

**DEFENSE MILITARY PAY OFFICE
5450 STROM THURMOND BOULEVARD
FORT JACKSON, SOUTH CAROLINA 29207-5550**

DFAS-IN/MD

MEMORANDUM FOR ALL OUTPROCESSING PERSONNEL

SUBJECT: Defense Military Pay Office Outprocessing Guide

1. **PURPOSE.** The purpose of this guide is help you better understand the effects your upcoming Permanent Change of Station (PCS) can have on your pay. It is not all inclusive, but it covers subjects on which the Defense Military Pay Office (DMPO) receives the most inquiries. Subjects include Outprocessing Appointments, Casual and Advance Payments, Advance Travel Pay / Dislocation Allowance, Temporary Lodging Expense (TLE), Temporary Lodging Allowance (TLA), and Overseas Entitlements.

2. **GENERAL.** The most important thing to remember is to **plan ahead**. Prior planning will help keep you from incurring financial hardships during your PCS move. When submitting pay changes keep in mind the finance cut-off date. This is the date that we must receive your change for it to reflect on that month's Leave and Earnings Statement (LES). Your Personnel Staff NCO (PSNCO) or Personnel Administration Center (PAC) NCOIC can inform you of the cut-off date each month. ASK QUESTIONS on every thing not clear to you. Finance personnel are available to assist you at the finance office and by telephone. Telephone numbers are listed at the end of this guide. All payments made by this office will be done by Electronic Funds Transfer (EFT) directly to your bank account as stated on your LES. We welcome questions from family members, however, due to limited office space, we ask that only the soldier attend the outprocessing appointment. In accordance with the Privacy Act, we **will not** discuss any financial matters with any one other than the soldier.

3. **OUTPROCESSING.** Outprocessing of permanent party personnel is done by appointment. To schedule your appointment, YOU must go to the finance office, Outprocessing Section, Room 1083, with 5 copies of your PCS orders, amendments (if applicable) and DD Form 1610 (if applicable). Appointments can be scheduled as soon as orders are received (up to 45 days before scheduled departure date) but should be accomplished not later than 10 working days prior to the date you are scheduled to depart Fort Jackson. Soldiers residing in government family quarters must check with the Post Housing Office, prior to making appointment, to determine when quarters will be terminated. At this time you may elect to receive an Advance Pay and/or Advance Travel payments. Failure to make this appointment could result in nonpayment of Travel advances. YOU DO NOT NEED YOUR CLEARANCE PAPERS TO SCHEDULE THIS APPOINTMENT.

a. DA 31 (Request and Authority for Leave). All soldiers are required to bring the suspense copy or a copy of the original DA Form 31 to the outprocessing appointment. The *from* date can not be earlier than the date you are authorized to depart from your unit. The *to* date must reflect your availability date or reporting date as stated in your PCS order.

b. Permissive TDY. Permissive TDY must be approved by the losing Commander, O5 or above, and be annotated on the Request and Authority for Leave (DA Form 31). Soldiers must report to the gaining on-post housing office prior to starting house hunting and before signing in to gaining unit. Failure to do so will result in you being charged leave for the entire period. Ensure your DA 31 gets stamped/signed by the housing officer.

c. Temporary Duty Enroute (TDY). If you are to perform TDY enroute, you will need to bring copies of the DD Form 1610 to your outprocessing appointment.

d. The Military Pay Technician will brief you on changes to expect in your pay account as a result of your PCS. Your pay may increase or decrease while you are in a travel status. Changes may include:

(1) If you are currently receiving Separate Rations, they will automatically change to PCS rations at the same rate. For soldiers in the grades of E6 or below, Separate Rations will stop effective the day before sign in at your

new unit. Your gaining commander will have to determine your entitlement to separate rations, and submit documentation to start. If you are not currently receiving separate rations, they will automatically start as PCS rations from the date of departure until the day before sign in at your new unit.

(2) Basic Allowance for Housing (BAH). BAH is equal to the total of the old BAQ and VHA (with or without family members). BAH II is the amount of BAQ only (with or without family members). BAH Diff is the pay entitlement for court ordered child support (Rates are provided in DODFMR, Vol 7A). BAH Partial is the old Rebate. Soldiers are no longer required to recertify their entitlement to BAH each year, but must do so upon inprocessing at the new permanent duty station. The requirement to present documentation for lease or mortgage payments is now left to the discretion of each DMPO. Ensure that you have in your possession a copy of family member's lease or mortgage documents upon inprocessing at your gaining station to prevent a delay in the start of your entitlements.

(a) If you are currently receiving BAH, there should be no interruption of payment until you inprocess at your gaining station. If your family members remain in CONUS, you will continue to be authorized BAH based on the area (zip code) where your family resides. If your family travels with you concurrently, your entitlement will change to BAH II.

(b) If you were assigned family government quarters here, be sure you have a copy of the termination of government quarters order with you at your outprocessing appointment to ensure restart of your BAH. If martial status has changed since assignment to government quarters then you are required to bring copies of documents (divorce decree, separation agreement, birth certificates, etc.). Failure to do so will result in BAH not being paid until you present the required documentation upon inprocessing at your new duty station.

(c) Soldiers in the rank of SPC/over 4 years service thru SSG receiving BAH (without family members and VHA), the entitlement will terminate effective the date prior to the date of sign in at your new unit. Your gaining commander will have to determine your entitlement to BAH, and submit the required documentation to start.

(3) Pay options for SURE-PAY/DIRECT DEPOSIT are not automatically changed upon PCS. If you choose to close out accounts at your existing bank account, you should open a new account and submit a new pay option to your servicing finance office. Ensure that your check goes to the new account prior to closing your old account. If you do not, your paycheck will continue to go to the closed account. The financial institution will have to return your funds to DFAS-IN, which will be recredited to your pay account on your LES (two month delays are not uncommon for recredit).

(4) Allotments and Bonds. All existing allotments, by law, effective 1 January 1999, will be required to be made using Electronic Funds Transfer (EFT). If you have any allotments going to an address, you need to consider if you want this allotment to continue and obtain the SF1199A with a valid Routing Number, account number and indicate the type of account, either savings or checking. Soldiers should be encouraged to have bonds mailed to a permanent address, **one not expected to change upon reassignment**, or to be held in safe keeping at DFAS, to prevent lost bonds or bonds returned to DFAS.

4. CASUAL AND ADVANCE PAYMENTS.

a. Casual Payments. Casual payments are no longer authorized except in emergency situations. If you need an emergency casual payment while in transit, report to the nearest military finance office (Army if possible, or Navy, Marine, Air Force). Be sure to take your finance packet, leave authorization (DA Form 31), Identification Card, Orders and port call instructions (if applicable). Casual payments may be paid in the amount that has accrued to date of payment. Casual pays cannot be prorated and must be collected from the first month's check possible. Remember: Any payment you receive while in transit is considered a casual payment which will be collected in full from your next month's pay.

b. Advance Pay. The Advance Pay is NOT an interest free loan from the Army. The purpose of the Advance Pay is to provide funds for extraordinary expenses incident to a government-ordered relocation. Advance payments are made to qualified soldiers, if justified and approved upon PCS move. 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 location. Advance pay is not payable to satisfy a personal financial crisis or pay existing expenses at the old Permanent Duty Station (PDS). (As an example, rent, telephone, food, car repairs, etc., are normally not PCS related expenses.) In most instances, soldiers without family members do not qualify for advance pay; however, if requested and documented to reflect extenuating circumstances, payment to single soldiers is not precluded. Soldiers may be paid only one month advance pay at the losing duty station. If none is paid at the losing duty station, then one month advance pay may be made to the soldier while enroute. If PCS related expenses at the new PDS exceed the amount of the first advance received, the soldier may receive, if approved, a second Advance Pay for additional expenses incurred, not to exceed the maximum of three months advance pay. The soldier's commander must approve a second Advance Pay or a first Advance requested at the new PDS, that exceeds one month. Payments may be made within 30 days of PCS or up to sixty days after arrival at the new duty station. Caution should be your guide since advance pays could be a source of financial hardship if the money is not used wisely. If most of your expenses will occur after arrival at your new duty station, consider waiting until after your PCS to request an advance. Repayment time will normally be 12 months or remaining time in service, whichever is shorter. Requests for a repayment schedule of more than 12 months but less than 24 months or remaining time in service, must have written justification that clearly shows that a 12 month repayment schedule would create severe financial hardship, and be approved by your commander. For officers senior to their unit commander, the next senior person in their chain of command must approve the request. Advance payments to E-3 and below require command approval.

5. PCS TRAVEL INFORMATION. Travel and Transportation Options.

a. General. Incident to PCS orders being published by AG, the soldier will elect his mode of travel from the following:

(1) Travel by Privately Owned Vehicle (POV). If soldier is authorized to travel by POV, as stated in the orders, he/she will be reimbursed Monetary Allowance in Lieu of Transportation (MALT), and a flat per diem rate for authorized travel time (days). The flat per diem rates are currently \$50.00 per day for the soldier, \$37.50 per day for family members over the age of 12, and \$25.00 for family members under the age of 12.

(2) If the soldier travels by personally procured transportation by common carrier ((Commercial Travel) i.e. plane, bus, train), he/she must purchase the tickets through a Commercial Travel Office under contract to the government. He/she will receive reimbursement for the government contracted ticket price, or cost paid by him/her, whichever is less and per diem.

(3) Be provided transportation in kind (if the soldier is provided transportation in kind (TR), he/she will receive transportation in kind plus per diem).

b. A receipt is required for any expense exceeding \$75.00.

c. Soldiers will be reimbursed family member travel if authorized on PCS orders and only if family members relocate. Single soldiers with family members need to ensure orders are published accordingly. Soldiers may be authorized to escort minor family members to a designated location, if going on an unaccompanied tour. Remember that travel is reimbursable for only one move.

d. Mileage rates vary and are not quoted in this guide. If you have a question on rates ask the Military Pay Technician at your outprocessing appointment.

e. Dislocation Allowance (DLA) is payable according to Grade, with or without dependents according to rates in JFTR Vol 1, para U5615, Part G.

6. TEMPORARY LODGING EXPENSE (TLE).

a. General. Temporary Lodging Expense is authorized to partially offset the added living expenses incurred within the Continental United States (CONUS) by soldiers and their family members when it is necessary for the soldier and/or family members to occupy temporary lodgings incident to PCS. It is an additional allowance that does

not affect other permanent change of station entitlements. TLE is payable for the first permanent change of station to enlisted soldiers as of 5 October 1999. Officers are not entitled to TLE for the first permanent change of station. TLE is not payable to Officers and Enlisted soldiers on their last permanent change of station. TLE is paid at your gaining duty station.

b. Conditions of Entitlement.

(1) Government temporary quarters must be used if available.

(2) TLE is payable when temporary lodging expense is incurred prior to signing out at the old station and/or after signing in at the new duty station within CONUS. Maximum number of days reimbursable is 5 days if PCS is to an overseas duty station or 10 days if PCS is within CONUS.

(3) Maximum reimbursement is \$110.00 per day. NOTE: Since the actual computation is based on percentages depending on number of family members and reductions for allowances being paid to soldier (i.e., BAH, Subsistence), payments actually made will be considerably less than \$110.00 per day.

(4) Lodging receipts are required for making TLE payment.

(5) To claim TLE, provide your gaining finance with PCS orders, lodging receipts and a copy of your travel itinerary.

(6) Lodging cost for any days spent with friends or relatives is not payable, but 46 percent of the maximum TLE rate is payable for subsistence. BAH is not collected from this amount.

7. TEMPORARY LODGING ALLOWANCE (TLA). This allowance is only paid in overseas areas. Do not confuse TLA with Temporary Lodging Expense (TLE) which is paid in CONUS. TLA is to partially reimburse you for the, more than normal, expenses incurred at hotel or hotel like accommodations and at public restaurants, on arrival at, or immediately prior to, departure from your permanent duty station outside the United States.

a. Initial Assignment. When you arrive at your new duty station overseas and there are no permanent quarters available to you (or your family members, if applicable) then you may be authorized TLA. The period of entitlement will not exceed 60 days unless approved by the Major Overseas Command. It is paid in 10 day increments, which have been approved by the Housing Office and will be paid directly into your pay account on the next available check. You may request a Casual Payment for this allowance.

b. Departure: TLA is payable upon departure not to exceed 10 days prior to your port call from the overseas area.

c. Amounts payable depends upon your expenses and is based on the local area per diem rate. The actual computation is based on percentages depending on the number of family members and reductions for allowances being paid to the soldier (i.e., BAH, OHA, COLA, and Subsistence).

8. OVERSEAS ENTITLEMENTS. Below are listed various entitlements you may be authorized by being stationed in an overseas area. What you are authorized will depend on your individual circumstances and the area to which you are assigned.

a. Special Pay-Hardship Duty(HDP) (formally Foreign Duty Pay (FDP)). Enlisted members only, assigned to certain overseas areas, are authorized FDP. As a general rule, you must be stationed in a "HARDSHIP" area. For example, most parts of Europe and Japan are NOT authorized HDP, while it is authorized in Korea. It is paid on your Leave and Earning Statement (LES) along with your regular monthly pay. Your inprocessing finance clerk at your new station can give you the HDP rates.

b. Family Separation Housing (FSH). FSH is payable to members assigned outside of Continental United States (CONUS) or Alaska. It is payable when your family members are not authorized to go to your duty station and

single type government quarters are not available to you. FSH is paid in the same amounts as BAH II without family members for your grade. If authorized, it is paid in addition to the BAH for your family members.

c. FSA II is payable to members reassigned outside the United States when your family members are not authorized to move to your new duty station. FSA II is currently \$100.00 per month for all ranks and is payable only when you are separated from your family caused by competent orders. If you elect an All Others Tour, FSA II is not payable because it was a choice made by yourself not a government-enforced separation. If you are assigned on an unaccompanied tour, you may be authorized FSA II for the entire tour. If your family is on deferred travel, you may be authorized FSA II from the date your move began through the date prior to your family joining you at your new station. Soldier married to Soldier, separated by competent orders may be authorized to receive FSA-II. **NOTE:** You cannot claim FSA II if the sole family member(s) is a divorced spouse, or legally separated, child(ren) in the legal custody of another person (even if you pay child support), or a parent(s) who does not reside in a home which you control, supervise, and maintain for mutual use when circumstances permit.

d. Overseas Housing Allowance (OHA). This allowance is payable in some overseas areas when you are not furnished government quarters, either family or single type. It is to help you with the cost of living in off post quarters that is above the amount of your monthly BAQ. The maximum amounts payable vary from area to area and are based on the cost of your off post quarters. The Per Diem Committee reviews this allowance twice monthly as it is also based on the local currency exchange rates.

e. Cost of Living Allowance (COLA). COLA rates vary from area to area and are based on the availability of military facilities (i.e. PX, Commissary, and MWR activities). This allowance is to help offset the increased living expenses incurred overseas. There is a reduced rate for personnel living in the barracks. COLA is also based on the member's grade: years in service and the number of command sponsored family members residing with you in the overseas area.

9. **CONCLUSION.** The Customer Service Section of the Defense Military Pay Office is here to provide the best customer service to you. We strive to provide professional, quality service. Please complete a customer service form when you visit the finance office. These forms will enable us to continually improve our service to the soldier.

Telephone Numbers:

Inquiries Counter Military Pay - 751-6669/7242/7243

Outprocessing Military Pay Technician - 751-5483

Travel Section - 751-4406/4407/4409/4413

REMEMBER, there are many different circumstances, which affect your PCS entitlements. You are the provider of documentation to substantiate entitlements, be sure you keep copies of receipts, quarters termination/assignments, etc.

Brian N. Smith
MAJ, USA
Defense Military Pay Officer