



U.S. ARMY



Fort Benning Stateside Online Levy Briefing

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Reassignments Section

CONUS LEVY BRIEF

ALL Soldiers who are on assignment to a new stateside duty station (within CONUS) are REQUIRED to complete this online levy briefing

PCS Orders Status

This website can only be accessed from computers on the Fort Benning domain by using your Common Access Card (CAC) or DS Logon

All Soldiers are encouraged and welcome to view the information contained within this presentation.





Agenda

- **Introduction**
- **Reassignment Processing**
- **Army Military Pay Office (Finance)**
- **Transportation**
- **Housing**
- **Army Community Services (ACS)**
- **Out Processing (Installation Clearing Papers)**





FORT BENNING STATESIDE ONLINE LEVY BRIEF

Introduction

During this briefing you will learn what you will need to do in order to complete your Permanent Change of Stations (PCS) to relocate to your next Permanent Duty Station (PDS) as instructed by your assignment manager. Moving can be a stressful time for you and your family, the goal of this briefing and the agencies involved are to help you and your family have a smooth transition to your new duty station.

This briefing will provide information from the following agencies cover the following topics:

Reassignment Section (PCS Orders)

Reassignment requirements

- **Army Military Pay Office Finance (Finance)**
Pay entitlements
- **Transportation Personal Property Shipping Office (HHG)**
Shipping your household goods
- **Government Travel Office (Plane Tickets)**
Flight arrangements to next duty station
- **Housing**
Clearing government housing
- **Army Community Service (ACS)**
Relocation assistance
Financial Readiness
Exceptional Family Member Program (EFMP)-family support
- **Out Processing (Installation clearing papers)**
Installation clearing papers





Reassignment Processing

Reassignment Requirements

All Soldiers are responsible for fulfilling the requirements of assignment instructions such as:

- Service time remaining on contract
- Security clearance
- Medical readiness
- Required training
- Government Travel Charge Card (GTCC)





Reassignment Processing

Early Reporting

- If early reporting is authorized it will be stated in your assignment instructions.
- If early reporting is not authorized, you can request early reporting in 30 day increments, not to exceed 60 days, by submitting a DA Form 4187 to your S1.
- If you re-enlisted for an assignment the request must be submitted to your Career Counselor/Retention NCO.
- If you are authorized early reporting, your current chain of command determines how early you can report.
- You cannot sign into your new duty station before your report date, unless you have early reporting authorized on your PCS orders.





Reassignment Processing

Deletion/Deferment Requests

Requests should be submitted:

- Using a DA Form 4187 along with supporting documentation through the BN S1. If the commander recommends approval, the request is forwarded through the colonel/O-6 level chain of command to HRC.
- Within 30 days of assignment notification, or as soon as the determination is made that a deletion or deferment is needed, whichever occurs first.
- Requests submitted after 30 days due to unforeseen circumstances will not be rejected; however, they must include an explanation of the circumstances resulting in the late submission.
- If a disqualifying factor can be resolved within 120 days of the report month, then a deferment rather than deletion should be requested.
- Continue with the reassignment process until the action has been completed.





Reassignment Processing

Compassionate Deletion/Deferment

- **Compassionate deletion or deferment is defined as a request based on compassionate reasons or extreme family problems.**
- **Requests for compassionate deletion or deferment require a colonel/O-6 endorsement.**
- **Deferment should be used instead of deletion if the extreme family problems can be resolved within 90 days of the report date.**
- **The request will be submitted to HRC within 45 days of EDAS cycle date. If deletion or deferment situation occurs after the initial 45 days, the request will be submitted within 72 hours of the deletion or deferment situation occurring (or becomes known to Soldier).**
- **If the request is based on medical problems of a family member, a signed statement from the attending physician giving specific medical diagnosis and prognosis of illness (including date of onset, periods of hospitalization, and convalescence) must be included. If illness is terminal, life expectancy must be included. Medical statement will list any factors that may have a bearing on the medical condition of the family member, if the Soldier's presence is being requested.**
- **If the request is based upon legal issues, it must include a signed statement from a licensed attorney stating problems and justification why the Soldier's presence is essential.**
- **If the request is based upon other than medical or legal problems, supporting statements from responsible persons, such as clergy, social workers, or local law enforcement officials, must be included.**
- **If you belong to a PSDR unit, your unit will process the compassionate deletion or deferment.**





Reassignment Processing

Temporary Duty En Route (TDY)

- The TDY Option Form must be completed by the service member who is scheduled in ATRRS for TDY “enroute” and who is authorized movement of family as stated on the PCS orders.
 - Option 2 is not authorized as it pertains to a new CONUS duty station.
 - Option 1: I elect to return to the present duty station upon completion of TDY to prepare family members/dependents residing in government quarters for relocation to the new permanent duty station or designated location prior to departing the present duty station.
 - Option 3: I elect to return to my present duty station upon completion of TDY to prepare family members/dependents residing on local economy for relocation to the new permanent duty station or designated location prior to departing the present duty station.
 - Option 4: I elect to clear my current permanent station prior to departure for school and move the family members/dependents to the TDY station at personal expense, some other location at personal expense, or to a designated location at government expense.





Reassignment Processing

Married Army Couples Program (MACP)

- When a Soldier enrolled in the Married Army Couples Program (MACP) is considered for reassignment, the other Soldier is automatically considered for assignment to the same location or area.
- Enrollment in the MACP only guarantees Joint Domicile (JD) assignment consideration; it does not guarantee that the couple will be assigned together.
- Favorable consideration for JD assignment will depend on a valid requisition in the same area for both Soldiers and is subject to the needs of the Army.
- If one Soldier is considered for assignment, and the other Soldier does not have sufficient time remaining to ETS for an assignment, and does not reenlist or extend, the provisions of the MACP do not apply.
- Married Army couples that do not enroll in the MACP indicate that JD assignments are not desired; therefore, this cannot be used as the basis to request deletion from an assignment.
- Assignment instructions for each member will indicate whether or not a joint assignment is approved.





Reassignment Processing

Distribution of Orders

- Once all required documents have been received by the Reassignment Section, completely and accurately filled out, PCS orders will be posted to DHR Admin Orders SharePoint within three business days for your S1 to download and distribute.
- S1s are required to visit this **DHR Portal Admin Orders** portal to track the status of your PCS orders.
- ❖ This site can only be accessed from computers on the Fort Benning domain by using your Common Access Card (CAC) or your DS Logon*





Reassignment Processing

Amendments

- You are responsible for informing your brigade/battalion S1s of any changes to your assignment such as:
 - Report date
 - Adding/removing dependents
 - Gov't Travel charge card
 - TDY
- Brigade/battalion S1s will send all requests for amendments to the Reassignments Section office.
- Once reassignment has received the request, necessary documents if required and have verified the information they will post your PCS orders amendments to DHR Admin Orders portal for your S1 to download and distribute to you.





Army Military Pay Office





Army Military Pay Office

This briefing will provide information on the following PCS Entitlements

- **Dislocation Allowance (DLA)/Travel Advance**
- **Temporary Lodging Expense (TLE)**
- **Per Diem Entitlements/Rates**
- **Advance Travel Pay**
- **Advance Pay of Basic Pay**
- **Basic Allowance for Housing (BAH)**
- **Personally Procured Moves (PPM)**
- **PCS Out-Processing Procedure**





Army Military Pay Office

Dislocation Allowance (DLA)

- **DLA is to assist defraying the costs of relocating authorized dependents.**
- **Soldiers with dependents are entitled to DLA. Authorization to relocate dependents must be included in the orders.**
- **Dual Military Members - varies based upon PCS orders.**
- **Single E-5s are not entitled to DLA unless being assigned to a Recruiting Command.**
- **Submit a copy of your PCS orders and complete a DD 1351-2 with the gaining Finance Office.**
- **If you are a Government Travel Charge Card (GTCC) holder you **cannot** request advance DLA.**





Army Military Pay Office

Temporary Lodging Expense (TLE)

- TLE is an allowance intended to partially reimburse members for lodging/meal expenses incurred by a member/dependent(s) while occupying temporary lodging in **CONUS** in association with a PCS move.
- TLE is only authorized at the old Permanent Duty Station (PDS) and/or the new Permanent Duty Station; and is limited to 10 days total. TLE lodging location must be within 50 miles radius of the losing/gaining Permanent Duty Station.
- TLE claims must be submitted to the gaining Finance Office.
- Following documents are needed when submitting your TLE Claim:
 - (1) Original lodging receipt - itemized/detailed with a zero balance.
 - (2) Copy of PCS orders (front/back/amendments).
 - (3) DD Form 1351-2 (travel voucher).
- **No advances authorized for this entitlement.**





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Army Military Pay Office

Per Diem

Per Diem is the daily amount for expenses of meals/lodging/mileage incurred while traveling for a PCS

Current rates per travel day:

By POV/Bus/Train		Vehicle Mileage Rates		By Plane	
Service Member	\$151.00	One vehicle	\$0.20 per mile	Service Member	\$44.25
Dependent(s) under age 12	\$113.25	2nd vehicle	\$0.20 per mile	Dependent(s) under age 12	\$33.18
Dependent(s) age 12 and older	\$75.50	Authorized Travel Day is 350 miles		Dependent(s) age 12 and older	\$22.12
				* 1 Day of travel authorized to most destinations	





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Army Military Pay Office

Advance Travel Pay

- If you are a Government Travel Charge Card (GTCC) holder, you can request a travel advance for DLA ONLY. The GTCC must be used for all PCS travel related expenses.
- If you do not have a GTCC, you can request a full travel advance. Travel advances will be paid at 80% of PCS Travel Allowances for Per Diem & mileage. DLA is paid at 100%.
- Advance form with a complete set of orders, amendments, and DA 31 (with a leave control number and signed by Company Commander) can be submitted up to 14 days prior to sign out date.
- Advance will be calculated based on the mode of travel and dependent information provided on the Advance Request form.
- All payments are processed by DFAS-Rome Travel Pay Office and is paid directly into the member's account. Soldier needs to ensure their Travel EFT account is correct via MyPay.





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Army Military Pay Office Advance of Basic Pay

- Services members may request 1 month of basic pay minus taxes, deductions, allotments, and other debts to meet extraordinary expenses incident 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.
- The expenses must relate to PCS costs not covered by other advance payments (i.e. Travel Advance/DLA/DITY)
- Can be requested from losing installation, en route, or at gaining installation.
- Submit your Advance Pay request (DD Form 2560), DA 31 (with leave control number and Company Commander's signature), & PCS orders
- Advance will be deposited within 72 – 96 hours once the payment is released by DMPO
- Soldiers E-6 and above:
 - Itemization required only for Single SSGs and above
 - Commander's signature not required unless requesting pro-ration exceeding 12 months
- Married Soldiers – E-5 and below:
 - Itemization not required
 - Must have Commander's signature
- Single Soldiers – E-5:
 - Only authorized if assigned to Recruiting Command
 - Must be Itemized
 - Must have Commander's signature
 - Per AR 37-104-4 must justify expenses

Example of how Advance Pay is computed:

Base Pay	\$2,000.00
Minus all deductions in LES	<u>- \$600.00</u>
Total Advance Pay	\$1,400.00





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Army Military Pay Office

Basic Allowance for Housing (BAH)

- **BAH is paid at the losing duty station rate until the day before signing into your gaining duty station for members in receipt of BAH at the with or without rate. Barracks Soldiers will receive the in transit rate while on PCS leave.**
- **Ft. Benning Housing is “Privatized” housing paid through your allotment. Ft. Benning Housing will stop the Housing Allotment effective the date you clear quarters. Please confirm your refund date with Balfour Beatty.**

Personally Procured Moves (PPM)

Formerly known as Do-It-Yourself (DITY)

- **Transportation (only) will process your PPM/DITY settlement and/or advance claims. Transportation will provide the needed information and/or documentation in order for the PPM claim to be paid by DFAS-Rome.**
- **Transportation is located in Building 6 room 105. Telephone number is (706) 545-4900**





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Army Military Pay Office

PCS Out-Processing Procedure

Finance PCS out-processing documents is scanned to our Customer Care Center @ usarmy.benning.dfas.mbx.dmpo-customer-care-center@mail.mil

- Please provide the following:

(1) Unit Clearance papers

(2) PCS Orders with any amendments

(3) DA 31 with leave control number (Block 10b on DA 31 should match the report date of gaining installation.

(4) If early report is authorized, end date on DA 31 – block 10b - cannot be prior to earliest authorized report date)





Fort Benning Transportation Branch





Household Goods Shipment

- In order to arrange for shipment of your household goods, all service members must self counsel and perform the following once they receive their orders to facilitate their household goods pick up:
 - (1) Go to <http://move.mil> or <https://eta.sddc.army.mil/dpsRegister/dodCustomer.aspx>
 - (2) Register or log into the Defense Personal Property System (DPS)
 - (3) Make your transportation arrangements
 - (4) Print out and sign the DD forms generated by DPS
 - (5) After completing self counseling:
 - Bring a copy of your PCS orders with any amendments,
 - DD 1299, and DD 1797 to the Transportation Office. Telephone number is (706) 545-4900.
- You must schedule your pack dates within 7-10 business days after you self counsel.
- Spouses will require a power of attorney (POA) to submit paperwork and question status of any and all shipment(s). **NO EXCEPTIONS!**





Government Travel Office

- **Use of a Government Commercial Travel Office (CTO) is mandatory when purchasing tickets for official travel, failure to use a Government CTO when obtaining tickets for official travel will result in the Soldier not being reimbursed, and even though travel is purchased through a Government CTO the Soldier's reimbursement will be limited to the amount the government would have spent had the government arranged and purchased the tickets.**
- **If you are a Government Travel Charge Card (GTCC) holder, the GTCC must be used to purchase plane tickets. Make sure the card is active before purchasing tickets.**
- **Commercial Flights**
 - **Requirements to book flights:**
 - (1) **Must visit office at least 10 days prior to the report date**
 - (2) **Soldiers and family members must have 1 copy of PCS/TDY orders**
- **The Government Travel Office is located in Bldg. 35, 3rd Floor.**





Housing Office





HOUSING SERVICES OFFICE

- **All Soldiers assigned to the Fort Benning Community Housing must clear the HSO or provide a copy of their scheduled termination appointment prior to receiving the housing clearing stamp.**
- **The sponsor or a designated POA must come into the Community Management Office to complete a 30-60 Day Notice to Vacate (check your lease agreement).**
- **We request that prior to coming to our office, you arrange with transportation for packing and pick up dates of your household goods**
- **A pre-inspection and a final inspection appointment will be scheduled at that time**
- **The sponsor or designated POA must come into the Community Management Office to schedule, reschedule, or cancel appointments**
- **These options cannot be handled via the telephone!**





HOUSING SERVICES OFFICE

OFF POST-Rental Property

- Off-post rental property;
Submit termination notice in writing to your property manager.
 - 30 days prior to termination
 - Attach a copy of orders
 - Schedule your pre/final inspection
- Rental Partnership Program;
Submit a “Notification of Tenant’s Intent to Vacate” to your property manager.
(this notice can be picked up from the Housing Services Office)
 - 30 days prior to termination
 - Attach a copy of orders
 - Schedule your pre/final inspection

The lease contract will be terminated under the military clause 30 days after the date on which your next rental payment is due. Ensure all debt has been cleared with the property manager. Please provide a forwarding address to the property manager.





Army Community Service (ACS)





Army Community Service (ACS)

Relocation Services

- The Army Community Service [Relocation Readiness Program](#) is here to help with a comprehensive support system, whether it's your first move or the last of many. We have all kinds of information and resources to help you and your family navigate your next military move.
- Your first stop should be your local Army Community Service Family Center to meet with a Relocation Readiness Program Manager who can get you started. Call (706) 545-5521

Services Offered

- Lending Closet
- Information and Referral
- Pre- and Post-Move Counseling
- Relocation Packet Requests
- Waiting Families Group
- Total Army Sponsorship Program
- Citizenship, ESL, Newcomers





Army Community Service (ACS) Financial Readiness Program

The Army Community Service [Financial Readiness Program](#) is here to provide free education, counseling and support services, whether it's your first move or the last of many. We provide information and resources to help you and your family navigate your next military move. Please call for an appointment: (706) 545-5521, so we can help you with: planning and budgeting for PCS, understanding entitlements and budgeting expenses and developing a PCS financial plan. Below are some projected expenses:

Prior to moving

- House hunting expenses
- Moving out expenses
- Military clause on existing lease
- Leave en route
- Credit reports
- Miscellaneous expenses
- Loss of spouse's income
- Car preparation
- Change of address (ID theft)

At new duty station

- Temporary lodging etc.
- Deposits, rent/utilities
- Changes in cell phone bill
- Restocking supplies
- Vehicle cost (insurance/licensing)
- New clothes if climate change

HELPFUL INFORMATION

[Army Emergency Relief for applications and Special Power of Attorney](#)

Budget and repayment plans:

www.powerpay.org

Credit reports: www.annualcreditreport.com

Relocation budget planner and currency conversion: www.militaryonesource.com

American Red Cross: www.redcross.org/about-us/our-work/military-families (Call **1-877-272-7337** after ACS duty hours for AER financial assistance)





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Army Community Service (ACS) Exceptional Family Member Program

IAW AR 608-75 it is mandatory for Soldiers to enroll authorized dependents in DEERS with special medical or educational needs into the [Exceptional Family Member Program \(EFMP\)](#). The EFMP is intended to assist the military in ensuring services are available for family members when a Soldier is transferred to a new duty station.

ACS services offered for families enrolled in the EFMP (706) 545-5521

Information and Referral

Education

Links to civilian agencies

Advocacy Support

Respite Care

Support Groups

EFMP Family Activities

Systems Navigation

Website: <https://martin.tricare.mil/Health-Services/Medical-EFMP/>

The following are items that will need to be hand carried to your next duty station:

- Copies of IEP/IFSP for each dependent child enrolled in school/EDIS
- Copies of school transcripts/records for each dependent enrolled in school
- Copies of medical records for self and dependents
- Medication/medical supplies to meet your family's needs until arrival in new community (at least 90 days worth)
- Clearing ACS EFMP
 - No appointment is needed.
 - Out-processing Soldiers who have family members enrolled in the EFMP must complete DA Form 7415 and the "Needs Assessment for Relocating Soldiers" form, and provide a copy of their orders to EFMP staff.
 - Additional assistance and resources are provided as required. In addition, the EFMP staff prepares a memo to the gaining installation informing them of the Soldier's report date and possible need for assistance.
 - EFMP staff pre-clear Soldiers who are not enrolled in the EFMP weekly.





Out Processing (Installation clearing papers)





Out Processing (Installation clearing papers)

- **CLEARING PAPERS WILL BE ISSUED BY UNIT S1s. YOU CAN CONTACT THEM NO EARLIER THAN 30 DAY PRIOR TO YOUR LEAVE START DATE TO REQUEST CLEARING PAPERS**
- **To obtain Installation clearing papers your S1 must submit the Outprocessing Questionnaire Form along with the following documents:**
 - (1) Unit Clearing Papers (Initiated with Sections A & B complete. To final clear the entire form be complete and signed)**
 - (2) Approved DA Form 31 with proper signatures and control number**
 - (3) Soldier's orders with amendments**
 - (4) Out-processing Survey Certificate**
 - (5) Completed DA Form 5434 from the ACT modular, no handwritten or typed**
 - (6) Sponsorship Program Counseling and Information Sheet or an approved DA Form 4187 requesting an Exception to Policy (Grades E1-E6, O1-O3, and W01-W2)**
 - (7) A travel Exception to Policy (ETP) or wavier may be required depending on current Army travel restrictions in place (Your S1 will notify you if applicable)**





Certificate of Completion





Congratulations on completing the Fort Benning Stateside online levy briefing.

[Click on this link to receive your Certificate of Completion](#)

Complete the form and submit.

Print out the certificate and include it with your levy packet to your S1.

