

## VIII. PCS ORDERS

### 1. Processing PCS Orders - Non-Career Program:

a. AFPC does not prepare courtesy PCS orders for outside agencies and/or for Air Force activities that are not provided staffing services by AFPC. The AFPC Permanent Change in Station (PCS) Unit is responsible for preparing orders for bases that have transitioned staffing services to the Center. The following general rules apply:

- For Priority Placement Program moves, orders are done by the **losing** activity. If the losing activity has transitioned to AFPC, then AFPC will accomplish the PCS orders.
- When the move is Air Force-to-Air Force, the **gaining** base is responsible for processing the orders. If the gaining base has transitioned to AFPC, then AFPC will accomplish the PCS orders.
- AFPC accomplishes all AFETS orders.

b. If questions arise, the CPF or AFPC Staffing Specialist will contact the PCS Unit.

	ROLES AND RESPONSIBILITIES	CPF/MGT	AFPC
1.	Mgt selects employee, notifies the CPF and recommends tentative EOD*	X	
2.	Establishes EOD within established time frames**	X	X
3.	Completes items 1-20 on template and forwards to <a href="mailto:DPCPCS@afpc.randolph.af.mil">DPCPCS@afpc.randolph.af.mil</a> (Template is available on the PALACE Compass Homepage under publications)	X	X
4.	PCS Unit reviews template and enters request on priority listing on Q:\DPCM\COMMON\PCS\PCSPriority.xls		X
5.	PCS Unit makes initial contact with employee within 48 hours and provides travel entitlement(s) counseling as needed***		X
6.	PCS Unit prepare orders and forwards to appropriate authenticating official		X
7.	Assigns PCS order number, authenticates, and returns final copy to AFPC/DPCMP ( <a href="mailto:DPCPCS@afpc.randolph.af.mil">DPCPCS@afpc.randolph.af.mil</a> )	X	
8.	PCS Unit provides employee copy of completed orders		X

\*Applies to OPM/SEU/DEU certificates only.

\*\*EOD should normally not be established earlier than 30 days (CONUS) or 45 days (Overseas) from date of selection.

\*\*\*Employees should contact their local CPF if they have PCS questions or to set up physical or passport appointments. They should only contact AFPC for clarification of entitlements.

**2. Processing PCS Orders - Career Program:**

a. AFPC does not process courtesy PCS orders. AFPC Permanent Change of Station (PCS) Unit is responsible for preparing orders for individuals selected for Career Program positions when the **losing** base is serviced by AFPC.

b. If questions arise, CPF will contact the PCS Unit.

**NOTE:** The only exceptions are new intern selections which require first duty assignment and ART Officers on Career Program moves, the **gaining** base will be responsible for the preparation of orders.

	<b>PROCEDURES</b>	<b>CPF/MGT</b>	<b>AFPC</b>
<b>1.</b>	Mgt selects employee, notifies CPF and requests tentative EOD*	X	
<b>2.</b>	CPF notifies AFPC/DPK officially by forwarding an e-mail to <a href="mailto:dpksel@afpc.randolph.af.mil">dpksel@afpc.randolph.af.mil</a>	X	
<b>3.</b>	Establishes EOD within established time frames*	X	
<b>4.</b>	DPK requests fund cite from HQ USAF/DPRCE		X
<b>5.</b>	Completes template (Items 1-20) and forwards to <a href="mailto:dpcpcs@afpc.randolph.af.mil">dpcpcs@afpc.randolph.af.mil</a> (Template is available on the AFPC Homepage)	X	
<b>6.</b>	PCS Unit reviews template and enters request on priority listing		X
<b>7.</b>	PCS Unit makes initial contact with employee within 48 hours and provides travel entitlement(s) counseling, as needed**		X
<b>8.</b>	PCS Unit prepares orders and forwards to HQ USAF/DPRCE for assignment of PCS order number and authentication		X
<b>9.</b>	PCS Unit provides employee copy of completed orders		X

\*EOD should not be established less than 30 days (CONUS) or 45 days (Overseas) from the date of selection.

\*\*Employees should contact their local CPF if they have PCS questions or to set up physical or passport appointments. They should only contact AFPC for clarification of entitlements.