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# **FINANCIAL SERVICES**

**86cpts.finance@ramstein.af.mil**

**Answering all your questions to make your  
move as smooth as possible!**

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# Overview



- 
- **Out-Processing**
  - **Military Pay Advance**
  - **Dislocation Allowance (DLA)**
  - **Basic Allowance for Subsistence (BAS)**
  - **Temporary Lodging Allowance (TLA)**
  - **Temporary Lodging Expense (TLE)**
  - **Leave & Earning Statement (LES)**

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# Out-Processing



- Please scan and email copies of your orders along with your port call date to [86cpts.finance@ramstein.af.mil](mailto:86cpts.finance@ramstein.af.mil).  
**\*\*\*WE ONLY ACCEPT ORDERS WITH A PORT CALL DATE WITHIN 30 DAYS OF THE DATE EMAILED\*\*\***
  - Will then clear you via vMPF upon receipt
- **If your port call date changes after Finance receives a copy of your orders, please inform Finance ASAP at the above email**



# Out-Processing



## Why You Must Out-Process:

- Properly stops Ramstein entitlements (i.e. COLA) in a timely manner to avoid overpayment of OCONUS pays.
- E4 with < 4 yrs of service -- partial Basic Allowance for Housing (BAH) stops.
- Members w/dependents receiving BAH will not be paid BAH II (“Table Rate”). Meaning if you are already receiving BAH for your dependents in the states you will continue to receive BAH for them.
- Off-base Members -- BAH II (“Table Rate”) starts upon departure (port call) date. OHA is stopped based upon the date provided by the housing office—typically the day the lease is terminated.



# Military Pay Advance



- Apply 30 days prior to departure or w/in 60 days after arrival at new PDS (61-180 after arriving at PDS requires CC approval).
  - Basic Pay minus Deductions
  - Maximum advance is 3 months (please read page 2 of DD 2560 for specifics on CC approval).
    - E4/SrA and below must have Commander's approval for all PCS advance pay payments.
- \* Complete DD Form 2560 (w/copy of orders) and forward to your servicing finance office via eFinance at:  
<https://www.my.af.mil/efinanceprod/GovWarning.aspx>



# Dislocation Allowance (DLA)



- Paid to members with dependents and Mil to Mil couples that relocate in connection with a PCS
  - Compensates for PCS-related expenses not covered by direct reimbursement
- Single members NOT assigned Govt Qtrs (usually dorms) are entitled to single rate.
- May receive DLA in advance or:
  - Paid upon filing your PCS travel voucher
  - Upon arrival to next PDS if assigned Govt Qtrs <60 days
  - For Advance DLA (filed w/in 10 days of port call/departure date), please email [86cpts.finance@ramstein.af.mil](mailto:86cpts.finance@ramstein.af.mil)
- \* **E-4 and below must have an MFR from their gaining CC authorizing DLA and stating Govt quarters will not be utilized by the member**

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# PRIMARY DLA RATES



- For current DLA rates, please visit:
  - <http://www.defensetravel.dod.mil/perdiem/dla.html>



# **Basic Allowance for Subsistence** **(BAS)**

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- **Meal deductions will stop for Meal Card holders**
- **No change for Enlisted/Officer receiving full BAS**
- **Unaccompanied E-6 & below – gaining base will determine continuation of entitlement upon arrival**

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# Temporary Lodging Allowance (TLA)



- **Partially offsets lodging/meal expenses while occupying temporary lodging at overseas duty station.**
- **Must terminate Gov't Qtrs/Private Housing.**
- **Paid for days immediately preceding PCS departure.**
- **Maximum entitlement - 10 days (Housing Approves).**
- **Paid off AF 1357 & posted to your military pay.**
- **Must file with the Housing Office prior to PCS departure (if lodging receipts are not turned in prior to departing, please forward receipts to the housing office).**

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# Temporary Lodging Expense (TLE)



- Partially offsets lodging/meal expense while in temporary lodging at new CONUS PDS
  - Maximum entitlement - 10 Days
  - Paid on travel voucher or after you check out of TLE at new PDS
- \* Staying with friends or family reimburses meals only**

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# Leave & Earning Statement (LES)



- **Contact any AF Finance office with questions regarding your LES while in a PCS status.**
- **LES available via myPay website:  
<https://mypay.dfas.mil>.**
- **For US Savings bonds, be sure to update your mailing address if necessary.**



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