

**PCS Entitlements** 13-4.01-K

KNOW your Permanent Change of Station (PCS) entitlements, as presented in the E-PME Study Guide.

***Permanent Change of Station Entitlements*** Coast Guard members receiving military orders for a Permanent Change of Station (PCS) incur certain expenses in making the move. To help defray these costs, specific transportation and/or allowance entitlements to transport the members, their dependents, vehicles, and household goods are provided.

The effective date of orders (EDO) is used as the base for calculating PCS entitlements and allowances. The number of dependents, amount of household goods, and number of privately-owned vehicles (POVs) prior to the EDO are used for the calculation.

If a member gets married, has a baby, buys a car, or acquires household goods after the EDO, the member is not entitled to reimbursement for any of these expenses. For example, PO Greene gets married after the EDO. He drives to his new Permanent Duty Station (PDS) and claims his spouse for reimbursement. PO Greene will NOT be reimbursed for expenses incurred by his spouse since she became his dependent after his EDO.

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***Effective Date of Orders***

The effective date of orders is determined by subtracting the number of travel days plus one additional day from the report-by date on your orders.

For example, PO Greene receives orders to report to Training Center Petaluma, CA on or about March 15, 2004. He is departing CGC Ida Lewis in Newport, RI and receives nine travel days. By subtracting ten days, the effective date of PO Greene's orders is March 5, 2004.

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***Dislocation Allowance***

Dislocation Allowance (DLA) is an allowance paid at a rate determined by the Secretary of Defense and increased by the annual pay raise. It is payable to:

- All members with dependents when dependents relocate their household goods in conjunction with a PCS
- Members without dependents if they are NOT assigned permanent government quarters at the new PCS

A DLA is provided to partially reimburse a member, with or without dependents, for the expenses incurred in:

- Relocating the member's household on PCS
- Housing moves ordered for the Government's convenience
- Relocation incident to an evacuation

This allowance is in addition to all other allowances authorized and may be paid in advance. DLA is not taxable. If a member is married to another member but they do not live together prior to the PCS transfer, the member does not receive DLA. However, if the members are living together, one receives the "without dependents" rate.

<b>PRIMARY DLA RATES EFFECTIVE 1 JANUARY 2007</b>		
<b>Grade</b>	<b>Without Dependents Rate</b>	<b>With Dependents Rate</b>
<b>E9</b>	<b>\$1872.35</b>	<b>\$2468.38</b>
<b>E8</b>	<b>\$1718.55</b>	<b>\$2275.32</b>
<b>E7</b>	<b>\$1468.23</b>	<b>\$2112.55</b>
<b>E6</b>	<b>\$1329.02</b>	<b>\$1952.03</b>
<b>E5</b>	<b>\$1225.77</b>	<b>\$1755.58</b>
<b>E4</b>	<b>\$1066.37</b>	<b>\$1755.58</b>
<b>E3</b>	<b>\$1046.16</b>	<b>\$1755.58</b>
<b>E2</b>	<b>\$849.73</b>	<b>\$1755.58</b>
<b>E1</b>	<b>\$757.71</b>	<b>\$1755.58</b>

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***Transportation Allowance***

*Transportation allowance entitlements includes the following:*

- Household goods transportation/storage
  - Travel expense
  - Temporary lodging
  - Advance pay and allowances
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*Household Goods  
Transportation/  
Storage*

A member directed to make a PCS move is entitled to transportation and/or storage of Household Goods (HHG). The member's grade and dependency status determine the prescribed weight allowance.

The Coast Guard may administratively limit the amount shipped. For example, if an E-6 with dependents is transferred between two Continental United States (CONUS) PDSs, he or she may ship 11,000 pounds of HHG.

However, only a portion of that member's PCS HHG weight allowance may be shipped if the member is transferred to a "weight restricted" Outside of Continental United States (OCONUS) PDS. The remainder may be placed in Non-Temporary Storage (NTS) or transported to a designated place. HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS.

Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS. HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at the destination.

Personally-procured transportation moves are another option that members can use to transport HHGs. A member must request to conduct a personally-procured transportation move through his or her transportation office.

Prescribed Weight Allowance July 2007		
Pay Grade	With Dependents (in pounds)	Without Dependents (in pounds)
E9	15,000/4	13,000
E8	14,000	12,000
E7	13,000	11,000
E6	11,000	8,000
E5	9,000	7,000
E4	8,000	7,000
E3-E1	8,000	5,000

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*Travel Expense*

When traveling to a new Permanent Duty Station (PDS), a member may:

- Use a privately-owned conveyance (POC)
- Personally procure common carrier transportation
- Have government procure transportation
- Be provided government conveyance

For travel to, from, or between overseas points, you must use government or government-procured transportation. While you won't receive a transportation allowance because you didn't pay these costs, you are eligible to receive per diem and reimbursement for certain miscellaneous expenses incurred.

Your travel orders may specifically authorize you to arrange your own transportation. In specific instances, the Traffic Management Office (TMO) may issue you a statement of nonavailability of government or government-procured transportation.

*Privately-Owned Conveyance (POC)*

A member traveling by POC is authorized MALT PLUS (Monetary Allowance in Lieu of Transportation plus Per Diem). The MALT is paid on a "per mile" basis for the official distance of each portion of the ordered travel. The PLUS (per diem) portion is paid on a whole calendar day basis for the allowable travel time. Members are authorized these allowances even if they take leave en route to their PDS.

POC TRAVEL MILES (July 2007)	
Authorized Travelers	Rate per Mile
One	\$0.15
Two	\$0.17
Three	\$0.19
Four or More	\$0.20

Standard CONUS Per Diem (July 2007)		
Lodging	M&IE	Total
\$60.00	\$36.00	\$96.00/ MAX Per Diem \$99.00
Note: Dependent Spouses and children 12 and older traveling with member receive 75% of the above rates. Children under 12 receive 50% of the above rate. Spouses receive \$96.00 per day if she/he departs on a different date than the member.		

*Privately-Owned  
Conveyance (POC)  
(continued)*

One travel day is authorized for each 350 miles of distance. One day is added for any remaining mileage greater than 51 miles. For the total distance of 400 miles or less, only one travel day is authorized.

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*Dependent Travel*

If your dependents travel by POC, you'll receive a MALT and flat rate per diem for the official distance your dependents travel.

If your dependents purchase commercial common carrier transportation, you may be reimbursed for the actual cost of the transportation, not to exceed the cost the government would have incurred for ordered travel. You also receive a per diem allowance for your dependents.

When the Coast Guard restricts travel of dependents to an overseas location, your dependents may move at government expense to any place within CONUS that you designate. With special approval, your dependents may move outside the CONUS.

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*Personally-  
Procured  
Transportation*

Members and dependents may be reimbursed for travel between PDSs using commercial common carriers, such as planes, trains, or buses. You're entitled to the actual cost of the fares, not to exceed the cost the government would have incurred.

For travel to, from, or between overseas areas, you **must** arrange travel through the TMO or a corporate travel office under contract with the U.S. government. Failure to do so may result in nonreimbursement of travel costs.

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*Government-  
Procured  
Transportation*

Upon request, your local TMO will make your transportation arrangements with commercial common carriers, such as plane, rail, or bus.

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*Government  
Conveyance*

Since you do not pay the transportation costs when traveling by a government conveyance, you will NOT receive a transportation allowance.

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*Temporary Lodging*

Temporary Lodging Expense (TLE) is provided to partially offset lodging and meal expenses when a member and/or dependents need to occupy temporary lodging in CONUS in connection with a PCS. Receipts are required for reimbursement.

- Maximum allowable money: \$180 payable per day
- Maximum allowable length of time:
  - ▶ 10 days for transfer INCONUS
  - ▶ 5 days for INCONUS/OUTCONUS transfer

TLE may be taken before departure from the area of the old PDS and/or designated place within CONUS and/or after arrival in the area of the new PDS and/or designated place within CONUS. The temporary lodgings must be in the vicinity of the old and/or new PDS and/or in the vicinity of the designated place.

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*Temporary Lodging Allowance*

Temporary Lodging Allowance (TLA) is provided to partially reimburse a member for more than normal expenses incurred while occupying temporary lodgings. TLA includes expenses for meals obtained as a direct result of using temporary lodgings OCONUS that don't have facilities for preparing and consuming meals.

A member ordinarily should not receive TLA for more than the last 10 days before the day the member departs the OCONUS PDS in compliance with PCS orders. TLA is authorized in these circumstances:

- Waiting for quarters
  - Must vacate quarters
  - Following a 90+ day TDY
  - PCS from an OCONUS PDS
  - Member's hospitalization
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*Waiting for Quarters*

TLA is authorized upon initial arrival (reporting) at an OCONUS PDS (includes reporting for TDY at a location within the limits of the new OCONUS PDS) while:

- Waiting for assignment of Government quarters
  - Completing arrangements for other permanent living accommodations when Government quarters aren't available
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*Must Vacate  
Quarters*

TLA is authorized when, for reasons beyond the member's control, the OCONUS commander determines that it's necessary for the member established in permanent quarters in the PDS vicinity to:

- Vacate those quarters, permanently or temporarily, and use temporary lodgings in the PDS vicinity while looking for other permanent quarters
  - Wait to reoccupy the permanent quarters
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*Following a 90+  
Day TDY*

TLA is authorized while seeking permanent housing following a TDY period when a member without dependents vacated permanent housing before a TDY assignment of 90 days or more.

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*PCS from an  
OCONUS PDS*

TLA is authorized immediately preceding departure on a PCS from an OCONUS PDS after:

- Government quarters are vacated in connection with PCS orders
- Surrender of other permanent living accommodations

This includes reporting for TDY at a location within the limits of the old OCONUS PDS.

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*Member's  
Hospitalization*

TLA is authorized during a member's hospitalization period while en route between PDSs, when dependents are required to use temporary lodgings during the hospitalization period.

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*TLA Time Frame*

TLA is authorized for a period not more than 60 days. However, an additional period, authorized/approved in 10 or fewer day increments, may be authorized if:

1. HHGs do not arrive.
2. There is a delay in availability of/assignment to Government quarters due to Service exigencies.
3. Acts of God, fire, flood, earthquake, riot, civil unrest, or other disturbances make ordinarily available housing temporarily/permanently uninhabitable or unavailable.
4. A landlord withdraws housing from the market.
5. The member is unable to secure housing considered by the housing officer to be suitable to the member's needs, in an acceptable location and comparable to and within the price range of housing currently being used by other members in the area.
6. The member/dependent(s) are hospitalized or the member's assigned duties require the member to be away from the PDS (homeport, if attached to a vessel), resulting in less opportunities to arrange for permanent living accommodations.

*Proceed Time*



The commanding officer should minimize the unnecessary time a member is in a transient status. Proceed time should be authorized only to the extent that the amount granted eases any hardship in having to make personal arrangements either before detaching or after reporting to the PDS.

The maximum amount of proceed time to be authorized is:

- Four days for orders indicating no haste in reporting.
- Two days for orders directing the traveler to "proceed without delay"

*Advance Pay and Allowances*

The Commanding Officer (CO)/Officer In Charge (OIC) needs to ensure that the member is aware of the options available to ease the possible financial burden of a PCS move. An advance of pay is one such option. This advance is to pay the member while he or she is in a travel status and will be away from the disbursing office.

Advance pay and allowances are authorized only for the time of delay en route. For example, if the delay is for 16 days (leave, travel, proceed, etc), do not request 20 days' advance pay and allowances, as it will be reduced to one-half month. Command oversight is an important responsibility in the advance pay program.

It is the command's responsibility to ensure that the member is aware of the intent of an advance of pay, particularly for expenses outside of the program's scope. An advance of pay is not intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the member's PCS orders.

The purpose of an advance of pay associated with a PCS move is to provide a member with funds to meet the extraordinary expenses of Government ordered/authorized relocation. It is intended to assist with reimbursements and expenses incurred in a duty location change that are not typical of day-to-day military living.

The request for advance pay is processed by the PERSRU upon receipt of the Advances Worksheet, CG PSC-2010. The CO, or the designee, is authorized to approve requests for advance pay.

A copy of CG PSC-2010, Advances Worksheets, is provided on the following page.

<b>Department of Homeland Security</b> U. S. Coast Guard CG PSC-2010 (Rev. 1-07)	<h2>Advances Worksheet</h2>
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EMPLID	Name (Last, First, MI)	Rank/Rate	Permanent Unit
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**PURPOSE:** Use this form to request advances in pay, BAH/OHA, DLA, and TLE.

PCS Departure Date (if applicable)	Number of months requested _____ Or Specific amount \$ _____	Liquidation period requested. (# of months) See notes.
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**I request:**

<input type="checkbox"/> Advance pay	<input type="checkbox"/> Advance DLA
<input type="checkbox"/> Advance BAH	<input type="checkbox"/> Advance TLE
<input type="checkbox"/> Advance OHA (amounts in excess of 3 months can only be authorized for countries listed in JFTR, Appendix K)	

**Advance Pay** Advance Pay is payable the following circumstances:

a. When deployed for more than one year to an area in receipt of Hostile Fire or Imminent Danger Pay (See CG Pay Manual [COMDTINST M7220.29A](#)) Article 9-D-3(a) for additional details.

b. Within 30 days of departure on PCS orders, and within 60 days after arrival at a new unit. In extenuating circumstances, the member's CO may authorize Advance Pay to be paid up to 90 days before departing PCS, and up to 180 days after reporting PCS.

In both cases you may request an amount not to exceed 3 months basic pay less: taxes, SGLI, debts, forfeitures, Montgomery GI Bill deductions, Dependent Dental Plan deductions, garnishment, mandatory support allotment, and bankruptcy deductions; and TSP (basic pay) deductions. Repayment of advance pay is by payroll deduction. Advance pay can be liquidated over a minimum period of one month, up to a maximum of 12 months. A member can request liquidation over a period greater than 12 months, not to exceed 24 months, when the PCS move causes unusually large expenses and repayment within 12 months would create a severe personal financial hardship. Only your CO can approve requests for liquidation greater than 12 months. Attach your request and CO's endorsement to this worksheet.

**Advance BAH/OHA** Advance BAH and OHA may be made at any time during a member's tour of duty. The amount of Advance BAH/OHA depends on the member's documented housing expenses. The maximum amount of Advance BAH is 3 months BAH, and the maximum amount of Advance OHA is one year's OHA. OHA may be liquidated over a maximum of 12 months. Liquidation begins the first day of the month following the advance, but may be postponed for up to three months upon justification and approval of the commanding officer. Action to recoup in a lump sum any advance made under this paragraph that has been returned to the member by the landlord will be taken immediately upon receipt of information that the member has vacated the housing for which the advance was made. Any balance of an advance not returned by the landlord may be liquidated in monthly installments, if desired by the member, for a period over the balance of the months remaining on the existing loan repayment schedule.

**Advance DLA** DLA is payable to members in receipt of PCS orders. DLA is based on your grade and dependency status on the effective date of your PCS. To determine the effective date of your PCS order, see [JFTR, Appendix A, definition of EFFECTIVE DATE OF PCS ORDER](#). The current rate information can be found on this website <http://www.dtic.mil/perdiem/dla.html> and selecting the applicable rate table. DLA is payable to all members with dependents provided their dependents relocate. Members without dependents must be release from mandatory government quarters assignment before receiving DLA.

**Advance TLE** Advance Temporary Lodging Allowance (TLE) is authorized when the member and/or dependent(s) occupy temporary lodging in conjunction with a PCS transfer. TLE is reimbursable allowance based on locality per diem rate, the number of travelers occupying temporary lodging, with deductions for normal housing and subsistence allowances. **TLE is only authorized for use in the local area near the old or new PDS.** The maximum TLE payment cannot exceed \$180/day for 10 days for CONUS to CONUS and OCONUS to CONUS transfers, 5 days for CONUS to OCONUS transfers. TLE advances are for up to 80% of total entitlement. See JFTR U5720 for complete formula and examples. NOTE: A maximum of \$110 per day applies for all members with PCS orders issued before 1 January 2002.

**PRIVACY ACT STATEMENT**

In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U. S. Coast Guard: Authority - 10 USC Section 2771. Principal Purpose(s) - Used to indicate desired or additional advance(s). Routine uses - same. Disclosure - Disclosure of this information is voluntary, but without disclosure the member may not receive requested advance(s).

Member's Signature	Date:	<b>For SPO Use Only</b>	
Command Approval	Date:	Action Completed Date: _____	Initials: _____

*Advance Pay and Allowances (continued)*

**NOTE:** Travel card use is now mandatory for PCS travel unless the travel/delay in reporting duration exceeds 21 days. This includes any leave, compensatory or permissive time taken in conjunction with the PCS move.

For PCS exceeding 21 days and for advance DLA payments, direct deposit travel advances will be available.

If, for some reason, you are not a government charge card holder and would be receiving cash, complete and attach Form SF-1038 (Advance of Funds Application and Account) with the Advances worksheet.

An advance against YOUR Government travel credit card is NOT considered an advance of funds. A copy of Form SF-1038 is shown on the following page.

Members may request up to three months advance pay (base pay only minus taxes) to be liquidated over a 12-month period or up to 24 months with the Commanding Officer's approval. They may request the advance at the new PDS up to 60 days after their report date.

Advance pay is authorized for members under the following conditions.

- **Member transferred out of MHA and issued entitlements.** Advance pay is authorized when the PCS order transfers the member out of his or her unit's Military Housing Area (MHA) and the member is issued government funded travel and household goods movement entitlements.
- **Authorized household goods move within MHA.** Advance pay is only authorized when the PCS orders the member to a unit within his or her current MHA and a household goods move is authorized at government expense in accordance with the JFTR. An example is a directed move out of government or leased family quarters. Temporary duty en route does not preclude payment (37 USC 1006(a)).
- **Humanitarian, unilateral, or mutual station exchange.** Advance pay may be authorized for a Humanitarian, Unilateral, or Mutual Exchange of Station (HUMS) transfer only when the PCS transfers the member out of his or her unit's MHA.

*Commands are to use discretion in approving an advance pay request when transfers under these type orders are to an adjacent MHA (examples: Washington, DC to Baltimore, MD, or San Francisco, CA to Alameda, CA).*

<b>ADVANCE OF FUNDS APPLICATION AND ACCOUNT</b>	1. TYPE OF ADVANCE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK	2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT	3. NAME (Last, first, middle initial)	4. ACCOUNT NO.		
			5. TELEPHONE NUMBER(S)	6. SOCIAL SECURITY ACCOUNT NO.		
<p>In compliance with Privacy Act of 1974 the following information is provided; Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, and E.O. 9397 of November 22, 1943. The primary purpose of the information is to facilitate the review, approval, accounting and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization. The requested information will be used by officers and employees of this agency who have a need for such information in the performance of their official duties. The information will be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, security clearances, or other investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited for use as an employee identification number. Disclosure of the requested information is voluntary; however, failure to provide the information required may result in delay or suspension of your advance of funds request.</p>		7. DEPARTMENT OR ESTABLISHMENT	8. BUREAU, DIVISION OR OFFICE			
		<b>9. APPLICATION - (For completion by applicant)</b>				
		An advance of funds is hereby requested for travel and other expenses to be incurred by me.			9. BALANCE DUE U.S. FROM PREVIOUS ADVANCE	\$
		a. UNDER AUTHORIZATION NUMBER	b. DATE OF AUTHORIZATION		f. AMOUNT HEREIN APPLIED FOR	\$
		c. TRAVEL PERIOD		From / / To / /	g. TOTAL	\$
d. MAIL CHECK TO <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE (Give address - number, street, city, State, ZIP code)			<i>Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.</i>			
APPLICANT SIGN HERE			DATE			
10. APPROVAL		SIGNATURE AND TITLE OF APPROVING OFFICIAL	DATE APPROVED	11. APPROPRIATION TO BE CHARGED		
12. REMARKS			13. CASH PAYMENT RECEIVED	DATE		

STANDARD FORM 1038 (Rev. 10-77)  
Prescribed by GSA, FPMR (41 CFR) 101-7

Reset



*Advance Pay and  
Allowances  
(continued)*

- **Vessel homeport change.** Advance pay is authorized when serving on a vessel that has a change of homeport.
  - **Ordered to 140+ days active duty.** Advance pay is authorized when a reservist is ordered to active duty of 140 days and greater.
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