

PCS DEPARTURE FACT SHEET
PCS OUTPROCESSING BRIEFING
TUESDAYS AT 1500 HOURS
ORDERS ARE REQUIRED AT BRIEFING

ORDERS

You must have a copy of the fronts and backs of your orders and amendments with you today. If you do not have your orders today, please turn in a copy to Finance on a later date. You will not need to come back to the briefing.

Anywhere in Block 7 or 16 of your orders, please write the following information:

(F/O) (ARR) (ADSN)
“SH03 YYMMDD A YYMMDD 9999”

Example: Block 7 or 16→ [SH03 150730 A 150816 4042] ← Block 7 or 16

Note: F/O: Scheduled final out date

ARR: Anticipated arrival date for gaining base

DIRECT DEPOSIT

You will continue to be paid in your current direct deposit. You may change your direct deposit information through MyPay.

BAS

If you are currently residing in the dorms, you will be entitled to the **full** amount BAS, your meal deductions will stop and you will start receiving Travis AFB BAH transit rate for your travel time and leave en-route to your next PDS.

BAH

If you are currently receiving BAH, you will be entitled to TRAVIS rate BAH for all travel days and leave en-route, up until you arrive at your next base.

TEMPORARY LODGING EXPENSE

TLE is a stateside reimbursement for lodging at the Travis Inn or at the Inn at your next Stateside PDS. **It is not for lodging en-route or for lodging occurred at Overseas Permanent Duty Station. Overseas Lodging is called "TLA" and filed separately.** If you are PCSing Stateside, you are entitled to 10 days of TLE reimbursed. If you are married to another military member you are entitled to 10 days **per member.**

If you are PCSing Overseas, you are entitled to 5 days of TLE "reimbursed". TLE is to offset the cost of lodging. You are still entitled to BAH while staying in TLE and you may stay in TLE for up to 30 days. Each member is authorized a max reimbursement amount of \$290 a day. The member and dependents can claim separate days.

TEMPORARY LODGING ALLOWANCE

TLA is for overseas lodging. You may stay in TLA for up to 60 days, depending on the base. TLA will be filed with the Housing office at your next Overseas PDS. TLA will be paid on your LES.

TRAVEL ENTITLEMENTS

DRIVING: If you are driving to your gaining PDS or Port of Debarkation, you are entitled to a flat rate of Per Diem and Mileage. The below rate for Per Diem is for food and lodging en-route. The mileage rate is for fuel and oil. You do not need to bring lodging, food, or fuel receipts to the in processing briefing with

Finance since it is a flat rate. Please check with TMO for any DITY move questions.

PER DIEM: \$151.00 a day for the member
\$113.25 a day (75% **of** 151.00) for dependents 12 years of age and older
\$75.50 a day (50% **of** 151.00) for dependents 11 years of age and younger

MILEAGE: 16 cents per mile per vehicle

MEMBER'S ARE AUTHORIZED TWO POV'S AS LONG AS THERE IS A DEPENDENT ON THE ORDERS THAT IS MAKING THE PCS MOVE WITH THE MEMBER, AND IS OF LEGAL DRIVING AGE.

FLYING

If you are flying to your next Permanent Duty Station, you are recommended to book your airfare through Wing Gate. If you do not, then your reimbursement will be limited to the TR Cost of Airfare. You will be receiving the standard rate of per diem.

OVERSEAS PCS

If you are PCSing overseas, you are authorized to overnight at your port of debarkation and your port of embarkation. Please claim the lodging on your PCS voucher at your next PDS. Do not arrive earlier than RNET date.

DISLOCATION ALLOWANCE

DLA is an entitlement member's receive on PCS moves when you relocate a household. It is only payable to E-4 and above, and any rank with dependents. If you are MIL to MIL, only one member is entitled to DLA. DLA will be paid on your Travel Voucher at your next PDS if you are entitled to it.

ADVANCES

1. You may receive a Base Pay Advance. This is a "Military Loan". You are entitled to this loan 30 days prior to your Final out and up to 60 days upon arrival at your next PDS. The loan amount is 1-3 months of your base pay minus taxes and deductions.

A. If you are requesting 1 month Base Pay, and you are an E-5 and above, you will only need your signature on the DD 2560. If you are an E-4 and below, or requesting 2-3 month Base Pay, you will need commander's signature on the DD 2560.

B. The total loan amount will be deducted on your biweekly LES over 12 month repay. (Loan amount /24 pay periods) You may elect for up to 2 years repay on the loan with Commander's signature.

2. You may apply for a BAH Advance at your next Permanent Duty Station. This is another type of loan to pay for First Month's Rent and costs or Home Buying Costs. This Loan requires a Commander's signature, and a copy of lease/home purchase agreement. Please see your gaining Finance Office if you are interested in this loan.

3. You may apply for a DLA Advance within ten (10) days prior to your departure from Travis AFB with a copy of your orders.

To calculate your estimated PCS entitlements, go to: AF Portal > virtual Finance (under the Life & Fitness tab) > "Calculators" tab > Military PCS – TLE – TLA