

The Air Force's Personnel Center



First Duty Civilian Permanent Change of Station (PCS)

Briefing

**AFPC PCS Unit
April 2023**



Agenda

- **Purpose**
 - **Definitions**
 - **PCS Process Steps**
 - **Selectee Responsibilities**
 - **Entrance on Duty**
 - **Travel Time**
 - **Mandatory Allowances**
 - **Discretionary Allowances**
 - **PCS Restriction(s)**
 - **PCS Tax Notification**
 - **PCS Order Status Check**
 - **Acronym Listing**
 - **Information / Resources**
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Purpose

- Provide Civilian Permanent Change of Station (PCS) allowances as a first duty hire for a career move to a Continental United States (CONUS), a Non-Foreign Outside Continental United States (NF-OCOUS) location, or an Outside the Continental United States (F-OCOUS) location
- CONUS locations are the 48 contiguous states
 - **Example:** College graduate from Arizona State University moving to your first Air Force job at Peterson Air Force Base, CO





Purpose Con't

Important! Never make irreversible life changes, such as selling property, resigning from your current position, etc., prior to receipt of a Firm Job Offer and PCS orders

- **NF-OCONUS locations are United States territories outside of the 48 contiguous states such as Alaska and Hawaii**
 - **Example:** Retired military Lt Col moving from the Pentagon, in Washington DC to Hickam Air Force Base, HI

- **F-OCONUS locations are Outside the Continental United States overseas**
 - **Example:** Private sector employee working at Boeing in Seattle, Washington and hired for first civil service job with the Air Force at Aviano Air Base, Italy



Definitions

- **First Duty Hires can refer to the following:**
 - A civilian who has never held a position within the federal government
 - Prior federal employee with more than 3 days break in service
 - Separating or retiring military who are transitioning to civil service
 - A student trainee assigned to the Government upon completion of college (Ex. Interns, PALACE Acquires and Copper Caps)
- **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)
- **Career Program Move:** An Air Force centrally paid move to a Centrally Managed (CM) position
- **Centrally Managed Position:** When properly identified on the position description and managed by the Career Field Teams (CFT); PCS funded by the Central Salaried Account (CSA) PCS account



Definitions (con't)

- **Dual Federal Employees:** When members of the same immediate household, are both transferred in the government's interest, both members must sign in writing to 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 – the other employee is eligible for travel and transportation allowances as a dependent
 - Duplication of Benefits not Authorized - employee and/or dependents cannot accept or receive duplicate or third-party reimbursement for the employee's covered relocation expenses.



Definitions (con't)

- **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.
- **Military Transitioning to Civilian Service:** Separating or retiring military members are not considered current federal employees for purposes of their first civilian PCS - they are considered First Duty moves



PCS Process Steps

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

- This is the individual that extends the Tentative Job offer (TJO) to selectee
- Assigns PCS-1 and Transportation Agreement (DD Form 1617 or DD Form 1618)
- Completes all required questionnaire fields (Position, Employment, & Change of Station)
without all information filled in, selectee will be unable to sign

Step 2 – Selectee completes assigned tasks, and signs PCS-1 & Transportation agreement

- 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 Unit

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)

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
- Establishes Entrance on Duty (EOD) date upon receipt of information / documents
- Builds order and cost sheet then forwards for quality control (QC) review

Step 7 – PCS QC

- Reviews PCS order and cost sheet for accuracy



PCS Process Steps (con't)

Step 8 – PCS Technician

- Forwards for authentication to resources based on position type
 - Centrally managed - AFPC/FMY
 - Non-centrally managed - gaining or losing Civilian Personnel Section (CPS)

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

- Reviews PCS order and supporting documents for accuracy
- Authenticates and adds Lines of accounting

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

- Authenticates and certifies order



PCS Process Steps (con't)

Step 10 – PCS Approver

- Approves the order in USAS
- CP positions – PCS Section notifies HR Staffer order is ready for release
- NCP positions – CPS approves and notifies HR Staffer orders are ready for release

Step 11 – HR Staffer

- Verifies all selectee pre-employment requirements are met, extends Firm Job Offer (FJO) and releases orders to selectee



Selectee Responsibilities

- 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)

- 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)
- Submit final travel voucher to base finance office upon completion of PCS
- **Contact the gaining CPS / unit to find out if there are any restrictions on shipment of goods / POV**



Entrance on Duty (EOD)

TIMELINES FOR ESTABLISHING EOD

- When PCS Technician receives all completed forms and supporting documents, the EOD will be established
- EODs are set at 45 days out for CONUS moves
- EODs for first duty hires will be set at the beginning of a new pay period on the first duty day (Mondays)

Example:

*Completed PCS-1 and supporting documents received by PCS technician on **09 Jan 2023**
45 days from that date is **24 Feb 2023**
next pay period begins on **26 Feb 2023**
EOD will be **27 Feb 2023***

| 2023 | | | |
|---|---|--|--|
| January | February | March | April |
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Entrance on Duty (EOD)

TIMELINES FOR ESTABLISHING EOD

- When PCS Technician receives all completed forms and supporting documents, the EOD will be established
- EODs are set at 65 days out for Non-Foreign OCONUS and Foreign OCONUS moves
- EODs for first duty hires will be set at the beginning of a new pay period on the first duty day (Mondays)

Example:

Completed PCS-1 and supporting documents received by PCS technician on **09 Jan 2023**
65 days from that date is **16 Mar 2023**
 next pay period begins on **12 Mar 2023**
 EOD will be **27 Mar 2023**

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| January | February | March | April |
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| May | June | July | August |
| Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 | Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |
| September | October | November | December |
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Entrance on Duty (EOD) *(con't)*

- **Exceptions:** Senior Executive Service (SES), Civilian Strategic Leader Program (CSLP) Base Realignment & Closure (BRAC) & Priority Placement Program (PPP)
 - SES / CSLP EODs are set by the organization and orders processed within 72 hours
 - PPP EODs are normally set by the organization - 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 and maintained in accordance with base closure timelines



Travel Time

- First Duty hires travel at their discretion after the travel order has been issued in order to meet EOD
 - **It is not required to perform PCS travel on a holiday or weekend, however if travel is performed, those days will be counted as travel days**
- Dependent Travel: If dependent does not travel concurrently with employee, 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.***
 - ***Employee will be responsible for authorized travel and transportation costs incurred **after the 1 year** anniversary date of the transfer or appointment effective date (Ref: JTR, Para, 053712)***



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 Dependent(s)
 - Per Diem – Employee Only
 - Transportation of Household Goods (HHG), including Storage in Transit (SIT)
 - Non-Temporary Storage (NTS) (Extended Storage) of HHG (F-OCONUS/NF-OCONUS)



Mandatory Allowances

(2 of 6)

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

- Includes travel between current residence and new Permanent Duty Station (PDS) – Mileage reimbursement for Privately Owned Vehicle (POV) or airfare
 - POV mileage may not be applicable to all locations
- 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
 - Tickets should be purchased using a centrally billed account (CBA)
 - Rental Car reimbursement at Gov't expense for PCS travel is **NOT** authorized
- **Lodging & Per diem for employee ONLY** – includes lodging, meals and incidentals for employee



Mandatory Allowances

(3 of 6)

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 within **12 months** of the date employee physically reported to duty at new duty location. **Example: Employee reported on Monday, 9 Jul 2023; dependent travel and HHG shipment must be completed by 8 July 2023 (Ref: JTR, Para 053712)**
- Transportation of HHG including Storage In Transit (SIT) – Government will transport through Transportation Management Office (TMO) or reimbursement to you for actual expense not to exceed government cost to ship your HHGs



Mandatory Allowances

(4 of 6)

TRANSPORTATION OF HHG, INCLUDING SIT (Cont'd)

- If employee chooses to self-move by hiring a private company, employee **must** provide a cost comparison from TMO before commuted rate is indicated on the PCS orders
(*Ref: JTR Para: 054305 E4*)
- If employee chooses to self-move by renting a vehicle / truck, self-packing, and transporting themselves to new PDS this will be an actual expense move
 - Reimbursement will be limited to actual expense incurred by employee **NOT TO EXCEED** the cost of a government arranged move
- If employee initially chooses Government Bill of Lading (GBL) relocation, but changes to self-move due to TMO not being able to meet the EOD timeframe, employee **must** provide a cost comparison from TMO



Mandatory Allowances (5 of 6)

TRANSPORTATION OF HHG, INCLUDING SIT (Cont'd)

- Transportation of mobile home (including a boat) used as a primary residence in lieu of HHG transportation (not to exceed cost of HHG shipment)
- ***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

(6 of 6)

- **NON-TEMPORARY STORAGE (NTS) (extended storage) of HHG**
 - **Authorized when the new duty location is designated as an isolated CONUS PDS, OCONUS PDS or a Temporary Change of Station (TCS)**
 - 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>
- **Relocation Income Tax Allowance (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 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>



Discretionary Allowances

(1 of 3)

- Unlike Mandatory Allowances that must be paid if an employee meets the eligibility requirements, Discretionary Allowances are authorized at the discretion of the employing activity / DoD Component
- These discretionary allowances may or may not include:
 - Privately Owned Vehicle (POV) Shipment
- If PCS is locally funded (non-centrally managed move), check with the gaining organization for authorized allowances and review published PCS orders

POV SHIPMENT (NF-OCONUS/F-OCONUS):

- If authorized only one POV may be shipped at government expense
- Note: Certain F-OCONUS locations do not authorize POV shipment

Discretionary Allowances

(2 of 3)



Privately Owned Vehicle (POV) SHIPMENT (in lieu of driving) - CONUS PDS

- **May be authorized** if it is more advantageous and cost effective to transport POV(s) to new PDS by commercial means than to have the traveler and/or immediate family member(s) drive one or two POVs (if applicable) to new PDS (this includes Alaska)
- Costs considered are:
 - Cost of employee traveling by POV, 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
 - 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)



Discretionary Allowances

(3 of 3)

POV SHIPMENT (Cont'd)

- *If POV shipment is authorized at Gov't expense, reimbursement is limited to the traveler's actual expenses **not to exceed** POV transportation cost from authorized origin point to authorized destination and arrangements will be made by traveler*
- Employee **must** provide the following documentation for consideration
 - Justification for accelerated travel, *if applicable*
 - Proof POV is in operating order and proof of insurance
 - 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 (traveler arranged)
- Information on POV Shipment can be accessed on the myFSS website at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJaCAO>



Discretionary Allowances

F OCONUS Locations Only (1 of 2)

■ **TEMPORARY QUARTERS SUBSISTENCE ALLOWANCE (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 OCONUS CPS to verify TQSA eligibility and process
- Information on TQSA can be accessed in the Department of State Standardized Regulations at: <https://aoprals.state.gov/>



Discretionary Allowances

F OCONUS Locations Only (2 of 2)

■ FOREIGN TRANSFER ALLOWANCE (FTA)

Note: This is discretionary and may / may not be paid

- If authorized:
- Typically includes 10 days of pre-departure subsistence expense allowance (lodging & meals at losing PDS)
- Must depart from old PDS
- Employee should contact the OCONUS CPS to verify FTA eligibility and process
- Information on FTA can be accessed on the myFSS website under knowledge articles at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJcCAO>



PCS Restrictions

- The JTR restricts any employee who is serving under a services agreement (formerly transportation agreement) as a result of a Gov't sponsored PCS move from a second PCS move within a **12-month period** (*Ref: JTR, Para 053706*)
- **AF CIVILIAN DWELL TIME RESTRICTION**
 - The AF requires a minimum **48-month** Employment Agreement in CONUS centrally managed positions before another Gov't paid move is authorized
 - Employees **must** sign a completed CONUS Employment Agreement for each new CONUS centrally managed position



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)

- **AFMAN – Air Force Manual**
 - **AFPC – Air Force Personnel Center**
 - **BRAC – Base Re-Alignment and Closure**
 - **CFT – Career Field Team**
 - **CSA – Central Salary 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**
-



Acronym Listing

(2 of 4)

- **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**
-



Acronym Listing

(3 of 4)

- **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**
-



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 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

The Air Force's Personnel Center

