

ALARACT 058/2024

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UNCLAS

SUBJ/ALARACT 058/2024 - PERMANENT CHANGE OF STATION ALLOWANCES WHEN PARTICIPATING IN PROFESSIONAL MILITARY EDUCATION OR TRAINING CLASSES

THIS ALARACT MESSAGE HAS BEEN TRANSMITTED BY JSP ON BEHALF OF HQDA, DCS, G-1//DAPE-PR

1. (U) REFERENCES:

1.A. (U) TITLE 37, UNITED STATES CODE, SECTION 453 (ALLOWABLE TRAVEL AND TRANSPORTATION: SPECIFIC AUTHORITIES) (AVAILABLE AT [HTTPS://USCODE.HOUSE.GOV/.](https://uscode.house.gov/))

1.B. (U) JOINT TRAVEL REGULATIONS, CHAPTER 3, PARAGRAPH 032201-B3 (AVAILABLE AT [HTTPS://WWW.TRAVEL.DOD.MIL/.](https://www.travel.dod.mil/))

1.C. (U) MILITARY PERSONNEL MESSAGE NUMBER 24-109 (IMPLEMENTATION GUIDANCE TO PROCESS REQUEST FOR BASIC ALLOWANCE FOR HOUSING (BAH), OVERSEAS HOUSING ALLOWANCE (OHA) AND COST OF LIVING ALLOWANCE (COLA) SECRETARIAL WAIVERS) (AVAILABLE AT [HTTPS://WWW.HRC.ARMY.MIL/.](https://www.hrc.army.mil/))

2. (U) PURPOSE: TO ANNOUNCE ELIGIBILITY CATEGORIES FOR PERMANENT CHANGE OF STATION (PCS) ALLOWANCES FOR SOLDIERS WHEN PARTICIPATING IN PROFESSIONAL MILITARY EDUCATION (PME) OR TRAINING CLASSES.

3. (U) APPLICABILITY: THE PROVISIONS OF REFERENCE 1.B., APPLY TO REGULAR ARMY, ARMY NATIONAL GUARD/ACTIVE GUARD RESERVE (ARNG/AGR) OF THE UNITED STATES, AND U.S. ARMY RESERVE SOLDIERS ON PCS ORDERS TO A COURSE OF INSTRUCTION FOR NOT MORE THAN ONE YEAR.

4. (U) EFFECTIVE DATE: THE POLICY FOUND IN REFERENCE 1.B., IS EFFECTIVE RETROACTIVE TO THE DATE OF THE NATIONAL DEFENSE AUTHORIZATION ACT FOR FISCAL YEAR 2023 (23 DECEMBER 2022).

5. (U) ELIGIBILITY: IN ACCORDANCE WITH REFERENCE 1.B., A SOLDIER MAY BE ELIGIBLE FOR THIS NEW ALLOWANCE IF THEY:

5.A. (U) RECEIVE PCS ORDERS TO PARTICIPATE IN PME OR TRAINING CLASSES WITH A SCHEDULED DURATION NOT MORE THAN ONE YEAR UNDER A PCS ORDER.

5.A.1. (U) GOVERNMENT QUARTERS AT PME OR TRAINING CLASSES ARE NOT PROVIDED TO A SOLDIER WITH DEPENDENTS.

5.A.2. (U) HAS PCS ORDERS TO RETURN TO THE PRIOR DUTY STATION WHERE THE SOLDIER MAINTAINS PRIMARY RESIDENCE.

5.A.3. (U) FAMILY MEMBERS OF THE SOLDIER REMAIN AT THE PRIMARY RESIDENCE WHILE THE SOLDIER IS ATTENDING TRAINING.

5.A.4. (U) DOES NOT APPLY TO SOLDIERS ATTENDING INITIAL ENTRY TRAINING (BASIC TRAINING OR ADVANCED INDIVIDUAL TRAINING) AS THESE SOLDIERS ARE NOT ON PCS ORDERS.

5.B. (U) CLARIFICATION OF ELIGIBILITY FOR REIMBURSEMENT IS AS FOLLOWS:

5.B.1. (U) SOLDIERS MUST APPLY AND BE APPROVED FOR A PME BAH WAIVER.

5.B.1.A. (U) ACTIVE COMPONENT (AC) SOLDIERS WILL APPLY FOR THE WAIVER FOLLOWING INSTRUCTIONS OUTLINED IN REFERENCE 1.C.

5.B.1.B. (U) ARNG SOLDIERS MUST EMAIL REQUESTS TO NATIONAL GUARD BUREAU: NG.NCR.NGB-ARNG.MBX.ARNG-COMP—ENTITLEMENT@ARMY.MIL.

5.B.1.C. (U) RESERVE COMPONENT SOLDIERS MUST EMAIL REQUESTS TO OFFICE OF THE CHIEF OF ARMY RESERVE: USARMY.USARC.OCAR.MBX.G1-POLICY@ARMY.MIL.

5.B.2. (U) REIMBURSEMENT PACKET MAY BE SUBMITTED AFTER THE SOLDIER IN-PROCESSES AT THE NEW DUTY STATION ON A MONTHLY BASIS OR AT THE COMPLETION OF TRAINING; THEREFORE, A SOLDIER TRAVELING TO A COURSE ON A PCS ORDER FOR A PERIOD OF NOT MORE THAN ONE YEAR, RETURNS TO THE PRIOR DUTY STATION WHERE THE SOLDIER MAINTAINS PRIMARY RESIDENCE, WHERE THE DEPENDENTS OF THE MEMBER RESIDE, AND IS NOT ASSIGNED GOVERNMENT QUARTERS MAY MEET ELIGIBILITY REQUIREMENTS FOR PER DIEM PAID EQUAL TO THE AMOUNT OF THE BAH

WITHOUT-DEPENDENT RATE APPLICABLE TO THE SOLDIER'S GRADE AND PERMANENT DUTY STATION (PDS).

6. (U) SUPPORTING DOCUMENTS: SOLDIERS WILL SUBMIT THE FOLLOWING SUPPORTING DOCUMENTS TO THE DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS) WEBSITE VIA THE SMARTVOUCHER PROCESS:

6.A. (U) A COMPLETED DD FORM 1351-2 (TRAVEL VOUCHER OR SUBVOUCHER) REVIEWED BY THE LOCAL ARMY MILITARY PAY OFFICE.

6.B. (U) COPY OF ORIGINAL AND/OR FOLLOW-ON PCS ORDER TO RETURN TO THE PRIOR DUTY STATION.

6.C. (U) COPY OF STATEMENT OF NON-AVAILABILITY MEMORANDUM FROM THE LOCAL HOUSING OFFICE OR DD FORM 1351-5 (GOVERNMENT QUARTERS AND/OR MESS, GOVERNMENT) SIGNED BY THE COMMANDER THAT HOUSING WAS NOT PROVIDED AT NO COST.

6.D. (U) STATEMENT FROM THE SOLDIER VERIFYING THAT HE OR SHE MAINTAINS A PRIMARY RESIDENCE WHERE DEPENDENTS RESIDE.

6.E. (U) APPROVED PME BAH WAIVER MEMORANDUM TO VALIDATE DEPENDENTS REMAINING IN PRIMARY RESIDENCE.

7. (U) METHOD OF PAYMENT: THE SOLDIER WILL COMPLETE DD FORM 1351-2 IN ACCORDANCE WITH INSTRUCTIONS AND PROVIDE VIA DFAS-SMARTVOUCHER. SOLDIER WILL CLAIM THE PER DIEM IN ITEM 18, REIMBURSABLE EXPENSES, AND ATTACH THE REQUIRED SUPPORTING DOCUMENTATION AND TRANSMIT THE TRAVEL CLAIM TO THE SERVICING FINANCE OFFICE (FO) FOR REVIEW. THE FO WILL FORWARD THE REVIEWED TRAVEL CLAIM TO DFAS-ROME VIA SMARTVOUCHER. PAYMENTS WILL BE MADE BY ELECTRONIC FUNDS TRANSFER TO THE SOLDIER'S DIRECT DEPOSIT ACCOUNT.

8. (U) DEFINITIONS:

8.A. (U) PCS (THE PERMANENT ASSIGNMENT, DETAIL, OR TRANSFER OF A SERVICEMEMBER TO A DIFFERENT PDS). A PCS ORDER DOES NOT DIRECT FURTHER ASSIGNMENT TO A SECOND NEW PDS OR RETURN TO THE OLD PDS, EXCEPT AS SPECIFIED IN REFERENCE 1.B. A PCS ORDER DOES NOT SPECIFY THE DUTY AS TEMPORARY, BUT MAY AUTHORIZE TDY TRAVEL EN ROUTE TO THE NEW PDS.

8.B. (U) PDS (A SOLDIER'S OFFICIAL STATION): IF A SOLDIER IS ORDERED TO ATTEND A COURSE OF INSTRUCTION FOR 140 OR MORE DAYS, THEN THE SCHOOL OR FACILITY IS THE PDS, UNLESS THE COURSE IS AUTHORIZED AS TEMPORARY DUTY TRAVEL UNDER REFERENCE 1.B.

9. (U) REIMBURSEMENT: PER DIEM EQUAL TO THE AMOUNT OF BAH AT THE WITHOUT - DEPENDENT RATE APPLICABLE TO THE SOLDIER'S PAY GRADE AND PDS. A SOLDIER MAY NOT EXCEED THE AMOUNT ESTABLISHED BY APPLICABLE LAW.

10. (U) COMMAND APPROVING OR CERTIFYING OFFICIALS MAY SUBMIT ANY QUESTIONS ON THIS MESSAGE TO DCS, G-1, AT EMAIL: USARMY.PENTAGON.HQDA-DCS-G-1.MBX.DAPE-PRCTRAVEL@ARMY.MIL. SOLDIERS SHOULD VISIT THEIR S-1 OR CHAIN OF COMMAND.

11. (U) THIS ALARACT MESSAGE EXPIRES 30 JUNE 2025.