

# *The Air Force's Personnel Center*

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## **Retirement & Separation Civilian PCS Briefing**

**AFPC PCS Unit  
April 2023**

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# *Agenda*

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- **Purpose**
  - **Definitions & Eligibility**
  - **PCS Process**
  - **Selectee Responsibilities**
  - **Mandatory Entitlements**
  - **Discretionary Allowances**
  - **PCS Tax Notification**
  - **PCS Order Status**
  - **Acronym Listing**
  - **Information/Resources**
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# Purpose

- **The purpose of this briefing is to outline Civilian PCS allowances 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**
  - **One exception – retirement of an SES employee with their last move**
- **Examples:**
  - **Hickam AFB, HI (Air Force) to Oklahoma City, (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)**



# Definitions

## (1 of 3)

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- **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 (including NAF)
- **Local Hire** - members that were hired at an address in the OCONUS location and did not receive civilian PCS entitlement
- **Retired military that began civilian service in the OCONUS location without returning CONUS, are not entitled retirement/separation PCS**
- **Full Government Move:** Government arranges HHG transportation.
- **Split Shipment Move:** Employee may ship HHG by Government-procured and personally procured transportation.
- **Self-Move:** - Employee arranges their own HHG transportation.



# ***Definitions & Eligibility***

## ***(2 of 3)***

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- **DEFINITIONS (Cont'd)**
- **Retiring/separating employees are the following:**
  - **Resigning from the Air Force**
  - **Employment with another agency that is not paying PCS costs**
  - **Retirement from Civil Service**
  - **An employee who is going back to home of record for separation**
  - **An employee who is being terminated due to reasons beyond their control**



# *Definitions & Eligibility*

## *(3 of 3)*

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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 is 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**



# PCS Process Steps

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## Step 1 – Human Resources (HR) Staffer initiates PCS process in USA Staffing (USAS)

- Completes all required questionnaire fields (Position, Employment, & Change of Station) **without all information filled in, employee will be unable to sign**
- Assigns PCS-1 form to employee

## Step 2 – Selectee completes assigned tasks & signs assigned PCS-1 form in USAS

- If all areas not filled in & signed, the staffer WILL NOT initiate the request for PCS Orders

## Step 3 – HR Staffer sends USAS request for orders processing template to PCS Section at [afpc.dpczpp.pcsrequestfororders@us.af.mil](mailto:afpc.dpczpp.pcsrequestfororders@us.af.mil)

## Step 4 – PCS Section (Gate Keeper) receives PCS Request

- Reviews documents / chevrons in USAS
  - Builds myFSS case and assigns to PCS Chief when all documents are complete
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# *PCS Process Steps (con't)*

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## **Step 5 – PCS Chief**

- Assigns myFSS case to Technician

## **Step 6 – PCS Technician processes PCS orders (DD Form 1614)**

- Reviews PCS documents in USAS for accuracy
- Sends PCS Briefing, technician contact information, and request for any other documents required to selectee, and courtesy copies all involved parties
- Retirements/Separations dates are established by the unit
- Builds order and forwards for quality control (QC) review

## ■ **Step 7 – PCS QC**

- Reviews DD Form 1614 and cost sheet for accuracy and forwards for authentication
  - Centrally managed - AFPC/FMY
  - Non-centrally managed - losing organization
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# *PCS Process Steps (con't)*

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## ■ **Step 8 – PCS Technician**

- Processes order / forwards for authentication to resources based on position type
  - Centrally managed - AFPC/FMY
  - Non-centrally managed - In-losing Civilian Personnel Section (CPS)

## **Step 9a – AFPC Resources - centrally managed positions (CP)**

- Reviews DD Form 1614 and supporting documents for accuracy
- Adds lines of accounting and authenticates

## **Step 9b - FM Certifying Official - non-centrally managed positions (NCP)**

- Authenticates and certifies order



# *PCS Process Steps (con't)*

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## **Step 10 – PCS Approver**

- Approves the order in USAS
- CP positions – PCS Section notifies CPO POC order is ready for release
- NCP positions – PCS section notifies CPO POC that orders are ready for release
- Note: If CPO does not have release capability the PCS section will release the orders to the employee



# Selectee Responsibilities

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- Ensure all information and documents are accurate and complete in USAS
- See the PCS Required Documents List on the link below to help determine what additional documents and / or forms may be required prior to completing your PCS orders
  - Examples include:
    - Birth certificates and / or custody documents for children under 21 who do not share same last name of the selectee
    - Marriage certificate for spouse that does not share same last name of the selectee
    - Physician affidavit for children ages 21 and over incapable of self-support

<https://www.afciviliancareers.com/pdf/Tab%20%20-%20PCS%20Required%20Documents%20List%20v4.pdf>



# Selectee Responsibilities (con't)

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- Contact designated PCS Technician if assistance is needed with understanding authorized entitlements and allowances
- Once orders are received, contact nearest base transportation management office (TMO) to coordinate movement of household goods (HHG)
- Contact local / base travel management company (TMC) to arrange household goods (HHGs)
  - Submit travel voucher with local finance office upon return of HHT
- Submit final travel voucher to base finance office upon completion of PCS
- **Contact the gaining CPS / unit to find out any restrictions on shipment of goods / POV**



# *Travel Time*

- **Timelines for Retirement/Separation are established by the losing Unit**
- Employee should begin official travel prior to the retirement/separation date
- Authorized return travel and transportation allowances for employee and dependents must be used upon separation from OCONUS location.
- An authorized delay of up to 90 or fewer calendar days must be in approved in writing by OCONUS commanding officer or the employee forfeits the allowances (JTR, para 054809-C).
- **Delayed Dependent Travel:** If dependent does not travel concurrently with employee, it is considered delayed and must be noted on PCS order



# Mandatory Allowances

## (1 of 6)

- Once an agency decision is made to pay or reimburse relocation expenses all the mandatory allowances must be paid or reimbursed. **Ref: JTR Ch. 5 Part F 0536, and FTR §302-3**
  - The Agency may not negotiate, deny, or reduce these allowances when the civilian employee meets the eligibility requirements.
  - Case-by-case factors, such as cost-effectiveness, labor market conditions, and difficulty in filling the vacancy, form the basis for determining whether to offer PCS allowances.
    - Budget constraints do not justify denying PCS allowances. **Ref: JTR Ch. 5 Part F 053705**
  - **These mandatory allowances include:**
    - Travel – Employee & Authorized Dependents
    - Per Diem – Employee Only
    - Transportation of Household Goods (HHG), including Storage in Transit (SIT)
    - Non-Temporary Storage (NTS) (Extended Storage) of HHG



# *Mandatory Allowances*

## *(2 of 6)*

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### **TRANSPORTATION & PER DIEM - Employee & authorized dependent(s)**

- Includes travel between old and new Permanent Duty Station (PDS) – Privately Owned Vehicle (POV), airfare (if applicable), lodging, meals & incidentals while in a travel status
- It is **mandatory** policy for all travelers to use an available Travel Management Company (TMC) for all official transportation requirements
- If airfare is utilized, employee **must** book with a contracted carrier
  - Rental Car reimbursement at Gov't expense for PCS travel is **NOT** authorized
- Authorized return travel and transportation allowances for employee and dependents must be used upon separation from OCONUS location.



# ***Mandatory Allowances***

## ***(3 of 6)***

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### **TRANSPORTATION OF Household Goods (HHG), INCLUDING Storage in Transit (SIT)**

- HHG authorized up to 18,000 lbs plus 2,000 (or 10 percent) 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
- If an employee chooses to personally arrange for HHG transportation, by contracting directly for the HHG move, is entirely responsible for all issues related to the Status of Forces Agreement, use of U.S. carriers, import and export processes, and any tariffs, customs, or other related issues. ***JTR, Chap 5, Part F, 054305 (E5)***





# Mandatory Allowances (4 of 6)

## TRANSPORTATION OF HHG, INCLUDING SIT (Cont'd)

- ***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 (Ref: JTR, Para 054304)***
- Information on HHG can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJsCAO>
- Information on SIT can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJiCAO>



# *Mandatory Allowances*

## *(5 of 6)*

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- **Relocation Income Tax Allowance (RITA)**

- **Applicable for SES last move home and overseas returnee's for the purpose of separation**
- **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 paid PCS move**
- **Information on RITA can be accessed on the myFSS website at:**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJwCAO>

**\*\*Please file your travel vouchers as soon as your relocation has been completed**



# *Mandatory Allowances*

## *(6 of 6)*

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- **NON-TEMPORARY STORAGE (NTS) (extended storage) of HHG**
  - **Limited to designated isolated CONUS PDS locations and Temporary Change of Station (TCS) moves**
    - Combined weight stored and transported must not exceed the authorized maximum 18,000 lbs. net weight
    - Information on NTS can be accessed on the myFSS website at:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJRCA4>



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## **POV SHIPMENT**

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



# PCS Tax Notification

- In accordance with the **Tax Cuts and Jobs Act (TCJA) 22 Dec 2017**, moving expenses and relocation payments paid by an employer on and after January 1, 2018, **are taxable**.
  - Air Force reports transportation cost associated with a move to the IRS and pay the taxes on behalf of the employee
    - This creates a debt to the Air Force and a tax liability to the employee
    - Employee will be notified of the debt via mail
    - Air Force offers several repayment plan options
      - There is **NOT** a waiver option for tax indebtedness

\*\*\*A Travel W-2 will be processed at the end of the year and will include the increase in gross income, taxes for all PCS-related vouchers filed, and HHGs. W-2s will be mailed to employees and are also available through myPay. **Employees will file their tax return for the calendar year and subsequently file a Relocation Income Tax Allowance (RITA) voucher to help offset the additional tax burden imposed by the PCS move.** This is not a 100-percent dollar for dollar offset as each individual's tax situation is unique.\*\*\*



# PCS Order Status Check

- Selectee can check the status of their PCS order 24 hours a day by accessing the myFSS website at: <https://myfss.us.af.mil/USAFCommunity/s/>

<u>Status</u>	<u>Description</u>
RECEIVED – PENDING ASNG TO TECH	Chief of the PCS Unit has received request for PCS orders, and is determining which PCS Tech to assign
CLERK PREPARING	PCS Tech has received request and is building PCS orders
AWAITING OTHER DOCS	PCS Tech is unable to complete processing of PCS orders and has contacted employee for further documents / information
QC COMPLETE	PCS orders have been completed, an additional quality check review has been completed
RETURNED/CORRECTIONS	PCS orders have been returned to PCS Tech for corrections
CM/LOCAL AUTHENTICATION	AFPC or Local Finance are authenticating the orders
PENDING APPROVAL	PCS order has been certified and is now pending final approval
CLOSED	PCS order request is complete and closed
CWOA SOLVED (CLOSED WITHOUT ACTION SOLVED)	PCS order request has been closed without action. <i>For example: employee declines the job offer after initially accepting and starting the PCS process</i>



# *Acronym Listing*

## *(1 of 4)*

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- **AFMAN – Air Force Manual**
  - **AFPC – Air Force Personnel Center**
  - **BRAC – Base Re-Alignment and Closure**
  - **CFT – Career Field Team**
  - **CSA – Central Salaried Account**
  - **CPS – Civilian Personnel Section**
  - **CONUS – Continental United States (48 contiguous states)**
  - **CTO – (Contracted) Commercial Travel Office**
  - **DoD – Department of Defense**
  - **DTMO – Defense Travel Management Office**
  - **DNRP – Defense National Relocation Program**
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# *Acronym Listing*

## *(2 of 4)*

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- **DSSR – Department of State Standardized Regulations**
  - **EOD – Entrance on Duty**
  - **FTA – Foreign Transfer Allowance**
  - **GHS – Guaranteed Home Sale**
  - **GTCC – Government Travel Charge Card**
  - **HHG - Household Goods**
  - **HHT – House Hunting Trip**
  - **HR – Human Resources**
  - **JTR – Joint Travel Regulations**
  - **KCP – Key Career Position**
  - **MEA – Miscellaneous Expense Allowance**
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# *Acronym Listing*

## *(3 of 4)*

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- **MYPERS – My Personnel Services**
  - **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.)**
  - **OPM – Office of Personnel Management**
  - **PCS – Permanent Change of Station**
  - **PDS – Permanent Duty Station**
  - **PMS – Property Management Services**
  - **POV – Privately Owned Vehicle**
  - **PPP – Priority Placement Program**
  - **RIF – Reduction in Force**
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# *Acronym Listing*

## *(4 of 4)*

- **RITA – Relocation Income Tax Allowance**
- **SIT – Storage in Transit**
- **TJO – Tentative Job Offer**
- **TMO – Transportation Management Office**
- **TQSA – Temporary Quarters Subsistence Allowance (OCONUS ONLY)**
- **TQSE – Temporary Quarters Subsistence Expense (CONUS & NON FOREIGN OCONUS ONLY)**
- **USAS – USA Staffing**



# Information / Resources

- **PCS Videos are available at:** <https://www.afciviliancareers.com/regulatory/>
- **For Entitlements and Allowances / Joint Travel Regulation**  
<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>
- **For all Household goods, POV shipment and GBL cost comparison related questions contact your nearest TMO**  
<https://move.mil/>  
<http://www.defensetravel.dod.mil/index.cfm>
- **For reimbursement, travel rates and other finance related questions contact your gaining Comptroller Squadron civilian pay office**  
<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>
- **Department of State Standardized Regulations (DSSR)**  
<https://aoprals.state.gov/>
- **DAFMAN 36-142, Civilian Career Field Management and Centrally Managed Programs**  
[https://static.e-publishing.af.mil/production/1/af\\_a1/publication/dafman36-142/dafman36-142.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/dafman36-142/dafman36-142.pdf)

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