KOREA PCS ENTITLEMENT GUIDE

ARMY MILITARY PAY OFFICE

02 September 2026

Korea PCS Entitlements Guide

A Comprehensive Handbook for Service Members Relocating to South Korea

Welcome to your transition guide for your Permanent Change of Station (PCS) to South Korea. This page outlines your specific pay, housing, relocation allowances, and reimbursable expenses to ensure a smooth financial transition.

💵 Location-Specific Pay & Allowances

These entitlements are based specifically on your assignment to the Korean Peninsula.

1. Overseas Cost of Living Allowance (OCONUS COLA)

OCONUS COLA is paid to help offset the higher cost of living overseas.

- **How it is calculated:** Based on your rank, years of service, and specific duty location in Korea.
- **Note:** This rate fluctuates based on currency exchange rates and local economic surveys.

2. Hardship Duty Pay Location (HDP-L)

HDP-L is additional monthly compensation paid for service in areas with significantly demanding environmental or living conditions.

Duty Location	Monthly Rate
Area I (Northern Areas/DMZ border)	**$150.00**
Other Areas (Kunsan, Kwangju, Pohang, Waegwan)	**$50.00**

3. Family Separation Allowance (FSA-R)

- **Monthly Rate: $300.00** (prorated at $10.00/day for partial months).

- **Eligibility:** Paid to soldiers separated from their dependents due to military orders.
- *Note: Only certain Soldiers will qualify. Your servicing Army Military Pay Office (AMPO) will determine and explain your eligibility.*

4. Meal Deductions

- **E6 Single & Unaccompanied Soldiers:** Meal deductions are standard for unaccompanied personnel residing in government barracks.
- *Check with your unit's S1 or servicing AMPO upon arrival to confirm your specific deduction status.*

Housing Allowances

Your housing entitlements depend on whether you are authorized to reside off-post and whether your dependents are joining you.

Basic Allowance for Housing (BAH) & Dependent Travel

Scenario A: Dependents Remaining in CONUS (Deferred Travel)

- Your BAH will continue at the rate of your **last permanent duty station (PDS)**.
- **Critical Action:** Upon your dependents' arrival in Korea, you must immediately submit a dependent travel voucher and PCS orders via **SMARTVOUCHER**, and notify your servicing finance office to stop your previous BAH to prevent overpayment.

Scenario B: Unaccompanied Tour Dependents Not Relocating with You

- BAH will initially remain as the last PDS.
- You are required to submit your dependent travel voucher and PCS orders immediately upon arrival in Korea.

Scenario C: Unaccompanied Dual-Military

- **With Dependent Children:** The service member (SM) claiming the dependent children will continue to receive BAH.
- **No Dependent Children:** The SM not claiming dependent children is **not** authorized BAH upon arrival in Korea.

Overseas Housing Allowance (OHA)

OHA is paid in lieu of BAH to assist with housing costs while living off-post in an overseas area.

- **Authorized for:** Soldiers formally authorized by the Housing Office to live off-post.
- **Dependent Location:** Also authorized for soldiers whose dependents reside in another authorized OCONUS location.

Basic Allowance for Quarters - Differential (BAQ-DIFF)

- Paid to a Non-Custodial Parent who is paying court-ordered child support, provided they do not reside in government quarters.

Relocation & Lodging Allowances

1. Dislocation Allowance (DLA)

DLA partially reimburses service members for out-of-pocket expenses incurred while relocating a household during a PCS.

> ⚠ ***Important: DLA must be claimed via SMARTVOUCHER and reported when submitting your final PCS Travel Voucher.***

Status	Eligibility
Authorized	• SM who relocated dependents (must be explicitly authorized on PCS orders) • SM with Command Sponsored Dependents (CSP) • SM authorized to reside off-post upon arrival
NOT Authorized	• Single service members assigned to government quarters upon arrival • First-time PCS moves with no dependents

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2. Temporary Lodging Entitlements (TLE vs. TLA)

While moving, you may be authorized to temporary lodging reimbursement. These are split into two categories depending on whether you are departing your previous duty station or arriving at your new one.

Temporary Lodging Expense (TLE) For Departure

- **Coverage:** Up to **7 days** when transitioning from CONUS to OCONUS.
- **Location Limit:** Lodging must be within 75 miles of your losing station.
- **Max Rate:** Up to **$290.00 per day** (covers lodging, meals, and incidental expenses).
- **Reimbursement:** Paid via **SMARTVOUCHER**. Payment will reflect on your Advice of Payment (AOP) on MyPay.

Temporary Lodging Allowance (TLA) For Arrival

- **Coverage: 10 days** initially authorized upon arrival. Can be extended up to **60 days** with local Housing Office approval and a formal TLA authorization memo.
- **Reimbursement:** Submitted to your local Army Military Pay Office through your gaining S1.
- **Payment:** Will reflect on your regular Leave and Earnings Statement (LES) as either mid-month (MM) or end-of-month (EOM) pay.

Other Relocation Expenses

Pet Related Expenses

The military will reimburse costs related to the relocation of **one (1) household pet** arising from a PCS.

- **Reimbursement Limit:** Up to **$2,000.00** per PCS move from CONUS to OCONUS.
- **Primary Requirement:** Pet expenses are reimbursable **ONLY** when authorized on your PCS orders.
- **Government Transport Rule:** You **must** use government transportation (such as the Patriot Express) if available. If government transit is available and you choose to fly your pet via a commercial carrier, transportation costs will *not* be reimbursed.

Authorized Reimbursable Expenses:

- Mandatory microchipping
- Quarantine & boarding fees
- Hotel service charges (pet fees)
- Licensing fees at your new PDS
- Titer level testing for entry
- Pet shipping fees (separate travel)

PCS Advance Pay

Advance Pay is an advance on your base pay designed to help meet extraordinary, unexpected expenses caused by a government-ordered move.

- **Amount:** Up to **3 months** of base pay (minus taxes and standard monthly deductions).
- **Timeframe:** Must be requested within **60 days of arrival** at your new PDS, or up to **30 days prior to departure**.
- **Required Documentation:**

    - DD Form 2560 (Advance Pay Assistance/Authorization)
    - Approved PCS Orders
    - PCS Absence Request (Approved Leave Form)

Approval Authority Levels:

- **E3 and Below:** Requires your Commander's signature (O3 or above).
- Typically processed normally through finance within standard timelines (up to 1 month advance, 12-month repayment).
- **O5 and Above Approval Required for:** Requests outside normal timeframes, requesting more than 1 month of advance pay, or requesting a repayment period exceeding 12 months.

🗺️ Arrival Checklist: Quick Action Items

To avoid pay discrepancies or debt accumulation, make sure you complete these tasks immediately upon arrival in Korea:

- ☐ **Check-in with TGC:** You will complete the 5-day mandatory Korea in-processing
- ☐ **Submit SMARTVOUCHER:** File your travel voucher
- ☐ **Submit a separate SMARTVOUCHER for Dependents:** File your dependent travel voucher if you moved them at an authorized location per your PCS order.
- ☐ **Obtain TLA Memo:** Keep your lodging receipts and secure a TLA memo from the Housing Office to claim your arrival lodging.
- ☐ **Stop Previous BAH (If Applicable):** If your dependents have arrived in Korea, notify your servicing finance office immediately to stop your prior duty station BAH.

Checklist: PCS Supporting Documents

To avoid pay discrepancies or debt accumulation, make sure you complete these tasks immediately upon arrival in Korea:

- ☐ **PCS Order and Amendment**
- ☐ **TDY Order (DD1610) (if applicable)**
- ☐ **IPPS-A PCS ABS Request**
- ☐ **Flight Receipt**
- ☐ **Lodging Receipt (if claiming TLE)**
- ☐ **Excess Baggage Receipt (if applicable)**
- ☐ **PET Expenses Receipt (if authorized on order to ship PET)**

TEMPORARY LODGING ALLOWANCE CHECKLIST
AMPO KOREA

ARRIVAL TLA CHECKLIST:

- ☐ TLA Authorization Memo from Housing
- ☐ USFK Form 122-E
- ☐ Zero Balance Lodging Receipt
- ☐ PCS Order (Original and Amendment if available)
- ☐ PCS Travel Voucher (DD 1351-2 for Arrival TLA Only)

DEPARTURE TLA CHECKLIST:

- ☐ TLA Authorization Memo from Housing
- ☐ USFK Form 122-E
- ☐ Zero Balance Lodging Receipt
- ☐ PCS Order (Original and Amendment if available)
- ☐ PCS Absence (Leave Form)
- ☐ Proof of Dependent's Age* (Departure TLA Only)
    - DD 1172

*This information is required to verify dependent dates of birth missing from IPPS-A orders, ensuring the **correct Temporary Lodging Allowance (TLA) rate is paid**.

Departing Soldiers may submit Temporary Lodging Allowance (TLA) claims during final out-processing or via the designated email address below:

usarmy.humphreys.fin-mgt-cmd.mbx.ampo-customer-service-and-debt-@army.mil

usarmy.walker.fin-mgt-cmd.mbx.ampo@army.mil

usarmy.casey.fin-mgt-cmd.mbx.ampo@army.mil

AMPO-KOREA

OVERSEAS HOUSING ALLOWANCE (OHA) CHECKLIST

- ☐ **DD FORM 2367**
- ☐ **DD FORM 2556 (if applicable)**
- ☐ **LEASE/RENTAL/MORTGAGE AGREEMENT**
- ☐ **PCS ORDER (ORIGINAL AND AMENDMENTS)**
- ☐ **DA FORM 5960 (if applicable)**
- ☐ **MARRIAGE CERTIFICATE (if applicable or for acquired dependent)**

Note: Additional documentation may be required pending a full review of the packet.