



U.S. ARMY

PP PCS OUT-PROCESSING BRIEFING

AMPO Fort Lee

4 May 2026





U.S. ARMY

ARMY MILITARY PAY OFFICE (AMPO)

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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

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ARMY MILITARY PAY OFFICE (AMPO)

Army ALARACT 057-2024

Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier Arising from a Permanent Change of Station.

Eligible for this program when they 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.

Supporting documents depicting 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

Good home mailing address

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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.

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ARMY MILITARY PAY OFFICE (AMPO)

BASIC ALLOWANCE FOR HOUSING (BAH)

DA FORM 5960 IS **ONLY** REQUIRED IF THERE IS A **CHANGE TO YOUR BAH DEPENDENCY STATUS** (I.E. MARTIAL STATUS, DEPENDENT CHILD(REN), ETC).

ATTACH SUPPORTING DOCUMENTATION (I.E. MARRIAGE CERTIFICATE, DIVORCE DECREE, CHILD'S BIRTH CERTIFICATE, PROOF OF CHILD SUPPORT, ETC.)

SUBMIT BAH PACKET THROUGH UNIT PAC/S-1 FOR PROCESSING.

****BE ADVISED**** UPDATED DEERS DEPENDENCY INFORMATION DOES NOT AUTOMATICALLY TRANSFER TO THE MILITARY PAY SYSTEM NOR VICE VERSA. *******

IT IS REQUIRED TO RECERTIFY YOUR BAH UPON ARRIVAL TO YOUR NEXT LOCATION AND HAVE IT UPLOADED INTO IPERMS PER ALARACT 037/2021.

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Mileage for Authorized Travel

- As of 1 January 2026, the mileage rate is paid at \$0.20 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 \$0.40 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.

<u>Miles</u>	<u>Travel Days</u>		<u>Miles</u>	<u>Travel Days</u>		<u>Miles</u>	<u>Travel Days</u>
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			

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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

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ARMY MILITARY PAY OFFICE (AMPO)

CONDITIONS OF TLE PAYMENT/AUTHORIZATION

******NOTE****ADMIN ABSENCE HAS NO IMPACT ON TLE
DAYS THEY ARE 2 DIFFERENT ENTITLEMENTS******

TLE may be claimed at/near Old PDS: From the date Transportation packs HHG through the day prior to departure from the area.

TLE may be claimed at/near New PDS: From the date of arrival to the area through the date of completion of 21 days.

SM may also claim “Meals Only” for self and/or dependents for days that HHG were not accessible/available (ie any days stayed with family/friends and/or residing in housing without access to HHG).

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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.		

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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/>

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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			

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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.

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ARMY MILITARY PAY OFFICE (AMPO)

PCS ADVANCE PAY

Requested on DD Form 2560.

SGT/E-5 and above can request the advance on their own right.

SPC/E-4 and below, commander signature required.

Repayment prorated @ no more than 12 months; interest-free.

Payable no earlier than 30 days prior to your departure from Fort Lee.

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DOCUMENTS TO TURN IN

ABSENCE REQUEST
1 COPY OF ORDERS
ANY AMENDMENTS

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IF YOU ARE CHECKING SMART VOUCHER FOR YOUR STATUS AND IT STATES IN PROGRESS, THAT MEANS IT IS IN YOUR CONTROL.

CHECK FOR A RETURN MEMO FROM AMPO, IF NONE IT JUST NEEDS TO BE SIGNED.

If you would like to speak with someone, see below: (520-Teams #s)

Mr. Shand (520) 944-1470

Ms. Rawal (520) 673-0965

Mr. Chung (520) 687-7258

AMPO Lee Customer Service Desk (520) 706-8997

DFAS-Rome Travel Pay Customer Service (888) 332-7366 for
PPM/PCS/Supplemental/Dependent/DTS/Final vouchers.

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