

Frequently Asked Questions – CIV PCS processes and requests

Q. What is the process if an employee requests an extension to their Civilian PCS orders?

A. If employee requests additional time to their PCS order IAW 053712, please follow the below process:

- Employee submits request along with the below items to the AFPC/DPCZ Workflow @ AFPC.DPCZ.Workflow@us.af.mil
 - Justification memo from employee
 - Copy of PCS orders
- AFPC Internal routing process for e-SSS once request received from employee.
 - AFPC/DPCZC COORD // //
 - AFPC/DPCZ COORD // //
 - AFPC/DP3 COORD // //
 - AF/A1CM ACTN // //
- **NOTES:**
 - A1CM will staff to SAF/MRM as applicable.
 - If request disapproved at any point in coordination, RWOA to employee and CFT.
 - If approval received from A1CM, notify the PCS Section, AFPC/FMY or local FM, CFT, and employee. The Civ PCS team will process the amendment for the extension.

Q. What is the process if employee is requesting a medical accommodation for PCS travel purposes?

A. If an employee is requesting a medical accommodation, please provide and follow the following process:

- Employee initiates request and engages with Supervisor, EMR, Disability Program manager and JA; as applicable, and obtains the approval for accommodation.
- Employee submits copy of approval and copy of PCS orders to the AFPC/DPCZ Workflow AFPC.DPCZ.Workflow@us.af.mil (**Note:** we do not need the official medical documentation)
- Package will be reviewed and submitted to the DP3CM workflow group box.
- DP3CM will review and submit to SAF/AA to route to the approving office.
- **NOTES:**
 - If approved, DP3CM will notify the PCS section, DPCZ workflow and employee.
 - If disapproved, DP3CM will notify the PCS section, DPCZ workflow and employee.

Q. Where does an employee file an extension to SIT or TQSE?

A. SIT and TQSE Knowledge article in myFSS contains a link to submit the extension request. This can be found at: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHJiCAO>

Q. How long does an employee have to file a Real Estate Reimbursement Claim?

A. All DoD employees have 1 year from the date they physically report for duty to utilize all travel and transportation allowances authorized on their PCS order, to include the sale and/or purchase of real estate. However, employees have up to 6 years to file their claim for reimbursement. If an employee consummates the sale and/or purchase of a home within the 1-yr time limitation (unless they have received a 1-year extension), they can file their claim anytime within that 6-year period.

This is IAW 31 U.S. Code § 3702 - Authority to settle claims.

(b)(1) A claim against the Government presented under this section must contain the signature and address of the claimant or an authorized representative. The claim must be received by the official responsible under subsection (a) for settling the claim or by the agency that conducts the activity from which the claim arises within 6 years after the claim accrues except—

(A) as provided in this chapter or another law; or

(B) a claim of a State, the District of Columbia, or a territory or possession of the United States.

(2) When the claim of a member of the armed forces accrues during war or within 5 years before war begins, the claim must be received within 5 years after peace is established or within the period provided in paragraph (1) of this subsection, whichever is later.

(3) A claim that is not received in the time required under this subsection shall be returned with a copy of this subsection, and no further communication is required.

See CBCA case: <https://www.gsbca.gsa.gov/relo/s1637207.pdf>.

Q. What is the process for an employee who is approved to delay their PCS and temporarily remote work?

A. Delayed PCS process will require 2 RPA's when Temp TW or Temp Remote Authorized

- Initial RPA will move employee into the position with current residence which is the assigned TW location

- 2d RPA to Change employee's duty location when employee will physically report to the PDS

- PCS orders will need to be requested to be worked along with the 2d RPA Change employee's location

If position is centrally managed and remote TW is authorized, funding will be the responsibility of the unit IAW the Remote Telework agreement when agreement is terminated.

- Exception Career Broadener MDR actions

- Cases will be reviewed on a case-by-case basis

- Things to consider:

- Is remote or PCS authorized

- Is request at management's discretion or employee request

Q. What is a Temporary Change of Station?

A. For information on TCS please refer to the Joint Travel Regulation.

<https://media.defense.gov/2022/Jan/04/2002917147/-1/-1/0/JTR.PDF>

053714. Temporary Change of Station (TCS) (FTR §302-3)

A. Eligibility. An AO may authorize a TCS with limited PCS allowances, instead of TDY allowances, for a civilian employee scheduled for a long-term TDY not less than 6 months or more than 30 months. An AO may authorize a TCS only when it is expected to last 6 months or more. The TCS location is the civilian employee's temporary official duty location. If the assignment ends sooner than 6 months, for reasons other than separation from Government service, TCS expenses are paid. If the assignment is more than 30 months, the civilian employee must be permanently assigned to the temporary official location or returned to the previous official location. A TCS assignment may be considered only if the civilian employee is directed to perform a long-term TDY at another duty location outside the local area as defined in section 0206. No minimum distance between a PDS and TCS location is required to qualify for a TCS. A Service agreement is not required for a TCS move.

Should you choose to proceed with a TCS for these employees the Civ PCS section can assist with further questions or information on entitlements. They can be reached at AFPC.DPCZPP.PCSAmendmentQuestion@us.af.mil. The process is initiated by requesting a TCS order from the PCS section.

Q. Where do I find the PCS briefings and additional information on required documents?

A. Please visit: <https://afciviliancareers.com/regulatory/> or myFSS Knowledge articles at <https://myfss.us.af.mil/USAFCommunity/s/>

Q. Why am I required to sign a 48-month CONUS Agreement?

A. A CONUS agreement is required by an employee who is selected and accepts an assignment to a Career Field centrally managed position in a CONUS location and receiving a Department of Air Force funded PCS. A copy of the document can be found here: [CONUS Agreement](#).

Q. Commuted Rate – What will I get reimbursed for?

A. FTR Subpart B - Commuted Rate

§ 302-7.100 How are the charges of transporting HHG, and temporary storage calculated?

The charges for transporting HHG, and temporary storage are computed by multiplying the number of pounds shipped divided by 100 (within the 18,000-maximum limitation) by the applicable rate per one-hundred pounds for the distance transported. This includes, but is not limited to packing/unpacking, crating/uncrating, drayage, weighing, pickup/delivery, line-haul, accessorial charges, and temporary storage charges, including but not limited to handling in/out, etc. However, your reimbursement may not fully cover your total out-of-pocket expenses. In determining the distance shipped you may use the tariffs filed with GSA travel management centers or any other mileage guide authorized by your agency. If the exact mileage is not shown, the next higher mileage distance applies. If there is a minimum weight charge above the actual

weight under applicable tariffs, reimbursement will be based on the minimum weight charge instead of the actual weight.

Q. How do I get my FJO? Who sends it?

A. You'll be notified by the HR Staffer that issued your job offer when your orders have been completed. The staffer will extend the firm job offer (if applicable) and provide instructions on how to retrieve a copy of your order.

Q. Will I be reimbursed for storing a POV when I PCS to OCONUS?

A. JTR Chap 5, Part F, 053609. POV Transportation
Transportation allowances for shipping a POV are discretionary. POV transportation may be authorized or approved by the commanding officer (CONUS) or the overseas command (OCONUS). A maximum of two POVs may be shipped at Government expense between CONUS locations. Only one POV may be shipped between CONUS and OCONUS locations or between OCONUS locations. **POV storage is not authorized in connection with a Civilian employee's PCS.** A civilian employee assigned to a temporary change of station (TCS) for an operational deployment or contingency operation is eligible for POV storage in par. 032905. A civilian employee is eligible for POV storage in connection with an OCONUS evacuation in par. 060405.

Q. How and where do I file for PCS reimbursement?

A. Contact your local AFB finance office.

Q. Will I be authorized a POV shipment when PCSing to another Conus location?

A. IAW JTR 054702. Authorizing POV Transportation in the CONUS Commanding officers, or their designated representatives, are authorized to determine eligibility to transport a POV at Government expense. Both the old PDS, or the actual residence of a new appointee or student trainee, and the new PDS must be within the CONUS. The distance the POV is shipped must be 600 or more miles. A. Eligibility. It must be more advantageous and cost effective to the Government to transport the POV to the new PDS at Government expense and to pay for transportation of the civilian employee or immediate family by other means than to have the civilian employee or immediate family member drive a POV, or two POVs if applicable, to the new PDS. 1. Each DoD Component determines that the POV is in operating order, legally titled, and tagged for driving before POV transportation within the CONUS, and that the traveler cited on the relocation travel order is licensed to drive the POV.

Q. Who should I contact to pack out my Household Goods?

A. Once you receive your PCS orders, promptly contact your local transportation office to arrange your HHG shipment. Employees can visit the Moving Your Personal Property page to locate the closest transportation office, obtain additional information about a Civilian DoD move and schedule your HHG shipment/Personally Procured Move online using the Defense Personal Property System (DPS). Go To: <https://installations.militaryonesource.mil/?looking-for-a=program/program-service=39/focus=program>

Q. Am I authorized to ship 2 POVs to OCONUS?

A. JTR Chap 5, Part F, 053609. POV Transportation

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Q. How do I schedule my House Hunting Trip (HHT)?

A. You can contact your local CI Travel Government Travel Services or call 1-855-879-3217

Q. I'm PCSing from OCONUS to CONUS. Why didn't my dependents be authorized Per Diem?

A. If your PCS Order does not authorize per diem for your dependent, it is because this allowance is a gaining station entitlement. If your gaining organization is authorizing gaining allowances, the Gaining CPS will have to send an amendment request to "Add Gaining Station Allowances" to the PCS Org Box: afpc.dpczpp.pcsamendmentquestion@us.af.mil

Q. Can I use my Government Travel Card if issued from another agency?

A. You will have to contact your agency's APC (Agency Program Coordinator) for the GTC Program for guidance.

Q. Where do I get an updated govt travel card?

A. Your Agency Program Coordinator, or APC, initiates the process and remains your primary point of contact for any travel card-related questions or issues.

Q. How do I schedule my flight from OCONUS to CONUS?

A. To schedule your flight, contact your local Transportation Management Company (TMC).