

PCS Guidance Step By Step process

Step 1 – Losing APC

Before cardholder PCS:

- (1) Do PCS orders authorize individual to use card?**
- (2) Has individual attended Finance Briefing?**
- (3) If yes, has the individual signed statement of understanding during out-processing?**
- (4) If yes, APC activates card with proper credit limit, based on DMPO estimate, places GTCC in PCS / mission critical status for no more than 10 days after the report date on the orders and dates and keeps copy of signed documents.**
- (5) If no, individual will request advance pay within 10 days of PCS departure dates or use personal funds to pay for expenses (skip to step 3).**

Step 2

Using the travel card while in PCS status:

- (1) Card will only be used for official PCS entitlements (as stated in this document).**
- (2) Cardholder will keep all receipts (regardless of the amount).**
- (3) ATM withdrawals will be limited to authorized per diem, meals and incidental expenses (MI&E).**
- (4) If in PCS status for more than 30 days, interim partial payment travel vouchers (DD 1351-2) will be submitted for payment of GTCC (use split disbursement option) every 30 days.**

Step 3 – Gaining APC

PCS Status is over:

(1) Cardholder will complete DD 1351-2 and attach all required receipts and give to AO for approval.

(2) AO will ensure that split disbursement option is selected and the full GTCC balance is annotated, receipts attached, and voucher is correct.

(3) AO has 3 days from date of receipt of voucher to review, approve, sign and return to cardholder for submission to DFAS.

(4) Cardholder submits final DD 1351-2 voucher within 5 working days of last day of PCS.

(5) Cardholder will fax or email documents to their DFAS location per instruction listed on their PCS orders within 2 days of AO signature.

(6) It is the cardholder's responsibility to notify A/OPC of PCS status change.

(7) It is the A/OPCs responsibility to deactivate the card.

(8) It is the cardholder's responsibility to track their PCS voucher to completion. If payment is not received within 14 days, cardholder should contact DFAS to make inquiry.

(9) AO will track PCS payment to ensure that GTCC is paid in a timely manner.

(10)A/OPC will track payments in EAS to ensure timely payments and notify cardholder and supervisor if payment is not made within 20 days after submission.

(11)A/OPC will remove individual from MCS after 30 days of voucher submission.

(12)Cardholder will ensure that within 30 days of being removed from MCS that balance on GTCC is paid in full regardless of reimbursement from DFAS, per signed statement of understanding.

(13)After 45 days, A/OPC will check in EAS to ensure that account has a zero balance for PCS expenses (based on PCS transaction dates).