



U.S. ARMY

U.S. Army Financial Management Command

**Army Military Pay Office
(AMPO)
Out-Processing Briefing**

09 May 2023

Controlled by: HQ USAFMCOM
Controlled by: Office symbol
Category: OPSEC
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General Information

- **This briefing is for PCS and TDY enroute only.**
- **This is a 2-part briefing.**
 - **Part 1 – Information that pertains to ALL Soldiers**
 - **Part 2 – Filling out the PCS advances (Military Pay and Travel Advance)**
- **If you **DO NOT** have your orders or IPPS-A Absence Request Form, we cannot clear you thru the online Installation Support Module (ISM) system.**
- **We must be able to read your orders and IPPS-A Absence Request Form, illegible copies will not be accepted, and your request will not be processed.**

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General Information

- **View the online briefing.**
- **Submit the following documentation to your servicing S-1 for forwarding to the AMPO (Finance) to the email address provided at the end of this briefing:**
 - **IPPS-A Absence Request Form**
 - **PCS orders with any amendments**
 - **DO NOT SUBMIT Clearing Papers**

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General Information

- You **NO** longer have to physically visit Finance to get your clearance papers stamped as you will be **digitally cleared** thru the Installation Support Modules (ISM) system.
- Soldiers will submit PCS orders and amendments, if any and the IPPS-A Absence Request Form(s) to their servicing S-1 at least **ten calendar days** prior to PCS departure date
- The AMPO will **digitally clear** you, **three (3) business days** prior to the departure date stated on the IPPS-A Absence Request Form.

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- **Ensure that your bank account is correct on your MyPay Military Pay and Travel accounts. If you requested an Advance of Pay from your military pay and/or Advance Travel Pay payments will go to the account on file.**
- **Please notify the AMPO if you are no longer departing Fort Cavazos, or you were extended so that we may adjust or cancel your departure date in the system otherwise the system will put you in a suspended status and you will **NOT GET PAID.****
- **Do It Yourself (DITY) Moves are handled through the local Transportation Office.**

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➤ **Entitlements that will stop upon departure:**

- **Assignment Incentive Pay – Day of Departure**
- **Save Pay - Day of Departure**
- **Parachute / Jump Pay - Day prior to Departure**
- **Special Duty Assignment Pay - Day prior to Departure**

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IPPS-A Absence Request Form(s) (Leave)

- An IPPS-A Absence Request Form is needed for each type of absence that you are requesting:
 - Chargeable Absence
 - Administrative Absence (formerly known as Permissive TDY)
 - Up to ten days when authorized
 - Request needs to be signed Lieutenant Colonel (LTC) or above
 - Requests for than ten days must be routed though the chain of command to HRC
 - TDY – need DD Form 1610 with a validate Line of Accounting (LOA)

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Basic Allowance for Housing (BAH)

- **New guidance per Military Pay eMessage 18-019**
- **BAH entitlement changed!! – You are required to inform your unit commander for certification of a **NEW** DA Form 5960. Commander will submit documentation on UTL/TL thru the servicing S-1.**
- **Reasons for commander to certify BAH are:**
 - **Terminating non-family residence (barracks)**
 - **Marital or Dependency Status Change (married, divorced, or birth of child)**
 - **You have a court ordered child support**
 - **Spouse enlisted or discharged from military**
 - **Spouse enlisted or commissioned – enlisted contract or Oath of Office**
 - **Spouse Separated from service – Commander will need spouse's DD 214**

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PCS Travel Entitlements

PCS Travel Entitlements

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PCS Travel Entitlements

➤ Mileage and Transportation Allowance

- Covers the cost of fuel and related expenses for driving their own POV:
- Reimbursement for two vehicles as of 1 Jan 2023:
 - One vehicle - \$0.22
 - Two vehicles - \$0.22
 - Total for two vehicles - \$0.44
 - Three vehicles – requires Army G1 approval
- **Gas receipts are not required for the PCS Move**

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PCS Travel Entitlements

➤ Per diem

- To assist with payment of lodging and meals for Soldiers and their dependents while enroute the new duty station:
- Per diem rate when traveling by POV as of 1 Oct 22:
 - Soldier \$157.00 per day
 - Dependents 12 and over \$117.75 per day
 - Dependents under 11 \$ 78.50 per day
- Per diem rate when flying:
 - \$ 44.25 for one day of travel when flying
 - \$ 33.19 for one day of travel for dependents over 12
 - \$ 22.13 for one day of travel for dependents 11 and under

➤ Lodging receipts for the in-transit portion of your PCS move are not required.

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Dislocation Allowance (DLA) Advance

- To partially reimburse a member, with or without dependents, for the expenses incurred in relocating the member's household on a PCS
- Travel Advance/DLA payments will not show up on your LES
- Travel Advance are requested thru the SmartVoucher program
 - (<https://smartvoucher.dfas.mil>)
 - Login with CAC or Userid/Password
 - Click on Create (upper right corner)
 - Select Travel Advance Request
- All Soldiers, regardless of rank, when accompanied with dependents, will receive DLA at the “with dependent” rate

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Dislocation Allowance (DLA)

- **Single or unaccompanied SSG or above will receive DLA at the “without dependent” rate**
- **Please note that if Senior Quarters are available for single or unaccompanied SSG and above the DLA may be collected back.**
- **Single SGT/E-5 and below may not receive DLA.**

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DLA Rates effective 1 Jan 2023

GR	W/O	With
E-9	2,637	3,476.44
E-8	2,420.37	3,204.52
E-7	2,067.85	2,975.28
E-6	1,871.77	2,749.19
E-5	1,726.35	2,472.52
E-4	1,501.85	2,472.52
E-3	1,473.41	2,472.52
E-2	1,196.76	2,472.52
E-1	1,067.17	2,472.52

GR	W/O	With
O-10	4,345.94	5,349.82
O-9	4,345.94	5,349.82
O-8	4,345.94	5,349.82
O-7	4,345.94	5,349.82
O-6	3,987.05	4,817.02
O-5	3,840.05	4,643.12
O-4	3,558.63	4,092.99
O-3	2,851.96	3,386.27
O-2	2,262.31	2,891.47
O-1	1,905	2,584.80

GR	W/O	With
O-3E	3,079.60	3,639.23
O-2E	2,618	3,283.56
O-1E	2,251.23	3,033.76
W-5	3,615.52	3,950.70
W-4	3,210.82	3,621.89
W-3	2,698.61	3,318.33
W-2	2,396.68	3,052.73
W-1	2,006.15	2,640.16





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Dependent Travel

- **Soldier will submit a separate dependent travel voucher when:**
 - **Family travels on a different date than the soldier to the new location**
 - **Soldier moves family to a designated location due to PCSing to a restricted location.**
- **You will submit this travel claim at your gaining station.**

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Receipts

- Receipts for any reimbursable expenses exceeding \$75.00 must be submitted (i.e., bus fare, air fare, baggage fees, etc.)
- Lodging receipts, regardless of amount, must be submitted when claiming Temporary Lodging Expense (TLE)

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Temporary Duty (TDY) en-route

- You must have PCS or TDY orders (DD Form 1610, if TDY period is not included on the original PCS order) and/or any amendments with a valid Line of Accounting (LOA) in order to get paid for your TDY.
- You may be entitled to Family Separation Allowance (FSA) if separated from your dependents for a period greater than 30 days which is paid by the gaining station.
- Must list all authorized expenses incurred on your DD Form 1351-2 (Travel Voucher); include lodging; you must break down In and Around mileage if authorized; keep all receipts.

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Temporary Lodging Expense (TLE)

- TLE partially offsets the added living expenses within CONUS incurred by a member and dependents PCS
 - It is a reimbursement for lodging at your losing or gaining station (maximum daily rate of \$290.00)
 - Applies to Soldier's who have a large family and use of two or more than rooms
 - You are authorized 14 days of TLE on a CONUS to CONUS move or OCONUS to CONUS move
 - CONUS to OCONUS Moves - allowed up to 5 days MAX
 - Hotel must be within 75 miles of current or new duty station
- **TLE claim is submitted at your gaining station**

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Temporary Lodging Expense (TLE)

- You will file your TLE claim at your new duty station
- You must have the following when submitting your TLE claim
 - Statement of non-availability from housing if staying off post, if applicable
 - Itemized receipts for lodging (original lodging receipt with a **zero balance**) regardless of lodging cost
- TLE for Retiring or Separating Soldiers is not authorized

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Temporary Lodging Allowance (TLA)

Applies to Soldiers on PCS orders to an Overseas Assignment

- To partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings and expenses for meals obtained as a direct result of using temporary lodgings OCONUS that do not have facilities for preparing and consuming meals
- May be authorized upon reporting to an OCONUS PDS and waiting for Government quarters assignment, or while completing arrangements for other permanent living accommodations when Government quarters are not available
- **Overseas housing office is the approving agency for TLA.**

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Mandatory use of the Government Travel Charge Card (GTCC)

- Effective immediately **ALL** military personnel who possess a Government Travel Charge Card (GTCC) will use their GTCC for official relocation expenses per the Secretary of the Army.
- If the Traveler does not possess a GTCC:
 - you are NOT required to obtain one, if this PCS is the only travel being done.
- **GTCC = DLA ADVANCE ONLY**

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Mandatory use of the Government Travel Charge Card (GTCC)

➤ **GTCC Regulation: Authorized by** ➤ **DODI 5154.31 Volume 4**

- Your APC can put your account in a:
 - – **MISSION CRITICAL-PCS** mode per para 041308
- **Mission Critical – PCS** gives you more time to pay your card if DFAS-Rome cannot process your travel claim in a timely manner avoiding late fees, suspension of card, etc.
- **See your Brigade or Battalion APC**

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Completing the PCS Travel Advance Request via SmartVoucher

- **Advance travel requests are processed through the SmartVoucher program**
 - **You can access the program on the DFAS Website**
 - **www.dfas.mil**
 - **Click on the MyPay Icon (do not log in)**
 - **Click on Quick Links**
 - **Click on SmartVoucher – Complete a DD 1351-2**
 - **Follow the login instructions**
 - **CAC- no userid or password needed**
 - **Non-CAC login you will need a userid and password**
 - **If you do not have a userid or password, you will need to login to MyPay**
- **Travel advances to include DLA are deposited directly to your bank account**
- **If you have a Government Travel Credit Card (GTCC), you can only request DLA**
- **Please ensure that you upload a complete set of orders to include amendments and your DA 31/IPPS-A Absence Request Form**

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Advance of Pay, DD Form 2560

- To provide funds to a member to meet extraordinary incidental expenses 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 ONE (1) month base pay minus regular deductions to include child support.
 - **Soldiers in the pay grade of E-4 and below must obtain their Commander's (O-3 and above) signature**
- Payment may take up to 5 business days to process.

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Completing the DD 2560, Advance Pay Certification

- Please write clear and legibly with no mark outs.
- **Soldiers in pay grade of E-4 and below will need to complete Part V “Approval of Member’s Commander”**
 - **approved and signed by the Commander in the rank of O-3 and above.**
- Attach a complete set of PCS orders and any amendments, if applicable, and 1 copy of the DA 31 to the DD Form 2560, Advance Pay Certification/Authorization, once completed.
- **Submit your request thru your servicing S-1**

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Completing the DD 2560, Advance Pay

PART I. REQUEST

1. NAME (Last, First, Middle Initial)		2. SOCIAL SECURITY NO.	3. GRADE
4. I REQUEST:		5. I REQUEST A REPAYMENT SCHEDULE OF:	
☒ a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)		☒ a. 12 MONTHS OR LESS (Specify number of months)	
☐ b. MORE THAN 1 MONTH BUT LESS THAN 3 MONTHS BASIC PAY LESS DEDUCTIONS (Parts II and V must be completed.) (Specify amount) \$		☐ b. 13 - 24 MONTHS (Parts III and V must be completed regardless of pay grade. NOTE: Repayment schedule cannot exceed member's date of separation.) (Specify number of months)	
		☒ 6. I REQUEST PAYMENT OF THE ADVANCE PAY:	
		☒ a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS.	
		☐ b. 31 - 90 DAYS BEFORE MY PCS (Parts II and V must be completed.)	
		☐ c. 61 - 180 DAYS AFTER ARRIVAL AT MY PDS (Parts II and V must be completed.)	

Blocks 1-3: Self explanatory

Blocks 4-6: annotated an "X" in the "a" boxes

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Completing the DD 2560, Advance Pay, Continued

PART II. CERTIFICATION OF EXPENSES (Actual or Anticipated) (Continue in Item 23 on reverse if necessary.)		
7. EXPENSE	8. AMOUNT	10. EXPLANATION OF THE CIRCUMSTANCES WHERE GREATER-THAN-NORMAL EXPENSES MIGHT BE INCURRED OR CIRCUMSTANCES REQUIRING AN EARLY OR LATE PAYMENT OF ADVANCE PAY (Up to 90 days before and 180 days after).
a.	\$	
b.	\$	
c.	\$	
d.	\$	
e.	\$	
f.	\$	
9. TOTAL	\$ 0.00	
PART III. JUSTIFICATION FOR MORE THAN 12 MONTHS PAYBACK (Justification must demonstrate that severe hardship would result if the advance is paid back in 12 months)		
11. NO. OF DEPENDENTS	12. LIST SPECIFICS OF YOUR FINANCIAL SITUATION, INCLUDING OUTSTANDING DEBTS AND MONTHLY PAYMENT AMOUNTS THAT INDICATE A SEVERE HARDSHIP IN REPAYING THE ADVANCE IN THE NORMAL 12-MONTH TIME PERIOD (Continue in Item 23 on reverse if necessary.)	

Block 7-8: Annotate “PCS EXPENSE” if this is your first advance

Block 10: justification needed if requesting second or up to three month advance pay

Block 12: - list specific needs for the advance pay

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Completing the DD 2560, Advance Pay, Continued

PART IV. MEMBER CERTIFICATION

Penalty: The penalty for willfully making a false claim/statement is a *maximum of \$10,000 or maximum imprisonment of five years, or both (U.S. Code, Title 18, Section 287).*

If I am separated prior to my ETS, I consent to withholding from current pay, final pay, or any other money due me to satisfy this indebtedness. I further consent to such withholding at a rate sufficient to satisfy this indebtedness no later than my separation, and understand that this could result in the withholding of 100% of any current pay, final pay, or other money due me.

I have read and understood the policy on advance pay incident to a PCS contained on the reverse of this form. I hereby certify that the intended use of these funds meets the stated purpose. I have attached one copy of my PCS orders or assignment notification.

13. SIGNATURE

14. DATE (YYMMDD)

PART V. APPROVAL OF MEMBER'S COMMANDER

15. I HEREBY APPROVE THIS REQUEST FOR ADVANCE PAY OF:

a. ONE MONTH BASIC PAY LESS DEDUCTIONS

b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$

16. WITH LIQUIDATION OVER:

a. 12 MONTHS OR LESS (Specify number of months)

b. 13 - 24 MONTHS (Specify number of months)

17. AND PAYMENT OF THIS ADVANCE:

a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS

b. NOT PRIOR TO _____ (date) WHICH IS 31 - 90 DAYS BEFORE PCS

c. 61 - 180 DAYS AFTER REPORTING TO NEW PDS

18. APPROVING OFFICIAL NAME (Last, First, Middle Initial)

19. SIGNATURE OF OFFICIAL

20. TITLE

21. GRADE

22. DATE (YYMMDD)

Block 13-14: Need your “wet” signature or digital signature and date you signed the form

Block 15-22: Need commander’s approval if requesting

- more than one-month advance pay
- second and/or third advance pay

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Completing the DD 2560, Advance Pay, Continued

Your servicing S-1 will submit your request for Advance Pay on a Unit Transmittal Letter (UTL) via an **ENCRYPTED email to:**

usarmy.cavazos.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil

Documents needed to process your Advance Pay Request:

- **complete set of orders and amendments, if applicable**
- **All IPPS-A Absence Request Form**

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What to submit?

- The following documents are required **at least ten (10) calendar days** prior to your sign out date as stated on your IPPS-A Absence Request Form to ensure timely clearing:
 - IPPS-A Absence Request Form
 - PCS orders with any amendments
 - All documentation must be in **PDF format** forwarded to the finance office in an **ENCRYPTED** email by:
- **Your servicing S-1 will email the documents for you email address listed below:**
- **usarmy.cavazos.fin-mgt-cmd.mbx.ampo-iop-travel-section@army.mil**

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Questions

myPay



- <http://mypay.dfas.mil/>
- Allows customer electronic access to:
 - LES View/Print
 - Allotments – Start, Stop, Change
 - Pay option – Change bank account
 - DFAS Vouchers Paid Within Last 6 Months
 - W-2 view and print

**1-888-332-7366 or
DSN: 699-0300**

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References

- **DoD Financial Management Regulation Volume 7A
-Military Pay Policy And Procedures - Active Duty
And Reserve Pay**
 - **Chapter 26 – Basic Allowance for Housing**
- **Joint Travel Regulation**
 - **Chapter 5 – PCS Travel**

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Questions

Call
254-287-9207
for assistance.

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