



## NATIONAL GUARD BUREAU

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ARNG-HRH (635-102)

05 August 2024

MEMORANDUM FOR The Adjutant General of All States, Puerto Rico, Guam, the Virgin Islands, and the Commanding General of the District of Columbia

SUBJECT: Permanent Change of Station (PCS) Allowances when participating in Professional Military Education (PME) or Training Classes Implementation Guidance (PPOM # 24-018)

### 1. References.

- a. National Defense Authorization Act for Fiscal Year 2023, 23 December 2022
- b. ALARACT 058/2024 (Permanent Change of Station (PCS) Allowances when participating in Professional Military Education (PME) or Training Classes), 01 August 2024
- c. ARNG-HRH memorandum (Army National Guard Implementation Guidance and Delegation of Authority for the Basic Allowance for Housing (BAH), Overseas Housing Allowance (OHA), and Cost of Living Allowance (COLA) Waiver (PPOM #21-010), 11 March 2021
- d. Department of Defense (DOD) Joint Travel Regulations, Uniformed Service Members and DOD Civilian Employees, Chapter 3, Paragraph 032201-B3

2. Purpose: This guidance provides clarification to applicability, eligibility, and procedures for applying for PCS allowances for Soldiers when participating in PME or training classes. In accordance with reference 1b, Soldiers will be eligible to receive per diem paid equal to the amount of the BAH without-dependent rate applicable to the Soldier's pay grade for their current Primary Duty Station (PDS) (training location), while also continuing to receive BAH at the with-dependent rate for their previous duty station. Soldiers must meet all eligibility requirements listed in paragraph 4b.

3. Applicability: This guidance applies to Army National Guard Soldiers who PCS to attend PME or Training Class for not more than (1) year.

### 4. Guidance:

a. Effective date: The effective date in accordance with reference 1b is retroactive to the date of the National Defense Authorization Act (NDAA) for Fiscal Year 2023, dated 23 December 2022.

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b. Eligibility: In accordance with reference 1b, a Soldier may be eligible for this new allowance if they:

(1) Have dependent(s) who continue to remain at the Soldier's primary residence for the duration of the PME or training course.

(2) Receive PCS orders to participate in PME or Training Classes with a scheduled duration of not more than (1) year under a PCS order.

(3) Government quarters at PME or Training Class location are not provided to a Soldier with dependents.

(4) Have PCS orders to the PME or Training Class which state that, upon completion of the period of duty, unless sooner released or extended by proper authority, the service member will return to the place where they entered and be released from such duty.

(5) Have an approved PME Secretarial BAH waiver for the PME or Training Class

c. Clarification of eligibility is as follows:

(1) Soldiers must first apply for and obtain an approved PME Secretarial BAH waiver IAW the instructions provided in reference 1c.

(a) Soldiers without dependents attending training for 20 or more weeks are not authorized to receive this allowance, nor are they eligible for a Secretarial waiver.

(b) Does not apply to Soldiers attending Initial Entry Training (Basic Training or Advanced Individual Training).

(c) ARNG Soldiers will submit requests for PME BAH waivers to ARNG-HRH mailbox at: [ng.ncr.ngb-arng.mbx.arng-comp--entitlement@army.mil](mailto:ng.ncr.ngb-arng.mbx.arng-comp--entitlement@army.mil).

(2) Upon receipt of an approved PME Secretarial BAH waiver from ARNG-HRH, it becomes the responsibility of the individual Soldier to request reimbursement for the allowance through the DFAS SmartVoucher website as outlined in paragraph 4d.

d. Submission of Packet for Reimbursement:

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(1) Reimbursement packet may be submitted after the Soldier in-processes the new duty station (at the training location) either monthly or at the completion of training.

(2) Supporting Documents: Soldiers will submit the following documents to the Defense Finance and Accounting Service (DFAS) website via the Smartvoucher Process: <https://smartvoucher.dfas.mil/voucher/login>

(a) A completed Department of Defense Form (DD 1351-2 Travel Voucher) reviewed by the local Army military pay office.

(b) Copy of original and/or follow-on PCS order to return to the prior duty station.

(c) Copy of statement of non-availability memorandum from the local housing office or DD Form 1351-5 (Government quarters and/or mess (AKA) statement of non-availability) signed by the commander that housing was not provided at no cost.

(d) Statement from the Soldier verifying that he/she maintains a primary residence where dependents reside.

(e) Approved PME BAH waiver memorandum to validate dependents remaining in primary residence.

e. Method of Payment: The Soldier will complete DD Form 1351-2 in accordance with the instructions provided via the DFAS Smartvoucher website. Soldier will claim the per diem in item 18, reimbursable expenses. Attach the required supporting documentation and transmit the travel claim to the servicing finance office (FO) for review. The FO will forward the reviewed travel claim to the DFAS-Rome via Smartvoucher. Payments will be made by electronic funds transfer to the Soldier's direct deposit account.

#### 4. Definitions:

a. PCS (The permanent assignment, detail, or transfer of a servicemember to a different PDS). For Reserve Component (RC) members, an applicable PCS order directs the Soldier to return to the prior duty station where the Service member maintains primary residence and the dependents of the Service member reside while the Service member is attending training in accordance with reference 1d.

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b. PDS (A Soldier's official station): If a Soldier is ordered to attend a course of instruction for 140 or more days, then the school or facility is the PDS, unless the course is authorized as a temporary duty travel under the JTR, Appendix A.

5. The point of contact is CPT Joseph C. Wagner, AGR Policy Branch Team Lead, at (703) 607-5808, joseph.c.wagner24.mil@army.mil.

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