

Example 2: Hold at new PDS

15. ITINERARY			c.	d.	e.	f.
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
5 Mar	DEP	Hill AFB, UT	PA			
20 Mar	ARR	Nellis AFB (Quarantine) or (PCS HOLD)		AD		
4Apr	DEP		PA			
4Apr	ARR	Nellis AFB, NV		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

Example 3: Hold at new PDS OCONUS (Based on an actual itinerary received)

15. ITINERARY			c.	d.	e.	f.
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
14 Mar	DEP	Osan AB KS	CB			
14 Mar	ARR	Incheon International Airport, KS		DP		
14Mar	DEP		CP			
14Mar	ARR	London, UK		AP		
14Mar	DEP		CB			
14Mar	ARR	RAF Alconbury UK(Quarantine)		AD		
18Mar	DEP		PA			
19Mar	ARR	RAF Alconbury UK		MC		
	DEP					
	ARR					
	DEP					



Example 4: PCS Order Memo in Lieu of Amendments Template

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 _____



How does MPF account for awaiting transportation/quarantine time for those members who departed their PDS prior to the above published guidance memo?

For those members who were impacted by the Stop Movement, traveled on an ETP, and departed their previous duty station prior to the release of the AFPC memo in lieu of amendments, the gaining MPF will collect the required information and sign the memo as the approving official.