

INSTALLATION LETTER HEAD

FROM: Losing Military Personnel Flight (MPF)

MEMORANDUM FOR RECORD: Gaining Installation Finance Service Office (FSO) and MPF

SUBJECT: Memo in-Lieu of Permanent Change of Station (PCS) Amendments, *AF Form 973* for Members Authorized Delay/Awaiting Transportation

1. This memorandum applies to the Service member listed below who is currently in Permanent Change of Station (PCS) status, had a previous AF FM 899, "Request and Authorization for PCS" order issued and could not proceed to their projected gaining duty location due to the Office of Secretary of Defense (OSD) Stop Movement Orders.

2. In accordance with OSD and Air Force guidance, some Service members and their dependents were placed in an "awaiting transportation" status effective the date stop movement was implemented until the Stop Movement Order was terminated and travel was directed to resume.

3. Service member and/or their dependents in a PCS status who were delayed at their current Permanent Duty Station (PDS) or delayed while enroute travel and/or placed in quarantine for 14 days in conjunction with their PCS shall be paid at the appropriate Per Diem rate in accordance with the Joint Travel Regulation, Chapter 5, Part A, Table 5-4 (Monetary Allowance in lieu of Transportation/MALT-plus) and Table 5-5 (Destination Locality Rate) for all other travel.

4. Affected Service members will provide a copy of this memo in lieu of an AF FM 973, *Request and Authorization for Change of Administrative Orders* (a.k.a. PCS order amendment), with receipts for quarantine dates (if applicable). These supporting documents will be provided to the gaining FSO upon filing the PCS travel voucher. The losing MPF will maintain a copy of this memo in the member's relocation folder.

1. Member Full Name		
2. Dependent Full Names		
3. Original PCS order	Number:	Date:
4. RNLTD	Original:	Adjusted:
5. DEROs	Original:	Adjusted:
6. Awaiting Transportation Status	Start date:	End date:
7. Resumed Travel	Date:	
8. HHG's Packing/Shipment	NET date:	
9. Quarantine in conjunction with PCS	Start date:	End date:
10. Authorized Exemption or Waiver	Following instructions	Date

MPF, PCS Orders Processing Approving Official: Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_