



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 003-23

PROCEDURE UPDATE: ADVANCE PAYMENT OF DISLOCATION ALLOWANCE

Release Date: 3/1/2023

Effective Date: 3/1/2023

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.

DISCUSSION: In order to comply with SECDEF Memo of September 22, 2022, "Taking Care of Our Service Members and Families", all Command Pay and Personnel Administrators (CPPAs) 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.

METHODS FOR TRAVEL ADVANCE SUBMISSION: Primary method of submitting travel advance requests is through Enterprise Customer Relations Management (eCRM).

- CPPAs will submit the [NPPSC 1300/1 \(Rev. 02-23\)](#) with Blocks 37-40 filled out with the approved transfer date and Commanding Officer or Designee signature.
- If requesting Dependent DLA, Blocks 18(a-c) must be completed to receive dependent DLA.
- If requesting Single DLA for E5 and junior, must provide letter from gaining command stating member will not be required to stay in government quarters.

Submit all Travel Advance requests using the following case information:

- Queue – **PP Travel Advances**
- Section Category – **Travel Advances**
- Routed PSD – **TPC Memphis**
- Request Type – **Travel Advance**
- Problem Code – **Travel Advance Request for PCS & Per Diem**
- Contact name – **Service Member**
- Effective Date – **Approved Transfer Date**

NOTE: Upon reporting, Sailors are highly encouraged to use the MyPCS Travel Voucher to submit their PCS travel claims. The enterprise Customer Relationship Management (eCRM) system is a backup solution if unable to use MyPCS Travel Voucher; however, the use of eCRM will delay timely travel claim liquidation.

WHAT THIS MEANS TO YOU:

- ✚ CPPAs – Ensure Service Members complete [NPPSC 1300/1 \(Rev. 02-23\)](#) in a timely manner. Submit Travel Advance requests to eCRM 60 days prior to members approved transfer date.
- ✚ OPS ALERTS and CPPA RESOURCES can be found on:
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
 - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

***** REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAS IN YOUR AOR *****

***** PASS THE WORD *****