

**PSD JACKSONVILLE
STANDARD OPERATING PROCEDURES**

DISLOCATION ALLOWANCE

Reference: (a) JFTR Volume 1, Chapter 5, Part G

Point of Contact: Travel Section

Document(s) Required:

Member w/ Family Member:

- Travel Voucher (DD Form 1351)
- Orders
- NAVCOMPT 3072 for approved children (Annual Approval)
- Certification of Intent to Relocate; if Government Bill of Lading or DITY-Move (DD Form 1299) is not available
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Member w/o Family Member:

- Travel Voucher (DD Form 1351)
- Orders with required endorsement or statement regarding assignment of Government Quarters

Background:

The purpose of the Dislocation Allowance (DLA) is to partially reimburse a member with or without family members for the expenses incurred in relocating his or her household goods. This allowance is in addition to all other allowances authorized and may be paid in advance

Information:

A member with family members is entitled to a DLA when family members relocate their household goods in connection with a PCS move. A member with family members is a member who, on the effective date of PCS orders, has family members entitled to transportation in connection with a change of Permanent Duty Station (PDS). A member whose spouse is a dependent on the effective date of the member's PCS orders is considered to be a member with family members, even though the spouse was a former member and received travel allowances upon separation from the service.

When it is definitely known that family members will not move, an advance of dependents travel allowance or advance DLA as a member with family members is not payable. However, the member in this situation when not assigned government quarters at the new PDS, may be eligible for an advance of DLA as a member without family members.

A member without family members is entitled to DLA when transferred to a permanent duty station (PDS) where government quarters are not

assigned. (Temporary occupancy of government quarters upon arrival at a new PDS does not preclude entitlement to DLA if the period of occupancy is 60 days or less. In justifiable cases, a longer period, not to exceed an additional 60 days, may be authorized or approved by the member's Commanding Officer, extension can be approved due to operational commitments.)

A member without family members is a member who has no family members; is not entitled to travel and transportation allowances but the family members do not relocate in connection with a PCS. Except under conditions prescribed in JFTR, Para. U5630-C, a member in pay grade E-5 or below may request to be paid advance DLA when it is established that government quarters will not be assigned at the new PDS. An E-6 or above may be paid advance DLA upon request based on information about non-assignment of government quarters at PDS or a signed statement by the member that use of government quarters at PDS or a signed statement by the member that use of government quarters at the new PDS is not planned. DLA is not payable in connection with PCS for separation.

COMMAND/CPC RESPONSIBILITY

- When it is planned that family members will move, an advance of DLA will be provided upon request of the member and presentation of a copy of the executed Application for Shipment and /or Storage of Personal Property or (DITY Move) DD Form 1299. When the member does not have household effects to move, a standard certification, if appropriate, will be prepared on a separate sheet of paper and attached to the original orders;

- "I certify that it is my intention to relocate my dependent spouse/dependent children (children's names) to (city, state), the place where they will establish a bona fide residence. I understand that, if my family members do not move, repayment of the advance is due immediately."

- Provide PSD Det required documents for advance payment of DLA in a timely manner. Advance DLA may be paid within 10 days of detachment.

PSD DET RESPONSIBILITY

- Upon receipt of required documents, Travel Section verifies travel entitlement and accuracy of documents.

- Verify Page 2 with family members

- Process payment equal to the member's Basic Allowance for Quarter (BAQ) per JFTR Table U5G-1.