



U.S. ARMY

ARMY MILITARY PAY OFFICE (AMPO)

PCS OUT-PROCESSING BRIEF

FORT GREGG-ADAMS, VA 23801





U.S. ARMY

ARMY MILITARY PAY OFFICE (AMPO)

LOCATION

Soldier Support Center, Room 122

CUSTOMER SERVICE HOURS

Mon 0830-1530

Tues 0830-1530

Wed 0830-1530

Thurs (Closed for Training)(Emergencies Only)

Fri 0830-1530

THERE IS NO OUT-PROCESSING ON THURSDAY





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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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Entitlements that will terminate/change upon departure from old PDS

Hostile Fire Pay

Family Separation Allowance

Special Duty Assignment Pay

Combat zone tax exclusion (CZTE)

Save Pay

Demolition Pay

Cost of Living Allowance

Foreign Language Proficiency Bonus

Assignment Incentive Pay

Parachute Pay

If you are entitled to a special pay upon arrival to your next duty location you will have to submit orders/4187 to restart the entitlement.





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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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Authorized Travel Time

To calculate how many days you are authorized to travel, this is how it is calculated. If the distance is greater than 400 miles, then divide the miles by 350 to determine the number of authorized travel days. If the remainder is 50 or more, one additional day is allowed.





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AUTHORIZED TRAVEL DAYS AND MILEAGE LISTING

LOCATION	MILES	DAYS TVL	LOCATION	MILES	DAYS TVL
ABERDEEN PG, MD	201	1	FT DEVENS, MA	560	2
FT MEADE, MD	154	1	PENTAGON, DC	128	1
FT BELVOIR, VA	116	1	WALTER REED, DC	137	1
FT MYER, VA	128	1	PRESIDIO, CA	2826	8
FT EUSTIS, VA (JBLE)	60	1	FT IRWIN, CA	2503	8
FT CAVAZOS, TX (HOOD)	1387	4	FT JOHNSON, LA (POLK)	1122	4
FT BLISS, TX	1874	5	REDSTONE, AL	643	2
FT SAM HOUSTON, TX	1486	5	FT NOVOSEL, AL (RUCKER)	722	2
FT LIBERTY, NC (BRAGG)	192	1	INDIANAPOLIS, IN	633	2
FT CARSON, CO	1664	5	FT RILEY, KS	1209	4
CARLISLE, PA	232	1	FT LEAVENWORTH, KS	1113	4
WEST POINT, NY	403	1	FT HUACHUCA, AZ	2164	7
FT DRUM, NY	571	2	FT CAMPBELL, KY	655	2
FT MOORE, GA (BENNING)	620	2	FT KNOX, KY	600	2
FT EISENHOWER, GA (GORDON)	430	2	FT RICHARDSON, AK	4335	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	345	1	HONDURAS	0	1
SHAW AFB, SC	322	1	ITALY	0	1
FT LEONARDWOOD, MO	970	3	JAPAN CAMP ZAMA	0	2
FT LEWIS, WA (JBLM)	2805	8	JAPAN TORI STATION	0	2
FT MCCOY, WI	1037	3	KOREA	0	2
ROCK ISLAND, IL	925	3	KUWAIT	0	2
SCOTT AFB, IL	817	3	GERMANY	0	1
EGLIN AFB, FL	812	2	SHAPE, BELGIUM	0	1
MACDILL AFB, FL	785	3	SAUDI ARABIA	0	2
CAMP SHELBY, MS	895	3	TURKEY	0	2
FT SILL, OK	1344	4			





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Mileage Driving

As of JAN 1, 2025, the mileage rate is paid at \$0.21 per authorized vehicle.

The use of a maximum of 2 vehicles is authorized per family provided both vehicles are driven to the next duty station. (max \$0.42 per mile).

Per Diem: (Effective 1 OCT 2024)

Soldiers are authorized \$178.00 per travel day.

Family member(s) 12 years or older receive \$133.50 and family member(s) under 12 receive \$89.00 per travel day.

Family members must be listed on Orders and reflect
“Dependents Traveling or Dependents authorized Travel”.





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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 75 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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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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TEMPORARY LODGING EXPENSE (TLE): Payable w/in 75 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 (if CONUS).

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)

A dislocation allowance partially reimburses a Service member for expenses incurred when moving a household. A dislocation allowance is a flat amount and may be paid as a primary dislocation allowance, a secondary dislocation allowance, or a partial dislocation allowance, depending upon the circumstances of the household move. Only one dislocation allowance payment is permitted in a fiscal year, unless the situation qualifies as an exception in JTR, par. 050501.

DLA IS PAYABLE TO SSG/E6 AND ABOVE

**DLA IS ONLY PAYABLE TO SGT/E5 AND BELOW WHO RELOCATE AUTHORIZED
DEPENDENTS.**





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Grade	Without-Dependent Rate	With-Dependent Rate
O-10	\$4,997.43	\$6,151.81
O-9	\$4,997.43	\$6,151.81
O-8	\$4,997.43	\$6,151.81
O-7	\$4,997.43	\$6,151.81
O-6	\$4,584.74	\$5,539.14
O-5	\$4,415.71	\$5,339.17
O-4	\$4,092.11	\$4,706.58
O-3	\$3,279.49	\$3,893.91
O-2	\$2,601.45	\$3,324.93
O-1	\$2,190.58	\$2,972.28
O-3E	\$3,541.26	\$4,184.78
O-2E	\$3,010.47	\$3,775.79
O-1E	\$2,588.72	\$3,488.54

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Grade	Without-Dependent Rate	With-Dependent Rate
W-5	\$4,157.52	\$4,542.95
W-4	\$3,692.15	\$4,164.85
W-3	\$3,103.16	\$3,815.78
W-2	\$2,755.97	\$3,510.36
W-1	\$2,306.89	\$3,035.94
E-9	\$3,032.31	\$3,997.60
E-8	\$2,783.21	\$3,684.91
E-7	\$2,377.83	\$3,421.30
E-6	\$2,301.95	\$3,418.13
E-5	\$2,301.95	\$3,418.13
E-4	\$2,301.95	\$3,418.13
E-3	\$2,269.25	\$3,418.13
E-2	\$1,951.12	\$3,418.13
E-1	\$1,802.10	\$3,418.13

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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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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 Gregg-Adams.





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DOCUMENTS TO TURN IN

ABSENCE REQUEST
1 COPY OF ORDERS
ANY AMENDMENTS





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Questions?

