



HOW TO SUBMIT CLAIM

- ❑ Local USMC DMO via DTMS
- ❑ For retiring or separating members, scan and email to logcom.tvcbclaims@usmc.mil in pdf file not to exceed 5MB. If more than 5MB, submit claim in multiple emails. Be sure your last name and the last 4 of your SSN is listed in the submit line – look over your claim after scanned and before you press send to be sure it is legible. We cannot access documents attached using GOOGLE DRIVE or ICLOUD.
- ❑ For supplemental documents: scan and email-address above or Fax (229) 639-5704 ATTN: TVCB Customer Service
- ❑ Mail (USPS)** , FedEx, or UPS to:
 - COMMANDING GENERAL*
 - TRANSPORTATION VOUCHER CERTIFICATION BRANCH (TVCB)*
 - BLDG 3700 RM 315*
 - 814 RADFORD BLVD SUITE 20262*
 - ALBANY GA 31704-0262*
- ❑ TVCB PPM/DITY Line: (229) 639-6575 M-W-F 8 am – 4 pm EST T & TH 8 am – 12pm EST
Note: Please allow 45 days from submission date before inquiring on status-when leaving a message we need your name, last 4 of SSN, contact number, and a brief message. Please speak clearly.

**NOTE: It is recommended to send Return Receipt Requested with regular USPS mail.