

The Purpose of This Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on.

This guide will help you better understand the effects your PCS can have on your pay. The most important thing to remember is to **plan ahead**. Prior planning will help keep you from incurring financial hardships during your PCS move. Personnel at the Army Military Pay Office (AMPO) are dedicated to making your PCS move as smooth as possible for you and your family members.

☑ Out-processing Basics

- **BEFORE** coming to the AMPO to establish your final out-processing date, you should contact Transportation Office to arrange shipment of your household goods and Mountain Vista Housing to establish your date to terminate assigned government quarters.
- Out-processing is done on a first come first serve basis. To request Advance Travel Pay, you need copy of PCS orders, amendments, DD2278 (DITY advance) and a copy of your IPPSA leave at least 30 days prior to your anticipated sign-out date.
- If you have a Government Travel Card (GTC), then you cannot request Advance Travel Pay. But you can request advance Dislocation Allowance.
- Soldiers married to another soldier PCS'ing at the same time should come together to make arrangements of their Advance Travel and/or Advance Payment.
- Permissive TDY must be approved by the losing Commander, O5 or above, and be annotated on DA Form 31 (if applicable).

☑ Items to Bring to Clear the Finance Office

- **IPPSA leave** - Request and Authority for Leave. All soldiers are required to bring a copy of their leave and a copy of orders to clear the Finance Office. The *from* date on the form cannot be earlier than the date you are authorized to depart from your unit. The *to* date on the form must reflect your availability date or reporting date as stated in your PCS order.
- **Installation Clearance Papers** (Finance is 2nd to last to sign clearing papers.). Can be cleared within 3 working days of the departure date.
- **DD Form 1610** (if not previously provided).

☑ Payments

➤ PCS Travel Payments:

Remember: A receipt is required for any expense exceeding \$75.00.

Travel by Privately Owned Vehicle (POV) is reimbursable by Monetary Allowance in Lieu of Transportation (MALT) and a flat per diem rate for authorized travel time (days). Flat per diem rates are currently

\$178.00 per day for the soldier, \$133.50 per day for any family member 12 years old and older, and \$89.00 for any family member under the age of 12. Mileage is payable at \$.21 per mile per vehicle (limited to 2 vehicles).



- **Dislocation Allowance (DLA):** The purpose of DLA is to partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- **NOTE:** DLA without dependents will not be advanced to any soldier PCS'ing to Korea.

➤ Temporary Lodging Expense (TLE):

The maximum reimbursement for TLE is \$290.00 per day.

TLE is authorized to partially offset the added living expenses incurred within Continental United States (CONUS) when it is necessary for you and/or your family members to occupy temporary lodgings incident to PCS.

- ◆ TLE is paid at your gaining station.
- ◆ Maximum number of days reimbursable is 7 days if PCS is to an overseas duty station or 21 days if PCS is within CONUS.
- ◆ Meals only may be claimed if staying with family or friends.



➤ Temporary Lodging Allowance (TLA)

Not to be confused with TLE, this is only paid in overseas areas.

TLA is authorized to partially offset the added living expenses at your overseas duty station when it is necessary for you and/or your family members to occupy

temporary lodgings incident to PCS.

- ◆ Paid in 10-day increments, approved by Housing, and included in next available check.
- ◆ Period of entitlement will not exceed 60 days, unless approved by the Major Overseas Command.



Fill out your travel voucher online

- ◆ With Smart Voucher, you can fill out your travel voucher online and submit securely to DFAS. For more information visit DFAS.mil

➤ **Advance Payment: IPPSA leave and Permanent Change of Station (PCS) order is required to request advance pay.**

The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. It is intended to assist with out-of-pocket expenses that are not reimbursed by another payment (i.e. Travel, DLA, TLE, or TLA). **An Advance Pay is not an interest free loan from the U.S. Army.**

Caution: This will be collected from your pay. Get it only if you need it.

- ◇ Payment to E-4 and below requires command approval.
- ◇ It is not payable to satisfy a personal financial crisis or to pay existing expenses at the old Permanent Duty Station (PDS).
- ◇ Only one month payable at losing station.
- ◇ Payments made within 30 days prior to PCS or up to sixty days after arrival at new duty station (NDS).
- ◇ Repayment time will normally be 12 months or time remaining in service; whichever is shorter.
- ◇ Single soldiers, under normal circumstances, do not qualify for an advance pay at the losing station.

Entitlements

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

BAH will continue at the Fort Huachuca Zip Code rate or at rate currently receiving and continue until the date prior to arrival at the new duty station. For soldiers residing in privatized housing, see Mountain Vista Housing in regards to the stopping the housing allotment. Effective date soldier arrives at new duty station; the gaining Finance Office will restart BAH based on

the Zip Code of new CONUS assignment or Zip Code of Family members if soldier is assigned OCONUS. BAH without dependents is at the discretion of gaining command.

➤ **Basic Allowance for Subsistence (BAS)**

BAS for soldiers whose dependents accompany them to new duty station should continue without interruption. The commander at the new duty station determines the entitlement to BAS for unaccompanied and single soldier.

➤ **Other Overseas Entitlements**

Questions concerning Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), Family Separation Allowance (FSA), and Special Pay-Hardship Duty (HDP) should be addressed to your gaining Finance Office.

The Customer Service Section of the Army Military Pay Office is here to provide the best customer service to you. We strive to provide professional, quality service. Our hours of operation are: Monday – Friday 0800 – 1600

Telephone Number:
Customer Service: (520) 706-8917

Log onto myPay.gov Get your LES and W2 on-line and on time.



Other useful phone numbers:
Transportation: 533-2207/3241
Mountain Vista Housing: 515-9000



**ARMY MILITARY PAY OFFICE
(AMPO)**

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Fort Huachuca, Arizona 85613

**Permanent Change of Station
(PCS)
Out-Processing Guide**

