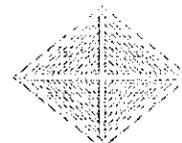


Permanent Change of Station
Information as of 24 February 2011

TOTAL SUPPORT



Documents to bring to Out Processing: Two copies of your PCS Orders and any amendments, two copies of the DA Form 31, signed by unit authorized approving official. You must have a DA Form 31, even if you are not taking leave. Clearing papers will be signed once designated areas have been cleared. Soldiers residing in Privatized Housing or Off Post Housing are responsible to ensure that their allotment has been stopped.

Requesting an Advance of your PCS Travel Entitlements: Submit PCS travel advance DFAS Form 9114 (found at <http://www.dfas.mil/travelpay/armytravelpay/forms.html>) to your PAC personnel not earlier than 20 days prior to your departure date. Currently, only 80% of authorized travel entitlements can be advanced. The additional 20% will be paid upon completion of travel by submitting a claim for settlement of the travel voucher to your gaining station. Currently, DLA advances are paid at 100%.

PER DIEM Rates Are as Follows:

Soldier	\$ 123.00	Fam Mbr 12 over 75%	\$ 92.25
Spouse 75%	\$ 92.25	Fam Mbr 12 & under 50%	\$ 61.50

Authorized travel Time: Computed by dividing the official distance by 350 miles per day. Members may be entitled to drive their POV between authorized points. Mileage rate is \$0.235 per mile (based on vehicle and not the number of dependents in the private automobile).

Dislocation Allowance (DLA): DLA is authorized if you are moving authorized dependents. DLA may be payable to Single Soldiers if the member is not assigned to government quarters. Single soldiers may not request an advance for DLA. If eligible, DLA will be paid at the gaining station. DLA Rates can be found in the **JFTR VOL 1 Chapter 5 Para U5G-1**. To request advance DLA submit DFAS form 9114 <http://www.dfas.mil/travelpay/armytravelpay/forms.html>

Temporary Lodging Expenses (TLE): Ten (10) days may be claimed when PCSing state to state. The lodging facility must be in the area of the old or new duty stations. TLE is not paid in advanced. TLE may be claimed at the new duty station as part of the PCS travel settlement. Five (5) days of TLE may be claimed to soldiers that PCS to OCONUS.

Temporary Lodging Allowance (TLA): The gaining overseas Housing Office or Designated Official is the approving official for this entitlement. (i.e. number of days authorized).

Do it yourself move (DITY): The Finance Office does not authorize DITY moves; the Transportation Office are the certifying officials. Request DITY advance submit DD 2278 authorizing DITY advance from transportation with DFAS Form 9114 <http://www.dfas.mil/travelpay/armytravelpay/forms.html>

Permissive TDY: Finance is not the approving official in block 13 on the DA 31; the Soldier's commander (O-5 and above) is the approving authority. However, the PTDY **MUST** be endorsed by the housing office at the gaining duty station to validate the start date of the PTDY. This endorsement should be notated in the remarks section of the DA 31 with a housing stamp and date.

Requesting an Advance of Basic Pay Soldier in receipt of PCS orders can request, but may not necessarily be entitled to up to three months of Advance Basic Pay. One month's Advance Basic Pay may be requested at the losing station and up to two month's Advance Basic Pay may be requested at the gaining station. Soldiers in the grade of E-5 and below must obtain their unit commander's approval for the advance. The unit commander will complete Part V on the DD Form 2560 before payment can be **CONSIDERED**.

Finance Office Information

Fort Myer DMPO
Building 202 on Custer Road Fort Myer, VA 22211
Phone Number 703 696 3021 DSN 426-3021
Monday-Friday: 0730-1500
(Closed for lunch 1130-1200)

Fort Belvoir DMPO
9875 Michie Place, Fort Belvoir, VA 22060
Phone Number 703 805 2501
Monday-Friday: 0700-1500
(Closed for lunch 1200-1230)

Important!!!! After you leave Fort Myer or Fort Belvoir your pay account will be in a PCS status. The maximum numbers of days in this status are 90 days for Enlisted Soldiers and 120 days for Officers. When you exceed the maximum days in transit, your account is suspended and **pay will be stopped**. If you are going on an extended TDY en route over 90 days, please check in with the local finance office at the TDY point so they can put your account in a TDY status vs. an in transit status.