Government Travel Charge Card (GTCC)

Do use your GTCC for transportation expenses for you and your dependents (except for transportation while on Leave).

Do use your GTCC for lodging and meals en-route.

Do keep receipts.

Do Check in with your APC at the TDY location when TDY en-route.

Do check in with your APC at the new PDS.

Do complete your voucher within 5 days after checking in at your new duty station.

Do split 100% of owed amount on card and pay any remaining balance not covered by voucher.

Do NOT use your GTCC for TLA!

Do NOT use your GTCC to purchase Plane ticket(s) while on Leave.

Do NOT use your GTCC for auto repairs.

Do NOT use your GTCC for uniform items

Do NOT use the GTCC for childcare expenses

Do NOT use the GTCC for leisure or entertainment expenses.

* DO NOT SPEND MORE THAN 80% YOUR ESTIMATED EXPENSES!

See GTCC Video at:

https://youtu.be/V7WMkMVX8GQ

Additional Information:

- See Orders Section as soon as outbound interview is approved by S-1

- Marines that get their Orders Modified need to inform the Orders Section

- Meal Cards must be turned in the day of receiving final Orders.

POC FOR ORDERS SECTION:

Clerk(s): 760-830-1691

NCOIC: 760-830-1691

SNCOIC: 760-830-1823

OIC: 760-830-1822

“I’ve got Orders! Now what?”

Bldg 1450
Outbound Section
Open:
0730 – 1630 Mon - Fri
Contact us at:
(760) 830-1691
(760) 830-1823

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OIC: 760-830-1822
BASIC ORDERS

** The PCS process starts when you receive your Basic Orders through MOL
Complete Outbound Interview
S-1 needs to APPROVE OUTBOUND INTERVIEW
Once APPROVED come to ORDERS SECTION
Arrange your HHG/POV shipment with DMO Upon receipt of Basic Orders

Outbound Interview

PCS
CONUS to OCONUS

Requirements:
Overseas Checklist from current Command
Portcall (Done by IPAC)
NAVPERS 1300/16
Area Clearance (Done by IPAC)
Smooth move Slip
No Fee Government Passport(s):
Link for No Fee Passports:
https://travel.state.gov/content/passports/en/passports.html
Must have Obligated Service to execute Orders

PCS
CONUS TO CONUS
Continental U.S. (48 States)

Requirements:
Must have 2 years of Obligated Service, “prior to detachment”

Fully Completed Checkout Sheet
Smooth Move slip