U.S. ARMY

U.S. ARMY FINANCIAL MANAGEMENT COMMAND

FORT RUCKER FINANCE IN-PROCESSING BRIEFING

22 JANUARY 2026

ARMY MILITARY PAY OFFICE (AMPO) IN-PROCESSING BRIEFING

This briefing is for Soldiers that are Active Component only.

Reserve Component briefings are **Monday**, **Tuesday**, and **Thursday** at 0900, bldg 5700, room 371B.

ARMY MILITARY PAY OFFICE (AMPO) IN-PROCESSING BRIEFING

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 AND 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 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

You will upload Orders to Active Duty and Direct Deposit form.

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

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 Rucker):

- 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) – AMPO must receive a copy of written agreement. 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 ALARACT 057/2024 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).

ABSENCE REQUEST

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- 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

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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.

- Soldiers with dependents on their first month's advance pay do not have to itemize their expenses.
- Soldiers without dependents, regardless of grade, will need to itemize expenses and must show justification in writing that extenuating circumstances exist.
- Soldiers in the pay grades of E-3 and below, and all Soldiers requesting a 2nd or 3rd advance pay, must obtain their commander's signature and must itemize their expenses.

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

BASIC ALLOWANCE FOR SUBSISTENCE (BAS)

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All Soldiers are entitled to BAS upon graduation from Basic Training.

BAS is meant to offset the cost of food for service members. This allowance is not intended to offset the costs of meals for family members.

Unaccompanied Soldiers E5 and below that are residing in the barracks will have meal deductions taken from their LES. Soldiers attending WOCC will also have a meal deduction for the period they are in student status.

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.

PCS TRAVEL ENTITLEMENTS

MALT (Mileage Allowance in Lieu of Transportation)

- The PCS mileage rate is $0.205 per mile, per authorized vehicle.
- The TDY mileage rate is $0.725 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	$51.00	$38.25	$25.50
Per Diem - Driving	$178.00	$133.50	$66.75

PET EXPENSES Effective 1 January 2024, Service members going through a CONUS PCS can be reimbursed up to $550 for one household pet, either cat or dog, and up to $2,000 for moves to or from a OCONUS location to cover costs related to the transportation of a pet. Receipts must be provided for all pet expenses, regardless of price. See JTR, par. 050107.

Information as of 2 January 2025.
Check https://www.travel.dod.mil/ for the latest updates.

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.

TEMPORARY LODGING EXPENSE (TLE)

Temporary Lodging Expense is an allowance that partially reimburses a Service member for lodging and meal expenses while staying in temporary lodging within CONUS during a PCS.

Maximum number of days reimbursable is 7 days if PCS is to an OCONUS location, or 21 days if PCS to a CONUS location.

Reimbursement is requested using SmartVoucher.

Zero balance, daily itemized receipts are required for lodging reimbursement. If you do not have an itemized receipt, you must complete a Statement In Lieu Of (SILO). This form can be downloaded from dfas.mil at https://www.dfas.mil/Portals/98/Statment_in_Lieu_of_Lodging_1.pdf.

if you are currently in temporary lodging, a supplemental SmartVoucher will be submitted after you check out of lodging.

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
0-6	$4,758.96	$5,749.63
0-5	$4,583.51	$5,542.06
0-4	$4,247.61	$4,885.43
0-3	$3,404.11	$4,041.88
0-2	$2,700.31	$3,451.28
0-1	$2,273.82	$3,085.23
O-3E	$3,675.83	$4,343.80
O-2E	$3,124.87	$3,919.27
O-1E	$2,687.09	$3,621.10
W-5	$4,315.51	$4,715.58
W-4	$3,832.45	$4,323.11
W-3	$3,221.08	$3,960.78
W-2	$2,860.70	$3,643.75
W-1	$2,394.55	$3,151.31
E-9	$3,147.54	$4,149.51
E-8	$2,888.97	$3,824.94
E-7	$2,468.19	$3,551.31
E-6	$2,389.42	$3,548.02
E-5	$2,389.42	$3,548.02
E-4	$2,389.42	$3,548.02
E-3	$2,355.48	$3,548.02
E-2	$2,025.26	$3,548.02
E-1	$1,870.58	$3,548.02

As of 2 January 2026.
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 out-processing. 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.

AMPO POINTS OF CONTACT

Please email all questions and concerns to:

usarmy.novosel.fin-mgt-cmd.mbx.ampo-in-out-processing@army.mil