



Welcome to Military Personnel Division Levy Brief



Agenda

Levy Briefing slide Information:

1. (Joint Medical Readiness Clinic)
2. (ACS Relocation)
3. (EFMP)
4. (ACS Financial Readiness)
5. (Transportation)
6. (Official Travel)
7. (Finance)
8. (Personnel Services Branch)

PSB TEAM

Mr. Michael Lieske (Chief)

Mr. Keanu Fountain (PAS Chief / IPPS-A Issues)

Ms. Pamela Bowie (Reassignments, TCS Orders)

Ms. Jannette Bolling (ICP, Final out)

Ms. Barbara Moorman (ICP, Final Out)

Ms. Jolynda Thompson (Sponsorship, Awards, ICP)

Ms. Gina Gopie (Student Records)

Mr. Alvin Monteverde

Mr. Gregory Correia

JOINT MEDICAL READINESS CLINIC BRIEFING

Medical Readiness Forms

*** Do not include SSN

- Ensure administrative data is correct including gaining unit and date of loss/arrival date
 - E-mail forms digitally and include DoDID# in message
 - Provide information on recently completed or upcoming readiness appointments
 - Send ASAP and allow a 7-day turnaround once received by provider
- E-mail: dha.meade.Kimbrough-AHC.mbx.medical-readiness-army@health.mil

DA 5118. Reassignment Status and Election Statement

- Enlisted personnel only
- Select and initial box 55a
- After submission, may receive OCONUS orders

54. Medical Readiness Code (MRC): MRC2

55a. I am ☐ I am not ☒ aware of any medical conditions that would prevent me from worldwide deployability.

Initials:



MB

55b. Date (YYYYMMDD): 20240404

56a. DEPLOYABILITY CERTIFICATION: I certify that this Soldier's deployable status is: ☒ Ready ☐ Not Ready

56b. Physician's Name and title or position: MAJ Vonya M. Gibbons, NP-C

Chief, Department of Operational Medicine

56c. Physician's Signature:

GIBBONS.VONYA.MALULANI.
1381749890

Digitally signed by
GIBBONS.VONYA.MALULANI.1381749890
Date: 2024.04.26 13:52:02 -04'00'

56d. DATE (YYYYMMDD)

20240426

57. REMARKS (Annotate any additional information or discrepancies):

- Temporary profiles >30-days
- Dental Class 3
- Pending updates in MEDPROS

DA 4036. Medical and Dental Preparation for Overseas Movement

- All personnel
- Specify location/country

Korea: USFK Reg. 40-9

Waivers for conditions that:

- prevent wear of PPE
- prohibit vaccinations
- OSA, use of CPAP
- Others for SUDDC, BH

Vaccinations:

- Anthrax
- Hepatitis A/B
- JEV completed 7-days prior to travel
- Smallpox
- Typhoid

MEDICAL STATUS				
14A. PHYSICAL PROFILE SERIAL CODE (PULHES)			B. PHYSICAL CATEGORY CODE	C. MEDICAL RECORDS REVEAL THE FOLLOWING ASSIGNMENT LIMITATIONS
111111			None	
YES	NO	N/A	ITEM	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15A. Does the member meet the medical fitness standards outlined in AR 40-501? (If "no" explain briefly.)	B. IF CONDITION IS TEMPORARY, EXPECTED DATE MEMBER WILL BE ELIGIBLE FOR ASSIGNMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16A. Has member completed HIV screening?	B. DATE, TIME AND LOCATION OF APPOINTMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	17A. Is the member pregnant?	B. IF "YES", EXPECTED DATE OF DELIVERY
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	18A. All active duty and reserve personnel of PCS assignment to Korea will be vaccinated with hepatitis B vaccine. Does the member require immunization?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	19A. Does the member require remedial medical care?	B. IF "YES", INDICATE DATE, TIME, AND LOCATION OF APPOINTMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20A. Is the member currently undergoing alcohol or drug abuse rehabilitation?	B. IF "YES", INDICATE DATE THE MEMBER ENTERED THE REHABILITATION PROGRAM
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	21A. If item 10 is checked "yes", can the member be assigned to an area where medical facilities are limited or nonexistent?	B. IF "YES", THE MEMBER (and family members, if applicable) MUST BE SCHEDULED FOR A FOLLOW-UP EVALUATION OF MEDICAL STATUS WITHIN 30 CALENDAR DAYS OF THE ANTICIPATED DATE OF LOSS (Item 2). INDICATE DATE, TIME AND LOCATION OF APPOINTMENT(S)
22. Medical Records Indicate the Member Requires the Following (Check those appropriate)				
REQUIRES	HAS	MISSING	ITEM	DATE, TIME AND LOCATION OF APPOINTMENT, IF NEEDED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Two pairs of spectacles	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. Protective mask spectacle insert	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. Two hearing aids	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. Medical warning tag	N/A

GREEN Through Report Date

PHA - Complete Part 1. <https://www.mods.army.mil>

- Part 2 – Call VIPRR: 1-844-863-3236 (UIC dependent) or E-mail clinic to schedule.

Hearing – KACC Main Appt. Line 301-677-8800.

Vision – Walk-in for basic screening. Call 301-677-8813 to schedule full exam.

Labs – Walk-in. Standing orders for HIV (2-years). Separate orders needed for sickle cell, G6PD.

Immunizations - Walk-in hours 0730-1130_1300-1530. Monday and Fridays preferred.

Dental – Call Epes Dental Clinic, 301-677-6078/6983. Dental exam good for 12-months.

* KACC closes 3rd Thursdays at 1200 for training (quarterly)

Tips:

- **Medications** – Obtain 90-day supply of medications prior to PCS, through PCM.
- **Medical Records** – Request civilian medical records. KACC Records Dept. will scan to Genesis.
- **MHS Nurse Advice Line** – 1-800-TRICARE (874-2273). Referrals for care while traveling.
- **Tricare** – Call 1-800-444-5445 (East) or 1-844-866-9378 (West) to transfer regions or PCM.

Joint Medical Readiness Clinic

Bldg. T-2476. Hours: 0730 – 1630 (closed 12-1300)

Front desk: 301-677-8704

E-mail: dha.meade.Kimbrough-AHC.mbx.medical-readiness-army@health.mil

Fort George G. Meade Joint Medical Readiness Info:

<https://kimbrough.tricare.mil/Health-Services/Readiness>

MHS Genesis Patient Portal Messaging - **Ft. Meade KACC Army *Joint* Readiness Clinic**

<https://www.health.mil/News/In-the-Spotlight/MHS-GENESIS>.

SSG Samuel Dunlap

NCOIC, Department of Operational Medicine

Office: 301-677-8746

Email: samuel.j.dunlap.mil@health.mil

MAJ Vonya Gibbons

Chief, Department of Operational Medicine

Office: 301-677-8737

Email: vonya.m.gibbons.mil@health.mil

ACS

RELOCATION SERVICES

MS. Brenda Pullen
(Relocation Readiness Program Manager)
brenda.l.pullen.civ@army.mil
301-677-5590/4107



U.S. ARMY

Proud to serve those who serve!



830 Chisholm Avenue
Fort Meade, MD 20755

Hours of Operation:
Monday – Friday 0730-1600
(Closed Federal Holidays)

301-677-5590

*For all ACS Classes & Activities
Refer to the*

<https://home.army.mil/meade> or usarmy.meade.usag.mbx.acs@mail.mil



*"Thank you for putting your life on hold to serve our
country."*

Levy/Overseas Brief Army Community Service

NOTE: UNCLASSIFIED





Army Community Service Levy Brief

Who: Army Community Service

What: Offers tips on customs, culture and living in other countries.

Where: MS TEAMS

When: 0730-1600 Monday – Friday (By appointments only)

Why: To provide Soldiers and Army Families with vital information and resources in efforts to aid in Soldier and Family Readiness.

POC: ACS Specialists, 301-677-5590, Brenda.I.pullen.civ@army.mil



**The Army's New Digital Garrison App
now available from
the App Store for Apple devices**

<https://apps.apple.com/us/app/digital-garrison/id1484777325>

or

from Google Play for Android devices

<https://play.google.com/store/apps/details?id=com.aafes.digitalgarrison>

Gives Soldiers, Family members, Civilians and Soldiers for Life access up-to-date information about installations and improves the quality of life in the palm of your hand.

[#DigitalGarrison](#)



- Hand Carry Items
 - Powers of attorney or letters of authorization
 - Appraisals of high-value items (jewelry)
 - Inventory w/video or photo documentation
 - Insurance policies, in addition to those provided as part of your move.
 - EFMP Paperwork, i.e. Medical, IEP
 - Spouse Resumes (print out and disc)
 - School Records / shot Records
 - Children's security items

/11/2024



Army Community Service Levy Brief

Tips on Living in Other Countries

1. Visit <http://www.militaryonesource.com> or ACS Family Readiness Center for individualized assistance.
2. Sponsorship instructions
3. Important Documents: ID card, Orders, birth certificate, stateside DL, car insurance documents, credit cards, important phone numbers, addresses, medicine, etc. **Remember to hand carry these items with you on the plane.**
4. Attend mandatory “In-Processing Briefs / Classes” at gaining installation
5. Status of Forces Agreement (SOFA): Protections and Privileges granted to military in country.
6. POVs & drivers licensing (OCONUS driving license class is offered on arrival/online)
7. Don’t fight the culture, learn some of the language, don’t complain about locals, try to blend in.
8. Connect with cellphone providers prior to traveling.
9. Relocation with Pets, financial support during a PCS move effective, 1 Jan 2024, (cost based on weight and shipping container, when using commercial airlines.
10. Get out and enjoy! Have fun!



ACS Waiting Spouses



Going Unaccompanied to your next duty station?

Going TDY for an extended length of time?

Offers support and a “local Command” to be theirs while you are gone!

ACS 830 Chisholm Ave Fort Meade, MD POC: Brenda Pullen 301-677-4107/5590



HEARTSAPART_DEPARTMENT OF THE ARMY_SUPPORT FOR FAMILIES

RELOCATION PROGRAM



Moving Made Easy



HEARTSAPART

Department of the Army
Support for Families



4/29/2025



Employment Readiness



**All Military Spouses have an Employment Readiness
Counselor at every Military Installation ready to**

assist with job information.

**Government Spouse Preference Hiring Available
(E.O. 12721)**

<http://www.ftmeade.army.mil/pages/cpac/cpac2.html>

**Civilian Processing Agency:
4432 Llewellyn Ave.
Fort Meade, MD 20755
301-677-6526**





EFMP

Exceptional
Family Member
Program

The Nation's Premier Platform for Intelligence, Information, and Cyber Operations



Levy Brief

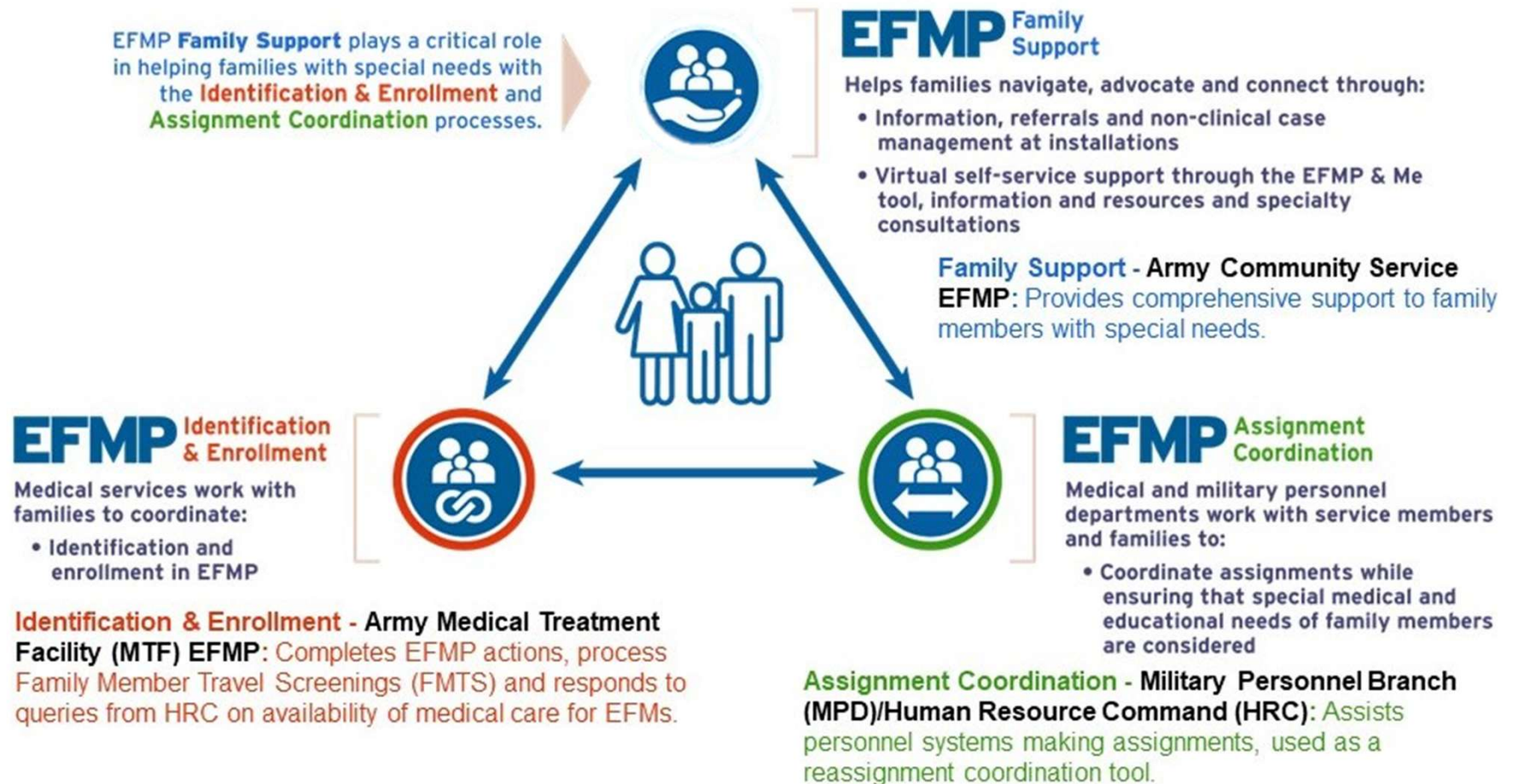
DA Form 7415 EFMP Querying Sheet

- All Soldiers will be queried for EFMP during reassignment and out-processing using the DA Form 7415, IAW AR 608-75, Exceptional Family Members Program, 22 Nov 06.
- Complete DA Form 7415; if you answer yes to question 6 or 7 complete, the Out-Processing Needs Assessment.
- Forms will be collected after EFMP brief.

The Exceptional Family Member Program

- Exceptional Family Member Program (EFMP) Enrollment is MANDATORY IAW AR 608-75. Soldiers are required to enroll all DEERS authorized dependents who have special medical or educational needs into the EFMP.
- EFMP provides comprehensive support to Family members with special needs by taking an all-inclusive approach to coordinating military and civilian community, educational, medical, housing, and personnel services to help Soldiers and their Families with special needs.
- The Army wants to ensure Soldiers are assigned to locations where Family members with special needs can receive necessary care.
- Soldiers enrolled in the program are responsible for updating EFMP enrollment information every 3 years, or upon changes in their dependent's needed services, whichever occurs first.
- EFMP does not expire; failure to update enrollment every 3 years results in a delinquent status notification to the command, which will interfere with release of PCS orders.

Three Components of EFMP



Three Components of EFMP

1. Identification & Enrollment (Medical EFMP)

- Kimbrough Ambulatory Care Center (KACC), 2480 Llewellyn Ave, Fort Meade MD
- Helps to identify Family members with special needs and enroll them into EFMP.
- Processes EFMP actions: enrollments, updates/renewals, disenrollment, and Overseas Family Member Travel Screenings.

2. Assignment Coordination (Human Resource Command/Military Personnel Department)

- Fort Meade Military Personnel Department, 4550 Parade Field Lane, Fort Meade MD
- Reassignment coordination tool: Assists personnel systems in making assignments and ensures services are available to Family members in overseas and remote areas.

3. Family Support (ACS EFMP/FS-EFMP)

- Fort Meade Army Community Service, 830 Chisholm Avenue, Fort Meade MD
- Provides comprehensive community support. FS-EFMP, working in concert with other military and civilian agencies, is designed to provide a comprehensive, coordinated, multi-agency approach for community support, housing, medical, educational and personnel services to Families with special needs.

Fort Meade EFMP Contacts



ACS Family Support EFMP

Army Community Service Building
830 Chisolm Avenue, Fort Meade, MD 20755

Liesa Jacobs, EFMP Coordinator

Liesa.Jacobs.civ@army.mil
301-677-5662/5590

Lauren Peyton

301-677-4473/5590
Lauren.T.Peyton.civ@army.mil

usarmy.meade.usag.mbx.acs-efmp@army.mil



MPD Assignment Coordination

4550 Parade Field Ln, Suite 133, Fort Meade, MD 20755

In-and-Out Processing

usag_fmmd_dhr_mpd_psb_iop@army.mil

Reassignments

usag_fmmd_dhr_mpd_psb_reassign@army.mil



MEDICAL EFMP

Kimbrough Ambulatory Care Center (KACC)
2480 Llewellyn Ave, Fort Meade, MD 20755

Dwayne Watson

EFMP Medical Care Coordinator
301-677-8502

Lanie Johnson

EFMP Medical Case Coordinator
301-677-8285

Joan Jones

EFMP Medical Support Assistant
301-677-8411

dha.meade.Kimbrough-AHC.mbx.efmp@health.mil

Soldier Actions/Promotions/Record Updates

usag_fmmd_dhr_mpd_psb_slract@army.mil

Student Actions

usag_fmmd_dhr_mpd_psb_stuact@army.mil

Army Community Service EFMP Family Support

EFMP Family Support provides information, resources, skills and support to help military Families with special needs navigate their systems of care. EFMP Family Support assists service members and their Families identify and access programs and services. This includes, but isn't limited to, the following:

- Information and referrals for military and community services
- Education and outreach
- Information about available local school and early intervention services
- Warm handoffs to gaining installation Family Support EFMP office
- Non-clinical case management, including individualized services plans

Fort Meade ACS Family Support EFMP

Army Community Service - 830 Chisholm Ave, Fort Meade, MD 20755

Phone: 301-677-5662/4473/5590

Email: usarmy.meade.usag.mbx.acs-efmp@army.mil

Website: <https://meade.armymwr.com/programs/army-community-service>



ACS Family Support EFMP services offered at Fort Meade

- Systems Navigation
- EFMP Family Activities
- Support/Educational Groups
- Special Needs Advocacy
- MIAT/SNAP Meetings
- Army Respite Care
- Additional assistance and resources provided as requested

EFMP Ongoing Events at Fort Meade

EFMP/FAP Sensory Playgroup for EFMP enrolled Families

Where: SAC II, 909 Ernie Pyle St. Fort Meade, MD 20755

When: Monthly, First Thursday of the month from 1000-1130

EFMP Family Bowling Night for EFMP enrolled Families

Where: 2788 MacArthur Rd #2788, Fort Meade, MD 20755

When: Monthly, third Wednesday of the month from 1730-1900

EFMP Social Connection Hour for EFMP Families

Where: 830 Chisholm Ave, Fort Meade, MD 20755

When: Monthly, fourth Tuesday of the month from 1300-1400

Contact us to register and learn about EFMP Workshops/Trainings, Special Events and Outreaches! usarmy.meade.usag.mbx.acs-efmp@army.mil and 301-677-5590

Enterprise EFMP

Current and prospective EFMP customers must register in the Enterprise EFMP (E-EFMP) system to initiate all EFMP actions: enrollment, update, renewal, disenrollment and overseas Family Member Travel Screening (FMTS)

E-EFMP:

<https://efmp.army.mil/EnterpriseEfmp>

E-EFMP is accessed with a CAC or DoD Self-service Logon. Service members will need to request a DS Logon for their adult dependent Family members, 18 years and older. Adult dependents access to E-EFMP to sign their documents.

Request DoD Self-service Logon:

<https://myaccess.dmdc.osd.mil/>

E-EFMP Questions contact EFMP Medical at: dha.meade.KimbroughAHC.mbx.efmp@health.mil

301-677-8411/8502/8285.



LAUNCHING 31 AUG 2022!

The U.S. Army Enterprise EFMP (E-EFMP) is a new system designed to make enrollments and other EFMP-specific personnel actions easier for service members, family members, and administrators.

efmp.army.mil



Digitized forms
and process
transparency



Resources and ways
to connect with other
Exceptional Families



Functionality
across mobile and
desktop devices



Access to historical
provider trend data for
conducting research

Visit your new and improved E-EFMP system at efmp.army.mil

EFMP Family Member Travel Screenings

- All Soldiers on OCONUS assignment, to include Alaska and Hawaii, requesting **Command Sponsorship** for family members are required to have **every authorized family member** complete the EFMP overseas Family Member Travel Screening (FMTS).
 - The purpose of the FMTS is to identify potential medical, mental health and/or educational needs to be considered in the assignment process.
 - Fort Meade Medical EFMP will require a copy of the last five (5) years of medical records for their screening process.
 - The FMTS may result in mandatory enrollment into the EFMP if the family member meets the EFMP enrollment criteria.
 - Family member travel may be denied when a Soldier has a Family member with special needs and the services to meet those needs are unavailable at the overseas location.
- Soldiers initiate the EFMP overseas FMTS in Enterprise EFMP (E-EFMP):
<https://efmp.army.mil/EnterpriseEfmp>.
- FMTS questions contact EFMP Medical at: 301-677-8411/8502/8285.
dha.meade.Kimbrough-AHC.mbx.efmp@health.mil.

EFMP Reminders

The following are items that will need to be hand carried to your next duty station:

- Copies of IEP/IFSP
- Copies of school transcripts/records/progress reports/assessments
- Copies of medical records for self and dependents
- Medication/medical supplies to meet your EFMs needs during your transition. (3-month supply)
- Special equipment coordination

Tricare/USFHP ECHO Reminder

- If you are enrolled in ECHO and are switching Tricare Regions or have USFHP ECHO, remember to change your ECHO plan and switch ECHO providers if they are no longer in-network.



FORT MEADE EXCEPTIONAL FAMILY MEMBER PROGRAM

FAMILY SUPPORT

EFMP FAMILY SUPPORT, ALSO KNOWN AS ARMY COIMMUNITY SERVICE (ACS) EFMP, PROVIDES FAMILIES WITH:

- Information and Referral
 - Military support providers
 - Community services and supports
- Non-Clinical Case Management
- Systems Navigation
- Advocacy
- Respite Care
- Education Support
- Education, Outreach & Recreational Activities
- Relocation Assistance (Warm Handoffs)
- DD 3054
 - Family Needs Assessments/Family Service Plan (FSP)
 - FSP for EFMP Stabilization request

CONTACTS

Liesa Jacobs
EFMP Program Coordinator: 301-677-5662
Liesa.Jacobs.civ@army.mil

Lauren Peyton
EFMP Program Assistant: 301-677-4473
Lauren.T.Peyton.civ@army.mil

usarmy.meade.usag.mbx.acs-efmp@army.mil

Family Support EFMP Location
Army Community Service (ACS)
830 Chisholm Ave, Fort Meade MD, 20755
301-677-5590

IDENTIFICATION & ENROLLMENT

EFMP IDENTIFICATION & ENROLLMENT, ALSO KNOWN AS MEDICAL EFMP, ASSISTS ARMY FAMILIES WITH:

- Enrollment
- Disenrollment
- Renewals (minimum every 3 years)
- Updates, new diagnosis or status change
- Overseas Family Member Travel Screenings

Service members and enrolled dependents 18 years and older will initiate their EFMP actions in the U.S. Army digital platform, Enterprise EFMP (E-EFMP).

<https://efmp.army.mil/EnterpriseEfmp/>

Contact Medical EFMP for E-EFMP and Identification & Enrollment actions.

CONTACTS

Dwayne Watson
EFMP Medical Care Coordinator: 301-677-8502

Lanie Johnson
EFMP Case Coordinator: 301-677-8285

Joan Jones
EFMP Medical Support Assistant : 301-677-8411

dha.meade.Kimbrough-AHC.mbx.efmp@health.mil

Medical EFMP Location
Kimbrough Ambulatory Care Center (KACC)
2480 Llewellyn Ave., Fort Meade, MD 20755
Immunization Clinic: Rooms IM04, IM05, IM06



Questions?

Points Of Contacts for Suicide Prevention: Suicide Prevention: 301-677-6541

National Suicide Hot line:



24/7 CALL,TEXT,CHAT



Version 2.0 May 2024



Agenda

»» Financial Planning

»» PCS Considerations

- ✓ Before Your Move
- ✓ During Your Move
- ✓ After You Arrive

»» Allowances and Entitlements

»» Summary and Resources





Financial Planning



Create / Manage a Spending Plan





Estimate Changes to Income

- » **Basic Allowance for Housing (BAH)**
- » **Overseas Housing Allowance (OHA)**
- » **Cost of Living Allowance (COLA)**
- » **Family Separation Allowance (FSA)**
- » **Special and Incentive Pays**
- » **Spousal Income**
- » **Federal Assistance Programs**

Basic Allowance for Housing (BAH) Calculator



Example:

SPC Jones is married with dependents. They are stationed at Fort Sill, OK and will receive \$1119 in BAH for 2024.



BAH Lookup

A member assigned to permanent duty within the 50 United States for BAH, based on the member's rank, dependency status, and

Look up duty station ZIP code [usps.com].

ZIP Code *

73503

Year *

2024

Submit

BASIC ALLOWANCE FOR HOUSING

Rate Lookup Results

CY: 24

ZIP CODE: 73503

MILITARY HOUSING AREA: FORT SILL/LAWTON, OK (OK237)

BASIC ALLOWANCE FOR HOUSING	
E 4 with DEPENDENTS:	E 4 without DEPENDENTS:
\$ 1119.00	\$ 882.00
See BAH Frequently Asked Questions for more information. For other BAH concerns, contact your service's BAH POC.	



Visit: <https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/>



Estimate Changes to Expenses





Health and Dental Insurance

- » TRICARE or US Family Health Plan
- » TRICARE Dental Program
- » Federal Employees Dental and Vision Insurance Program
- » Coordinate TRICARE and any Civilian Insurance





Protect Your Credit

- » Notify financial institutions
- » Set up automatic payments
- » Check your credit
- » Enroll in free credit monitoring
- » Update your address

FREE reports at AnnualCreditReport.com

Spot identity theft early. Review your credit reports.

Suspicious activity or accounts you don't recognize can be signs of identity theft. Review your credit reports to catch problems early.

[Learn more about Identity Theft](#)



FREE Credit Reports. Federal law allows you to:

- Get a free copy of your credit report every 12 months from each credit reporting company.
- Ensure that the information on all of your credit reports is correct and up to date.

AnnualCreditReport.com

The only source for your free credit reports. Authorized by Federal law.

BROUGHT TO YOU BY

 **experian.**

 **TransUnion.**

 **EQUIFAX®**



Manage Debt

»» Debt destroyer strategies

- ✓ Snowball
- ✓ Avalanche

»» Major purchases

- ✓ Housing
- ✓ Vehicles



PowerPay (Debt Reduction Tool)

PowerPay will give you the tools to develop a personalized, self-directed debt elimination plan. Discover how quickly you can become debt free, and how much you can save in interest costs by following your debt reduction plan. Utah State University Extension is pleased to provide this debt management tool without any cost to consumers worldwide.

- [How To](#)
- [What's new](#)
- [Log In To PowerPay](#)

Start Now



PCS Considerations



Before Your Move – Part 1

» Household Goods (HHG) and Personally Procured Move (PPM)

» Housing

- ✓ House hunting
- ✓ Moving out
- ✓ On-post housing
- ✓ OCONUS housing

» Property Insurance

» Weight Limitations

» Review and Update Policies



Homeowners



Renters



Auto



Liability



Home > Moving & PCS > Moving Your Personal Property

Moving Your Personal Property

The Defense Personal Property Program provides quality moving and storage services to Defense Department and Coast Guard personnel and their families.

[Overview](#) [MilLife Guides](#) [Benefits](#) [Resources](#) [Products](#) [Articles](#)

Ensure each step of your move is successful by being prepared and informed. Browse our resources, fact sheet library and customer service pages before getting started.

Use the Defense Personal Property System, or DPS, to schedule your move, track your shipment or file a claim. Need assistance accessing DPS? [Contact the Personal Property System Response Center](#).

NEW FEATURE: The DPS landing page now displays a series of questions to help process new shipment requests.

RELATED TOPICS

[Preparing to Move](#), [Settling in After Moving](#), [C](#)



Ready to schedule your move?

[LOG IN TO DPS](#)

[More ways to connect](#)



DPS Login Options

Customer

(I need to ship Personal Property)

This is for a

- ☐ New Shipment
☐ Shipment already in DPS

[Next](#)

Supporting Role

(DOD Personnel in the DP3 Enterprise and TSPs)

[Register in a Supporting Role](#)

[Log in with Certificate](#)

[Log in with YubiKey](#)

[Log in to ETOPS with Certificate](#)

Visit: www.militaryonesource.mil/moving-pcs or your Travel Management Office for more information.



Before Your Move – Part 3



Childcare



SCRA



Vehicles



Pets



Passports

During Your Move

» Estimated Travel Costs for a PCS Move Worksheet

» Tax Considerations

» Visit www.travel.dod.mil/

ESTIMATED TRAVEL COSTS FOR A PCS MOVE

Planning PCS Costs

A PCS move requires a lot of planning, which includes creating a spending plan. Your type of move, family size, planned route, method of travel and "extras" will all impact the total cost of your move. Completing the following worksheet will help you plan and estimate costs. Remember that actual costs will vary and reimbursement is subject to the Joint Travel Regulation. Click for the latest [rates](#).

Estimated PCS Entitlements

PCS Entitlements may not cover all costs, but you can reduce expenses by planning ahead. Be sure to save all receipts!

- The disbursing officer at your new duty station will decide whether the regulations permit reimbursement of an item(s) and how much is paid.
- PCS Entitlements include mileage and per diem allowances and are based on whether you are traveling with or without dependents or with other travelers.

Driving Costs

Allow an average of \$21* per 100 miles for fuel and maintenance.

Total miles you plan to travel: _____

Divide total miles by 100: _____

Multiply by \$21: \$ _____

Toll charges expected: _____

*FRP includes a 5¢ per mile toll charge.

Total (add mileage cost and tolls): \$ _____

Overnight Accommodations

A traveler who is authorized PCS travel by POV is allowed one day of travel for the first 400 miles between authorized official points. If the distance between authorized official points is greater than 400 miles, then divide by 350 to determine the number of authorized travel days. If the remainder is 51 or more, one additional travel day is allowed. The result determines the maximum number of authorized travel days. See the JTR, par. 050205.

Estimate the costs of a room for each day during travel based on the following:

Hotel cost per night — \$120 - \$150

If traveling with pets — \$20 pet fee per pet

Expected daily room cost: \$ _____

Distance you plan to travel: _____ miles

Divide total number of miles by 350 miles per day = _____ total days.

Total (accommodations X days): \$ _____

Food and Other Costs

Plan food costs of \$50 per person per day. See link above for FY24 PCS Flat Per Diem authorized rates.

Number of people: _____

Number of days: _____


Multiply number of people by number of days: _____

Multiply the figure from the line above by \$50: \$ _____

Cost of other items (admission tickets, souvenirs, etc.): \$ _____

Total (cost of food and other items): \$ _____

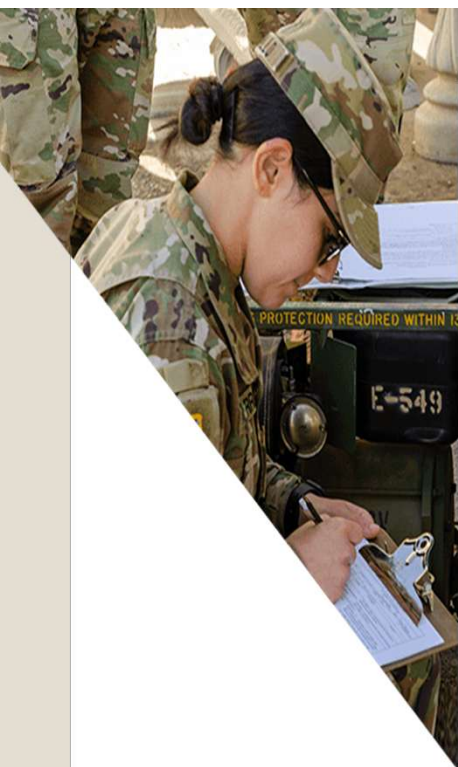
TOTAL ESTIMATED COSTS (total previous three boxes): \$ _____

 **SECURING THE FINANCIAL FRONTLINE**

Scan code for more information or visit www.FinancialFrontline.org

Updated May 2024

Estimated Travel Costs for a PCS Move



After You Arrive



Initial Expenses



State Residency

SPOUSE EDUCATION & CAREER OPPORTUNITIES

Army Spouse Employment Toolkit



U.S. ARMY DEPARTMENT OF DEFENSE MILITARY ONE SOURCE

Spouse Employment

DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

U.S. Department of Defense

OPM U.S. Office of Personnel Management

FSA FEDS

Dependent Care FSA for Uniformed Service Members

DCFSA

WHAT IS A DCFSA?

A Dependent Care Flexible Spending Account (DCFSA) is a pre-tax account used to pay for eligible dependent care services such as child or adult day care.

WHO IS IT FOR?

Enrollment in a DCFSA is open to DoD civilians, regular (active) component service members, and Active Guard Reserve members on Title 10 orders who have dependents with eligible expenses.

WHY ENROLL?

Keep more of your money in your pocket! Contributions go straight from your paycheck into your DCFSA before taxes are deducted. This reduces the amount of your income subject to taxes.

Scan the QR code to learn more about the DCFSA and the options available to you, or visit MilitaryOneSource.mil/DCFSA

DCFSA



Childcare



Allowances and Entitlements

Travel Pay and Allowances

Pay	Advance Eligible	Purpose
Monetary Allowance in Lieu of Transportation	Yes, If no GTCC	Offset driving costs
PCS Per diem	Yes, If no GTCC	Cover lodging, meals & incidentals
Dislocation Allowance	Yes	Partially reimburses for expenses incurred (i.e., deposits, first and last month rent, unexpected moving costs, etc.)
Temporary Lodging Expense	No	Partially covers lodging and meal expenses while in temporary lodging (CONUS)
Pet Reimbursement	No	Reimbursement for costs related to the relocation of one household pet due to PCS
Overseas Housing Allowance	No	Offset housing and living expenses (Location-Specific)
Move-in Housing Allowance		
Temporary Lodging Allowance		
Cost of Living Allowance		



PCS Pay Resources

»» Government Travel Charge Card (GTCC)

»» Advance on:

- ✓ Regular pay
- ✓ Basic Allowance for Housing (BAH)
- ✓ Dislocation Allowance (DLA)

»» Army Emergency Relief





Food Security Resources and Support Programs

While it's important to fuel ourselves and our families with nutritious meals, many barriers keep us from doing so, including the rising costs and availability of healthy food. If you're experiencing challenges with accessing healthy, affordable food, please know you're not alone. Resources and support are available to anyone in need.



SNAP



BNA



WIC

Learn about more
resources here:



**Family
Support
Center**



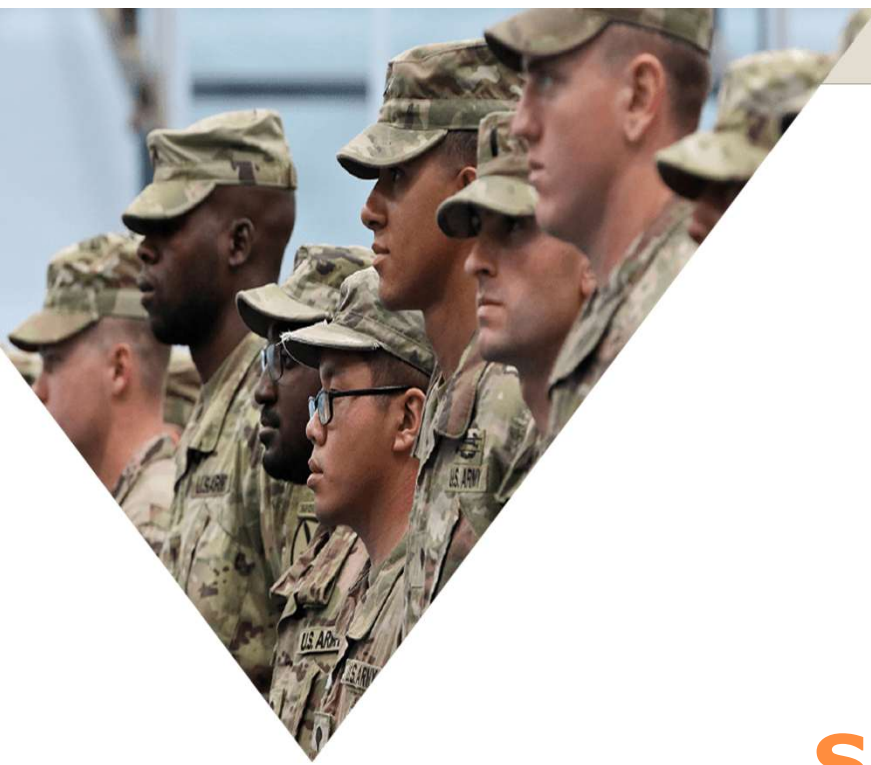
**Financial
Counselor**



**Army
Emergency
Relief**

**MilLife
Guide**

»» **YOU ARE NOT ALONE**



Summary and Resources



Summary



Congratulations on your upcoming move to your next duty station!

Along with new adventure opportunities, a Permanent Change of Station can add many additional expenses. Preparation and planning can help alleviate the stress of spending more than you can afford.



Let's wrap up all of the topics we talked about today:

- ✓ Financial Planning
- ✓ PCS Considerations
 - Before Your Move
 - During Your Move
 - After You Arrive
- ✓ Allowances and Entitlements





Resources



CLICK: Find additional self-help products at www.FinancialFrontline.org.



CALL: Contact Military OneSource at **800-342-9647** for more information or immediate assistance with financial matters.



WALK: Come to your local ACS Center and see a Financial Counselor today.



**SECURING THE
FINANCIAL
FRONTLINE**



CLICK: Find additional self-help products at: www.financialfrontline.org



CALL: Contact Military OneSource at **800-342-9647** for more information or immediate assistance with financial matters.



WALK: Visit a National Guard Military and State Family Assistance Center. To find one near you, visit: <https://installations.militaryonesource.mil>



**SECURING THE
FINANCIAL
FRONTLINE**



CLICK: Find additional self-help products at: www.financialfrontline.org



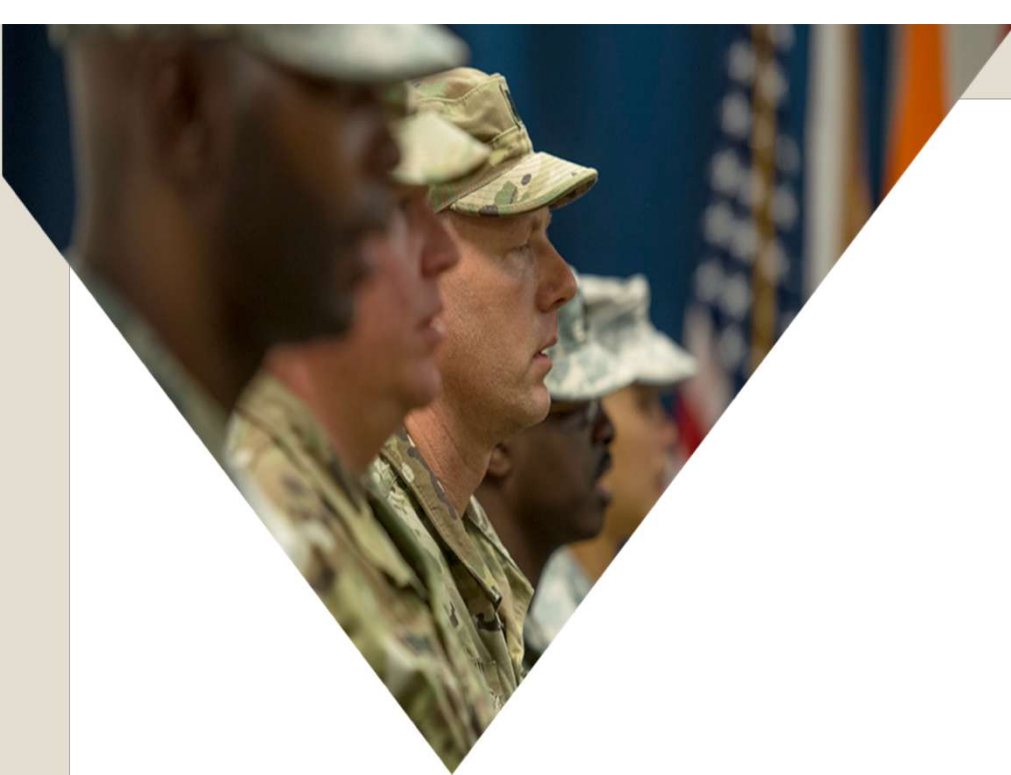
CALL: Contact Military OneSource at **800-342-9647** for more information or immediate assistance with financial matters.



WALK: Visit a Soldier Support Center or Military Family Support Center. To find one near you, visit: <https://installations.militaryonesource.mil>



**SECURING THE
FINANCIAL
FRONTLINE**



Thank You!

The appearance of U.S. Department of Defense (DoD) visual information does not imply or constitute DoD endorsement.

TRANSPORTATION BRIEFING



SELF COUNSELING FOR **DEFENSE PERSONAL** **PROPERTY** **SYSTEM**

Defense Personal Property System (DPS) provides automated household goods (HHG) movement for all Military Service members, DoD Civilians and their families.

DPS REGISTRATION

New website:

www.militaryonesource.mil/personalproperty

Click Log in to DPS.

DPS Login Options

Customer

(I need to ship Personal Property)

Register as a Customer

Log in with Certificate

Log in with User Id

Forgot Password?

Once you submit your registration, you will receive an email with login information. Please allow 30 minutes to 1 hour to receive your email.

If you are unable to gain access to the DPS System, system questions or support, please contact the System Response Center (SRC).

- Phone number: 1-800-462-2176

- Email:

usarmy.scott.sddc.mbx.g6-src-dps-hd@army.mil

TROUBLESHOOTING

If you have previously used DPS you will see your old shipments in the system.

DO NOT CREATE A SHIPMENT USING THE OLD ORDER INFORMATION.

Click on **START A NEW MOVE** and proceed with entering your new order information.

NOTE!!

- Make sure you use contact information/emails that can be checked regularly.
- If you have a release agent, make sure you submit a good contact phone numbers.

To add a releasing or receiving agent you will enter their information in Point of Contact tab first.

CONTACT INFORMATION



Dates			
 *Latest Pickup Date	<input type="text" value="07-Jun-2023"/>		Earliest Pickup Date
*Desired Pickup Date	<input type="text" value="02-Jun-2023"/>		*Desired Delivery Date
			<input type="text" value="01-Jun-2023"/>
			<input type="text" value="30-Jun-2023"/>
			

First: Enter the LAST day of the pickup date in the “Latest Pickup Date” field. The “Earliest Pickup Date” field will be grayed out to avoid entry.

Second: DPS will calculate the 7-day spread window automatically and enter the earliest pickup date accordingly in the “Earliest Pickup Date” Field.

Third: Enter the “Desired Pickup Date”, which is a date between the Earliest and Latest date.

Finally: TSP will confirm with the customer the “Actual Schedule Pickup” date as well as the number of days required for packing during the pre-move survey.

SPREAD DATES

If you have to select a GBLOC for your pickup address: **Select BGAC**

If you have an additional pickup or delivery location, the address must be within 50 miles radius.

NOTE

For destination address: If you do not have a delivery address, type (SIT) which stands for Storage in Transit in Address Line 1 and add the city or base you are moving to.

90 Days authorized

3 - 5 work/business days (Non-Peak) 5-7 (Peak) are required for validating after applications and orders are received.

OCONUS

- Unaccompanied baggage (UB) – 30-45 days
- Household Goods (HHG) – 45-60 days
- Non-Temporary Storage (NTS) – tour duration

CONUS

- Household Goods (HHG) – vary (weight/destination)
- Personally Procured Move (PPM)- Weight tickets: Full & Empty

If you have more than 1 shipment, you **must have different pack and pickup dates.**

TRANSIT TIMES

- ORDERS/AMENDMENTS
(must email front and back page to TMO)
- DD1299 (DPS E-Signed)
- DD1797 (DPS E-Signed)
- NAME CHANGE (marriage/divorce decree)
- Motorcycle registration
- Power of attorney

DOCUMENTATION

- Format for documents must be in PDF or word
- Once orders are received, a counselor will be assigned.
- **DO NOT EMAIL PICTURES OF DOCUMENT**
- Shipments will not be processed until documents are received in correct format.

DOCUMENTATION

- **In Counseling Submitted:** application submitted waiting on counselor to validate shipment
- **In Counseling Review:** counselor is working on validating shipment and may need additional information
- **Reviewed by Counselor and Approved to go to Route/Book:** application validated by counselor and sent forward to booking office to assign a moving company.
- **Offer Accepted and Presurvey Pending:** shipment offered to TSP and is waiting for date confirmation. TSP will contact you NLT 3-5 days prior to pack out to schedule a survey
- **Offered Timeout/Rejected:** Contact transportation office immediately

STATUS CODES

- One POV owned or leased can be shipped to your new duty station (**OCONUS**)
- To schedule an appointment with the Vehicle Processing Center (VPC) visit the website www.pcsmypov.com.
- Leased/Liens POV's must have written approval from leasing company or lien holder
- Must have valid set of orders with amendment

POV SHIPMENT

- Ensure vehicle does not have unresolved recall notices
(<https://vinrcl.safercar.gov/vin/>)
- Ensure vehicle contain no more then a quarter tank of fuel
- Have proof of ownership
(Title/Registration)
- Complete set of keys/fob/gas cap/wheel lock

POV Shipment

- Effective immediately, TSP cannot transport firearms in a locked safe/vault without access.
- Under no circumstances is ammunition allowed to be shipped.
- During inventory, weapons should be packed in the first box on the first inventory sheet and placed in the middle of all boxes during packing.

WEAPONS

- Give notice of loss/damage with 180 days from delivery
- File a claim within 9 months from delivery date
- Work with the TSP to access our claim
- Finalize the settlement or transfer to MCO

CLAIMS

CONTACT INFORMATION

Location:

4550 Parade Field Lane Room 134

Main Line:

301-677-9639

Group Email:

usarmy.meade.406-afsb-lrc.mbx.personal-property-group-box@army.mil

QUESTIONS ?

OFFICIAL TRAVEL BRIEFING



Official Travel Office



General Office Information

4550 Parade Field Ln 135, Fort Meade, MD 20755

Office Hours: 7:30am – 4:00pm EST

(Closed Federal Holidays) Monday – Friday

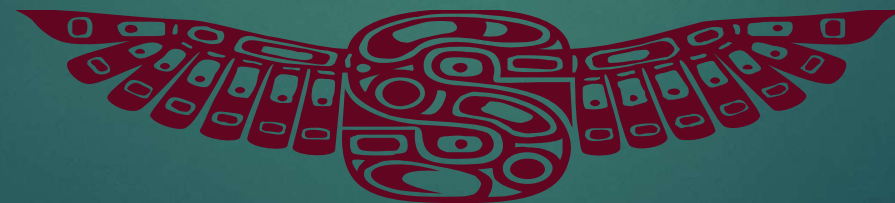
Contact:

Mike Lidinsky 301-677-9685 anton.m.lidinsky.ctr@army.mil

Mario Wallace 301-677-9688 mario.r.wallace4.ctr@army.mil

Fax: 301-677-9683

Group mailbox: usarmy.meade.406-afsb-lrc.mbx.passnger-travel@army.mil



SKOOKUM
Contract Services

AMC/Military Flight

- ▶ MIL flight for OCOUNS locations
 - Ramstein, Germany
 - Osan, South Korea
 - Kadena, Misawa and Yokota Japan
 - Guam
 - Many More locations
- ▶ Cargo Pet Space is limited, first come first serve basis, Cost is \$125-375.
- ▶ Household goods shipment must be scheduled with transportation **BEFORE** reservations are made.
- ▶ Passports and Visas Must be obtained **BEFORE** reservations are made.

Contact Information

AMC Passenger Terminals for Patriot Express:
Baltimore-Washington Int'l (Germany):(410) 918-6900
Seattle International (Korea): (253) 982-0555

Commercial Flights-CWT Sato Travel

- ▶ CWT SATO process E-Tickets for Non-MIL flights at the Government fare rates
- ▶ Itineraries must be approved before CWT can issue the tickets
- ▶ Check with airline directly to confirm your pet space reservation
- ▶ All reservations would need to be purchased with your GTC card
- ▶ Alternate ports are not authorized **BUT**
 - Can be processed through CWT directly

Contact Information:

Office Hours: 8:00am – 4:30pm EST (M-F, Closed Federal Holidays)

Reservation Line: (800) 296-3074

Local Fax Number: (410) 273- 1181

Email: aberdeensup@cwtsatotravel.com

After Hours, Please Contact

24 Hr. Emergency Services After-Hours: (800) 288-5999

International Travelers, call collect: (210) 877-3255



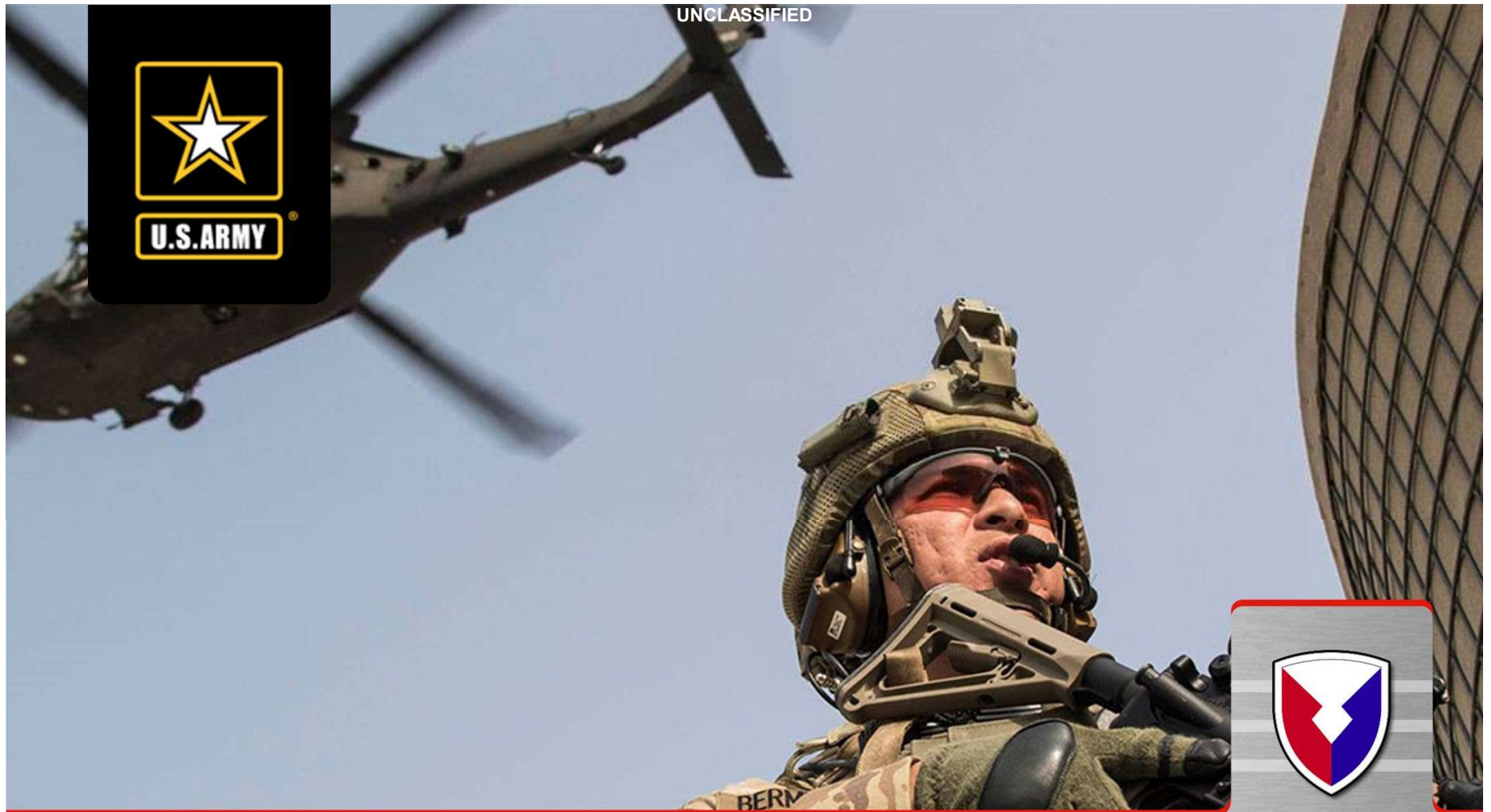
Questions???

FINANCE BRIEFING

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U.S. ARMY



U.S. Army Financial Management Command

Fort Meade Army Military Pay Office Out-Processing Brief

As of 04 APR 2025

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Questions

Overview

- -My Pay
- -Entitlements
- -Advances
- -Key Supporting Documents
 - -BAH
 - -TLE
- -PCS Travel Entitlements
- -GTCC (Government Travel Card)
- -Questions
-

Did You Know?



- **Allows customer electronic access to:**
 - Allotments – Start, Stop, Change
 - LES View/Print
 - Pay option – Change bank account
 - DFAS Vouchers Paid Within Last 12 Months
 - W-2 view and print
 - TSP (Election and address changes)

<https://mypay.dfas.mil/>

Entitlements

- **Entitlements that will stop upon your departure from your last duty station:**
 - Family Separation Allowance – Day of Departure
 - Assignment Incentive Pay – Day of Departure
 - Demolition Pay – Day prior to Departure
 - Hardship Duty Pay – Day of Departure
 - Hostile Fire Pay – Day of Departure
 - Parachute Pay – Day prior to Departure
 - Cost of Living Allowance – Day prior to Departure
 - IPPS-A PAR required for authorization for COLA, if applicable, based upon unit location
 - Special Duty Assignment Pay – Termination orders required
 - Save Pay – Day of Departure
 - Foreign Language Proficiency Bonus (FLPB)
 - FLPB does not terminate during PCS; however, if you are receiving FLPB entitlements, please send copies of your FLPB Orders and DA330s to the gaining duty finance office so they can have them on file.

Advance Pay

- To provide funds to a member to meet extraordinary expenses incident to a government-ordered relocation. It is intended to assist with the out-of-pocket expenses, not typical of day-to-day military living, that precede or exceed reimbursements incurred in a member's change of duty locations
- PCS Advance is Base-Pay ONLY, minus deductions.
- A member may be paid an advance of basic pay not to exceed 3 months less deductions
 - Married Soldiers – if this is your first Advance Pay then you do not have to itemize your expenses. Annotate PCS
 - Soldiers in the pay grade of E3 and below, and all Soldiers requesting a 2nd or 3rd advance pay, must obtain their Commander's signature and must itemize their expenses
 - Soldiers that did not request an Advance Pay prior to PCS have 180 days after arrival to new duty station to request an Advance Pay. Soldiers requesting an advance pay 61-180 days after their arrival will need to itemize their request and also have their Commanders signature
- DD Form 2560 - Advance Pay Certification/Authorization [DD Form 2560](#)
 - Submit DD Form 2560, PCS Orders, and your Absence Request to your S1



Dislocation Allowance (DLA)

- To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- All Soldiers, regardless of rank when accompanied with dependents will receive DLA at the “with dependent” rate as long as their orders state “dependents yes”
- When dependents travel after service member the DLA with dependent rate should be paid out on the dependent’s voucher after their travel has been completed.
- Single E6 and above (depending location) may receive DLA at the “without dependent” rate
- For more details on DLA, please refer to JTR Chapter 5, Section 5 on DLA.



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Dislocation Allowance (DLA) Rates

PRIMARY DLA RATES

Effective 01 Jan, 2025

Grade	Without Dep	With-Dep
O-10 TO 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	\$5,972.28
O-3E	\$ 3,541.26	\$4,184.78
O-2E	\$ 3,010.47	\$3,775.79
O-1E	\$ 2,588.72	\$3,488.54
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 TO 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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DLA ADVANCE

- **DLA Advance**
 - Can be requested through Smart-voucher Website
 - <https://smartvoucher.dfas.mil>
 - Must also be claimed on Smart-voucher at gaining duty Station once PCS travel has been completed to show Service member was authorized entitlement based on travel.

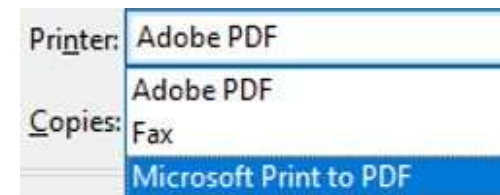
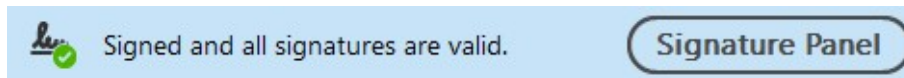
- <https://smartvoucher.dfas.mil/>
- <https://mypay.dfas.mil/>
 - Quick Links
 - Under DFAS Resources, select:
 - “SmartVoucher – Complete a DD 1351-2”
- <https://www.dfas.mil/>
 - Military Member
 - Travel Pay
 - Army Active Duty PCS
 - Link to SmartVoucher
 - Step-by-step Guide

Key Supporting Documents Required

- **Documents required for Out-Processing**
 - *PCS Orders to include Amendments*
 - *Approved IPPS-A PCS Absence (must end day prior to report date on orders)*
 - DD Form 1610 and Amendments, (if TDY enroute)
 - SDAP Termination Orders or IPPS-A Orders if applicable
 - Jump Pay Termination Orders or IPPS-A Orders if applicable

Key Supporting Documents Preparation

- Documents submitted must be legible
- If you do not have access to a digital scanner, you can either download a scanner app on your phone or use the “notes” app if you have an iPhone. You will need to press and hold the “notes” app on your iPhone and it will then give you an option to “scan document”
- Please do not submit documents with the blue signature panel line on them, instead use the “Microsoft Print To PDF” printer option within Adobe to get rid of the signature panel line. This will allow you to combine/batch all your documents and attach them to the voucher



Basic Allowance for Housing: Changes due to PCS

- Soldiers are entitled to Basic Allowance for Housing (BAH) at the last duty station's rate through the day prior to arrival to the New Duty Station
- Soldiers may be overpaid allowances at the old rate due to system cutoff dates or late submittal of documents. If this happens, a debt will appear on the Soldiers Leave and Earning Statement (LES)
- Soldier married to Soldier without dependent children who are located at separate duty stations please check gaining duty stations policies.
- Single Soldiers E-5 and below please check with gaining duty station for barracks policies.

Temporary Lodging Expense (TLE)

- Will be claimed at gaining duty station via Smart-voucher
- Required Documents for submitting reimbursement
 - 1351-2 Travel Voucher (from Smart-Voucher – *Section 2*)
 - DFAS Form 9098 (will be created by Smart-Voucher)
 - Lodging Receipt(s) with Zero Balance
 - PCS Orders and Amendments
 - 1 Copy of your IPPS-A PCS Absence Form
 - Reimbursement has been extended to a maximum of 21 days of TLE on a CONUS to CONUS move. 10 days max for Conus to Oconus.
 - TLE must be completed in the vicinity (75 Mile Radius) of losing or gaining duty station



Entitlements

- **Mileage and Transportation Allowance**

- Covers the cost of gas for Soldiers and their dependents for mileage reimbursement
- Reimbursement as of 1 January, 2025:
 - One vehicle - \$0.21
 - Two vehicles - \$0.21
- POV reimbursement for the use of more than two POCs, within the same household for PCS travel, may be authorized/approved if determined to be appropriate, through the Secretarial Process (it must be stated on the orders)

- **Per Diem rate when driving POV:**

- To assist with payment of lodging and meals for Soldiers and dependents while enroute to new PDS
- Per diem rate when driving POV as of 1 October, 2024:
 - Soldier \$178.00 per day
 - Dependents 12 and over \$133.50 per day
 - Dependents under 12 \$89.00 per day

Official Travel Time - Driving Miles Per Day	
Miles	Authorized Travel Days
1-400	1 Day
401-750	2 Days
751-1100	3 Days
1101-1450	4 Days
1451-1800	5 Days
1801-2150	6 Days
2151-2500	7 Days
2501-2850	8 Days
2851-3200	9 Days
3201-3550	10 Days



Government Travel Charge Card (GTCC)

- **Government Travel Charge Card (GTCC)**
 - If you use the Government Travel Card during your PCS move, you can choose to indicate “Split Disbursement” on the DD Form 1351-2 along with a dollar amount owed to have the balance paid directly to CitiBank
 - Contact your Organizational Defense Travel Administrator (ODTA) Immediately upon arrival to your unit to ensure your account is placed in a “**Mission Critical Status**” to avoid account becoming delinquent while waiting for reimbursement
 - **If you purchased your airline ticket with your GTCC, ensure you claim reimbursement for this in block 18 of the 1351-2**

Do It Yourself (DITY)/PPM Moves(Transportation)

- PPM are a completely separate voucher submitted through the Transportation Office, please contact the Fort Meade Transportation Office using one of the numbers below:
 - (301) 677-9633
 - (301) 677-9638
 - (301) 677-9637

Fort Meade AMPO Out-Processing Email Inbox

-
- In order to complete your Out-Processing with the Finance Office:
 - Combine all documents into a single .pdf file
 - Please use the title: Out-Processing Packet_[insert your name]
 - Option 1: Bring copies of PCS Orders, PCS Absence, and clearing papers to finance office in-person 4450 Parade Field Lane Room 149A
 - Option 2: Submit through your S1 on a PAR in IPPS-A.
 - *All other offices must be cleared prior to finance being able to sign off on clearing papers.

Questions?

- **Does anyone have any questions?**

-

-

Fort Meade AMPO Contact Information

- Military Pay Technicians:
 - John Mayer – john.r.mayer36.civ@army.mil
 - Nicholas Pearson – Nicholas.k.pearson3.civ@army.mil
- In/Out Processing Supervisor:
- Customer Service Supervisor:
 - Andrea Janifer - andrea.d.janifer.civ@army.mil
- Deputy Director:
 - Marshall St. Amant - marshall.j.stamant.civ@army.mil
- Director:
 - Kasey Smith - kasey.b.smith.civ@army.mil

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U.S. Army Financial Management Command



**Fort Meade Army Military Pay Office
SmartVoucher Out-Processing Brief**





PERSONNEL SERVICES BRANCH (PSB)

LEVY BRIEFING

Plan Your PCS Move with a Swipe and Click



My Army PCS App



Get ready – Prepare for Your PCS

- ✓ Get your PCS Orders – **No Orders, No PCS**
- ✓ Talk with your family about your PCS move
- ✓ Download the "My Army PCS App"

Set –Plan Your Move

- ✓ Know Where You are PCSing to
- ✓ Review the Checklist
- ✓ Setup and track your important dates
- ✓ Request a sponsor
- ✓ Know Your Entitlements – Military Pay, BAH, Weight Allowance, etc.
- ✓ Know Pet travel requirements

Go - Organize Your Move

- ✓ Chat with a live Agent during Your PCS Move
- ✓ After your PCS move, file a Claim

Let's Get Moving



4/29/2025 MWA, 301-677-5590

My Army PCS



- The "My Army PCS App" is a customizable app that enhances users' PCS experience. It helps users prepare for their PCS before, during, and after their PCS report date.

- Knowledge-based information tool
 - Entitlements



Live Chat

Talk to a live agent at the Army Personal Property Call Center

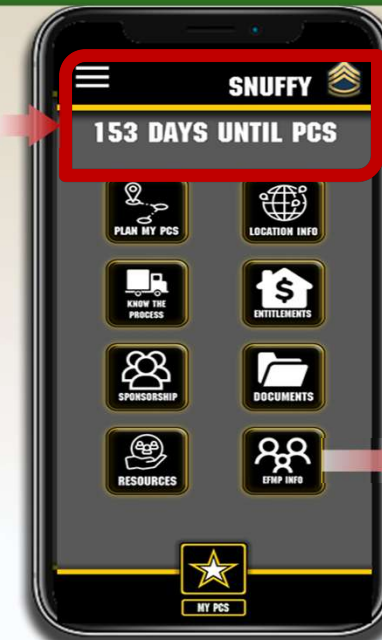
Calculate Days Until PCS



Customize

Claims

Transportation Customer Service



EFMP Location



Documents needed for Orders



OCONUS (Includes Alaska, Hawaii)	
	DA Form 5121
	DA Form 4787
	DA Form 4036
	DA Form 5888 through E-EFMP online
	DA Form 5118 (Enlisted Only)
	DA Form 7415
	Sponsorship Form DA 5434 E1-E6, O1-O3, CW1-CW2

CONUS (Stateside)	
	DA Form 5118 (Enlisted Only)
	Sponsorship Form DA 5434 E1-E6, O1-O3, CW1-CW2

NAME	USER LIST ID	DESCRIPTION	REQUESTS
CHARLES SMITH	000000000039790	MEADE_MPD_PSB	ICP/FINAL OUT REQUESTS
CHARLES SMITH	000000000039807	MEADE_MPD_REASSIGNMENT	RFO REQUEST

3 PAR PROCESS

1. RFO PAR

2. ICP PAR

3. FO PAR

REQUEST FOR ORDERS

PAR

REQUEST



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IPPS-A

Self Service



My Soldier Talent Profile



Announcements



2 Unread

My Personnel Action Requests



Click Here

IPPS-A Hands-on Training



Special Pay Requests



IPPS-A Help Center



iPERMS Login



Dependent/Beneficiary Coverage



My Retirement Points



DOD Compensation Calculator



Access Request



My Orders



DD Form 93 Dashboard



My Absences



TAM Soldier Workcenter



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My Personnel Action Requests



Employee Name JOHN DOE
Employee ID 000000000

Click Here



Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070


[Create Personnel Action](#)[My Buddy PARs](#)

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

[Cancel](#)

Request Details[Continue](#)

*Effective Date03/06/2023

*ActionAdmin Records Corrections ▾

*Reason▾

 Select This

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070

Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

03/06/2023

*Action

Admin Records Corrections

*Reason

Other

Select This

Soldier
Employee ID
PAR ID/Sequence 316615/0

Next >

Save

1 Request Data
Visited**2 Attachments**
Not Started**3 Validate Request**
Not Started**4 Transaction Summary**
Not Started**Step 1 of 4: Request Data**

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC W00101

UIC Description W001 704 MI BDE HHC

Component Active

Category ACMS-Force Structure Unit-Avail Pers

Rank

Grade E6

Duty Status Present for Duty

▼ PAR Data

*Effective Date 03/06/2023

*Other Type RFO
CONUSTYPE RFO
CONUS/OCO
NUS

*More Information

RPT DT:
04/01/23

TYPE RPT DT

Soldier
Employee ID
PAR ID/Sequence 316615/0

1 Request Data
Visited

2 Attachments
Not Started

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 1 of 4: Request Data

Effective Date 03/06/2023

PAR Action Admin Records Corrections

Eligibility Status Not Required

PAR Status Draft

PAR Reason Other

▼ Soldier Data

UIC W00101

Component Active

Rank

Duty Status Present for Duty

UIC Description W001 704 MI BDE HHC

Category ACMS-Force Structure Unit-Avail Pers

Grade

▼ PAR Data

*Effective Date 03/06/2023

*Other Type RFO CONUS/OCONUS

*More Information

RPT DTI

HIT
SAVE

Next >

Save

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

< Previous

Next >

Save

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 2 of 4: Attachments

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type ▾	Optional/Required ▾	Number Required ▾	Maximum Allowed ▾
Supporting Document	Optional	0	

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

ADD CONUS DOC: DA 5118 (Enlisted) - Reassignment Status & Election Statement

o DA 5434 – Sponsorship Request Form

o WOCS/Recruiting/Airborne/Drill-please provide 1059 or your completion certificate to receive orders after school completion.

o TDY Opt Form for SMs who have TDY

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

< Previous

Next >

Save

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 2 of 4: Attachments

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type	Optional/Required	Number Required	Maximum Allowed
Supporting Document	Optional	0	

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.

ADD OCONUS DOC: o DA 5118 (Enlisted) – Reassignment Status & Election Statement

o DA 5434 – Sponsorship Request Form

o DA 4036 – Medical & Dental Preparation for Overseas Movement and DA Form 7415

o DA 4787 – Reassignment Processing

o DA 5121 – Oversea Tour Election Statement o UA Tour SOU (if going Unaccompanied) o If Dependents are residing on Ft Meade while on a UA Tour, an ETP from Housing is required.

o ***MUST DO***** ALL SM BRINGING FAMILY MEMBERS MUST LOG IN TO EEFMP, COMPLETE AND SUBMIT 5888**

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
In Progress
- 4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

The personnel action request is ready for validation.

CLICK
HERE



< Previous

Validate

Soldier SSG JOHN CALDWELL

Employee ID 0002806070

PAR ID/Sequence 316615/0

CLICK NEXT

Next

1 Request Data
Visited**2 Attachments**
Visited**3 Validate Request**
Complete**4 Transaction Summary**
Not Started**Step 3 of 4: Validate Request**

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

- ✓ The personnel action request has passed validation. You may now submit this PAR for approval.
- ✓ All required fields are completed.

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

CLICK
SUBMIT

Submit

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
Complete
- 4 Transaction Summary
Visited

Step 4 of 4: Transaction Summary

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC W00101

UIC Description W001 704 MI BDE HHC

Component Active

Category ACMS-Force Structure Unit-Avail Pers

Rank SSG

Grade E6

Duty Status Present for Duty

Summary of Changes

Details	Proposed Information	Current Information
Effective Date	03/06/2023	N/A
Other Type	RFO CONUS/OCONUS	N/A
More Information	RPT DT	N/A

Changes Made ●

Preview Approval Chain >

Display Errors / Warnings >

❑ All Soldiers PCSing or Traveling **TO** or **THROUGH** the following countries must have NATO orders (AR 600-8-105):

- Belgium
- Canada
- Denmark
- France
- Germany
- Iceland
- Italy
- Luxembourg
- The Netherlands
- Norway
- Portugal
- Turkey
- UK

➤ **PCS**

➤ **TDY**

➤ **TCS**

STAMP AND SIGNATURE MUST BE IN **BLUE** INK!!

INSTALLATION CLEARING PAPERS

PAR

REQUEST



UNCLASSIFIED//FOR OFFICIAL USE ONLY

IPPS-A

Self Service



My Soldier Talent Profile



Announcements



2 Unread

My Personnel Action Requests



Click Here

IPPS-A Hands-on Training



Special Pay Requests



IPPS-A Help Center



iPERMS Login



Dependent/Beneficiary Coverage



My Retirement Points



DOD Compensation Calculator



Access Request



My Orders



DD Form 93 Dashboard



My Absences



TAM Soldier Workcenter



UNCLASSIFIED//FOR OFFICIAL USE ONLY

My Personnel Action Requests



Employee Name JOHN DOE
Employee ID 000000000

Click Here



Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070


[Create Personnel Action](#)[My Buddy PARs](#)

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

[Cancel](#)

Request Details[Continue](#)

*Effective Date03/06/2023

*ActionAdmin Records Corrections ▾

*Reason▾

 Select This

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070

Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

03/06/2023

*Action

Admin Records Corrections

*Reason

Other

Select This

Soldier
Employee ID
PAR ID/Sequence 316615/0

Next >

Save


HIT
SAVE

1 Request Data
Visited

2 Attachments
Not Started

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 1 of 4: Request Data

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC W00101

UIC Description W001 704 MI BDE HHC

Component Active

Category ACMS-Force Structure Unit-Avail Pers

Rank

Grade E6

Duty Status Present for Duty

▼ PAR Data

*Effective Date 03/06/2023

*Other Type ICP


ICP REQUEST

REQUEST

*More Information

ABSENCE REQUEST ST DT:
04/01/23
ABSENCE RQ ST
DT

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

< Previous

Next >

Save

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 2 of 4: Attachments

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type	Optional/Required	Number Required	Maximum Allowed
Supporting Document	Optional	0	

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.**ICP REQUEST DOCUMENTS:****1- ABSENCE REQUEST (PCS absence)****2- COPY OF CURRENT ORDER'S (including amendments, if applicable)**

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
In Progress
- 4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/06/2023

PAR Action Admin Records Corrections

Eligibility Status Not Required

PAR Status Draft

PAR Reason Other

The personnel action request is ready for validation.

CLICK
HERE



< Previous

Validate

Soldier SSG JOHN CALDWELL

Employee ID 0002806070

PAR ID/Sequence 316615/0

CLICK NEXT

Next

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 **Validate Request**
Complete
- 4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

- ✓ The personnel action request has passed validation. You may now submit this PAR for approval.
- ✓ All required fields are completed.

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

CLICK
SUBMIT

Submit

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
Complete
- 4 Transaction Summary
Visited

Step 4 of 4: Transaction Summary

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC W00101

UIC Description W001 704 MI BDE HHC

Component Active

Category ACMS-Force Structure Unit-Avail Pers

Rank SSG

Grade E6

Duty Status Present for Duty

Summary of Changes

Details	Proposed Information	Current Information
Effective Date	03/06/2023	N/A
Other Type	ICP REQUEST	N/A
More Information	RPT DT	N/A

Changes Made ●

Preview Approval Chain >

Display Errors / Warnings >

FINAL OUT

PAR

REQUEST



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IPPS-A

Self Service



My Soldier Talent Profile



Announcements



2 Unread

My Personnel Action Requests



Click Here

IPPS-A Hands-on Training



Special Pay Requests



IPPS-A Help Center



iPERMS Login



Dependent/Beneficiary Coverage



My Retirement Points



DOD Compensation Calculator



Access Request



My Orders



DD Form 93 Dashboard



My Absences



TAM Soldier Workcenter



UNCLASSIFIED//FOR OFFICIAL USE ONLY

My Personnel Action Requests



Employee Name JOHN DOE
Employee ID 000000000

Click Here



Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070


[Create Personnel Action](#)[My Buddy PARs](#)

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

[Cancel](#)

Request Details[Continue](#)

*Effective Date03/06/2023

*ActionAdmin Records Corrections ▾

*Reason▾

 Select This

Employee Name SSG JOHN CALDWELL
Employee ID 0002806070

Create Personnel Action

My Buddy PARs

Personnel Actions Summary

There are no personnel actions. Click the button above to create a new one.

Cancel

Request Details

Continue

*Effective Date

03/06/2023

*Action

Admin Records Corrections

*Reason

Other

Select This

Soldier
Employee ID
PAR ID/Sequence 316615/0

1 Request Data
Visited

2 Attachments
Not Started

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 1 of 4: Request Data

Effective Date 03/06/2023

PAR Action Admin Records Corrections

Eligibility Status Not Required

PAR Status Draft

PAR Reason Other

▼ Soldier Data

UIC W00101

Component Active

Rank

Duty Status Present for Duty

UIC Description W001 704 MI BDE HHC

Category ACMS-Force Structure Unit-Avail Pers

Grade E6

▼ PAR Data

*Effective Date 03/06/2023

*Other Type FINAL
OUT

*More Information

LV ST DT:
04/01/23

Next >

Save

HIT
SAVE

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

< Previous

Next >

Save

1 Request Data
Visited

2 Attachments
Visited

3 Validate Request
Not Started

4 Transaction Summary
Not Started

Step 2 of 4: Attachments

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

Applicable Attachments

Maximum attachment size is 2 MB.

Attachment Type	Optional/Required	Number Required	Maximum Allowed
Supporting Document	Optional	0	

Add Attachment

Uploaded Attachments

There is no attachment uploaded. Please click the **Add Attachment** button above to upload an attachment.**FINAL OUT DOCUMENTS:**

- 1) 137-1 UNIT CLEARING PAPERS
- 2) 137-2 INSTALLATION CLEARING PAPERS COMPLETED.

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
In Progress
- 4 Transaction Summary
Not Started

Step 3 of 4: Validate Request

Effective Date 03/06/2023

PAR Action Admin Records Corrections

Eligibility Status Not Required

PAR Status Draft

PAR Reason Other

The personnel action request is ready for validation.

CLICK
HERE



< Previous

Validate

Soldier SSG JOHN CALDWELL

Employee ID 0002806070

PAR ID/Sequence 316615/0

CLICK NEXT

Next

1 Request Data
Visited**2 Attachments**
Visited**3 Validate Request**
Complete**4 Transaction Summary**
Not Started**Step 3 of 4: Validate Request**

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

- ✓ The personnel action request has passed validation. You may now submit this PAR for approval.
- ✓ All required fields are completed.

Soldier SSG JOHN CALDWELL
Employee ID 0002806070
PAR ID/Sequence 316615/0

CLICK
SUBMIT

Submit

- 1 Request Data
Visited
- 2 Attachments
Visited
- 3 Validate Request
Complete
- 4 Transaction Summary
Visited

Step 4 of 4: Transaction Summary

Effective Date 03/06/2023

PAR Status Draft

PAR Action Admin Records Corrections

PAR Reason Other

Eligibility Status Not Required

▼ Soldier Data

UIC W00101

UIC Description W001 704 MI BDE HHC

Component Active

Category ACMS-Force Structure Unit-Avail Pers

Rank SSG

Grade E6

Duty Status Present for Duty

Summary of Changes

Details	Proposed Information	Current Information
Effective Date	03/06/2023	N/A
Other Type	RFO CONUS/OCONUS	N/A
More Information	RPT DT	N/A

Changes Made ●

Preview Approval Chain >

Display Errors / Warnings >

Submitting a PCS Event (Absence Type: 05-PCS Events)

BLUF

Absence submittal is a Self-Service function, Pay-Absence-Incent-Ded (PAID) tile is used to submit various absence requests, including PCS Absence. PCS events are a grouping of absences, i.e., PCS absence, house hunting, etc.

Navigation Path: PAID Tile > Entry Type: Absence > Absence Type: 05-PCS Events

1 IPPS-A Hands-on Training



IPPS-A Hands-on Training	
R3 View FABS Configuration	Completed
R3 Leaders- Readiness and Manning	Completed
R3 Leaders- Promotions and Flags	Completed
R3 Leaders- Pay, Absence, Incentive, Deduction (PAID) Requests	Completed

2 Pay-Absence-Incent-Ded (PAID)



Pay-Absence-Incent-Ded (PAID)

Selection Criteria

Self-Service "Employee ID" is auto-populated - HR Professional: Enter or Search for "Employee ID"

Select an "Entry Type" - Absences, Allowances, Benefits, Field Duty, Housing, Incentive Pays, or Special Pays

To add a new entry click "Add" To find an existing entry click "Search" (To limit search to a specific status, select that option as well)

NOTE: If the "Entry ID" is known, that value can be used to search for that

To clear all previous information entered click "Clear"

Employee ID: 000000000 SFC JOE BROWN

Entry Type: 05-PCS EVENTS

Entry ID:

Status: Initial

Add Search Clear

Pay-Absence-Incent-Ded (PAID)

Status: Saved

ABSENCE TYPE: 05-PCS EVENTS

ABSENCE REASON: 01-PCS ENTRIES

BEGIN DATE: 11/18/2024

END DATE: 12/09/2024

Duration: 22 Days

Supervisor ID:

*Related Assignment: 12134718 Begin Date: 12/19/2024

*Contact Name: Joe Brown

*Contact Phone: 703-555-5555

*Leave Address: 123 Sesame Street

*Domicile Code: 010000000 ALABAMA, AL, USA

*Absence 1 Reason: PCS ABSENCE

Absence 1 Sub-Reason:

Absence 1 Begin Date: 11/18/2024

Absence 1 End Date: 11/26/2024

Absence 2 Reason: HOUSE HUNTING

Absence 2 Sub-Reason:

Absence 2 Begin Date: 11/26/2024

Absence 2 End Date: 12/09/2024

Absence 3 Reason:

Absence 3 Sub-Reason:

Absence 3 Begin Date:

Absence 3 End Date:

Child's Birthdate:

Adopt/Foster Date:

Travel Information Authorized travel dates are strictly dependent on distance and mode of travel

- Calculation of travel time can be found in DTS, par. 050205: <https://www.defensepost.com/dts>
- Distance of travel can be calculated using Defense Table of Official Distance (DTOD): <https://dtd.defense.mil>

Notes: **ONLY** use "Absence 1 Reason" and "Absence 2 Reason" to capture the different absence during PCS move. **DO NOT** use Travel Days as Absence Reason.

Under "Related Assignment" member should select the PCS Assignment if there is more than one option.

CAT: Member; SUBCAT: Member

Previously, PCS Absence requests were submitted separately, including Permissive TDY. However, through the PAID tile, IPPS-A strived to consolidate PCS actions, via the introduction of Absence Entry Types.

Using this function, Members can create a PCS Event absence request. Once Absence Type, 05-PCS Events is selected, the Absence Reason auto-populates: 01-PCS Entries. Members must select the Absence 1 Reason, Absence 2 Reason (if applicable) lookup tool, selecting the appropriate reason.

****Reminder:** Members may also use the PAID tile to view, amend, monitor, or submit cancellations of previously submitted PCS absences that are either in an approved or pending status.

Audience: Members, HR Professionals

1) IPPS-A Hands-on Training Tile

For review: **R3 Leaders Course - Pay, Absence, Incentive, Deduction (PAID) Requests**

2) PCS Absence Request (PAID Tile):

Training Resource: [Create a PCS Absence Request](#)

User Manual - Chapter 23, Process 23-3 Create PCS Events Absence

Additional Training Resources- [Absences Overview](#), [Adjust the Chargeable Duration after Completion of an Absence](#), [View and Amend a PCS Absence Request](#), [Update PCS Absence Using the InTransit Grid During Arrival Processing](#), [Verify PCS Absence Using the InTransit Grid During Departure Processing](#)

PAID Guide - Pending Revisions

CONDITIONAL ENROLLMENT

Select courses and build a class schedule prior to arrival at your next school!

DoDEA Pacific high schools offer conditional enrollment to military-connected students who are moving to Japan, Okinawa, Korea or Guam due to Permanent Change of Station orders.



Eligibility

To be eligible for conditional enrollment, the student must:

- Meet eligibility requirements for space required enrollment
- Be requesting enrollment into grades 9-12
- Arrive at assigned duty station within three months of requesting conditional enrollment

Scan QR code to get started with the conditional enrollment process.



<https://dodeasis.myfollett.com/aspen/logon.do>

Note: There are two DoDEA Pacific high schools in Okinawa, and enrollment is determined based on housing location. Please consult the [school zoning map](#) and ensure conditional enrollment is completed at the appropriate high school.



[https://ice.disa.mil/index.cfm?fa=site
&site_id=349&dep=DoD](https://ice.disa.mil/index.cfm?fa=site&site_id=349&dep=DoD)



**Mr. Michael Lieske
(PSB Chief)**

520-945-2280

Michael.G.Lieske.Civ@Army.MIL

**Mr. Keanu Fountain
(PAS Chief)**

520-943-2641

Keanu.s.fountain.Civ@Army.MIL