



**U.S. ARMY**

**IN/OUT PROCESSING BRIEF  
LEVY BRIEF**

**Army Military Pay Office**





# Army Military Pay Office

## HOURS OF OPERATION

### Office Hours:

Monday - Thursday 0900 – 1600

**Friday 1200-1600**

Closed on Federal Holidays





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# PAY ENTITLEMENTS

## Cost of Living Allowance (COLA)

- COLA stops the day prior to departure date (start of absence request)

## Basic Allowance for Housing (BAH)

- BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- If TDY enroute, BAH remains at the Hawaii rate until sign into new Permanent Duty Station
- Single Barracks Soldiers – BAH is paid at the Hawaii without dependent rate while on PCS leave
  - **IN PROCESS QUICKLY TO AVOID DEBT**

## Family Separation Housing (FSH or Dual BAH)

- Hawaii rate stops the day prior to departure date
- BAH will remain with dependent for dependent location





# ADVANCE PAY / DLA

- ONE Month's advance pay may be requested prior to departure or at gaining duty station
  - Can be requested 30 days prior to PCS departure OR 60 days after your PCS arrival at next PDS
  - DD2560 (Use ARMY PUBS), PCS orders and absence request
  - Single soldiers (regardless of rank) must provide written justification and have commanders' approval. At AMPO discretion if payment is authorized
- Advance DLA requires 10-15 Business days to be processed
  - Request via: <https://smartvoucher.dfas.mil/>
  - Create Travel Advance Request





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# Dislocation Allowance Advance

SmartVoucher

Logout

My Dashboard ?

Create ▾

Search Vouchers

Generate Report

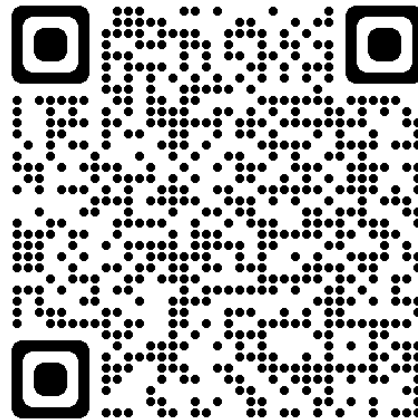
New Voucher

Supplemental Voucher

Dependent Voucher

Travel Advance Request

- Additional information on what DLA is and how it works





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# Government Travel Charge Card (GTCC)

- Before your departure, contact your Organizational Defense Travel Administrator (ODTA) to ensure your account is placed in a “Mission Critical Status” to avoid account becoming delinquent while waiting for reimbursement.
- Can be found at the BN S3 or BDE S8





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# CITI Manager for GTCC

User ID Password

User ID

Sign On

[Forgot User ID / Password?](#)

[Register as a Cardholder](#)

[Register as a Non-Cardholder](#)



DOWNLOAD THE CITIMANAGER APP

- You can create a username and password, download the app and control it, like any other banking app.





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# TEMPORARY LODGING ALLOWANCE - TLA

## Required documents to process Departure TLA :

- TLA authorization memo from housing services
- Original lodging receipts (daily itemized, zero (0) balance hotel receipt)
- Complete copy of PCS orders (one sided)
- Approved IPPS-A Absence Request
- Flight itinerary (including dependents if applicable)

TLA PACKET must be single sided and walked into the finance office.

After departure can be emailed for payment:

[usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil](mailto:usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil)

Additional information can be found at [Policy 19: Housing Services Office :: U.S. Army Garrison Hawaii](#)



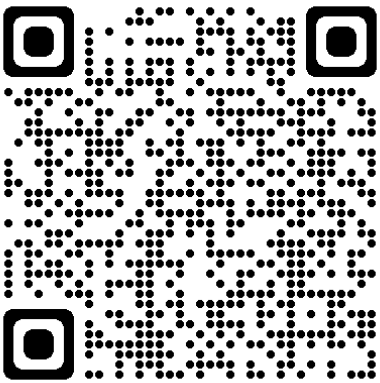




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# TEMPORARY LODGING EXPENSE - TLE

- Mainland hotel expense at next permanent duty station
- 14 days is authorized
- Meals only or Meals and Lodging
- You must be within 75 miles of gaining station to be eligible, and your hotel receipts must be itemized. i.e. everyday, broken down by charge(s) with a \$0 balance receipt



- If you would like additional information on TLE
- [www.dfas.mil](http://www.dfas.mil)





# CLEARING PAY OFFICE

SM MUST clear all sections prior to clearing the Pay Office besides final out

\*If issued a statement of charges by CIF it MUST BE stamped by CIF to be processed by finance\*

**Can clear no more than 3 business days prior to your departure date (start of leave) Must be in uniform**

Required documents:

- Clearing papers
- 1 copy of PCS Orders (w/amendments, if applicable)
- 1 copy of IPPSA Absence Request
  - Absence Request or 1610 for TDY is required to cover all days until Report date on orders
- 1 copy of Flight Itinerary (dependents, if applicable))
- **If there is a discrepancy with the pay account, more documentation may be required prior to clearing**

