

MQFP® Study Guide 1.4: Active Duty Permanent Change of Station (PCS) Moves

Learning Objectives:

1.4 Active-Duty Permanent Change of Station (PCS) Moves

a. Describe the features and processes of the Government Travel Credit Card (GTCC)

The Government Travel Credit Card is the primary payment method for official government travel expenses incurred by DOD personnel (military or civilian).

In the case of expenses relating to Permanent Changes of Station (PCS), use of the Government Travel Credit Card may or may not be authorized by the Service. As of this publication, all Services require the use of the Government Travel Credit Card for PCS expenses.

The GTCC is a government credit card and therefore individual credit scores are not considered in issuing the card. The card can also be centrally billed when booking certain travel arrangements (airfare and some hotels). And, when the travel voucher is filed, the servicemember can request a split disbursement to directly pay the GTCC bill reducing the need for the servicemember to pay the bill out of pocket.

Exercise 1: GTCC Features

List three features of the Government Travel Credit Card (GTCC) and their benefits for service members during PCS moves.

b. Summarize the options for shipping household goods and the implications of each

Servicemembers may use either a government procured move (GPM) or a personally procured move (PPM).

The government makes arrangements for a GPM and pays the contracted mover directly up to a weight allowance limit (based on rank).

For a PPM the service member makes all arrangements, pays all expenses out of pocket and then requests reimbursement.

Exercise 2: Household Goods Shipping Options

Discuss the two main options for shipping household goods (HHGs) during a PCS move and explain the implications of each option.

c. Explain the Personally Procured Move (PPM) process.

Servicemembers may move their household goods using a moving service, rented moving vans or containers, personal owned vehicles, or any other method.

There are two versions of PPM:

- 1) Member elected PPM - the servicemember receives the full amount of the Government Constructive Cost (GCC) regardless of expenses incurred.
- 2) Actual Cost Reimbursement PPM - reimbursement is up to actual amounts substantiated (and also limited to the weight allowance). Receipts are required to substantiate the expenses.

PPM (including type) must be authorized in the PCS orders.

PPM expenses can also include up to 90 days of temporary storage for HHGs

Exercise 3: PPM Process

Outline the steps involved in the Personally Procured Move (PPM) process, including requirements and reimbursement procedures.

d. Discuss the purpose and limitations of dislocation allowance (DLA).

Dislocation allowance (DLA) is to partially reimburse servicemembers for expenses associated with PCS. DLA is a flat rate and is based on rank and whether the servicemember has dependents or not.

DLA is not paid to servicemembers during their first PCS from the home of record to their first duty station nor is DLA paid for the final PCS from the last duty station to the home of record. DLA is also not authorized for Reservists or National Guard Members unless the servicemember is entering active duty for a period of at least 20 weeks at one location and is authorized to move dependents.

Exercise 4: Purpose of DLA

Describe the purpose of the Dislocation Allowance (DLA) and the circumstances under which it is provided.

e. Discuss the purpose and limitations of per diem.

Per diem is a set allowance for lodging, meals and incidental expenses incurred during periods of official travel, including PCS.

Per diem rate is based on location of duty. Travel days are paid at a rate of 75% of the application per diem rate. Travel days include the day of departure from the first duty station and the day of arrival at the second duty station.

Per diem is payable only for the number of days of allowable travel.

Family members are also entitled to receive per diem. Family per diem rates are calculated as follows:

Dependents over age 12 = 75% of servicemember's rate

Dependents under age 12 = 50% of service member's rate

Exercise 5: Purpose of Per Diem

Explain the purpose of per diem and the types of expenses it is intended to cover during a PCS move.

f. Contrast temporary lodging expense (TLE) and temporary lodging allowance (TLA).

Temporary lodging expense (TLE) partially reimburses servicemembers for lodging and meals while staying in temporary lodging in CONUS.

Temporary lodging allowance is paid to partially defray increased expenses associated with temporary lodging OCONUS.

Exercise 6: TLE and TLA Comparison

Contrast Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA) regarding eligibility, reimbursement, and application procedures.

Quiz: (Multiple Choice)

1. The Government Travel Credit Card (GTCC) is issued to active duty service members to:
 - a) Purchase luxury items during PCS moves
 - b) Pay for official travel expenses, including PCS moves
 - c) Replace personal credit cards for all transactions
 - d) Access cash advances for personal use

2. Which option for shipping household goods during a PCS move allows service members to personally arrange and manage their move?
 - a) Government Procured Move (GPM)
 - b) Government Constructed Move (GCM)
 - c) Personally Procured Move (PPM)
 - d) Personally Arranged Move (PAM)

3. True or False: The Dislocation Allowance (DLA) is intended to cover all costs associated with a PCS move.
 - a) True
 - b) False

4. Per Diem is provided during PCS moves to compensate for:

- a) Temporary lodging and meals
- b) Shipment of household goods
- c) Vehicle transportation costs
- d) Real estate agent fees

5. What is the key difference between Temporary Lodging Expense (TLE) and Temporary Lodging Allowance (TLA)?

- a) TLE is paid to service members, while TLA is paid to dependents.
- b) TLE is provided for stateside PCS moves, while TLA is for overseas moves.
- c) TLE is paid for lodging expenses incurred while waiting for housing, while TLA is paid for lodging expenses incurred overseas.
- d) There is no difference; TLE and TLA are two terms for the same allowance.

References:

- Defense Travel Management Office (DTMO) website: <https://www.defensetravel.dod.mil/>
- Joint Travel Regulations (JTR): <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

*Answer Key can be found at: <https://mqfp.org/study-guides/8> *