

FINANCE: Pay & Allowances

[Pay & Allowances Entitlement Matrix](#) PA NOTE (please embed matrix into link)

Members who are ordered into self-monitoring due to exposure or suspected exposure

Q: How does this affect Military Pay Issues for members with restriction of movement?

Commanders will work with 375 MDG to determine if a member has been exposed or is suspected of exposure. Once determined, Commanders will sign a memo ordering members into lodging. Members have to be ordered into lodging by their commander.

There are two options for payment or reimbursement of lodging.

1. Commanders can pay for the lodging with their unit Government Purchase Card (GPC).
 - a. Units must ensure only lodging room rates / taxes are put on the GPC. Room service, movies, food, beverages are a personal expense to the member and must not be ordered while the Government Purchase Card is on file.
 - b. Member is no longer entitled to Hardship Duty Pay (HDP) if their unit is partially or fully paying for lodging. No other allowance is included or authorized.
 - c. For the Dorm members, units will make arrangements to ensure delivery of meals from the DFAC.
2. Members are reimbursed HDP-ROM at \$100.00 a day (Pro Rated), not to exceed \$1,500 total. HDP is a taxable wage.
 - a. If lodging goes over \$100.00 a day, members will pay the additional lodging expense. There is no other authorization to reimburse the member for additional lodging costs.
 - b. Members must provide signed memo from the commander with a paid lodging receipt.
 - c. Only HDP-ROM is paid. HDP-ROM is not meant to fully reimburse members for their lodging costs. It is only meant to off-set members lodging costs if they are ordered into lodging by their commander.
 - d. For reimbursement of the HDP-ROM entitlement, members will submit their Commanders letter and a lodging receipt to Finance (375.AMW.FINANCE@us.af.mil / 256-1851). **Again, lodging will not be reimbursed, but a lodging receipt is required to be submitted to receive HDP-ROM.**

PCS MOVES

Q: How does this impact PCS moves?

1. New Accessions: Airmen being accessed into the Regular Air Force are authorized travel in accordance with Basic Military Training and Technical Training Student/Graduate Travel guidelines. Graduates with assignments to Level 3 COVID-19 locations will be diverted. AETC will continue recruiting and accessing Airmen, OTS and ROTC will continue as well as ACSC, AWC, and Advanced Air and Space Studies. Normal PCS entitlements apply; status quo.
2. Members who have PCS'd to Scott but are on restriction of movement (isolated or quarantined after arrival at the new Permanent Duty Station (PDS) and before TLE begins) may receive the standard PCS Per Diem Rates.
 - a. The member will not sign into the unit until they are cleared to come off of restriction of movement and will use that sign in date on their PCS voucher. See TLE section for explanation of entitlements while on restriction of movement.
3. PCS Placed on Hold--PCS Entitlements: For Service Members who were supposed to PCS and have been ordered to remain in place, have out-processed/have not out processed and shipped HHG and/or terminated their lease, etc., they and dependents may be entitled to the standard PCS Per Diem Rates.
4. Continued PCS—PCS Entitlements: Personnel who have already initiated CONUS-to-CONUS (to include AK, HI and U.S. territories) travel as well as OCONUS-to-CONUS or CONUS-to-OCONUS travel to Level 2 COVID locations may continue travel so long as there is no travel to a Level 3 COVID location. Concurrent travel to OCONUS COVID-19 Level 2 locations is NOT authorized. In most cases, so long as the Service member and dependents are in an “awaiting transportation” status, standard PCS Per Diem Rates are authorized.
5. Standard PCS per diem rates are \$151 per day: Members receive 100% entitlement, spouses and dependents over 12 years old receive 75% and dependents under 12 years old receive 50%. Members must maintain all lodging receipts in order to receive the full standard per diem allowance.
6. Members will not be charged PCS leave unless member goes over travel days after stop order is lifted or arriving members go over travel days after restriction of movement is lifted.
7. PCS Order Amendments: Work with 375 FSS (375FSS.Outbound.Assignments@us.af.mil) to amend all PCS orders to include certain statements that authorized the delay. This will help members claim extended PCS entitlements when they file their PCS travel voucher at their next duty assignment.

Q: I started my PCS but was ordered to return back to the duty location or proceed to an alternate location.

1. TDY Entitlements while in PCS Status: Members are entitled to TDY entitlements if they were ordered to return to their last duty station; unit funded with ESP Code C1.
 - a. If dependents accompany the member back to their last duty station, then they would be authorized standard PCS entitlements.
 - b. If a member and dependents have been ordered to return to the old permanent duty station, then the service member will be placed in a TDY status until they return to the PDS.
 - c. Upon return to the PDS, members will receive PCS entitlements and both member and dependents will remain in a PCS status. Members will remain in TDY status if

they are directed to travel to another PDS location or directed to remain in place. The members unit will fund the TDY order for the member.

- d. PCS Order Amendments: Work with 375 FSS (375FSS.Outbound.Assignments@us.af.mil) to amend all PCS orders to include certain statements that authorized the delay. Also provide FSS with a unit fundcite with ESP Code C1 to pay for the TDY portion of the voucher.

Basic Allowance for Housing (BAH) / Basic Allowance for Subsistence (BAS)

1. Members will continue to receive BAH from their last duty station while delayed. Dorm Resident Airmen (E4 and below) who have out-processed the dorm, and are delayed from PCS'ing due to the stop movement will receive Transit-rate BAH and BAS.
2. Members subject to meal deductions may be entitled to BAS without deductions if they are ordered out of their dorm room and not subsisted at/from a Dining Facility during the period of restriction of movement for self-monitoring.
 - a. If units deliver food from the Dining Facility to members ordered out of their dorm, then there is no BAS entitlement.

Temporary Lodging Expense (TLE)

Q: How does restriction of movement affect my TLE entitlement for my most recent PCS?

1. If upon arrival at the new PDS, a member is ordered into restriction of movement for self-monitoring (and dependents reside with them), the payment of TLE may be deferred until expiration of the self-monitoring period.
2. If ordered to restriction of movement and members resides separate from dependents, TLE may be paid concurrently to dependents while the member receives per diem allowances during isolation.
3. In cases where members and/or dependents have been receiving TLE, as applicable, at the old PDS, but are unable to commence PCS travel due to temporary travel restrictions directed by the Secretary of Defense, such members and dependents should be considered to be in an "awaiting transportation" status. Commanders are encouraged to convert members and/or dependents to per diem entitlements in order to preserve members TLE eligibility for future use.

Government Travel Card use and Advance Pay

While members are in a PCS status, all other PCS entitlements apply:

1. Gov't Travel Card (GTC): Members can use their GTC to pay for lodging during this stop movement.
 - a. If members need their GTC credit limit increased, then they must work with their unit GTC Monitor to submit a GTC Credit Limit Increase Form. The Unit GTC Monitor can increase credit limits to \$10K, but if more credit limit is needed, then the Unit GTC Monitor must work with Finance.
 - b. Place PCS'ing members GTC Accounts in Mission Critical Status if they have been delayed to PCS to their next PDS due to temporary travel restrictions directed by the Secretary of Defense.

Dislocation Allowance (DLA) Advance / Military Pay Advance:

1. DLA Advance: If members have PCS orders, then they may request a DLA Advance from Finance.

2. Military Pay Advance: If members are within 90 days of PCS'ing, then they may request a military Pay Advance.
3. It is highly encouraged members only use the DLA and military pay advance for expenses that are related to their PCS. For example, paying off expenses on their government travel card.

Family Separation Allowance (FSA)

Q: What type of allowances am I authorized being separated from my dependents?

1. FSA-Restricted may be authorized to members whose dependents either:
 - a. Travel to a safe-haven that is not at or near the PDS.
 - b. Dependents are not in the area of the PDS and no longer are authorized concurrent Government-funded travel to join the member at the PDS.
 - i. Entitlement to FSA-R begins on the date the dependents depart the PDS area or the date Government-funded concurrent travel of dependents is suspended, as applicable.
 - c. FSA-R may be paid to members who are separated from their dependents due to suspension of Government-funded concurrent travel of dependents (including suspension of concurrent travel from one CONUS PDS to another CONUS PDS)
 - i. Eligibility begins to accrue on the date of the suspension.
 - d. FSA is not payable if the members spouse/dependents does reside in the area of the member's duty location.
2. FSA-Temporary: FSA-T may be paid to members separated from their dependents as a result of travel being halted at the location of a short-term TDY of less than 30 days (including TDY locations in conjunction with PCS), provided that the length of the period during which a member is held over at the TDY location combined with the period of the originally TDY exceeds 30 consecutive days; entitlement is for the entire combined period.
3. Amendments to PCS Orders will need to state the circumstance that led to the separation, along with the dates and a DD Form 1561 to receive the allowance.
 - a. Members separated from their dependents (or Service member spouses) solely as a result of their leave travel being halted, delayed, or cancelled are not entitled to FSA.

Family Separation Housing (FSH)

Q: Government-Funded concurrent travel of my dependents has not been authorized for a PCS to another PDS in the U.S, in the U.S.

1. Commanders may authorize FSH allowance for such members at the new PDS, provided that member otherwise qualifies for the allowance, including that the dependents do not actually reside at or near the new PDS and that Government quarters at the new duty station (to include unaccompanied Government quarters or shipboard quarters) for such member are unavailable.
2. In such a case, and notwithstanding paragraph 10.c.(4). of Enclosure 3 of DoDI 1315.18, *Procedures for Military Personnel Assignments*, dated October, 28 2015 (and incorporating Change 3, effective June 24, 2019), members shall be entitled to BAH at the with-dependents rate based on the dependent(s) location or the old PDS (whichever is more equitable), and FSH (paid at the BAH without dependents rate for a member's pay grade) based on the location of the new PDS.

3. Orders and amendments will need to be provided and show that dependent travel was not authorized.

Unit Funding

Q: Will my unit be reimbursed the costs associated with COVID-19

1. Units will utilize ESP Code C1 to identify costs associated with COVID-19.
2. Resource Advisors will need to create unit fund codes to include this ESP Code and are advised to move any associated expenses over to these fund codes.
3. Units will spend their funds first but once the expenses are moved over, 375 CPTS will work with Headquarters to receive reimbursement.
4. There is no guarantee for reimbursement, but showing the costs in the accounting system will help better the chances.

Any general finance questions may be sent to 375.AMW.FINANCE@us.af.mil or call 256-1851.