



DLA Advance Payment

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BLUF

Dislocation Allowance (DLA) payments for all entitled service members will now be paid as early as 30 days prior to the approved PCS transfer date.

Who needs to know?

- CPPAs
- RSCs/TSCs
- All Sailors
- Command Triads
- Deckplate Leaders – LPO, CPO, DIVO, DH

What you need to know – key points

- In order to comply with SECDEF Memo of 22 Sept 2022 “Taking Care of Our Service Members and Their Families,” all Command Pay and Personnel Administrators are required to submit NPPSC Form 1300/1 (Rev. 02/23) no less than 60 days prior to the approved PCS transfer date to allow sufficient processing time of DLA and any other requested advances by the Travel Processing Center (TPC).
- TPC will process DLA and the requested advances on the NPPSC Form 1300/1 (Rev. 02/23) within 30 days of the approved PCS transfer date.
- All eligibility requirements for Single and Dependent DLA, per the Joint Travel Regulations, still apply. Simplified eligibility requirements can be found on NPPSC Form 1300/1 (Rev. 02/23).
- The primary method for submitting NPPSC Form 1300/1 (Rev. 02/23) is through Enterprise Customer Relationship Management (eCRM).
- Upon reporting, Sailors are highly encouraged to use the MyPCS Travel Voucher to submit their PCS travel claims.

Sample POD/POW Note

- Sailors! Want to get your Dislocation Allowance (DLA) for PCS moves as early as 30 days prior to your approved PCS transfer date? Just submit NPPSC Form 1300/1 to your CPPA no less than 60 days prior to your approved PCS transfer date to allow time for processing. CPPAs, learn more about this policy by going to Navy Pay and Personnel Support Center OPS ALERT Ser. N3: 003-23 for specific instructions on processing requests for DLA payments.

FAQ

Q. What is a Dislocation Allowance?

A. A Dislocation Allowance (DLA) is a partial reimbursement for service members, with or without dependents, for expenses incurred in relocating a household during a PCS move.

Q. Who is eligible for a DLA payment?

A. All service members are eligible, unless one of the following applies:

- The member is executing a PCS move for the first time and does not have dependents.



- The member is ordered to Active Duty and does not have dependents.
- The member is performing separation or retirement travel.
- The member has received reimbursement for DLA within the same fiscal year (please see Joint Travel Regulations (JTR) U5450 for exceptions).
- The member will be residing in government quarters.
 - NOTE: Single Sailors, E5 and below, requesting DLA must submit a signed statement from the gaining organization stating he/she will not occupy government quarters.

Q. What is the DLA policy for members who will be residing in government quarters?

A. Members who reside in government quarters are not eligible for DLA. Members must certify that they will not be living in government quarters. If members receive DLA and either change their minds or are directed to reside in government quarters, DLA will be recouped. Additionally, members whose paygrade is E-5 or below who are requesting Single DLA must submit a signed statement from their gaining command that they will not be residing in government quarters.

Q. How soon can I submit my request for a DLA payment?

A. You can submit your request for a DLA payment to your CPPA prior to your PCS move. CPPAs are required to submit the necessary forms no less than 60 days prior to an approved PCS transfer date.

Q. When will my request be processed by the TPC?

A. The TPC will process DLA and other requested advances within 30 days of the approved PCS transfer date.

Q. What are my responsibilities as a CPPA for submitting DLA requests?

A. CPPAs are required to submit NPPSC Form 1300/1 (Rev. 02.23) no less than 60 days prior to the member's approved PCS transfer date. Submissions must be made through eCRM with Blocks 37-40 completed and must have the Commanding Officer or Designee signature.

Q. Where can I find more specific information about advance payment of DLA?

A. Specific information about advance payment of DLA can be found in NPPSC OPS ALERT 003-23 released on 1 March 2023.