



U.S.ARMY

PCS Out Processing Brief

Fort Campbell Army Military Pay Office (AMPO)





PCS Out Processing Brief

- ▶ **Soldiers must clear the entire installation to include your unit before clearing the Army Military Pay Office (AMPO). The AMPO will be your last stop before you conduct your final out with the Transitions Office**

- ▶ **This brief is for informational purposes only. Soldiers are not required to show proof or sign anything stating that they have completed the brief**

- ▶ **You must submit the following documentation in order to clear the AMPO**
 - ✓ Copy of your PCS orders to include amendments, TDY orders (if applicable)
 - ✓ Copy of your DA Form 31. Ensure the DA Form 31 has all the appropriate **signatures/ signature block** and dates in blocks 11 & 13 as well as a valid control number in block 1. If you are requesting PTDY (Permissive TDY) ensure block 13 is signed by a LTC or higher. Must include signature and signature block. PTDY dates and leave dates must be annotated in block 17 (Remarks) on the DA Form 31
 - ✓ Installation Clearing Papers (DA Form 137-2)
 - ✓ Unit Clearing papers (DA Form 137-1). **Ensure Block 19 is completed by your 1SG/CDR**
 - ✓ DD Form 2560 Advance Pay Request (If applicable)

- ▶ Submit all documentation listed above **at least 5 days** prior to your final out date to the Travel Group Mailbox below
 - ✓ usarmy.campbell.fin-mgt-cmd.mbx.AMPO-Travel-Section@army.mil





PCS Entitlements

■ **BAH (Basic Allowance for Housing)**

- ✓ If you are currently receiving BAH at the with or without dependent rate, you will continue to receive the Fort Campbell BAH rate until you sign in to your next duty location. If you are receiving partial (barracks) BAH, your BAH will be changed to the without dependent rate based on Fort Campbell until you sign in to your next duty station. If you reside in On Post/Family Housing, your BAH will continue at the Fort Campbell rate until you sign in at your gaining duty station. Ensure Housing stops your allotment upon your departure
- ✓ If dependency status has changed, e.g., divorced, married, and remarried. Please ensure you complete a DA Form 5960 signed by your Commander. Bring the DA Form 5960 along with all supporting documentation, e.g. divorce decree, marriage certificate, etc. when you submit your documents to clear

■ **TLA (Temporary Lodging Allowance)**

- ✓ TLA is for OCONUS only. TLA is authorized at the gaining Duty Stations Housing office

■ **PPM (Personal Procurement Move)**

- ✓ Please contact the Transportation office @ (270) 798-7151 for more information
- ✓ Save all receipts to submit with your settlement at your gaining duty station

■ **POV Drop-Off/Pick-Up**

- ✓ Travel to VPC (Vehicle Processing Center) will be reimbursed at gaining duty station. DD Form 1351-2, vehicle Inspection sheet (DD Form 788), orders, and DA Form 31 will need to be submitted for POV drop-off/pick-up reimbursement





PCS Entitlements

► TLE (Temporary Lodging Expense)

- ✓ This is a reimbursable entitlement that you may be authorized within the vicinity of losing and/or gaining station for CONUS moves. Anything outside of the vicinity is not reimbursable. You are only authorized 10 days (before 1 Oct 22) 14 days (after 1 Oct 22) of TLE for CONUS to CONUS moves, 5 days (before 1 Oct 22) 7 days (after 1 Oct 22) for CONUS to OCONUS moves (no exceptions). These days can be split between losing and gaining stations. The areas that do not require a SNA (Statement of Non-Availability) are: Fort Knox, Fort Campbell, Fort Leonard Wood, Fort Wainwright, White Sands New Mexico, Fort Huachuca, Fort Gordon, Fort Belvoir, Fort Bliss, Fort Buchanan Puerto Rico and Fort Hamilton





PCS Entitlements

► Per Diem and Mileage

- ✓ \$157.00 per day/\$0.22 per mile per vehicle
- ✓ \$117.75 per day for dependents 12 and over (unless driving separately on deferred travel)
- ✓ \$78.50 per day for dependents under 12
- ✓ Per Diem is computed as follows:
400 miles for the first travel day,
and 350 miles for every travel day after that

Official Travel Time - Driving Miles Per Day	
Miles	Authorized Travel Days
1-400	1 Day
401-750	2 Days
751-1100	3 Days
1101-1450	4 Days
1451-1800	5 Days
1801-2150	6 Days
2151-2500	7 Days
2501-2850	8 Days
2851-3200	9 Days
3201-3550	10 Days





PCS Entitlements

DLA (Dislocation Allowance)

- ✓ Single E-6 and above may be entitled to DLA at the without dependent rate (depending on location). Single E-5 and below are not entitled to DLA, unless going to a city (recruiting) or upon arriving to new duty location where Barracks/Housing is not available.
- ✓ Soldiers with dependent status (Dependents: Yes) on their orders may be entitled to DLA at the with dependent rate as long as they are relocating their dependents

PRIMARY DLA RATES Effective January 1, 2023		
Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,545.85	\$5,595.91
O-9	\$4,545.85	\$5,595.91
O-8	\$4,545.85	\$5,595.91
O-7	\$4,545.85	\$5,595.91
O-6	\$4,170.45	\$5,038.60
O-5	\$4,016.69	\$4,856.70
O-4	\$3,722.33	\$4,281.27
O-3	\$2,983.15	\$3,542.04
O-2	\$2,366.38	\$3,024.48
O-1	\$1,992.63	\$2,703.70
O-3E	\$3,221.26	\$3,806.63
O-2E	\$2,738.43	\$3,434.60
O-1E	\$2,354.79	\$3,173.31
W-5	\$3,781.83	\$4,132.43
W-4	\$3,358.52	\$3,788.50
W-3	\$2,822.75	\$3,470.97
W-2	\$2,506.93	\$3,193.16
W-1	\$2,098.43	\$2,761.61
E-9	\$2,758.30	\$3,636.36
E-8	\$2,531.71	\$3,351.93
E-7	\$2,162.97	\$3,112.14
E-6	\$2,093.94	\$3,109.26
E-5	\$2,093.94	\$3,109.26
E-4	\$2,093.94	\$3,109.26
E-3	\$2,064.19	\$3,109.26
E-2	\$1,774.81	\$3,109.26
E-1	\$1,639.26	\$3,109.26

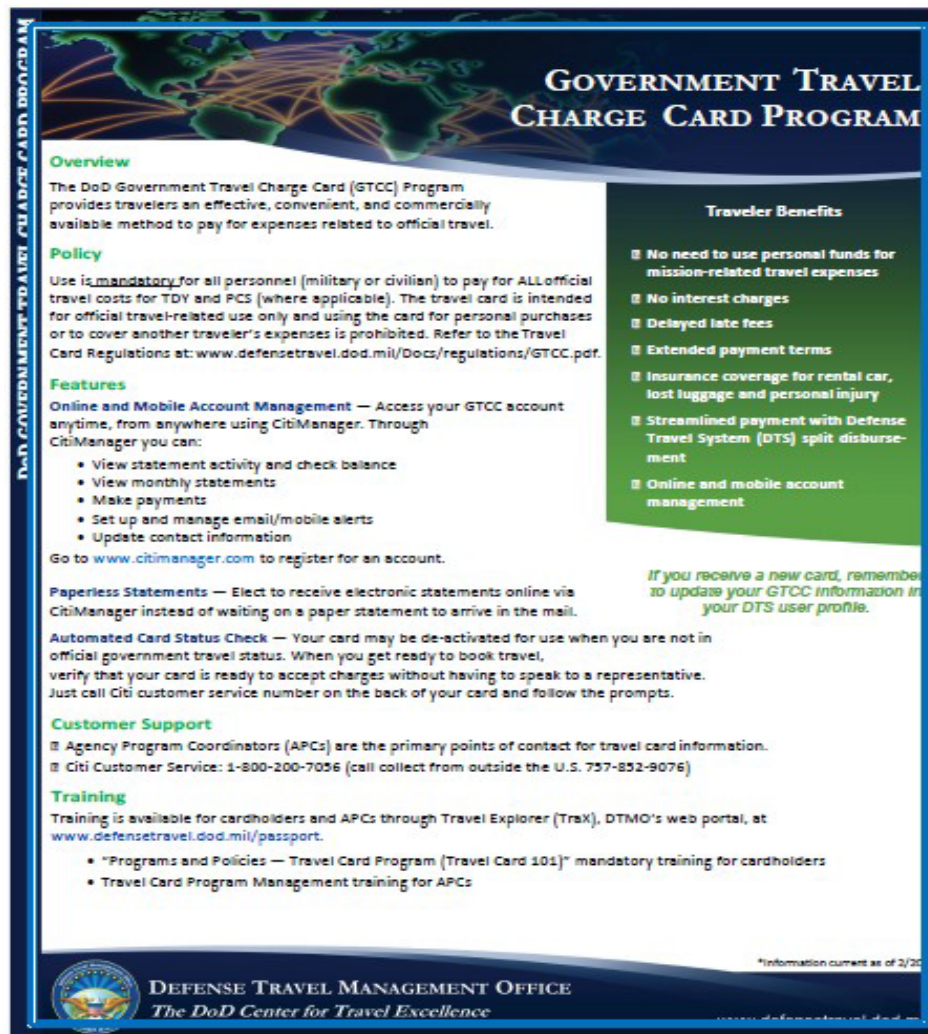




PCS Entitlements

► Advance Travel

- ✓ **No Advance Travel is authorized. All Soldiers must use their GTCC (Government Travel Charge Card) for this portion of their PCS. Contact your units GTCC representative for further questions**
- ✓ **See attached Government Travel Charge Card Program Fact Sheet**



GOVERNMENT TRAVEL CHARGE CARD PROGRAM

Overview
The DoD Government Travel Charge Card (GTCC) Program provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel.

Policy
Use is mandatory for all personnel (military or civilian) to pay for ALL official travel costs for TDY and PCS (where applicable). The travel card is intended for official travel-related use only and using the card for personal purchases or to cover another traveler's expenses is prohibited. Refer to the Travel Card Regulations at: www.defensetravel.dod.mil/Docs/regulations/GTCC.pdf.

Features
Online and Mobile Account Management — Access your GTCC account anytime, from anywhere using CitiManager. Through CitiManager you can:

- View statement activity and check balance
- View monthly statements
- Make payments
- Set up and manage email/mobile alerts
- Update contact information

Go to www.citimanager.com to register for an account.

Paperless Statements — Elect to receive electronic statements online via CitiManager instead of waiting on a paper statement to arrive in the mail.

Automated Card Status Check — Your card may be de-activated for use when you are not in official government travel status. When you get ready to book travel, verify that your card is ready to accept charges without having to speak to a representative. Just call Citi customer service number on the back of your card and follow the prompts.

Customer Support

- Agency Program Coordinators (APCs) are the primary points of contact for travel card information.
- Citi Customer Service: 1-800-200-7056 (call collect from outside the U.S. 757-852-9076)

Training
Training is available for cardholders and APCs through Travel Explorer (TrEX), DTMO's web portal, at www.defensetravel.dod.mil/passport.

- "Programs and Policies — Travel Card Program (Travel Card 101)" mandatory training for cardholders
- Travel Card Program Management training for APCs

Traveler Benefits

- No need to use personal funds for mission-related travel expenses
- No interest charges
- Delayed late fees
- Extended payment terms
- Insurance coverage for rental car, lost luggage and personal injury
- Streamlined payment with Defense Travel System (DTS) split disbursement
- Online and mobile account management

If you receive a new card, remember to update your GTCC information in your DTS user profile.

*Information current as of 2/20

DEFENSE TRAVEL MANAGEMENT OFFICE
The DoD Center for Travel Excellence

www.defensetravel.dod.mil





PCS Entitlements

D Advance Pay

- ✓ You may request an Advance Pay within 30 days of your departure (Block 10a on your DA Form 31)
- ✓ The Advance Pay will be your base pay minus deductions (taxes, debts, garnishments, and insurance allotments)
- ✓ You may request this advance by completing the DD Form 2560 which is located at <https://home.army.mil/campbell/index.php/finance>
- ✓ All personnel in the grade of E-4 and below must have the Commander's signature.
- ✓ Once complete, submit to the Travel Group mailbox along with all documentations to clear Finance

D Advance DLA (Dislocation Allowance)

- ✓ Complete the DLA Advance Request via SmartVoucher at the following link: <https://smartvoucher.dfas.mil/>
- ✓ Instructions on how to request the DLA Advance can be located at the following <https://home.army.mil/campbell/index.php/finance>





PCS Entitlements

► **Incentive Pay**

- ✓ Incentive pays to include but not limited to Hostile Fire Pay, Hardship Duty Pay, Family Separation Allowance, Assignment Incentive Pay, Save Pay, Demolition Pay, Cost of Living Allowance, and Special Duty Assignment
- ✓ Pay will be terminated one day prior to your sign out date on your DA Form 31. Incentive pays will be reinstated at gaining station if you are authorized entitlement. If you are currently receiving FLPB (Foreign Language Proficiency Bonus), please ensure you take a copy of your Orders and Test scores when in processing your gaining duty station
- ✓ Parachute Duty Pay (Jump Pay) will only continue if you will be assigned to an organization that requires you to be in a Jump status. This will be annotated on your orders under the “Asgd to Mgt Designation”

► **Reimbursement for state licensure and certification costs for the spouse of a Soldier arising from a permanent change of station**

- ✓ Soldiers may now be reimbursed up to the maximum of \$1,000.00 in connection with each reassignment
- ✓ Please refer to Military Pay E-Message 22-012 for additional guidance





Travel Voucher Settlement

SmartVoucher

- ✓ SmartVoucher is an optional tool that Soldiers may use. The SmartVoucher populates the DD Form 1351-2 form based on your answers to the questions about your PCS

Online Payment Status Tool

- ✓ Check your status of your Travel claim or advance at the below link:
<http://www.dfas.mil/militarymembers/travelpay/checkvoucherstatus.html>
- ✓ This tool will only work with CAC enabled computers

Are you PCSing to a new duty station?

Need to complete your
Military PCS travel voucher?

SmartVoucher

*makes it easy
to complete the form!*

<https://smartvoucher.dfas.mil/voucher/>

The SmartVoucher is an optional tool that Servicemember's may use. The SmartVoucher populates the DD Form 1351-2 form based on your answers to the questions about your PCS. It makes sure all required fields are populated.

Once finished, print, sign and send via one of the below options:

E-mail: dfas-milpcs@mail.mil

Fax: (317)275-0277

Mail: DFAS Rome
ATTN: PCS Travel
325 Brooks Rd.
Rome, NY 13441-4527





Questions

**For additional questions, please contact the
Travel Group Mailbox listed below**

usarmy.campbell.fin-mgt-cmd.mbx.AMPO-Travel-Section@army.mil





U.S. ARMY

U.S. Army Financial Management Command

