

# *Air Force Personnel Center*

---



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

**Effective 1 Oct 14**

---



# Agenda

---

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



# Purpose

---

**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 F-OCONUS location**
  
- **F-OCONUS - location outside the United States in a foreign country such as Germany, Korea or Japan**
  
- **Examples**
  - **HANSCOM AFB (Air Force) to Ramstein AFB, Germany (Air Force)**
  - **Ft. Hood, TX (Army) to Osan AB, Korea (Air Force)**
  - **USSOCOM (Air Force) to Yokota AB, Japan (Air Force)**



# Acronym Listing (1 of 2)

---

- **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**
-



# 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**
- **PM – Property Management**
- **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)

---

### 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)

***IMPORTANT: Same Sex Spouses / Same Sex Domestic Partners – please be advised that due to Status of Forces Agreement's (SOFA) with Foreign OCONUS duty locations, you MUST validate command-sponsorship with gaining civilian personnel section prior to movement***

## **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 and assist in answering any 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)

## ■ TIMELINES FOR ESTABLISHING EOD

- From the time of **tentative** offer acceptance, EODs are **tentatively** set at 65 days out for OCONUS moves
- 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 approximately 55 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 45 days of a valid match for OCONUS moves (30 days CONUS) 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 after travel order has been issued in order to meet EOD
- Actual Reporting date is determined by number of travel days authorized and leave en route (if requested/authorized)
  - 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 3)

## 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 3)

- **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 3)

## ■ NTS (extended storage) of HHG

- 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)



# Discretionary Allowances (1 of 5)

---

- **Discretionary PCS Allowances are authorized at the discretion of the employing activity/DoD Component**
  - Allowances may or may not include: TQSA, FTA, POV Shipment, 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:**
  - **POV Shipment**
    - POV shipment may be authorized if it is in the Gov't's interest for the employee to have a POV at the OCONUS PDS
    - POV shipment to Japan is typically cost prohibitive due to stringent & costly automobile requirements for vehicles in Japan. Ensure you understand all requirements before shipping an American vehicle to Japan.





# Discretionary Allowances

## (2 of 5)

---

### ■ POV Shipment (cont'd)

- If authorized, only one POV will be shipped at Gov't expense
- If authorized, POV must be in operating order and legally titled and tagged for driving
- Contact nearest TMO for shipment arrangements
- If POV transportation is authorized at Gov't expense and employee personally arranges POV transportation, employee is entirely responsible for all issues related to:
  - The Status of Forces Agreement (SOFA)
  - Use of U.S. Carriers
  - Import/Export Processes
  - Tariffs, Customs, etc.
- 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

## (3 of 5)

### ■ Property Management (PM) Services

- **Applies to those eligible for DNRP** -- SES or GS-13 or higher selected for a CFT Key Career Position (KCP) in a F-OCONUS location
- If authorized, employee will self-procure PM services through a rental agency and will be reimbursed up to 10 percent of monthly rental amount
- When authorized, employee bears costs up front and may request reimbursement at a minimum of every 6 months, but not to exceed 12 months
- Employees will submit the following documents for reimbursement in an e-mail to: [AFPCDPIEAResourcesOffice@us.af.mil](mailto:AFPCDPIEAResourcesOffice@us.af.mil):
  - DD Form 1351-2
  - Copy of PCS order
  - Invoice or receipt from property management company
    - Rental Fees must be broken out monthly
    - Property management fees must be broken out monthly
- 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/Property%20management%20service/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/19136/kw/Property%20management%20service/p/1%2C2)



# Discretionary Allowances

## (4 of 5)

- **If authorized by OCONUS Command, you may receive the following discretionary allowances:**
  - **TQSA**
    - Covers lodging, meals & laundry at new PDS while searching for housing
    - Reimbursed to employee at the gaining organization under DSSR entitlements
    - Must keep receipts & itemize expenses
    - May be reimbursed up to a maximum of 90 days
    - Employee should contact the foreign duty station CPS to verify TQSA eligibility and process
    - Information on TQSA can be accessed in the Department of State Standardized Regulations at: [http://aoprals.state.gov/content.asp?content\\_id=231&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=231&menu_id=78)
  - **Foreign Transfer Allowance (FTA)**
    - Typically includes 10 days of pre-departure subsistence expense allowance (lodging & meals at losing PDS)
    - May be authorized a lump sum miscellaneous expense portion to assist with extraordinary costs
    - May be authorized lump sum wardrobe expense portion



# Discretionary Allowances

## (5 of 5)

---

### ■ Foreign Transfer Allowance (cont'd)

- May be authorized lease penalty expense portion
- Employee should contact the foreign duty station CPS to verify FTA eligibility and process
- Information on FTA can be accessed on the MyPers website at: [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/18712/kw/foreign%20transfer%20allowance/p/1%2C2](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/18712/kw/foreign%20transfer%20allowance/p/1%2C2)



# PCS Restriction

- **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**
- **For OCONUS CFT managed positions, the JTR identifies prescribed tour lengths**
  - Return OCONUS travel or a subsequent PCS move will only be funded once the employee completes the applicable tour length unless they meet waiver applicability as defined in AFMAN 36-204, *Overseas Employment*



# Information/Resources

## (1 of 2)

---

- 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)
-



# Information/Resources

## (2 of 2)

---

- 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*

---

