

**Common PCS and Travel Scenarios for Soldiers, DA Civilians,  
and Eligible Family Members**

<b>Soldier PCS Policy Guidance</b>	
<b>If...</b>	<b>Then...</b>
Soldier is PCS enroute to or from OCONUS location and transportation is delayed due to travel restrictions and not for personal reasons.	<p>a. Contact Scheduled Airline Ticket Office (SATO)/ Transportation Management Office (TMO) for new travel arrangements (Phone numbers for business hours and non-business hours are on the traveler's itinerary).</p> <p>b. Contact Army Travel Assistance Center (1-800-582-5552) or losing permanent duty station (PDS) to extend travel and ensure Soldier remains on a travel status while awaiting transportation.</p> <p>c. Lodging arrangements must be arranged by Soldier and authorized travel delays will be reimbursed by PCS per diem.</p> <p>d. Soldier may apply for an emergency compassionate attachment at the nearest military installation if it is not practical to return to the losing duty station (AR 614-200 para 5-15; AR 614-100, para 6-2).</p>
Soldier in receipt of accompanied OCONUS PCS orders and wants to change tour option to unaccompanied	<p>a. Soldier must visit their servicing Military Personnel Division (MPD) office to change election and amend order to an unaccompanied tour.</p> <p>b. Dependents will remain in place or may be authorized to move to a designated location.</p>
Soldier is on an accompanied assignment to an OCONUS location and dependents are authorized concurrent travel but dependents do not want to travel concurrently.	<p>a. If Soldier has not departed from current duty station, the Soldier may change their tour to unaccompanied and dependents will remain in place or moved to a designated location. See servicing personnel S1 office or MPD for instructions. (AR 614-30, AR55-46)</p> <p>b. If Soldier has not departed from current duty station, Soldier may apply for a BAH waiver and dependents will remain at current residence. This waiver is temporary and approved at HQDA level. Instructions on how to file for a BAH secretarial waiver are found at the APD website under ALARACT: BAH/OHA and COLA Secretarial waiver guidance (ALARACT 097/2016 as of March 2020).</p> <p>c. If Soldier departed installation, but dependents are still at PDS, same options above apply.</p>
Soldier is on an accompanied assignment to an OCONUS location and concurrent dependent travel is delayed or denied for 20 or more weeks by authorized approving authority (Office, Under Secretary of Defense or Secretary of the Army).	<p>a. Dependents will remain at current residence/location or Soldier may request to relocate dependents to a designated place in CONUS.</p> <p>b. See servicing personnel S1 or Military Personnel Division for instructions and guidance on how to request for relocation of dependents.</p> <p>c. The approval authority is the installation commander (JTR 050806).</p>
Soldier is on assignment to an OCONUS location and the report date was delayed but HHG have already shipped.	Call servicing transportation office for assistance; may contact regional office if needed ( <a href="https://www.move.mil">https://www.move.mil</a> and select customer assistance for a list personnel property offices).
Soldier is due to PCS from OCONUS to CONUS location and backfill is delayed.	The Soldier's DEROS could be extended to meet the immediate critical operational need. USAREUR, USARPAC, and 8th Army have been delegated the authority to extend up to 60 days past DEROS.

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<p>Soldier is stationed at an OCONUS location and due to unusual or emergency conditions the Soldier's dependents want to depart current duty location</p>	<p>a. Soldier may apply for an Early Return of Dependents under personal safety or other compelling reasons thru chain of command. Approving authority rests with the installation commander for CONUS ERD and with HQDA, G1, DAPE-PRC for foreign OCONUS locations. ERD must be approved before travel of dependents otherwise the Soldier will not receive reimbursement for travel of dependents . If authorized, dependents may be authorized air travel, HHG, and POV shipment (IAW, AR 55-46, JTR050204).</p> <p>b. If on assignment instructions, the Soldier may request early issuance of PCS orders to move dependents to new duty location in advance of Soldier. Dependents are authorized travel and transportation to the new duty location under the PCS order, however, the Soldier will not receive BAH at the new duty station unless granted a BAH waiver from HQDA, G1, DAPE-PRC. Processing instructions are found in ALARACT 097/2016. HQDA G1 is looking to expedite this process, more to follow.</p>
<p>An OCONUS Departure / Evacuation order is issued. (If the evacuation is ordered by the Department of State, OUSD P&amp;R will issue the military order)</p>	<p>a. Soldier must self account at <a href="https://www.adpaas.army.mil">https://www.adpaas.army.mil</a>.</p> <p>b. Soldier must use their chain of command for instructions of where to get a copy of the travel authorization order (DD1610) for their dependents. If dependents departed prior to receipt of orders, reimbursement is authorized as long as a VOCO was issued prior to the dependent's departure.</p> <p>c. Evacuation entitlements are only for military dependents. Soldier is not entitled to evacuation entitlements. If departing the duty station, the Soldier must be on an authorized travel, leave, TDY, or PCS status.</p> <p>d. Dependents reimbursement for evacuation travel and per diem expenses are sent to DFAS-Rome, NY for processing and payment. Instruction are found on the ADPAAS website (<a href="https://www.adpaas.army.mil">https://www.adpaas.army.mil</a>)</p>
<p>Soldier is stationed in a country designated as CDC Warning Level 2 or 3 and is scheduled for PME that is required for promotion and is delayed. Can PME be waived for promotion?</p>	<p align="center">Pending.</p>
<p>Soldier is stationed in a country designated as CDC Warning Level 2 or 3 and is scheduled for PME that is less than 6 months but has significant career impacts. Is there a waiver process?</p>	
<p>Soldier experiences an emergency that requires travel to/from a country designated as CDC Warning Level 2 or 3. Can the Soldier travel?</p>	<p align="center">Pending.</p>
<p>USAR/ARNG Soldier is orders (ADOS, AT, etc.) in a country designated as CDC Warning Level 2 or 3, will their orders be extended?</p>	<p align="center">Pending.</p>
<p>USAR/ARNG Soldier is scheduled to begin tour of active duty in country designated as CDC Warning Level 2 or 3. Will the tour start date be deferred?</p>	<p align="center">Pending.</p>
<p>Soldier and/or Family Members have been delayed as a result of the stop movement order to a country designated as CDC Warning Level 2 or 3 and returned to losing duty station; can they receive a TLE extension?</p>	<p>Units can authorize up to 10 Days of TLE, HQDA G1 is looking at options to increase TLE entitlements beyond statutory limits.</p>

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Soldier has experienced extensive travel delays and was directed to return to losing duty station as a result of a PCS to a country designated as CDC Warning Level 2 or 3, how is chargeable and/or non-chargeable leave calculated?	Chargeable leave on the original DA 31 remains unchanged. Any authorized delay beyond the normal allowable travel time will be covered under the authorized travel delay category. Travel time is non-chargeable leave and applicable per diem travel (lodging and M&IE) applies. No rental car is authorized at government expense.
Soldier is stationed in a country designated as CDC Warning Level 2 or 3 and is due to ETS/Retire/Separate in the next 90 days. Can the Soldier and Family members continue movement?	Pending.
If my family members are returned early or depart as a result of an authorized/ordered departure, am I eligible for Family Separation Allowance?	If under authorized departure, evacuation allowances apply to dependents, this FSA starts effective the 31st day of the date of separation from the departure order.
Soldier and Family Members on PCS orders to a country designated as CDC Warning Level 2 or 3 and were directed to return to losing duty station. When is the PCS voucher processed?	The PCS Voucher is processed when the Soldier completes travel to the gaining duty station (OCONUS). Upon return to losing duty station, report to unit, visit servicing MPD to determine new report date and issue amendment as required. Upon receipt of amended orders, visit servicing finance office to take the Soldier out of in-transit status. <i>Note: If eligible, Soldier will receive only one DLA per PCS</i>
Soldier is scheduled to travel from a country designated as CDC Warning Level 2 or 3 to attend a military course (greater than 6 months); where does the isolation / quarantine occur and for how long?	Pending.
Soldier is TDY from a country designated as CDC Warning Level 2 or 3, should I return to my duty station ?	Pending.
Soldier is on assignment to country designated as CDC Warning Level 2 or 3, and the report date was delayed but POV has already shipped, are there any allowances for in/around mileage?	No rental car authorized. However, Army will cover the mileage to and from airport and old duty station.
Family members have personally made and purchased non-refundable travel in order to meet Soldier at new duty location, but Soldier cannot travel from or to country designated as CDC Warning Level 2 or 3. Who pays for cancelled travel?	If an authorized delay, the Army will pay for any additional expenses .
<b>Army Civilian PCS Policy Guidance</b>	
<b>Question</b>	<b>Answer</b>
May the Army institute delay of PCS for civilian employees and thereby delay their return to CONUS?	If, for good reason, the Army delays a civilian employee's return to CONUS, such action would be permissible based on the decision of the losing Commander in consultation with the gaining command to determine the delayed period of PCS.
May the Command delay the PCS of an employee who has given up his government funded quarters and shipped his household goods?	Commander's Discretion: The cost of keeping the employee in temporary government quarters and for the additional storage of their household goods would be the responsibility of the losing command in overseas that ordered delay of their PCS.
How will PCSing DACs departing Korea to a promotion be compensated for the 4+weeks their promotion will not take effect? (Normal rules limit the timeframe for PCSing civilians who are being promoted to 2-pay periods.)	Army Civilians who are departing Korea via PCS to accept a promotion will continue to be compensated at their current rate of pay until the official effective date of their promotion.

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<p>If a PCSing civilian has already shipped their HHGs, will their entitlements for temporary lodging be extended without affecting their entitlements on the other end of their PCS?</p>	<p>The authorities that apply when a civilian employee executes PCS moves are covered by Department of State Standardized Regulation (DSSR) for Foreign Transfer Allowance (FTA) and JTR for Temporary Quarters Subsistence Allowance (TQSA). If a DAC is moving from OCONUS to CONUS, the overseas command can convert the status of the employee from TQSA to Living Quarters Allowance (LQA) for a short term lodging contract (30 day increments). This can be extended as needed and the employee will not receive per diem as they are receiving LQA. This does not impact any entitlements on the destination duty station. If the DAC is moving from CONUS to OCONUS, they are covered by FTA (paid by gaining/overseas Command) for a period NTE 10 days as mandated by DSSR. FTA cannot be extended and does not impact any other entitlements in final destination.</p>
<p>What will the Army do concerning civilian employees who lost their reserved seats for professional education?</p>	<p align="center">Pending.</p>
<p>Many DACs are required to maintain professional proficiency for their jobs. Since they are not allowed to proceed on their scheduled TDY to the locations where all of their classes are offered what happens when their certification training lapses? What is the Army doing to make them whole so they won't lose their status?</p>	<p align="center">Pending.</p>
<p>Where can I go for information on civilian leave and other HR flexibilities?</p>	<p>OPM: <a href="http://www.opm.gov/covid19">www.opm.gov/covid19</a> DoD: <a href="https://www.dcpas.osd.mil/OD/EmergencyPreparedness">https://www.dcpas.osd.mil/OD/EmergencyPreparedness</a> Contact your servicing Civilian Personnel Advisory Center for additional information.</p>