



U.S.ARMY



U.S. Army Financial Management Command

Fort Novosel In-Processing Briefing

Information Current as of 4 January 2024



Fort Novosel Army Military Pay Office (AMPO)

Mr. Hosea Bolden, Director

Mr. Bradley Slagal, Deputy Director

Soldier Service Center
Building 5700, Room 120

0730 – 1600

Monday, Tuesday, Thursday, Friday

0730 – 1230

Wednesday





General Information

Fort Novosel Army Military Pay Office (AMPO) In-Processing Briefing

This briefing is for Soldiers that are Active Component Only

All Soldiers are required to attend a Finance In-Processing briefing.

Briefings are held Monday, Tuesday, and Thursday at 1000 building 5700, Room 371B.

NOTE:

Reserve Component briefings are Monday, Tuesday, and Thursday at 0900 building 5700, Room 371B.





General Information

Fort Novosel Army Military Pay Office (AMPO) In-Processing Briefing

This briefing is for Soldiers that are Active Component Only

These slides will encompass your Finance In-processing briefing, and then you will follow **PCS SmartVoucher Instructions** (on website) for completing your PCS SmartVoucher.

You have 72 hours to complete this process. Please pay close attention to the required documents and submission procedures. Failure to submit documents correctly will delay your Military Pay In-processing and could result in overpayments, no pay due, or other pay/travel issues.

Verify your bank information in MyPay is correct for both military pay and travel payments.

All documents uploaded must be clear, complete, and legible.

Once the SmartVoucher is submitted online, report to the AMPO with your in-processing checklist.

A member from the AMPO team will verify the SmartVoucher and all supporting documents were uploaded by the Soldier.

Accession / Conversion Soldiers – See next slide for additional instructions.





Accessions/Conversions

Accession - an individual coming from ROTC, inter-service transfer, or prior service from MEPS.

Conversion - a Soldier converting from Commissioned to Warrant Officer.

Along with completing the SmartVoucher, Soldiers will be required to complete a military pay packet in order to establish an Active Duty pay account. These packets can be obtained and completed at our customer service counter.

Additional documents that will be required are:

- Orders to Active Duty
- Enlistment Contract / Oath of Office
- Direct Deposit Information
- Marriage License / Birth Certificates

Once you have done this, you will proceed to SmartVoucher website to complete the travel voucher. You will upload Orders to Active Duty and Direct Deposit form.

Your entitlements will be processed and back dated to proper effective date.

Note: Conversions pay could be delayed up to 30 days depending on the end of month cut off.





Enlistment Bonus/Reenlistment Bonus Processing

Selective Enlistment Bonus (SEB)

- DD Form 4 (Enlistment/Reenlistment contract)
- DA Form 3286 (Annex B)
- Graduation Certificate from AIT with MOS or MOS orders
- College Transcript (if applicable)
- Airborne and/or Ranger Training Certificate (if applicable)

Submit all documentation to your S1. Once submitted and processed, the bonus will be credited to your LES and sent as a separate deposit to your financial institution.

Selective Reenlistment Bonus (SRB)

All Reenlistment bonuses are processed through your Career Counselor / Retention office.





Entitlements

Entitlements that will stop upon your departure from your last duty station (unless authorized at Fort Novosel):

- Family Separation Allowance
- Assignment Incentive Pay
- Demolition Pay
- Hardship Duty Pay
- Hostile Fire Pay
- Parachute Pay
- Cost of Living Allowance
- Special Duty Assignment Pay
- Save Pay
- Foreign Language Proficiency Bonus (FLPB) – Fort Novosel AMPO must receive a copy of written agreement (DA 4187). These can be submitted when you report to Customer Service to have your in-processing papers signed.





Spouse State License/Certification Reimbursement

- This directive establishes policy for the authorized reimbursement for State Re-licensure and Recertification costs for a spouse pursuant to the permanent change of station or permanent change of assignment of a Soldier sponsor to another State.
- Reimbursement is eligible when a soldier is reassigned, either as a permanent change of station or permanent change of assignment, from a duty station in one state to a duty station in another state; and the movement of the soldier's dependents is authorized at the expense of the United States as part of the reassignment.
- Soldiers may be reimbursed up to the maximum of \$1000.00 in connection with each reassignment.
- Please refer to [Military Pay E-Message 21-012](#) for additional guidance and procedures for submitting request.
- This reimbursement is taxable income and is taxed at the same rate as a one-time payment which is 22%.
- W2 will be generated via myPay under Travel / Miscellaneous Tax Statement (W-2) in addition to Tax Statement (W-2).

*Information as of 11 April 2023.
Check most current MilPay Messages for updates.





Absence Request

Absence Request

- It must cover the entire time the Soldier is in PCS status; from date departing old duty station through date signed in at new duty station.
- If Soldier was TDY enroute, the leave form must cover the period of TDY as well (or a second leave form).
- All TAA must be authorized by regulations and approved by Commander O-5 or above (or delegate with delegation orders/memo).





Advance Pay

The purpose of an advance pay is 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.

A member may be paid an advance of basic pay not to exceed 3 months less deductions.

- All Soldiers WITHOUT dependents (regardless of rank) must itemize expenses and commander's signature.
- E-6 and above WITH authorized dependents may request 1 month's advance pay without itemizing expenses.
- E-5 and below WITH authorized dependents may request 1 month's advance pay without itemizing expenses and commander's signature.

Soldiers 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 and have commander's signature.

Submit DD Form 2560 (Advance Pay Certification/Authorization), PCS Orders, and Absence Request.





Basic Allowance for Subsistence (BAS)

Basic Allowance for Subsistence (BAS)

All Soldiers are entitled to BAS.

Unaccompanied Soldiers E5 and below that are residing in the barracks will have meal deductions taken from their LES. (see example LES below).

ENTITLEMENTS			DEDUCTIONS	
	TYPE	AMOUNT	TYPE	AMOUNT
A	BASE PAY	2378.40	FEDERAL TAXES	216.94
B	BAS	372.71	FICA-SOC SECURITY	147.46
C	BAH	8.10	FICA-MEDICARE	34.49
D			STATE TAXES	78.49
E			SGLI	25.00
F			AFRH	0.50
G			MEAL DEDUCTION	307.40
H			MID-MONTH PAY	949.22

IAW the [Army BAS Policy](#) commanders in the grade of O-5 or above may approve an exception to ESM for Soldiers in the grades of E1 through E5, when a Soldier's assigned duties cause him or her to miss more than 20 percent of meals the government furnishes on a monthly basis. Soldiers must apply and be approved for at least 20 missed meals for three consecutive months before approving a Soldier's request to mess separately.

Submit a [DD Form 1475](#) for 3 consecutive months then the O-5 can submit a DA Form 4187 requesting to stop meal deductions on the fourth month.





Basic Allowance for Housing: Changes due to PCS

Basic Allowance for Housing (BAH)

Soldiers are entitled to Basic Allowance for Housing (BAH) at the last duty station rate through the day prior to arrival.

Soldiers may be overpaid allowances at the old rate due to system cutoff dates. If this happens, a debt will be on the Soldier's LES.

The debt may be collected immediately. Please watch your LES for changes. If you have an ADV DEBT on the entitlement side of the LES, then the collection has not been made so expect it to be collected within the next 2 months.

If you are returning from overseas and were receiving COLA/OHA, these entitlements stop upon departure and in-transit rate BAH begins. This is a flat rate according to rank and dependency status.





Temporary Lodging Allowance (TLA)

TLA is authorized OCONUS only.

Required Documents for submitting reimbursement:

- TLA authorization memo from previous duty station
- TLA Worksheet
- Lodging Receipt with zero balance
- PCS Orders and Amendments

TLA reimbursement will be paid on your LES.

You can upload the documents into SmartVoucher (preferred) or submit through Customer Service.





PCS Travel Entitlements

MALT (Mileage Allowance in Lieu of Transportation)

- The mileage rate is \$0.21 per mile, per authorized vehicle.
- The TDY mileage rate is \$0.67 per mile.
- Authorized travel days are computed by official mileage. The first day of travel is 400 miles, each additional day is 350 miles.

PER DIEM is a flat rate paid to the service member and a percentage paid to dependents for meals and lodging in route.

	Soldier (100%)	Dependents Over 12 (75%)	Dependents Under 12 (50%)
Per Diem - Flying	\$44.25	\$33.19	\$22.13
Per Diem - Driving	\$166.00	\$124.50	\$83.00

*As of 4 January 2024.

Check <https://www.travel.dod.mil/> for the latest updates.





Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household on a PCS, ordered for the Government's convenience, or incident to an evacuation.

Grade	Without-Dependent Rate	With-Dependent Rate
O-6	\$4,387.31	\$5,300.61
O-5	\$4,225.56	\$5,109.25
O-4	\$3,915.89	\$4,503.90
O-3	\$3,138.27	\$3,726.23
O-2	\$2,489.43	\$3,181.75
O-1	\$2,096.25	\$2,844.29
O-3E	\$3,388.77	\$4,004.57
O-2E	\$2,880.83	\$3,613.20
O-1E	\$2,477.24	\$3,338.32
W-5	\$3,978.49	\$4,347.32
W-4	\$3,533.16	\$3,985.50
W-3	\$2,969.53	\$3,651.46
W-2	\$2,637.29	\$3,359.20
W-1	\$2,207.55	\$2,905.21
E-9	\$2,901.73	\$3,825.45
E-8	\$2,663.36	\$3,526.23
E-7	\$2,275.44	\$3,273.97
E-6	\$2,202.82	\$3,270.94
E-5	\$2,202.82	\$3,270.94
E-4	\$2,202.82	\$3,270.94
E-3	\$2,171.53	\$3,270.94
E-2	\$1,867.10	\$3,270.94
E-1	\$1,724.50	\$3,270.94

*As of 4 January 2024.

Check <https://www.travel.dod.mil/> for the latest updates.





Government Travel Charge Card (GTCC)

Soldiers are responsible for paying the GTCC, regardless if travel reimbursement has / has not been processed by DFAS-Rome.

If you used the Government Travel Card during your PCS move, you may indicate Split Disbursement when completing your SmartVoucher, along with a dollar amount. This will send the specified payment directly to CitiBank.

Your previous duty station should have placed your GTCC in Mission Critical status upon your outprocessing. This allows an additional 30 days after your report date before a billing cycle is activated.





Conclusion

You may now proceed to the **PCS SmartVoucher Instructions** and complete your SmartVoucher.

Once the SmartVoucher is submitted online, report to the AMPO with your in-processing checklist.

If you have any additional questions, please present these questions when you return to the Finance Office to have your SmartVoucher checked and Inprocessing checklist signed.

