

**DOCUMENT NAME: PCS Travel Order****DOCUMENT TYPE: 12**

1. **Description:** Covers all travel for Permanent Change of Station (PCS) transfers for civilian and military personnel.
2. **Primary Forms:** DD-1351-2, Travel Voucher or Subvoucher  
DD-1351-4, Travel Voucher (Dependents)
3. **Related Forms:** CG-5131, Standard Travel Order For Military Personnel  
DD-214, Certificate of Release or Discharge from Active Duty  
SF-1038, Advance of Funds Application and Account
4. **Document Number:** Standard Number - Headquarters assigned.

SAMPLE: 1204G84PRA001

Note: Use last nine digits of TONO following doc type and fiscal year to complete the document number.

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
12	04	G8	4	P	RA	001	

**5. Accounting Line:**

SAMPLE: 2/P/401/299/21/0/RA/78040/2221

**6. FINCEN Critical Processing Requirements:**

- a. Issuing units must ensure PCS orders are completed in entirety. The following information is critical for processing.
  - (1) Name and SSN of member.
  - (2) Accounting data.
  - (3) Standard document number.
  - (4) Appropriate Treasury symbol (Appendix B) - **block 10 (following the accounting line).**

**7. Other Information:**

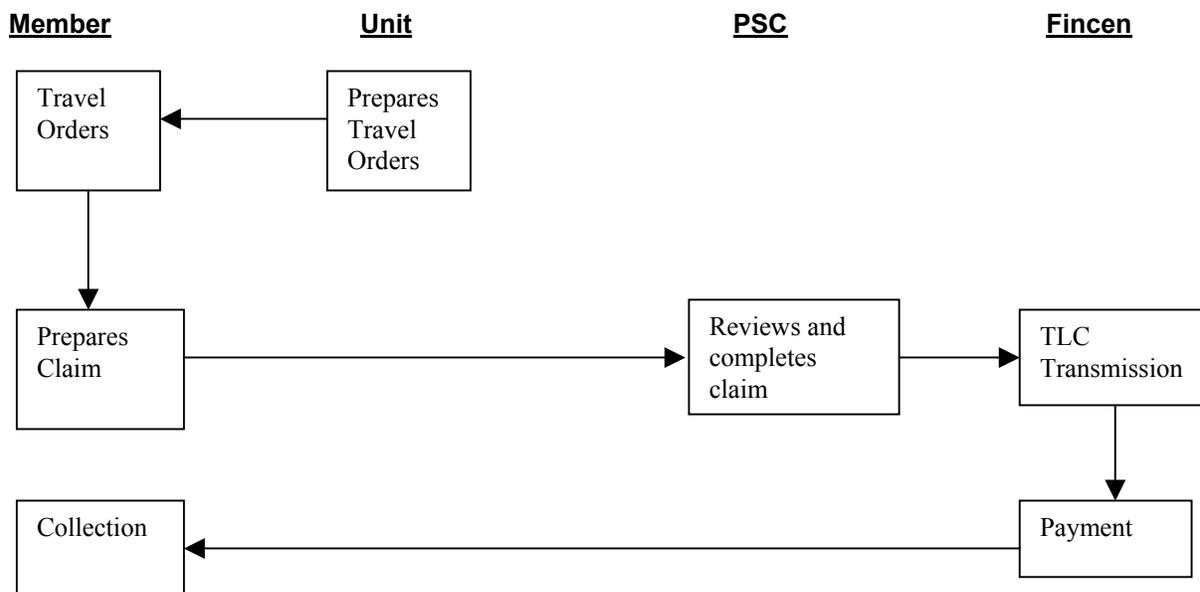
- a. For Shipment of Household Goods information see document types 15 and 17 in this chapter.
- b. For information on Travelers Checks, TLC or the TAC programs, see Chapter 11.

### 8. FPD Information:

- a. Generic input is made through Simplified Acquisitions under the Miscellaneous Icon. Create a document type 14 if this set of travel orders has a GTR or ticket issued for transportation. (See document type 14 for further information on GTR's).
- b. A copy of this document is NOT to be mailed to FINCEN.

**Note:** This document is not to be transmitted to the FINCEN. Push the Add-No Xfer key.

### 9. Document Flow:



**Figure 12C-8 PCS Travel Orders**

- a. Figure 12C-8 describes the procedures for processing PCS Travel Orders.
- b. The unit prepares the PCS orders for the member and forwards a copy with estimated cost to the Personnel Support Center (PSC). The unit retains a copy for the unit files and gives the remaining copies to the member.
- c. Travel will then be arranged by the member with their personal Government Travel card. If a Government Transportation Request (GTR) is involved, see the document type 14 section of this chapter.

9. d. When a cash advance is required and the member does not have a Government Travel card, the unit prepares a SF-1038 for the member. Advances may be paid via cash or traveler's checks and the SF-1038 is submitted to the authorized approving official for signature. (For more information on Traveler's Checks see Chapter 11). Cash advances are limited to **\$500.00**. The member gives the imprest fund cashier the SF-1038 along with the original and one copy of the PCS orders. The imprest fund cashier endorses the original copy of the PCS orders and gives the member the cash advance. The cashier also returns the original copy of the PCS orders to the member. The imprest fund cashier forwards the original SF-1038 and a copy of the travel orders weekly to the FINCEN for replenishment.
- e. Upon completion of travel, the member prepares a DD-1351-2, and DD-1351-4, if applicable and submits it along with the original and three copies of the PCS orders to PSC.
- f. PSC computes the claim and transmits it to the FINCEN via the TLC program. Payment will then be made to the member, if required. See Chapter 11 for more information on TLC. Also see the TAC section of Chapter 11 if an advance has been made.

**10. Sample Forms:** None.

**11. PES Report Sample:** These transactions will appear on AFC 21 PES reports only.

**12. References:**

- a. COMDTINST M4600.17, Coast Guard Supplement to Joint Federal Travel Regulations, Volume I.
- b. COMDTINST 4600.14A, Travel Charge Card Program.
- c. COMDTINST M7210.1B, Certifying and Disbursing Manual.
- d. COMDTINST 12570.4, Civilian Travel Management Program.
- e. DOT Order 1500.6, Travel Manual.
- f. Joint Federal Travel Regulations, Volume I.