

## PSD GAIN PACKAGE

- YOUR PCS ORDERS MUST BE ENDORSED BY THE COMMAND'S STAMP - SIGNED AND DATED
- PLEASE FILL OUT ALL DOCUMENTS
- USE BLACK INK
- TRAVEL CLAIM CHECK LIST MUST BE FILLED OUT
- FULL SSN IS REQUIRED ON ALL DOCUMENTS REQUIRING SSNs
- MAKE COPIES OF SMALL RECEIPTS FOR SCANNING PURPOSES
- YOUR PCS ORDERS & ALL DOCUMENTS WILL BE SCANNED & UPLOADED IN THE "TOPS" SYSTEM FOR PROCESSING - ATTN; RECEIPT-GAIN SECTION AT PSD.

**"WELCOME ABOARD"**

**CNIC MILPERS REP**

**202-433-4281**