dod.mil/index.cfm](http://www.defensetravel.dod.mil/index.cfm)

For reimbursement, travel rates and other finance related questions contact your gaining finance center
- [dfas.mil/dfas/pcstravel.html](http://www.dfas.mil/dfas/pcstravel.html)

Department of State Standardized Regulations (DSSR)
- [aopraals.state.gov/content.asp?content_id=231&menu_id=92](http://aopraals.state.gov/content.asp?content_id=231&menu_id=92)