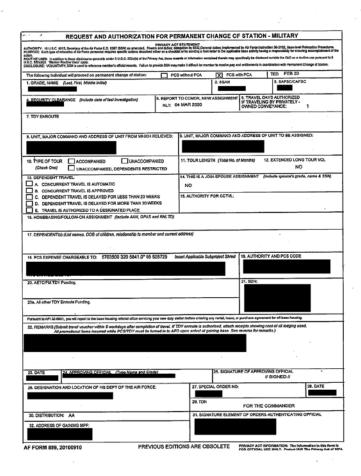


LEAVING MOODY AFB

Members that have recieved PCS orders will upload a copy of their PCS orders, final out date, expected departure date, and GTC transfer letter to CSP: (https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx). Members may also request a Dislocation Allowance (DLA) in their inquiry. Examples of a PCS order and GTC transfer letter are as follows:





DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 23D WING (ACC)
MOODY AIR FORCE BASE GEORGIA

2 February, 2021

MEMORANDUM FOR GAINING AGENCY PROGRAM COORDINATOR (APC)

FROM: UNIT

SUBJECT: Government Travel Card (GTC) Hierarchy Transfer Request

- Please transfer the account listed below to your hierarchy. We will continue to carry this account until 30 days after her RNLTD listed on the PCS orders of DATE. The card will be deactivated with the Government Travel Card provider if the account is not transferred by DATE.
- 2 Cardholder information:

NAME (Last, First, M-Initial)

NAME/ADDRESS OF GAINING UNIT

GOVERNMENT TRAVEL CARD ACCOUNT NUMBER

XXXXXX00000000

3. Cardholders Agreement:

I will present this letter to my new Agency Program Coordinator within 30 days of my arrival at my gaining duty station. I understand that my GTC Card will be closed if unaccomplished.

Cardholder's Signature

Date

If you have questions or problems, please contact me at DSN 460-XXXX, commercial 229-257-XXXX, or by e-mail me at xxxxxxxxx@us.af.mil.

Agency Program Coordinator

Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household during a PCS, ordered for the Government's convenience, or incident to an evacuation. This allowance is in addition to all other allowances authorized in the Joint Travel Regulation (JTR) and may be paid in advance.

For more information regarding DLA rates visit: https://www.defensetravel.dod.mil/site/DLA.cfm