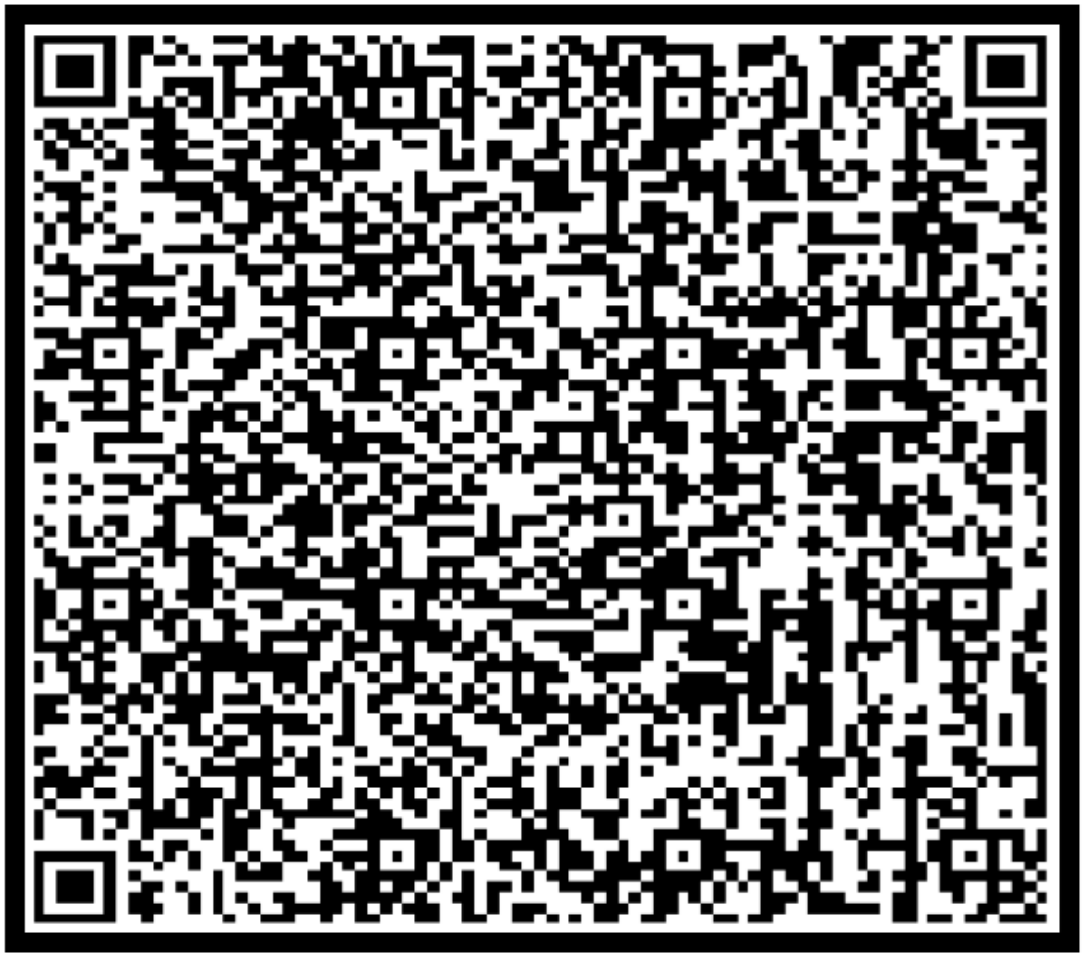

U.S. ARMY
PP PCS
OUT-PROCESSING
BRIEFING
AMPO Fort Lee
6 OCT 2026
SERVICE TO SOLDIERS

ARMY MILITARY PAY OFFICE (AMPO)

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LEAD & ASSESS

ARMY MILITARY PAY OFFICE (AMPO)

LOCATION

Soldier Support Center, Room 122

CUSTOMER SERVICE HOURS

Mon 0900-1500
Tues 0900-1500
Wed 0900-1500
Thurs (Closed for Training)(Emergencies Only)
Fri 0900-1500

THERE IS NO OUT-PROCESSING ON THURSDAY

Spouse State License/Certification Reimbursement

ALARACT 057/2024 Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier due to a PCS

- Eligible for this program when PCS from State to State.
- Standard Form 1034 (SF 1034) signed by the unit Commander as the Approving Officer and signed by the S-1 as the Certifying Official. Submitted via a Transmittal Letter by the S-1 to the finance office.
- Supporting documents showing payment of fees for new state license (receipts, money orders, credit card payments, etc.)
- Copy of current PCS orders
- Copy of New State License or Certification
- Previous State License or Certification Number, License Type, and Issue Date
- Accurate home mailing address

Note: Payment is considered taxable income, tax rate of 22%. A W2 will be available on myPay under Travel/Miscellaneous Tax Statement and Tax Statement (W2).

Termination of Entitlements

Entitlements that will terminate/change upon departure from old PDS

- Hostile Fire Pay – Day of Departure
- Assignment Incentive Pay – Day of Departure
- Save Pay – Day of Departure
- Parachute Pay – Day of Departure (IPPS-A action required by HR)
- Demolition Pay – Day of Departure
- Family Separation Allowance – Day of Departure
- Cost of Living Allowance – Day prior to Departure
- Special Duty Assignment Pay – Day prior to Departure (IPPS-A action required by HR)
- Combat zone tax exclusion (CZTE) - Day of Departure
- Foreign Language Proficiency Pay (FLPB)
  If you continue to receive FLPB, you must submit a PAR to your S1 with current orders and corresponding DA 330 to send to finance.

Entitlements not stopped upon your departure will be stopped when you are in-processed; this may cause a debt, please review your next LES and let your S1 know if there are any questions.

Basic Allowance for Housing (BAH)

- BAH while in-transit is based on your losing Permanent Duty Station (PDS). The BAH rate for your gaining PDS will be effective the **DATE AFTER YOU SIGN IN FOR DUTY**.
    - BAH is NOT effective the date you sign for your housing.
    - BAH is also NOT effective the date you arrive in the local area unless you sign into your unit.
- Only update your BAH by completing a DA Form 5960 if your dependency status has changed. IE: marriage, divorce, had a child and you are single. Ensure to send to S1 to submit to finance via Unit Detail Listing (UDL)

Note: DEERS dependency information does not automatically update the Military Pay System, nor do we update DEERS. Make sure to update Dependency Information with both agencies (DEERS and Military Pay)

Travel Per Diem Rates

- Soldier: $181.00 per travel day
- Dependents ages 12 & above: $135.75 per travel day
- Dependents ages 11 & under: $90.50 per travel day
- Soldiers and dependents receive 75% of Per Diem on the first and last day of travel, regardless of mode of travel.

Effective October 1, 2026

Mileage for Authorized Travel

- As of 1 July 2026, the mileage rate is paid at $0.235 per mile, per authorized vehicle. The use of a maximum of two vehicles is authorized per Family, provided both vehicles are driven to the next duty station (max $0.47 per mile) and must have an authorized dependent of driving age to be reimbursed for the second vehicle.
- POC/POV: Generally, one day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, one day's travel time is allowed.
- Authorized one day for commercial air transportation anywhere in CONUS (unless delayed, letter from airline or commander is needed). OCONUS is based off the official flight itinerary.

Miles	Travel Days	Miles	Travel Days	Miles	Travel Days
1-400	1	1451-1800	5	2851-3200	9
401-750	2	1801-2150	6	3201-3550	10
751-1100	3	2151-2500	7	3551-3900	11
1101-1450	4	2501-2850	8	3901-4250	12

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LOCATION	MILES	DAYS TVL	LOCATION	MILES	DAYS TVL
ABERDEEN PG, MD	192	1	FT DEVENS, MA	559	2
FT MEADE, MD	154	1	PENTAGON, DC	129	1
FT BELVOIR, VA	130	1	WALTER REED, DC	136	1
FT MYER, VA	128	1	PRESIDIO, CA	2825	8
FT EUSTIS, VA (JBLE)	60	1	FT IRWIN, CA	2501	7
FT HOOD, TX (CAVAZOS)	1387	4	FT POLK, LA (JOHNSON)	1122	4
FT BLISS, TX	1873	6	REDSTONE, AL	641	2
FT SAM HOUSTON, TX	1255	4	FT RUCKER, AL (NOVOSEL)	726	2
FT BRAGG, NC (LIBERTY)	192	1	INDIANAPOLIS, IN	626	2
FT CARSON, CO	1653	5	FT RILEY, KS	1203	4
CARLISLE, PA	233	1	FT LEAVENWORTH, KS	1108	4
WEST POINT, NY	403	2	FT HUACHUCA, AZ	2163	7
FT DRUM, NY	573	2	FT CAMPBELL, KY	654	2
FT BENNING, GA (MOORE)	430	2	FT KNOX, KY	596	2
FT GORDON, GA (EISENHOWER)	623	2	FT RICHARDSON, AK	4333	13
GILLEM ENCLAVE, GA	518	2	FT WAINWRIGHT, AK	4224	12
FT STEWART, GA	480	2	ALL HAWAII	0	1
HUNTER AAF, GA	452	2	EGYPT	0	2
FT JACKSON, SC	344	1	HONDURAS	0	1
SHAW AFB, SC	322	1	ITALY	0	1
FT LEONARDWOOD, MO	965	3	JAPAN CAMP ZAMA	0	2
FT LEWIS, WA (JBLM)	2801	8	JAPAN TORI STATION	0	2
FT MCCOY, WI	1033	3	KOREA	0	2
ROCK ISLAND, IL	925	3	KUWAIT	0	2
SCOTT AFB, IL	812	3	GERMANY	0	1
EGLIN AFB, FL	810	3	SHAPE, BELGIUM	0	1
MACDILL AFB, FL	778	3	SAUDI ARABIA	0	2
CAMP SHELBY, MS	894	3	TURKEY	0	2
FT SILL, OK	1344	4			

ARMY MILITARY PAY OFFICE (AMPO)

TEMPORARY LODGING EXPENSE (TLE)

The purpose of TLE is to offset temporary lodging expenses prior to departure from old CONUS PDS and/or arrival at New CONUS PDS.

Payable within 50 miles or commuting distance of SM's previous CONUS PDS and/or the gaining PDS during the PCS process.

TLE Days authorized:

1.CONUS - CONUS 21 DAYS

2.CONUS- OCONUS 7 DAYS

ARMY MILITARY PAY OFFICE (AMPO)

TEMPORARY LODGING EXPENSE (TLE): Payable w/in 50 miles of each CONUS duty station during the PCS process. The purpose of TLE is to help offset the cost of acquiring temporary lodging upon departure from old duty station or arrival at new duty station (CONUS only).

Table 5-17. Daily Lodging Ceiling and M & IE Rate Percentages for TLE		
# of Eligible Persons Occupying Temp Lodging		**Applicable Percentage Rate**
1	Service member or one dependent	65%
2	Service member and one dependent, or two dependents only	100%
3	For each additional dependent 12 years of age or older	35%
4	For each additional dependent younger than 12 years of age	25%
	EACH MEMBER MAY BE REIMBURSED UP TO $290 PER DAY.	

Dislocation Allowance (DLA)

Authorized only for:

- Soldiers relocating Family members with them to new duty station
- Soldiers authorized to relocate their Family members to designated location, not locally
- Single Soldiers in grades E6 and above
- Single Soldiers E5 and below with assignments that don't provide government quarters

Soldiers authorized to receive DLA may elect an advance via Smart Voucher. This advance is authorized even if they have a Government Travel Credit Card (GTCC) or orders stating Individual Billed Account (IBA). The GTCC must be used for all other authorized travel expense. Rates are located at Defense Travel Management Office website:

https://www.travel.dod.mil/Travel-Transportation-Rates/Dislocation-Allowance/

ARMY MILITARY PAY OFFICE (AMPO)

DLA RATES

Grade	Without-Dependent Rate	With-Dependent Rate	Grade	Without-Dependent Rate	With-Dependent Rate	Grade	Without-Dependent Rate	With-Dependent Rate
E-9	$3,032.31	$3,997.60	O-10	$4,997.43	$6,151.81	W-5	$4,157.52	$4,542.95
E-8	$2,783.21	$3,684.91	O-9	$4,997.43	$6,151.81	W-4	$3,692.15	$4,164.85
E-7	$2,377.83	$3,421.30	O-8	$4,997.43	$6,151.81	W-3	$3,103.16	$3,815.78
E-6	$2,301.95	$3,418.13	O-7	$4,997.43	$6,151.81	W-2	$2,755.97	$3,510.36
E-5	$2,301.95	$3,418.13	O-6	$4,584.74	$5,539.14	W-1	$2,306.89	$3,035.94
E-4	$2,301.95	$3,418.13	O-5	$4,415.71	$5,339.17			
E-3	$2,269.25	$3,418.13	O-4	$4,092.11	$4,706.58			
E-2	$1,951.12	$3,418.13	O-3E	$3,541.26	$4,184.78			
E-1	$1,802.10	$3,418.13	O-2E	$3,010.47	$3,775.79			
			O-1E	$2,588.72	$3,488.54			
			O-3	$3,279.49	$3,893.91			
			O-2	$2,601.45	$3,324.93			
			O-1	$2,190.58	$2,972.28			

ARMY MILITARY PAY OFFICE (AMPO)

ADVANCE DLA (DISLOCATION ALLOWANCE)

Can be requested up to 30 day prior to departure/start of leave.
Paid via EFT through Smart Voucher.
Upload Orders/Amendments and Absence Request

Login to Smart Voucher with CAC or MyPay username and password.
Click on Create-Travel Advance Request
Input all information and answer questions regarding your travel.
You are not requesting an advance on your travel, you are only requesting an advance on your DLA. You will say no to all questions except for that one.
If your dependents are relocating, they are leaving the same day as you. This might delay the processing of your request.

Make sure you sign and submit.
Finance cannot see the advances and can take up to a week to pay out.

PCS Advance Pay

- The purpose of Advance Pay is to provide funds to a member to meet extraordinary expenses due to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military leaving, that precede or exceed reimbursements incurred in a member's change in duty locations.
- A member may be paid an advance of basic pay not to exceed three months less deductions.
- Married Soldiers, if this is your first advance pay request, then you don't have to itemize your expenses.
- Soldiers in pay grade E3 and below, and all Soldiers requesting a second or third advance pay, must obtain the commander's signature and must itemize their expenses.

Required forms:

- DD Form 2560.
- SPC/E-4 and above can request the advance on their own right.
- PFC/E-3 and below, commander signature required.
- Repayment prorated @ no more than 12 months; interest-free.

Payable upon your report to Ft Lee and up to 180 days afterward. If this is your second pay advance no matter your rank/grade it's mandatory for your Commander to sign the form.

Pet Transportation Allowance

- Effective 1 January 2024 per Joint Travel Regulation, par 050107, pet expenses due to PCS must be reflected on **orders** to be **payable**.
  - 140 – Pet Transportation/Fees authorized per JTR
  - May be authorized reimbursement for the costs related to the relocation of **one** household pet

- A household pet is defined as a cat or dog owned for personal companionship

- **CONUS-** SM may be authorized the reasonable and substantiated costs at the new PDS, shipping fees if SM flies, or if pet is flown separately. Reimbursement is limited to $550 per PCS move

- **OCONUS-** SM may be authorized the reasonable and substantiated costs at the new PDS, shipping fees if SM flies, testing, if flown separately. For transoceanic travel, use of Govt or Govt procured transportation must be used if available or reimbursement is not authorized. Reimbursement is limited to $2,000.00 per PCS move

ARMY MILITARY PAY OFFICE (AMPO)

DOCUMENTS TO TURN IN

ABSENCE REQUEST
1 COPY OF ORDERS
ANY AMENDMENTS

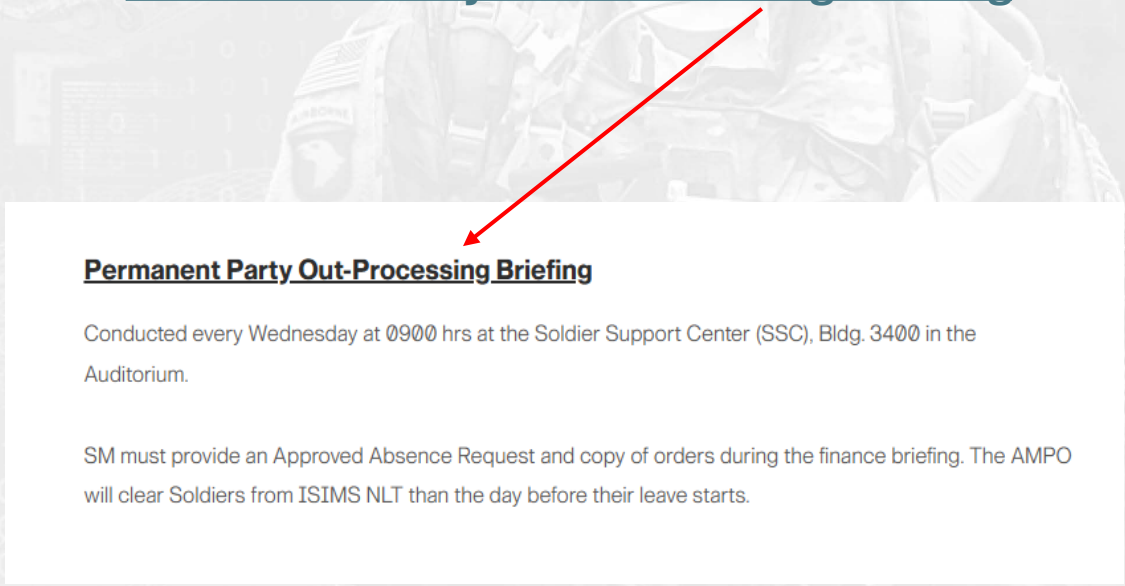
ARMY MILITARY PAY OFFICE (AMPO)



NEED A COPY OF THIS BRIEF?

1. **SCAN QR CODE**

2. **Click on**
"Permanent Party Out-Processing Briefing"



Permanent Party Out-Processing Briefing

Conducted every Wednesday at 0900 hrs at the Soldier Support Center (SSC), Bldg. 3400 in the Auditorium.

SM must provide an Approved Absence Request and copy of orders during the finance briefing. The AMPO will clear Soldiers from ISIMS NLT than the day before their leave starts.