U.S. ARMY

IN & OUT PROCESSING
LEVY BRIEF

Army Military Pay Office
Schofield Barracks, HI

Army Military Pay Office

HOURS OF OPERATION

<u>Office Hours:</u>

Monday - Thursday 0900 – 1530

Friday 1200 - 1530

Closed on Federal Holidays

PAY ENTITLEMENTS

Cost of Living Allowance (COLA)

- COLA stops the day prior to departure date (day prior to 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 rate for dependent location

PAY ENTITLEMENTS

Entitlements that will stop Day of Departure from last PDS:

- Family Separation Allowance
- Assignment Incentive Pay
- Demolition Pay
- Hostile Fire Pay
- Parachute Pay (IPPS-A action required by HR)
- Fly Pay (enlisted members)
- Save Pay

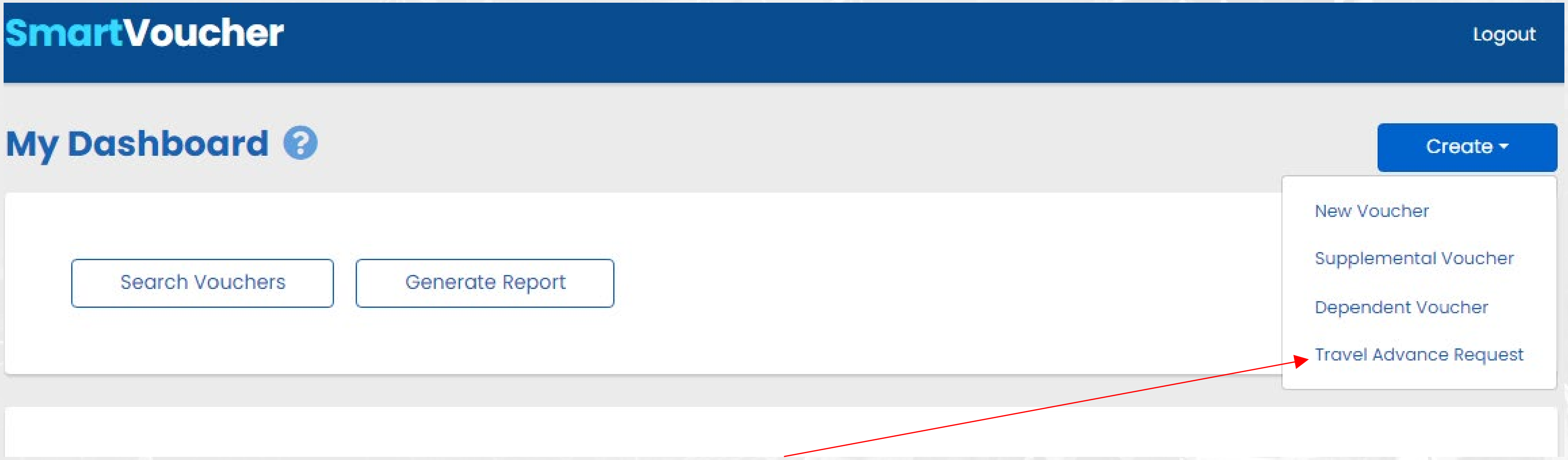
Entitlements that stop day Prior to Departure:

- Special Duty Assignment Pay (IPPS-A action required by HR)
- Cost of Living Allowance

ADVANCE PAY / Dislocation Allowance

- One Month 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 arrival at next duty station
  - Documents: DD2560 (Use ARMY PUBS), PCS orders, PCS absence request, and current LES
  - Single/Without Dependent soldiers (regardless of rank) must provide written justification and have commanders' approval. At AMPO discretion if payment is authorized per AR 637-1
- Advance Dislocation Allowance requires 10 - 15 Business days to be processed
  - Request via: https://smartvoucher.dfas.mil/
  - Create Travel Advance Request

Dislocation Allowance Advance



- Additional information on what DLA is and how it works

Pet Travel Reimbursement

- Pet Transportation Reimbursements are approved with an effective date of 1 January 2024. No retroactive Reimbursement
- **1 Pet** per PCS Order (Cat or Dog only)
- $2,000 OCONUS max
- The authorization must be included in the PCS orders.
- The expense needs to be claimed on the Smart Voucher in reimbursables section
- Need a valid paid receipt for the expenses claimed:
  - Mandatory microchipping, quarantine fees, boarding fees, hotel service charges, licensing fees at the new PDS, testing titer levels for entry, and pet shipping fees if the member flies rather than drives, or the pet is shipped separately from the member

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

TEMPORARY LODGING EXPENSE - TLE

- CONUS hotel expense at next permanent duty station
- 21 days is authorized - Claimed on Smart Voucher
- Meals only or Meals and Lodging
- You must be within 50 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

TEMPORARY LODGING ALLOWANCE - TLA

Required documents to process Departure TLA :

1. Departure TLA Checklist found on AMPO site: https://home.army.mil/hawaii/my-fort/services/ampo
2. TLA authorization memo from Housing Services Office
3. Daily itemized, zero ($0) balance hotel receipt, with kitchen memo as applicable
4. Complete copy of PCS orders
5. Flight itinerary (including dependents if applicable)

- Email to: usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil

Additional information can be found on US Army Garrison Hawaii site: https://home.army.mil/hawaii/garrison/dpw/housing/hsosing Services Office :: U.S. Army Garrison Hawaii

CLEARING PAY OFFICE

MUST clear all agencies prior to clearing the AMPO, besides final out

If issued a statement of charges by CIF it MUST BE stamped by CIF

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

Required (Hard Copy) Documents, must be one sided:

1. Clearing papers
2. 1 copy of PCS Orders (w/amendments, if applicable)
3. 1 copy of IPPS-A Absence Request
   - Absence Request or 1610 for TDY is required to cover all days until Report date on orders
4. 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