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Permanent Change of Station (PCS) Entitlements



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Lesson Objectives



- Define PCS
- PCS Types
- Permissive TDY
- Travel Per Diem & Monetary Allowance in Lieu of Transportation (MALT)
- Dislocation Allowance (DLA)
- Temporary Lodging Expense (TLE)
- Temporary Lodging Allowance (TLA)
- Government Travel Charge Card (GTCC)
- Advance Pay



Definition

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- A transfer or assignment of a military member from one location to another, either CONUS or OCONUS

- Why do we PCS?
 - Enhance national security
 - Compassionate reassignments
 - Equitable treatment



PCS Types

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- Move from one permanent duty station to another
- Transfer from one unit to another
- Change of homeport/permanent duty stations of a unit
- From home or place ordered to Active Duty (AD)
- Last duty station to retirement or separation point/home of record



PCS Types cont.

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- Dependent Travel
 - Concurrent
 - Deferred/Delayed
- Member married to member
- RC/NG call to/release from AD–20 weeks or more
- Members whose enlistment has been voided



Special Categories of PCS



- Cadets and Midshipmen
- Assigned to a school or installation as a student, if the course of instruction is less than 20 weeks
- A Reserve Component (RC) enlisted member called or ordered to initial active duty for training for less than 6 months.
- Not covered
 - Absentees
 - Discharges under other than honorable
 - Prisoners



Permissive TDY (PTDY)

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- Hometown Recruiter Assistance Program (HRAP)
 - AR 601-2 Army Recruiting Support Programs
- House hunting
 - AR 600-8-10 Army Leave and Passes



- Purpose
 - Supports the Army's belief that everyone has a responsibility to assist in the Army's recruiting efforts and mission
 - Allows new Soldiers the opportunity to bridge the gap with America's youth while telling their Army story in their community
- Rules
 - Authorization from the O-5/ LTC in the Soldier's chain of command
 - May be approved for a period of 14 days
 - No expense to the government; all expenses incurred by the Soldier



- Purpose
 - Used for house hunting when relocating to a new duty assignment
- Rules
 - Commanders, O-5/ LTC or higher, are authorized to approve for no more than 10 days
 - DA Form 31 is normally annotated prior to the Soldier's PCS departure for house hunting
 - Soldier no longer required to report to the gaining on-post housing office prior to starting house hunting per military pay E-message



- The Department of Defense's focal point for
 - Commercial travel
 - Central oversight for commercial travel management
 - Travel regulations, policies, and implementation
 - GTCC program management
 - Customer support and training
 - Functional oversight of the Defense Travel System (DTS)
 - Station and housing allowances program management
 - Allowance calculators



PCS Allowances

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- Travel Per Diem & Monetary Allowance in Lieu of Transportation (MALT)
- Dislocation Allowance (DLA)
- Temporary Lodging Expense (TLE)
- Temporary Lodging Allowance (TLA)
- Advance Pay

- Per Diem Allowance
 - Subsistence allowance is a daily payment instead of actual expense reimbursement for lodging, meals and related incidental expenses
 - Is separate from transportation expenses and other reimbursable expenses
 - Authorized for allowable travel time (not leave time)
- Travel Day Computation
 - Based on mode of transportation
 - Based on distance between location



- Rate per mile for the authorized POV use during official PCS travel
- MALT Rate effective 1 January 2020: \$0.17/mile

Example

- A Soldier PCSing from Fort Stewart to Fort Bragg. PCS leave is taken in Norfolk VA. The official distance is 302 miles
- Fort Stewart to Fort Bragg (Mileage 302 x \$0.17= \$51.34)



Authorized Travel (AT) Day Example



- Soldier travels between two duty stations
- **Mode of travel:** POV
- **Miles:** 800 miles in between duty stations
 - Calculation: $800/350 = 2.29$ days
 - Therefore 800 miles = 3 travel days

Note:

.15 and over must be rounded to another day

2.14 = 2 days

2.15 = 3 days



- **Air:** one day is allowed in CONUS and within areas OCONUS
- **Bus:** government purchases commercial bus transportation; per diem is allowed for the actual time needed to travel over the direct route including necessary delays
- **Train:** scheduled departure and arrival dates are used

****Note: A traveler who elects to travel by a transportation mode other than the one authorized is limited to the actual time used, but not to exceed authorized time***

❖ JTR 0505

- Purpose
 - Partially reimburse a member with or without dependent(s) for the expenses incurred in relocating the member's household
- Rules
 - PCS
 - On a housing move ordered for the Government convenience
 - Incident to an evacuation
 - Based on grade and dependency



Types of DLA

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- Service Member With/Without Dependent
- Service Member Married to Another Service Member
 - With Dependent
 - Without Dependent
- Secondary DLA
- Partial DLA



Army Military Pay E-Message 19-061



- Effective October 10, 2019
- Soldiers authorized to receive DLA may elect advance payment of their DLA entitlement even though they possess an Individually Billed Account (IBA) travel charge card. If elected, the travel advance is authorized for DLA only.



Temporary Lodging Expense (TLE)



❖ JTR 0506

Purpose

- To partially pay members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging

Provisions

- 10 days CONUS to CONUS or OCONUS to CONUS
- 5 days CONUS to OCONUS
- Maximum TLE increase period is 60 days i.e. major disaster (order of Sec Army)



Authorized

- CONUS travel entitlement
- Before departure from old PDS
- Upon arrival at new PDS
- House hunting after arrival at new PDS
- PCS orders cancelled after occupying temporary quarters
- While awaiting quarters assignment or living arrangements

Not Authorized

- Leaving AD
- House hunting trip taken before arrival at new PDS
- Dependents acquired after effective date of PCS
- Dependents return to CONUS prior to issuance of PCS orders



TLE Rules of Entitlements



- Must be temporary place of residence
- Must be in the vicinity of old/new PDS or designated place
- Allowed if assigned quarters are not occupied because
 - Awaiting HHG shipment
 - Government quarters are undergoing repair/renovation
 - HHG have been packed, picked up and/or shipped
- Lodging with friend or relatives not reimbursable
 - Meal and Incidental (M&IE)
- Lodging receipts required
- Member married to member
 - Both may **not** claim same dependents for same days
 - Member may **not** claim other member



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Temporary Lodging Allowance (TLA)



❖ DoDFMR Vol 7A Chapter 6804

Purpose

- An allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS

Rules

- On arrival to/departure from PDS
- When required to occupy temporary lodgings
- When required to vacate permanent quarters



- Paid up to 60 days upon arrival
- Reviewed after 15 days or local policy
- Does not need to be consecutive (TDY, hospital, etc.)
- Additional periods of authorization
 - Delay in availability of GOV'T QTRS
 - Unable to secure private sector housing that the housing officer considers suitable
 - Non-arrival of HHG



Check on Learning

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1. A Soldier is authorized ___ travel day(s) when flying CONUS.
2. For a CONUS move, ___ days of TLE are authorized.
3. How many other modes of travel are there?





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Government Travel Charge Card (GTCC)



- Provides travelers an effective, convenient, and commercially available method to pay for expenses related to official travel
- Use is mandatory for all personnel (military and civilian) to pay for PCS moves and all official travel costs
- Payments streamlined with split disbursement upon arrival to New PDS
- No need to use personal funds for mission related travel expenses



❖ DoDFMR Vol 7A Chapter 320201

- Amount payable (Base Pay minus Deductions)
- Less deduction
 - Forfeiture
 - Montgomery G.I. Bill
 - Tricare Dental
 - Federal/state income tax withholding (FITW/SITW)
 - Federal Insurance Contribution Act (FICA)
 - Service members Group Life Insurance
 - Armed Forces Retirement Home (AFRH)
 - Monthly repayment of a prior advance
 - Garnishment
 - Any other mandatory monthly deductions



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Advance Payments Computation (Example)



An E-6 with over 8 years of active military service has requested a 2 month Advance Pay for a PCS move.

2019 Base Pay:		\$3,543.30
Less Deductions:		
FITW		(\$360.00)
SITW		(\$120.00)
FICA Social Security		(\$191.76)
FICA Medicare		(\$44.84)
AFRH		(\$0.50)
Garnishment		(\$200.00)
Total Deductions:		<u>(\$917.10)</u>
Net Pay 1 Month:		\$2,626.20
Net Pay 2 months:	=	\$5,252.40
Advance Pay:	=	\$5,252.40



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Advance Payments Certification / Authorization



ADVANCE PAY CERTIFICATION/AUTHORIZATION		
<u>Privacy Act Statement</u>		
AUTHORITY: 37 U.S.C. 1006 et seq; E.O. 9397 November 1943 (SSN).		
PRINCIPAL PURPOSES: To document a member's request for, and subsequent authorization of, an advance of pay to meet extraordinary expenses incident to a PCS move. It is also used to inform the member of the purposes and restrictions of such advances, and to establish repayment schedules.		
ROUTINE USES: Information collected on this form becomes part of the Joint Uniform Military Pay System (JUMPS), and Reserve component pay systems and is subject to all of the routine disclosures which are more fully described in Service regulations. Routine recipients of JUMPS disclosures include, but are not limited to, Red Cross, State and local government for tax and welfare purposes.		
DISCLOSURE: Voluntary; however, failure to provide the SSN will result in denial of payment since it is used to identify you for pay purposes.		
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:	6. I REQUEST PAYMENT OF THE ADVANCE PAY:
a. ONE MONTH ADVANCE PAY (See Policy Guidance on reverse.)	a. 12 MONTHS OR LESS (Specify number of months)	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING TO MY NEXT PDS.
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)	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.)
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.)	
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:	16. WITH LIQUIDATION OVER:	17. AND PAYMENT OF THIS ADVANCE:
a. ONE MONTH BASIC PAY LESS DEDUCTIONS	a. 12 MONTHS OR LESS (Specify number of months)	a. WITHIN 30 DAYS OF PCS OR 60 DAYS AFTER REPORTING AT PDS
b. AN AMOUNT SPECIFIED NOT TO EXCEED 3 MONTHS BASIC PAY LESS DEDUCTIONS (Specify amount) \$	b. 13 - 24 MONTHS (Specify number of months)	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)

DD Form 2560, MAR 90

Reset

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(DD Form 2560)



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Recoupment of Advance Payments



- Collection
 - Starts the month following payment
 - Prorated 12 months (or less)
 - 24 months with justification and/or memorandum from commander
 - Lump sum repayment
 - Increase monthly payments
 - Repaid before separation



- 1. True or False: There are two types of Permissive TDY (PTDY) in regards to PCS.**
- 2. DoD Government Travel Card (GTCC) provides travelers an effective, convenient, and commercially available method to pay for _____ related to official travel.**
- 3. True or False: An advance payment is to give funds to a member to meet extraordinary vacation expenses.**



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As of: 30 April 2020