



LEAVING MOODY AFB

Members that have received 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:

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY			
<small>PRIVACY ACT STATEMENT AUTHORITY: 50 U.S.C. 552A, Secretary of the Air Force E.O. 12958 (as amended), Powers and duties, Chapter 35, 35 USC (as amended), 35 USC 552, 553, 554, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000</small>			
The following individual will proceed on permanent change of station: <input type="checkbox"/> PCS without PCA <input checked="" type="checkbox"/> PCS with PCA <input type="checkbox"/> TED FEB 20			
1. GRADE, NAME (Last, First, Middle Initial)	2. SSAN	3. SAFSC/AFSC	
4. SECURITY CLEARANCE (include date of last investigation)	5. REPORT TO COMDR, NEW ASSIGNMENT (NL): 04 MAR 2020	6. TRAVEL DAYS AUTHORIZED IF TRAVELING BY PRIVATELY-OWNED CONVEYANCE: 1	
7. TDY ENROUTE			
8. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT FROM WHICH RELIEVED:		9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED:	
10. TYPE OF TOUR (Check One) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> UNACCOMPANIED, DEPENDENTS RESTRICTED			
11. TOUR LENGTH (Total No. of Months)		12. EXTENDED LONG TOUR VOL. NO	
13. DEPENDENT TRAVEL: <input type="checkbox"/> A. CONCURRENT TRAVEL IS AUTOMATIC <input type="checkbox"/> B. CONCURRENT TRAVEL IS APPROVED <input type="checkbox"/> C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS <input type="checkbox"/> D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS <input type="checkbox"/> E. TRAVEL IS AUTHORIZED TO A DESIGNATED PLACE		14. THIS IS A JOINT-SPOUSE ASSIGNMENT (include spouse's grade, name & SSN) NO	
15. AUTHORITY FOR CCTA:			
16. HOMEBASING/FOLLOW-ON ASSIGNMENT (include AAN, GPAS and RNLTD)			
17. DEPENDENT(S) (List names, DOB of children, relationship to member and current address)			
18. PCS EXPENSE CHARGEABLE TO: 5703500 320 5841 0* 65 525725 Insert Applicable Subject Sheet		19. AUTHORITY AND PCS CODE	
20. AETCFM TDY Funding:		21. SOE:	
22a. All other TDY Enroute Funding:			
22b. All other TDY Enroute Funding:			
23. REMARKS (Submit travel voucher within 5 workdays after completion of travel. If TDY enroute is authorized, attach receipts showing cost of all lodging used. All promotional fees incurred while PCS/TDY must be turned in to APO upon arrival at gaining base. One remark for remarks.)			
23. DATE	24. #02000000 (From Name and Grade)	25. SIGNATURE OF APPROVING OFFICIAL // SIGNED //	
26. DESIGNATION AND LOCATION OF HQ DEPT OF THE AIR FORCE:	27. SPECIAL ORDER NO:	28. DATE	
29. TDN FOR THE COMMANDER			
30. DISTRIBUTION: AA			
31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL		32. ADDRESS OF GAINING MFP:	



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

1. 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

4. If you have questions or problems, please contact me at DSN 460-XXXX, commercial 229-257-XXXX, or by e-mail me at xxxx.xxxx@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>