

# *Air Force Personnel Center*

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## **CONUS to CONUS Civilian PCS Briefing**

**Effective 1 Oct 14**

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# Agenda

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- **Purpose**
- **Acronym Listing**
- **Definition & Eligibility**
- **Roles & Responsibilities**
- **Entrance on Duty**
- **PCS Order Status**
- **Travel Time**
- **Mandatory Entitlements**
- **Discretionary Allowances**
- **PCS Restriction**
- **Information/Resources**



# Purpose

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**PLEASE READ THIS BRIEFING IN IT'S ENTIRETY**

- **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)

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- **AF – Air Force**
  - **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)**
  - **CTO – (Contracted) Commercial Travel Office**
  - **DMTO – Defense Travel Management Office**
  - **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**
  - **GTCC – Government Travel Charge Card**
  - **JTR – Joint Travel Regulation**
  - **KCP – Key Career Position**
  - **MEA – Miscellaneous Expense Allowance**
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# Acronym Listing

## (2 of 2)

- **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.)**
- **OM – Onboarding Manager**
- **OPM – Office of Personnel Management**
- **PCS – Permanent Change of Station**
- **PDS – Permanent Duty Station**
- **PMS – Property Management Services**
- **POC – Privately Owned Conveyance**
- **POV – Privately Owned Vehicle**
- **PPP – Priority Placement Program**
- **RIF – Reduction in Force**
- **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 (1 of 2)

## DEFINITIONS

- **Career Program Move:** An AF centrally paid move to a centrally managed position
- **Centrally Managed Position:** Typically GS-13 and above, identified on each position description and managed by the CFTs; PCS funded by central PCS account
- **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.

## ELIGIBILITY

- To be eligible for an AF centrally funded career program move, employees must be transferring to a centrally managed AF position, or hired as a first duty into a centrally managed position
  - ***Separating or retiring military members are not considered current federal employees for purposes of their first civilian PCS - they are considered First Duty moves***
- If the position IS NOT centrally managed, employees may be authorized an AF locally funded move, meaning the organization will pay PCS costs and discretionary benefits may vary



# Definitions & Eligibility

## (2 of 2)

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### ELIGIBILITY (cont'd)

- **When two or more employees, who are members of the same immediate family, are transferred in the GOV'T's interest, they may 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 – each employee is eligible for travel and transportation allowances on behalf of the others, as dependents
  - An election must be in writing and signed by all affected employees



# Roles & Responsibilities

## (1 of 2)

### EMPLOYEE RESPONSIBILITY

***We recommend you download this briefing to your home and/or work computers for future reference as you begin your PCS planning process***

- 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
  - You will receive a PCS unit welcome letter with the name of your technician and contact information
- Assist with understanding entitlements and allowances that are authorized within the JTR, AFMAN 36-606, 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, and TQSE Extension Requests



# Entrance on Duty (EOD)

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## TIMELINES FOR ESTABLISHING EOD

- 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 (45 days OCONUS) and orders processed within 72 hours
  - BRAC EODs are set & maintained in accordance with base closure timelines



# PCS Order Status

## 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://gum-crm.csd.disa.mil/app/home> and selecting “My Account”
- **STATUS**
  - **OPEN:** Assigned to a technician to be processed
  - **CLERK PREPARING:** Technician is processing PCS order
  - **AWAITING OTHER DOCS:** Technician has requested additional information to prepare the order
  - **REVIEWING:** Order prepared and sent to QC for review
  - **QC COMPLETE:** Order has been reviewed and sent back to technician for corrective action (if applicable)
  - **AUTHENTICATING:** Order sent for authentication/funding. Centrally funded orders are sent to the AFPC Resource Office for funding. Locally funded orders are sent to gaining organization for funding.
  - **CLOSED:** Centrally funded order has been certified and sent to the Staffing Specialist for distribution to employee. Locally funded order has been sent to gaining organization for authentication/funding.



# Travel Time

## TRAVEL TIME

- Employee should begin official travel on first duty day following EOD
  - An employee is not required to perform PCS travel on a holiday or weekend
- **Exceptions:** RIF, PPP, & First Duty Hires
  - RIF & PPP Employees must travel on losing activity's time
  - First Duty hires travel at their discretion in order to meet EOD
- Actual Reporting date is determined by number of travel days authorized
  - If leave En-Route is requested/authorized, reporting date will be adjusted
  - Leave En Route: This is leave taken after departure from the old duty station but prior to arrival at the new duty station
    - Must be approved in advance of travel by losing and gaining supervisors
- Dependent Travel: If dependent does not travel with employee concurrently, 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. Example: Employee reported on Monday, 7 Jul 2014; dependent travel, HHG shipment, and real estate transactions must be completed by 7 July 2015 (JTR, 5518).***



# Mandatory Entitlements

## (1 of 4)

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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 travel between old and new PDS – POV, airfare (if applicable), meals & incidentals while in a travel status**
    - It is mandatory policy for all travelers to use an available CTO 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
  - **Employee and Dependent travel must be completed within 1 year from the employee's transfer or appointment effective date**
    - ***Employee will be responsible for authorized travel and transportation costs incurred after the 1 year anniversary date of the transfer or appointment effective date (i.e. date employee physically reported for duty)***



# Mandatory Entitlements

## (2 of 4)

- **Miscellaneous Expense Allowance (MEA) when moving a household**
  - Fixed rate paid at \$650 w/out dependents & \$1300 w/ dependents
  - Very limited circumstances, actual reimbursement may be authorized
  - Information on MEA can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18431/kw/miscellaneous%20expense%20allowance/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18431/kw/miscellaneous%20expense%20allowance/p/1%2C2)
- **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 the date the employee physically reported to duty at the new duty location
    - ***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 (JTR, 5634B and 5646A).***
  - Information on HHG can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15353/kw/HHG/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15353/kw/HHG/p/1%2C2)
  - Information on SIT can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18241/kw/SIT/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18241/kw/SIT/p/1%2C2)



# Mandatory Entitlements

## (3 of 4)

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### ■ **NTS (extended storage) of HHG**

- Limited to designated isolated CONUS PDS locations
- Combined weight stored and transported must not exceed the maximum 18,000 lbs. net weight
- Information on HHG can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15352/kw/NTS/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15352/kw/NTS/p/1%2C2)

### ■ **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 Federal & State
- RITA is designed to compensate relocating employees for additional tax liability they incur as a result of a Gov't directed move
- Information on RITA can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18421/kw/RITA/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18421/kw/RITA/p/1%2C2)



# Mandatory Entitlements

## (4 of 4)

### ■ Real Estate/Unexpired Lease Expenses

- May be authorized reimbursement for certain expenses for the sale of your residence at the old PDS and/or purchase of a residence at the new PDS
- May be authorized reimbursement of expenses for settlement of an unexpired lease at the old PDS in lieu of real estate sale expenses
- Residence at the old PDS must be actual residence at the time of transfer (where you regularly commute to and from work)
- Must complete sale and/or purchase transaction NLT the 1-year anniversary date that the employee physically reported for duty at new location
- An extension may be requested in very limited circumstances (NTE max of 2 years from date employee reported for duty)
  - ***Written extension requests MUST be submitted no later than 30 calendar days after the 1-year expiration date (JTR, 5908 and AFMAN 36-606\_AFGM2014-01, Para 1.24.6)***
- Information on Real Estate/Unexpired Lease Expenses can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15350/kw/real%20estate%20expense/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15350/kw/real%20estate%20expense/p/1%2C2)





# Discretionary Allowances

## (1 of 6)

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- **Discretionary PCS Allowances are authorized at the discretion of the employing activity/DoD Component**
  - Allowances may or may not include: House Hunting Trip (HHT), TQSE, POV Shipment, DNRP, Property Management Service (PMS)
- **If PCS is locally funded (Non-Career Program move), check with the gaining organization for authorized allowances and review published PCS orders**
- **Centrally funded (Career Program) PCS moves receive the following discretionary allowances:**
  - **House-Hunting Trip (HHT)**
    - A maximum of 5 days for employee and/or spouse (domestic partner not authorized)
    - Authorized when old and new PDS are greater than 75 miles apart
    - Pays for round-trip travel, per diem & rental car
    - May be reimbursed as Actual Expense or Fixed Amount (once employee has elected method of reimbursement, the election is irrevocable)
    - HHT may be taken “only” after the travel authorization (PCS Order) has been issued



# Discretionary Allowances

## (2 of 6)

### ■ HHT (cont'd)

- Employee will contact local DTMO or CTO on base to book HHT travel (commercial air, rental vehicle) -- do NOT use the Defense Travel System (DTS)
- An employee is in duty status at no charge to leave while performing HHT travel
- Information on HHT can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/17900/kw/HHT/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/17900/kw/HHT/p/1%2C2)

*With limited TQSE, it is very important that traveler's utilize the HHT benefit as well as online resources to ensure permanent housing at the gaining PDS is occupied in a timely manner*

### ■ Seeking Residence

- May only be used in lieu of HHT (not authorized HHT *and* Seeking Residence)
- Must be approved by gaining supervisor
- Employee allowed excused leave not to exceed 5 days upon arrival at new duty station
- 5 days are included in the 21 days of TQSE authorized (i.e. not an additional 5 days)
- Rental Car is NOT authorized at Gov't expense
- Information on Seeking Residence can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18432/kw/seeking%20residence/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18432/kw/seeking%20residence/p/1%2C2)



# Discretionary Allowances

## (3 of 6)

### ■ TQSE (Actual Expense)

- Authorized for employee and/or employee's dependent(s) to occupy temporary lodging
- Reimbursed up to 21 days Actual Expense (AE) w/ receipts
  - In very limited circumstances, extensions may be granted in 15 day increments
- AF does not authorize Lump Sum (LS) reimbursement for CONUS to CONUS moves
- Information on TQSE can accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15346/kw/TQSE/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15346/kw/TQSE/p/1%2C2)
- Information on TQSE (AE) can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/15347/kw/TQSE/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/15347/kw/TQSE/p/1%2C2)

### ■ POV Shipment (in lieu of driving)

- May be authorized if it is more advantageous and cost effective to the Gov't to transport the POV(s) to the new PDS at Gov't expense and to pay for transportation of the traveler and/or immediate family by commercial means than to have the traveler and/or immediate family member(s) drive one or two POCs if applicable to the new PDS
  - Costs considered are:
    - Cost of POC travel, 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



# Discretionary Allowances

## (4 of 6)

### ■ POV Shipment (cont'd)

- 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)
- Employee must provide the following documentation for consideration
  - Proof POV is in operating order
  - 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 (Gov't arranged or Traveler arranged)
  - Justification for accelerated travel, if applicable
- If authorized, arrangements may be Gov't arranged or Traveler arranged
  - *If POV shipment is authorized at Gov't expense and the traveler personally arranges POV transportation, reimbursement is limited to the traveler's actual expenses not to exceed the POV transportation cost from the authorized origin point to authorized destination*
- Information on POV Shipment can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18267/kw/POV%20Shipment/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18267/kw/POV%20Shipment/p/1%2C2)



# Discretionary Allowances

## (5 of 6)

- **DoD National Relocation Program (DNRP) Guaranteed Home Sale (GHS)**
  - Must be an SES or GS-13 or higher selected for, or returning from 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
  - Website to DNRP handbook and GHS Application Procedures:  
<http://www.nab.usace.army.mil/BusinessWithUs/RealEstate/DNRP.aspx>
    - GHS applicants funded by AFPC must cite POC name listed in Block 28 of PCS order and include the HR POC E-mail:  
[afpcdpiresourcesoffice@us.af.mil](mailto:afpcdpiresourcesoffice@us.af.mil)
  - Information on DNRP can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/23358/kw/DNRP/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/23358/kw/DNRP/p/1%2C2)



# Discretionary Allowances

## (6 of 6)

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### ■ Property Management (PM) Services

- **Applies only to those eligible for DNRP** -- SES or GS-13 or higher selected for a CFT Key Career Position (KCP)
- May be used in lieu of DNRP Guaranteed Home Sale (GHS) for CONUS to CONUS moves “if” PM services are to the Gov’t’s advantage and more cost effective for the Gov’t than the sale of the employee’s residence
- If eligible, employee must submit a request for authorization of PM Services to: [AFPCDPIEResourcesOffice@us.af.mil](mailto:AFPCDPIEResourcesOffice@us.af.mil)
- Information on PM services can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/19136/kw/PMS/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/19136/kw/PMS/p/1%2C2)

### ■ Home Marketing Incentive Program (HMIP)

- **The AF does not authorize HMIP (AFMAN 36-606\_AFGM2014-01, Para 1.24.3.2.7.1)**



# PCS Restriction (1 of 2)

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- **The JTR restricts any employee who is serving under a transportation agreement as a result of a Gov't sponsored PCS move from a second PCS move within a 12-month period**
  
- **AF CIVILIAN DWELL TIME**
  - **The AF requires a minimum 48-month Employment Agreement in CONUS CFT managed positions before another Gov't paid move is authorized**
    - Employees must sign a completed CONUS Employment Agreement for each new CONUS CFT managed position
    - **Exceptions:**
      - Registrants selected for placement through the PPP
      - Employees participating in centrally funded civilian development programs where PCS is required as part of the program
  
  - AFPC is the approval authority for a second PCS move when an employee has not completed the 48-month service period for all CFT managed positions
    - Waiver requests must be submitted to the selectee's owning CFT



# PCS Restriction (2 of 2)

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- **Exceptions (no waiver required):**

- 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 separated as a result of reduction in force (RIF) and for the convenience of the Gov't
- Employee called to active duty or enlistment in the Armed Forces
- Employees who signed a 2 year CONUS Transportation agreement in FY13 and have fulfilled the agreement





# Information/Resources (1 of 2)

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- PCS Videos are available at:  
<http://www.afciviliancareers.com/regulatory/>
  
  - For Entitlements and Allowances
    - Joint Travel Regulation  
[http://www.defensetravel.dod.mil/Docs/perdiem/JTR\(Ch1-10\).pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR(Ch1-10).pdf)
  
  - For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMF
    - <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 Comptroller Squadron civilian pay office
    - <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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# Information/Resources (1 of 2)

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- Career Program Information
  - AFMAN 36-606, Civilian Career Field Management and Development
    - [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afman36-606/afman36-606.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afman36-606/afman36-606.pdf)

# *Headquarters Air Force Personnel Center*

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