

# *Air Force Personnel Center*

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## **Retirement and Separation Civilian PCS Briefing**

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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

- **The purpose of this briefing is to outline civilian PCS entitlements for a retiring or separating (voluntary or involuntary) civilian employee from a Foreign OCONUS or Non-Foreign OCONUS location only**
- **Members retiring or separating from a CONUS location are not entitled to PCS**
- **Examples**
  - **Hickam AFB, HI (Air Force) to Oklahoma City, OK (location on transportation agreement originally bringing them to Hawaii)**
  - **Ramstein AB, Germany (Air Force) to Washington DC (alternate destination that is closer than the location on the transportation agreement originally bringing member to Germany)**
  - **Yokota AB, Japan (Air Force) to Kansas City, KS (alternate destination)**



# 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)

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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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# Definition & Eligibility

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## WHO YOU ARE...

- ❑ **Employee's that retire / separate are the following:**
  - Resigning from the Air Force
  - Employment with another agency that is not paying PCS cost
  - Retiree
  - An employee who is going back to home of record
  - An employee who is being terminated due to reasons beyond their control

**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

**Local Hire** - members that were hired at an address in the OCONUS location and did not receive civilian PCS entitlements

**\*\*HOT NOTE:** retired military that began civilian service in the OCONUS location without returning CONUS, are not entitled retirement/separation PCS



# Definitions & Eligibility

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## ELIGIBILITY

- To be eligible for an Air Force centrally funded retirement or separation move, employees must be returning from an OCONUS location after completing their OCONUS tour agreement
- PCS entitlements are authorized from the OCONUS location to the CONUS address on the transportation agreement that brought the employee from CONUS to OCONUS
- Alternate destination are authorized, but employee bears all additional costs that exceed the amount the gov't would have paid by moving employee to the original CONUS location on the TA bringing the member OCONUS
- **Transportation Agreements are NOT required for this travel**



# 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 OPM guidelines ([www.OPM.gov](http://www.OPM.gov))





# 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)



# PCS Process & Timelines

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- Process begins when you have an approved retirement/separation

**STOP!!**

**Do not make irreversible decisions without completed orders. Doing so can impact your ability for reimbursement!**

**STOP!!**



# Mandatory Entitlements

## Important!

1. Never make irreversible life changes prior to receipt of orders w/out written consent
  2. Review the myPers knowledge articles for detailed descriptions of each entitlement by selecting Civilian Change of Station
- **Transportation for employee & authorized dependents**
    - Official travel *must* begin prior to retirement/separation date
  - **Lodging, Per Diem & Incidentals for employee only**
  - **Transportation, including SIT, HHG**
    - Up to 18,000 lbs plus 2,000 (or 10%) of packing material allowance
    - Must be shipped upon Retirement/Separation but employee can request in writing a delay of 90 calendar days or less which can be approved by the commanding officer
    - Under unusual extenuating circumstances the OCONUS activity commanding officer can authorized a delay of up to 1 year from the separation date
    - Employee loses return travel and transportation allowances when they refuse to accept/use them after release from work status in the OCONUS position



# Discretionary Allowances

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- **POV shipment**

- NF OCONUS and F OCONUS typically authorized shipment of one POV
- Contact nearest TMO for shipment arrangements



# Information

- You will receive a PCS unit welcome letter with the name of your technician, contact information, and links to more information on your PCS entitlements and where to check the status of your orders.
- Duplication of Benefits not Authorized - employee and/or dependents can not accept or receive duplicate reimbursement for the employee's covered relocation expenses and must be able to state that to the best of the employee's knowledge, no third party has accepted duplicate reimbursement for the employee's relocation expenses.
- 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 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)

# *Headquarters Air Force Personnel Center*

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