

# ***Headquarters Air Force Personnel Center***

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## **Non-Foreign OCONUS to CONUS Civilian PCS Briefing**

**Effective with Entrance on  
Duty (EOD) dates of 1 Mar 14 or later**

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# Agenda

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- Purpose
  - Acronym Listing
  - Definition & Eligibility
  - Roles & Responsibilities
  - PCS Process & Timelines
  - Mandatory Entitlements
  - Discretionary Allowances
  - Additional Information



# Purpose

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- **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)

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- **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)**
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# Acronym Listing

## (2 of 2)

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- **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)**
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# Definitions & Eligibility

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## 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

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# Roles & Responsibilities

## (1 of 2)

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### 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)

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### **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

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## ■ 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 45 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 and orders processed within 72 hours
  - BRAC EODs are set & maintained in accordance with base closure timelines



# Mandatory Entitlements

## (1 of 2)

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### Important!

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

- **Transportation & per diem for employee & authorized dependent(s)**
  - 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 & \$1350 w/ dependents
  - Very limited circumstances, actual reimbursement may be authorized



# Mandatory Entitlements

## (2 of 2)

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- **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 is approved
  
- **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
    - 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)

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### ■ **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+ 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

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- 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

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## ■ 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



# Information

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- 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  
[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 TMO
  - <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 finance center
  - <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)



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