



U.S.ARMY

Partial DLA Instructions

Fort Campbell Army Military Pay Office (AMPO)





U.S. ARMY

Eligibility for Partial DLA

- ▶ **Effective 27 April 2022**, a Service member ordered to occupy or vacate Government quarters due to privatization, renovation, or any other reason for the Government's convenience must be paid a partial DLA
- ▶ Partial DLA is not authorized for a local move upon separation or retirement, from privatized housing to privatized housing, or for any of the following reasons:
 - ✓ A PCS
 - ✓ A change in family size or bedroom requirements for the Service member's convenience, including promotion
 - ✓ A Service member voluntarily decides to move
 - ✓ Pending divorce or family separation
 - ✓ Service member misconduct
 - ✓ A move between unaccompanied housing units
- ▶ Partial DLA is a one-time payment paid at a flat rate for a qualifying event. See JTR, par. 050508
 - ✓ Partial DLA rate for 2022 is **\$840.07**.





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Partial DLA instructions

- ▶ Complete a DD Form 1351-2 (example attached)
- ▶ Sign into DFAS website at <https://www.dfas.mil/>
- ▶ Click on Member Pay
- ▶ Click on Travel Pay drop down arrow
- ▶ Click on Where to Submit Claim
- ▶ Scroll down and select Travel Voucher Direct
- ▶ Click on the Consent banner
- ▶ Click Travel voucher Direct to open “subcategories”
- ▶ Select Military PCS





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Partial DLA instructions cont.

- ▶ Enter personal information
- ▶ Attach a completed DD Form 1351-2. **Ensure to complete blocks 20a & 20b, Soldiers Signature/Date, block 20c, Reviewers Name/Signature(First Line Supervisor may sign).** Ensure block 20b & 20f are dated after the issue date of the CNA
- ▶ Attach the Temporary CNA-Certificate of Non-Availability MFR (Example attached)
- ▶ Attach the signed FC Form 1247 (Certificate of Non-Availability of Government Quarters and Exception to Policy (Example attached)
- ▶ Upload above documentation
- ▶ Submit voucher





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Partial DLA instructions



DEFENSE FINANCE AND ACCOUNTING SERVICE
PROVIDING PAYMENT SERVICES FOR THE U.S. DEPARTMENT OF DEFENSE

Search Defense Finance



myPay



MILITARY MEMBER

RETIRED MILITARY & ANNUITANT

CIVILIAN EMPLOYEE

CONTRACTOR & VENDOR

HOME



**You've got questions.
We've got answers.**

Submit your questions or
requests through our safe
and secure AskDFAS system.





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[Frequently Asked Questions](#)

[askDFAS](#)

Pay/Allowances/Entitlements ▼

Pay Deductions ▼

Travel Pay ▼

Secondary Dependency ▼

Adoption Reimbursement

Wounded Warrior ▼

Tax Documents ▼

TDY Pages Updated

The Military Pay TDY web pages have been updated to provide a one-stop shop for the types of TDY you may be directed to fulfill. Information is now posted under each type of TDY to explain allowance for Transportation, Per diem (both meals and incidentals and lodging), reimbursable expenses and more.

In addition, we've simplified the menu options to make it easier to find what you need in one spot.

These changes were based on customer surveys and interviews to help determine the best method to present information to you. Keep a lookout for more changes coming soon.

NOTICE: Temporary Basic Allowance for Housing (BAH) Rates Increase for 56 Military Housing Areas





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Partial DLA instructions

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[Frequently Asked Questions](#)

[askDFAS](#)

Pay/Allowances/Entitlements ▼

Pay Deductions ▼

Travel Pay ▲

Army Active Duty PCS

Army Active Duty & Reserve TDY

Completing Travel Voucher

Check Travel Voucher Status

Travel Forms, Resources & Regulations

Where to Submit Your Claim

Customer Service

COVID-19 Army PCS Stop Movement

Evacuations

TDY Pages Updated

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NOTICE: Temporary Basic Allowance for Housing (BAH) Rates Increase for 56 Military Housing Areas

The Department of Defense has temporarily authorized increases in the 2021 Basic Allowance for Housing (BAH) rates for 56 Military Housing Areas (MHAs) across the U.S., If you meet certain conditions you may be eligible to apply for the higher BAH rate.

Service members who are: a) receiving BAH based on one of the affected 56 MHAs; and, b) have verifiable housing cost increases above their current BAH that can be attributed to the COVID-19-driven housing market effects could be eligible for the temporary BAH rate increase. Your eligibility depends on your service's specific implementation guidelines and whether your





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Partial DLA instructions

- Retirement/Separation Vouchers
- Temporary Lodging Expense Vouchers
- Dislocation Allowance Requests
- Personally Procured Moves (PPM)/Do It Yourself (DITY) – As an attachment only for submission

Not for those using DTS (Defense Travel System) for their travel vouchers.

Upload your travel voucher and supporting documents online! [Travel Voucher Direct](#) is available for all travel claims computed and paid by DFAS.

The following are supported/accepted document types for travel voucher submissions:

- PDF (.pdf)
- Microsoft Word (.doc / .docx)
- JPEG Image (.jpg / .jpeg)
- TIFF Image (.tif / .tiff)
- Lotus Forms (.fdl / .xfdl)
- Excel (.xls / .xlsx)
- PowerPoint (.ppt / .pptx)
- Rich Text (.rtf)
- PNG Image (.png)
- Text (.txt)

You may upload up to three (3) files no larger than 5MB each.

Note: Not for those using DTS (Defense Travel System) for their travel vouchers.



Note: Do not use Travel Voucher Direct to submit your SmartVoucher claim, it is a different system.





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Defense

Providing

1-888-332

TRAVEL VOUCHER

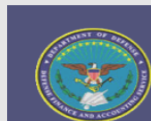
FAQs

Submit A Ticket

Step 1: Select a Category

Categories

» Travel Voucher Directory



AskDFAS
www.
FOLIO
Legal

DoD Consent

You are entering an Official U.S. Government System

By using this Information system consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personal misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) and [User Rules of Behavior](#) for details.

Privacy Act Statement:

The Information accessed through this system is for OFFICIAL USE ONLY and must be protected in accordance with the PRIVACY ACT OF 1974.

- The Privacy Act of 1974 covers the information you provide to AskDFAS. To receive a copy of the Privacy Act Statement for the actions you enter into the system, please see your supervisor.
- **Authority:** Title 5 U.S.C. Chapters 53, 55, 81; Title 10 U.S.C. Chapters 11, 61-73; Title 37 U.S.C.; GAO Manual for Guidance of Federal Agencies, Title 6, Chapter 4, para. 4.2.B.2; and E.O. 9397
- **Purpose of Use:** Data provided could be used for validating the trustworthiness of an individual's request for access to AskDFAS. The AskDFAS system may collect PII and the information may be shared with specified agency employees such as accountants, technicians, customer service representatives, or operations personnel with a need-to-know. These employees may respond to inquiries submitted via the AskDFAS system. The following information types could be collected: employee name, SSN, work organization, work location, work email, work phone, personal home/mobile phone number, birth date, marital status.
- **Routine Uses:** Those generally permitted under the 5 U.S.C. 522A(B) of the Privacy Act as required.
- **Disclosure:** Disclosure is voluntary.

Section 508 Compliance Statement

In accordance with Section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 794d), DFAS is committed to ensuring that AskDFAS functionality and content is accessible to all customers. Send feedback or concerns related to the accessibility of this website to the DFAS 508 coordinator at: dfas.indianapolis-in.zta.mbx.section508@mail.mil. For more information about Section 508, please visit the DoD Chief Information Officer (CIO) Section 508 Website available at <https://dodcio.defense.gov/DoDSection508.aspx>

☒ I consent to the above for system access

Pay



Help

Exit





U.S. ARMY

Partial DLA instructions



Defense Finance and Accounting Service

Providing payment services of the U.S. Department of Defense

1-888-332-7411

myPay



TRAVEL VOUCHER DIRECT -- ONLINE CUSTOMER SERVICE

FAQs

Submit A Ticket

Help

Exit

Step 1: Select a Category by clicking the >> button next to the category name.

Categories



>> Travel Voucher Direct

Subcategories



[AskDFAS Welcome Center](#)

www.dfas.mil

[FOIA and Privacy Act](#)

[Legislative Affairs](#)

[Blue Book](#)

[Web Policies](#)

USA.gov

[Defense Sector CIP](#)

[EEO/No Fear Act](#)

[Accessibility/Section 508](#)





U.S. ARMY

Partial DLA instructions

Categories

» **Travel Voucher Direct**

Subcategories

- » Active Duty Advance Payment
- » Active Duty TDY/TCS
- » Civilian Relocation
- » Civilian Relocation Advance Payment
- » Contingency Travel-Mobilization Voucher
- » DLA,DCMA,DCAA TDY
- » International Military Education Student
- » Military PCS
- » Military PCS Advance Payment
- » Navy
- » Non-Appropriated Funds (NAF)
- » Other Department of the Army
- » Reserves
- » Reserves Advance Payment
- » SecDef Travel Office
- » Syracuse ITRA
- » Wounded in Action/Casualty Travel





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AS/ticketInput.action?currentUser.currentRequestNonce=c4d4075a-e704-4a8d-b0af-dbc3fc1551d&pgModId=5080

Note: The viewed and rating columns will not be updated until you return to the home page or refresh this page.

Your Information

[Change Category/Sub-Category selection](#)

Category: Travel Voucher Direct

Subcategory: Military PCS

Name: First*: Middle*: Last*:

To ensure spam blocker does not block receipt of responses regarding your ticket, please add DFAS-TRAVELPAY-CCC@mail.mil to your safe senders' email list before submitting your ticket.

Email*: Re-enter Email*:

Additional Email: If you would like this information and responses sent to additional email addresses, enter them here. Separate multiple addresses with the semi-colon (;)

Passcode*: Create a passcode for this ticket to view information and responses. Passcodes must be a minimum of 15 characters and contain at least one lowercase letter, one uppercase letter, one number, and one special character. Passcodes cannot contain your name or email address. Safeguard your passcode for future use.

Entering additional email address(es) above will be only be used for the first receipt notification email. After that stage in the process, the system will send notifications to just one email address, the main email address you provided above.

Attachment Section

*At least 1 file must be uploaded.

<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Choose File"/> No file chosen
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Attach your documentation and receipts to your voucher by clicking the Upload Files button before pressing the submit button to make sure they get included.

Submit your voucher and attachments for processing

Cancels your submission and returns you back to the FAQ Page.

PRIVACY ACT STATEMENT: Disclosure of your contact and other information is voluntary. It is solicited for the sole purpose of responding to your inquiry or request. If it not provided, we may not be able to respond.

- Complete personal information
- Attached documents
 - ✓ DD Form 1351-2
 - ✓ Certificate of Nonavailability of Government Quarters and Exception to Policy
 - ✓ Temporary Certificate of Nonavailability to Reside Off-Post
- Upload attachments
- Submit Claim



AskDFAS Welcome Center

Blue Book

EEO/No Fear Act





U.S. ARMY

U.S. Army Financial Management Command



TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.				
1. PAYMENT		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.						
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____						
2. NAME (Last, First, Middle Initial) (Print or type)			3. GRADE		4. SSN		5. TYPE OF PAYMENT (X as applicable)	
6. ADDRESS. a. NUMBER AND STREET			b. CITY		c. STATE		d. ZIP CODE	
e. E-MAIL ADDRESS Personal email address					<input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s)		<input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input checked="" type="checkbox"/> DLA	
7. DAYTIME TELEPHONE NUMBER & AREA CODE			8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY	
11. ORGANIZATION AND STATION							a. D.O. VOUCHER NUMBER	
							b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)					13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
<input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE								
					14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)		d. COMPUTATIONS	
					<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)			
15. ITINERARY			c. MEANS/MODE OF TRAVEL		d. REASON FOR STOP		e. LODGING COST	
a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)							f. POC MILES	
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CERTIFICATE OF NONAVAILABILITY OF GOVERNMENT QUARTERS AND EXCEPTION TO POLICY
(For use of this form see AR 420-1. The proponent of this form is DPW.)

PRIVACY ACT STATEMENT

AUTHORITY: Title 5, U.S.C. 3012.

PRINCIPAL PURPOSE: Used to gather information to substantiate a request for quarters allowance.

ROUTINE USES: Used to authorize payment of basic allowance for quarters at the "without dependent" rate.

DISCLOSURE: Voluntary. Failure to provide information could result in the denial of the request for payment of basic allowance for quarters at the "without dependent" rate.

Pursuant to authority delegated to me by the Fort Campbell, Kentucky Garrison Commander, I verify that government quarters were not available for:

(RANK) (NAME)

(ORGANIZATION)

from to

The above named individual Is Authorized basic allowance for quarters at the "without dependent" rate during the dates indicated above in accordance with AR 420-1, paragraph 3-20k (2.b).

Mark F. Herndon
Chief, UPH/ABMP

Garrison Exception to Policy

The above named individual Is Authorized and is Approved to receive basic allowance for quarters at the "without dependent" rate during the dates indicated above in accordance with AR 420-1, paragraph 3-20k(a).

Be advised that on-post housing (barracks) may be available to you within 12 months. If this occurs you will be required to accept government housing (barracks) at the expiration of your certificate of non-availability (CNA) or exception to policy (ETP) period. Your off-post living arrangements should be made based on this information. You must contact your unit barracks assignment office at least 60 days prior to the expiration of your CNA/ETP to facilitate barracks assignment arrangements. Also, in the event of deployment, this CNA/ETP will terminate on the last day of the deployment departure month or date specified above, whichever comes first.

ANDREW Q. JORDAN
COL, SF
Commanding



DEPARTMENT OF THE ARMY
FORT CAMPBELL
ABMP (Army Barracks Management Program)
Building 2702, Michigan Ave

Fort Campbell, KY 42223
270-798-9446

CNA Control#: [REDACTED]
Date: Aug-27-2022

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Temporary Certificate of Non-Availability (CNA) to Reside Off-Post

1. This memorandum certifies that On-Post Housing is not available for the following Service Member:
DoD ID: [REDACTED] Name: [REDACTED]
Rank: SGT Branch: Army
Pay Grade: E5 UIC / Duty Station: [REDACTED]

2. Reference Chapter 3, AR 420-1.

X The Service Member is authorized to move Off-Post and receive Basic Allowance for Housing(BAH) or Overseas Housing Allowance(OHA) at the WITHOUT Dependent Rate effective on Aug-27-2022 . This authorization to reside off-post is effective through Aug-26-2023 , unless a change in status occurs before that date. The effective through date will not exceed one year.

3. Prior to entering into any private rental agreement, the Service Member must report to the Housing Office and provide the Off-Post address, phone number, period of housing agreement, and any other change in status.
4. The Service Member must return to the Housing Office for assignment to available on-post quarters adequate for the Service Member's grade 90 days prior to the expiration of the CNA on Aug-26-2023 .
5. Notes: Garrison CDR approved ETP CNA for maturity and previous BAH authorization.



HOUSING VALIDATION REQUIRED

[REDACTED]
MARK HERNDON
ABMP CHIEF
FORT CAMPBELL

Service Member's Signature: [REDACTED]

Date: 29 Aug 2022

DISTRIBUTION
COMMANDER/1SG: 1
FILE: 1
FINANCE: 2
INDIVIDUAL: 1