The account should automatically be placed in a PCS/MC status with start and end dates, credit/cash limits set, and MCC group NVPCSRETAI added via the automated NPC to Citi data file feed.

If not, the APC will need to do the PCS account maintenance. The procedures are:

**DETACHING APC RESPONSIBILITIES**

Traveler contacts the APC
Traveler provides the APC with a copy of the NPPSC FM 1300/1, the “PCS Travel Entitlements Calculator” worksheet, which includes the estimated entitlement amount, and any other required documents
Ensure traveler has a GTCC and that it is open, active and verified. If not, complete application for the GTCC

APC completes CitiManager/CCMS account maintenance/card management/modify account:

- Is Acct in PCS? – Select Yes under dropdown
- MC start date and MC end date. Start date is 10 days before traveler departs and end date is 15 days after report
- Set credit amount based on the “PCS Travel Entitlements Calculator” worksheet with estimated entitlement amount
- MCC Groups, add/modify – Add group name NVPCSRETAI with end date and set limit to $2,000.
- Obtain the gaining commands information, UIC, and the cardholders phone number
- Make sure the cardholder gets a copy of the PCS GTCC Brochure.
- Ensure cardholder’s address of record and email are up to date.
- Assist the cardholder with registering for Citimanager. (This will help the traveler manage the account while in transit.)
- Provide a copy of the digital reference guide and self-register as a cardholder job aid.
- Ensure they understand the GTCC SOU
- Track travelers until they report to the new duty stations

**GAINING APC RESPONSIBILITIES**

- Upon check-in, APCs will advise cardholders to update their contact information and address in Citimanager.
- Advise cardholders concerning proper split-disbursement and remind them that they must review their GTCC statements to ensure there is a zero balance upon final settlement
- The PCS flag is not automatically changed back so the APC needs to change it to “Blank” when the PCS is completed