



Welcome to Moody Air Force Base

A Finance Office Publication



A Guidebook to Understanding Military Finances

January 2021

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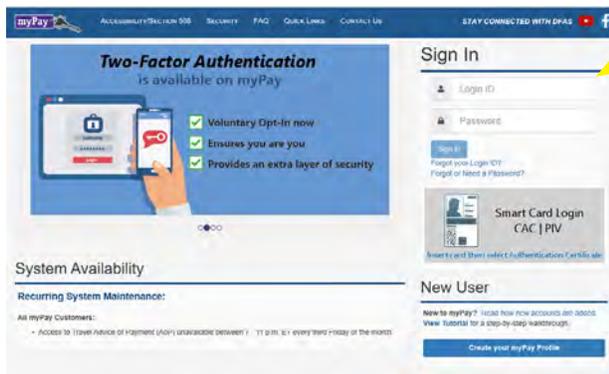
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What is MyPay?

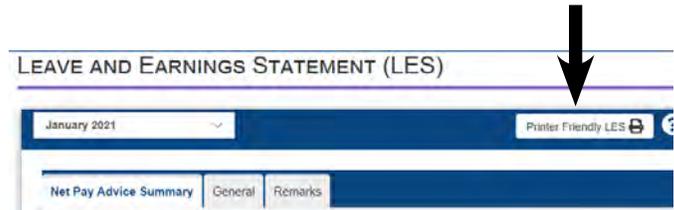
MyPay is an online application that allows members to manage their pay information, Leave and Earnings Statements (LES), W-2s, and more.

1. Follow this link to access MyPay:
<https://mypay.dfas.mil/#/>



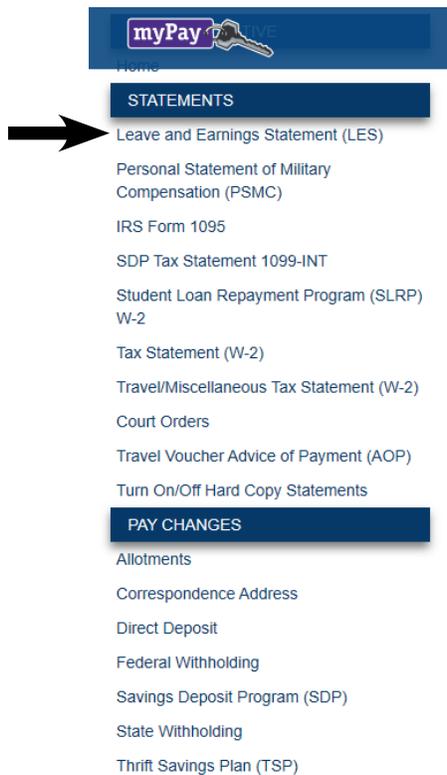
TIP! Create a username and password! This will allow members to access information without a CAC.

4. Members can review all pay information on this tab or select 'Printer Friendly LES' for a full statement.



2. Select authentication for the certificate.

3. Select 'Leave and Earnings Statement (LES)'.



5. If this is a member's first month at their first duty station the document will pull up something similar to below. The member's first LES is not available yet. To ensure members are gained to Moody the 'ADSN' (Block 3) should be 4052. Members should check the account number and bank information to ensure their paycheck goes to the right account.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY NET PAY ADVISE			
The amount in block 6 is your net pay for the pay day indicated in block 4 and was sent to the financial organization in block 7 for credit to your account. When cashing a personal check at your financial organization on payday, advise your teller you are a participant in the Direct Deposit Program. It will help you with better service. If you are paid once a month or you do not have your pay sent to a financial organization for direct deposit, information in block 6 through 7 will not be present and this form is intended to provide you with the remarks information only.			
1. MEMBER'S NAME AND ADDRESS	2. SSN	3. ADSN/DSSN 4052	4. PAY DATE 21 JAN 15
	5. ACCOUNT NUMBER	6. NET PAY AMOUNT \$1,395.75	
7. YOUR NET PAY WAS FORWARDED TO:			
8. REMARKS			

Members should check their LES every pay period to validate the correct pay. Reviewing a LES for changes in pay mitigates the risk of a debt on wages.

Printable Leave and Earnings Statement (LES)



DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT													
ID	NAME (Last, First, MI)		SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED			
	[REDACTED]		[REDACTED]	E2	200225	00	240224	AF	4052	1-31 DEC 20			
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY				
Type	Amount		Type	Amount		Type	Amount		+Amt Fwd				
A	BASE PAY	1942.50	FEDERAL TAXES	159.61					+TOT ENT 2260.11				
B	BAS	372.71	FICA-MEDICARE	26.72									
C	BAH	-1666.56	SGLI	25.00									
D	ADVANCE DEBT	1611.46	AFRH	.50					-TOT DED 1481.76				
E			MGIB	100.00									
F			MEAL DEDUCTION	453.15					-TOT ALMT .00				
G			TRADITIONAL TSP	58.28									
H			DEBT	522.31					=NET AMT 778.35				
I			DEBT	136.19					-CR FWR .00				
J									=EOM PAY 778.35				
K									DIEMS				
L									RET PLAN				
M									BLENDE				
N													
O													
	TOTAL	2260.11		1481.76					.00 191025				
FED TAXES	Wage Period	Wage YTD	M/S/H	Mult Jobs	Dep 17 Under	Other Dep	Add'l Tax	Other Deds	Other Income	Tax YTD			
	1784.22	16702.86	S		00	00	.00	.00	.00	1448.46			
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD	
	1842.50	17138.26	603.02	17138.26	248.51			.00	.00	S	00	.00	
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	PARTIAL		00000	.00	0			0			.00		
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current					
	3	.00	0	.00	0	.00	0	.00					
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current					
	0	.00	0	.00	0	.00	0	.00					
CONTRIBUTIONS TOTALS	YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH	YTD TSP AGCY-AUTO	YTD TSP AGCY-MATCH							
	435.40	435.40	.00	00	145.14	.00							
CM AGCY CONTR	AGCY-AUTO	AGC-MATCH	LEAVE	BF Bal	Ernd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose		
	19.43	.00		18.0	7.5	0	25.5	120.0	.0	.0	.0		

REMARKS: YTD ENTITLE 22947.27 YTD DEDUCT 6469.14

IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.

-FROM SEP THROUGH DEC 2020 THE WITHHOLDING OF YOUR SOCIAL SECURITY (FICA-SOC SECURIT) TAX WILL BE DEFERRED IF YOUR MONTHLY BASIC PAY RATE IS LESS THAN \$8,666.66. BEGINNING IN JANUARY 2021, THE DEFERRED TAXES WILL BE COLLECTED THRU APR 30, 2021. FOR MORE INFO VISIT [HTTPS://WWW.DFAS.MIL/TAXES/SOCIAL-SECURITY-DEFERRAL/MILITARY-FAQS](https://www.dfas.mil/taxes/social-security-deferral/military-faqs).

-2021 TSP LIMITS: ELECTIVE DEFERRAL \$19,500; CATCH UP \$6,500; ANNUAL ADDL LIMIT IF IN CZTE IS \$58,000 FOR MORE INFO VISIT WWW.TSP.GOV

-LOOK FORWARD TO 2021 FOR THE INITIAL RELEASE OF THE AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM (AFIPPS)! FOR MORE INFORMATION ON THE AND SELF-SERVICE CAPABILITIES, GO TO [HTTPS://WWW.AFPC.AF.MIL/SUPPORT/AFIPPS/](https://WWW.AFPC.AF.MIL/SUPPORT/AFIPPS/).

-SERVICE MEMBERS INVITED TO THE DOD'S MILLENNIUM COHORT STUDY CAN NOW ENROLL AT MILLENNIUMCOHORT.ORG.

MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000

TOTAL INDEBTEDNESS [REDACTED]

MEAL DEDUCTION [REDACTED]

CHANGE AGENCY CONTRBTN [REDACTED]

MEAL DEDUCTION 20111 [REDACTED]

INDEBTEDNESS DUE US [REDACTED]

PCS [REDACTED]

FICA RATE CHANGE [REDACTED]

START INDEBTEDNESS [REDACTED]

STOP INDEBTEDNESS [REDACTED]

FICA RATE CHANGE [REDACTED]



Understanding the Leave and Earnings Statement (LES)

Entitlements will include the members base pay and associated Basic Allowance for Housing (BAH). If members are in the dorms they will receive \$7.80 for BAH. Everyone will have basic allowance for subsistence on their entitlements. If a member has a pending debt or debt balance, it will appear in this column as 'ADVANCE DEBT'. For more information regarding entitlements visit: <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/>

- Deductions will include life insurance for the member and dependents.
- Airmen who utilize the dining facility will have a meal deduction in this category.
- **FICA - Soc Security:** All employees are taxed at 6.2% of their income for the first \$118,500 each year.
- **FICA - Medicare:** All employees are taxed 1.45% of their income each year.
- For more information about deductions visit: <https://www.dfas.mil/MilitaryMembers/paydeductions/deductions/>

ALLOTMENTS	
Type	Amount
COMB FED CAMPAIGN	5.00
TRICARE DENTAL	30.15

Allotments will provide specific options that members have selected to pay for. This will include dental plans for their dependents. This also includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc.

The ADSN should always say **4052** while stationed at Moody AFB. If you see '9999' this means you have not been gained to the base.

- **AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **TOT ENT:** The total of all entitlements and/or allowances listed.
- **TOT DED:** The total of all deductions.
- **TOT ALMT:** The total of all allotments.
- **NET AMT = AMT FWD + TOT ENT - TOT DED - TOT ALMT**
- **CR FWD:** The dollar value of unpaid pay and allowances that will reflect on the next LES as AMT FWD.
- **EOM PAY:** The actual amount of the payment to be paid to the member on end-of-month payday.
- **DIEMS:** The Date Initially Entered Military Service. This date is used to indicate current retirement plan.

ADSN/DSSN	PERIOD COVERED
4052	1-31 DEC 20
SUMMARY	
+Amt Fwd	.00
+TOT ENT	2260.11
-TOT DED	1481.76
-TOT ALMT	.00
=NET AMT	778.35
-CR FWR	.00
=EOM PAY	778.35
DIEMS	RET PLAN
191025	BLENDE

FED TAXES	Wage Period	Wage YTD	M/S/H	Mult Jobs	Dep 17 Under	Other Dep	Add'l Tax	Other Deds	Other Income	Tax YTD		
	1784.22	16702.86	S		00	00	.00	.00	.00	1448.46		
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD
	1842.50	17138.26	603.02	17138.26	248.51	FL		.00	.00	S	00	.00

This section displays the summary of federal and state taxes. Always check to make sure 'M/S/H' status is correct. If members need to update this, go to 'Federal Withholding' under 'Pay Changes' on MyPay.

- **BAQ DEPN:** The code that indicates the type of dependent.
- **A** - Spouse
- **C** - Child
- **L** - Member married to member with no dependents
- **K** - Ward of the court
- **L** - Parents in Law
- **R** - Ownright
- **S** - Student (age 21-22)
- **I** - Handicapped child over age 21
- **W** - Member married to member, child under 21

PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	PARTIAL		00000	.00	0			0			.00		

VHA Zip: This should be the zip code where members currently reside. Always ensure this is accurate for housing allowance purposes.

TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	3	.00	0	.00	0	.00	0	.00
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current
	0	.00	0	.00	0	.00	0	.00
CONTRIBUTIONS TOTALS	YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH	YTD TSP AGCY-AUTO	YTD TSP AGCY-MATCH		
	435.40	435.40	.00	.00	145.14	.00		

Check all rate boxes to ensure the correct percentage is going to TSP. To change TSP contributions go to: <https://mypay.dfas.mil/#/> and select 'TSP' under 'Pay Changes' to change contribution percentage.

LEAVE	BF Bal	Ernd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose
	18.0	7.5	0	25.5	120.0	.0	.0	.0

- **BF BAL:** The brought forward leave balance.
- **ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment.
- **CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **ETS BAL:** The projected leave balance to the member's Expiration Term of Service (ETS).
- **USE/LOSE:** The projected number of days of leave that will be lost if not taken in the current fiscal year.



SOCIAL SECURITY TAX DEFERRAL

In order to provide relief during the COVID-19 pandemic, a Presidential Memorandum was issued on August 8, 2020 and followed by further guidance from the Internal Revenue Service on August 28, 2020, to temporarily defer Social Security Old Age, Survivors, and Disability Insurance (OASDI) tax withholdings.

Military Members

For active duty military members, the 2020 deferred Social Security taxes will be collected in 24 installments, from your mid-month and end-of-month pay between January 1st and December 31, 2021.

For reservists and guardsmen performing intermittent duty in 2021, the amount collected may not be the same every pay period. DFAS will collect 2% of net available from each weekly, mid-month and end-of-month pay, and will continue until the deferred taxes have been repaid in full.

Beginning in January 2021, your MyPay LES will reflect the monthly collection amount and contain a note in the 'Remarks' section that shows the remaining balance of deferred Social Security taxes.

If you separate or retire prior to the deferred Social Security tax being collected in full, the unpaid balance will either be collected from your final pay or you may receive a debt letter with instructions for repayment.

Civilian Employees

The amount of Social Security taxes deferred in 2020 will be collected in 24 installments between pay periods ending January 16th and December 4, 2021.

Beginning in January 2021, your MyPay LES 'Remarks' section will include the 2020 deferred OASDI collection amount in that pay period, as well as, the remaining balance to be collected.

Amount	Type	Amount	Type
183.40	FEDERAL TAXES	63.37	TRICAR
368.29	FICA-SOC SECURITY	153.97	BANK A
2040.00	FICA-MEDICARE	36.01	PRIVATE
	SGLI	29.00	
	STATE TAXES		
	AFRHS	.50	
	PAY RELEASED	381.25	
	SUPPORT/COMM DEBT	305.00	



The highlighted line above is the FICA-Social Security tax that stopped, starting September 2020. Members will not see this line on their September - December 2020 LES. They will see this line reappear starting on their January 2021 LES.

DEDUCTIONS

Type	Amount
FEDERAL TAXES	478.53
FICA-SOC SECURITY	255.10
FICA-MEDICARE	59.66
SGLI	25.00
AFRH	.50
SGLI FAM/SPOUSE	4.50
ROTH TSP	205.73
MISCELLANEOUS DEBT	74.84
MID-MONTH-PAY	1933.25

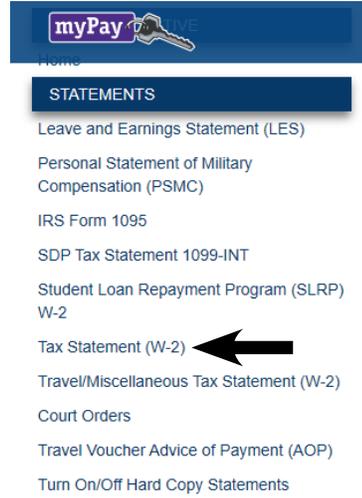
The highlighted line to the left is the repayment deduction for FICA-Social Security tax. Members can find the remaining balance of the debt at the bottom of their LES in the 'Remarks' section.

For additional questions on the temporary deferral of the 6.2% OASDI withholding visit:
 MyPay: <https://www.dfas.mil/taxes/Social-Security-Deferral/>
 IRS: <https://www.irs.gov>



1. Follow this link to access MyPay:
<https://mypay.dfas.mil/#/>

2. Select 'Tax Statement (W-2)' under the statements tab.



How To Pull a W-2

3. Use the drop down menu to find the current or previous W-2. Click 'Printer Friendly W-2' to view the entire document. Below is an example of a 'Printer Friendly W-2' and a 'Travel/Miscellaneous Tax Statement (W-2)'. A 'Travel/Miscellaneous Tax Statement (W-2)' will be available if you PCS'd in the current year.

Form **W-2** Wage and Tax Statement **2020**

Department of the Treasury - Internal Revenue Service
Copy B To Be Filed With Employee's FEDERAL Tax Return
This information is being furnished to the Internal Revenue Service

OMB No. 1545-0048 This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and you fail to report it.

a. Employee's Social Security Number		1 Wages, tips, other compensation		2 Federal income tax withheld	
b. Employer's Identification Number (EIN)		3 Social Security Wages		4 Social Security tax withheld	
c. Employer's Name, Address, and ZIP Code		5 Medicare Wages and Tips		6 Medicare Tax withheld	
d. Control Number		7 Social Security tips		8 Allocated tips	
e. Employer's Name, Address, and ZIP Code		9		10 Dependent Care Benefits	
f. Employer's Name, Address, and ZIP Code		12 See instructions for box 12		14 See instructions for box 14	
13		15 State (Employer's state I.D. no.)		16 State wages, tips, etc.	
17 State income tax		18 Local wages, tips, etc.		19 Local income tax	
20 Locality name		21		22	

Department of the Treasury - Internal Revenue Service

TRAVEL / MISCELLANEOUS TAX STATEMENT (W-2)

Printer Friendly W-2

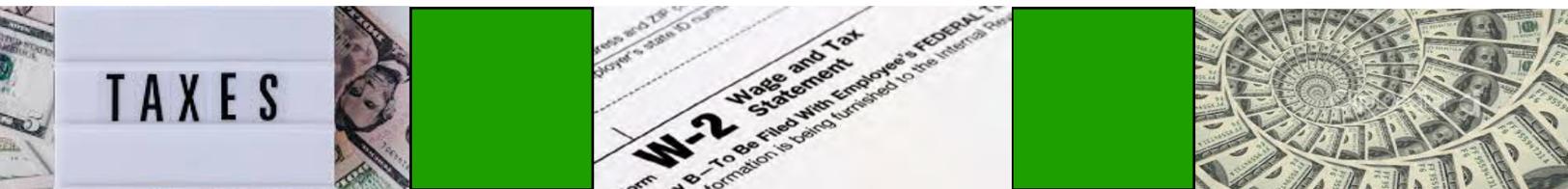
2016 Travel Miscellaneous W-2

Summary

Wages, Tips, and Other Compensation	\$1,133.22
Federal Income Tax Withheld	\$283.31

Form **W-2** Wage and Tax Statement **2016**

Department of the Treasury - Internal Revenue Service
Copy B To Be Filed With Employee's FEDERAL Tax Return
This information is being furnished to the Internal Revenue Service





Status Changes

Change in dependency?

Members will submit an inquiry on the Comptroller Services Portal (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>) attaching an AF Form 594. Attach all back up documentation (i.e. marriage certificate, birth certificate, and/or divorce decree). Members will need to fill out this form to ensure they are receiving the correct BAH rate. This form will also need to be refilled every four years if the member is still at Moody AFB to re-certify their dependents.



Moving out of the dorms?

Members will need to work with dorm management to obtain all required paperwork. Dorm management will notify Finance when they have moved. Members should contact Finance to ensure their pay status has updated.



Rank change?

This update is made through the Military Personnel Flight (MPF). The Defense Travel System (DTS), LeaveWeb, and any other systems regarding new rank will need to be updated. Members must take the appropriate actions to update all systems.

THIS IS AN EXAMPLE OF A 'REMINDER' THAT A DEBT WILL SOON APPEAR. THIS ALSO SHOWS THE AMOUNT OF THE DEBT.

BASE PAY	1942.50
BAS	372.71
BAH	-1666.56
ADVANCE DEBT	1611.46
TOTAL	2260.11

It is extremely important to update Finance and MPF with any changes that could affect pay. If members do not update both offices, it could result in a large debt that will be deducted from future paychecks.

DEDUCTIONS	
Type	Amount
FEDERAL TAXES	159.61
FICA/MEDICARE	26.72
SQLI	25.00
AFTH	50
MGB	100.00
MEAL DEDUCTION	453.13
TRADITIONAL TSP	59.29
DEBT	522.31
DEBT	126.15
TOTAL	1481.76

THIS IS HOW A DEBT WILL APPEAR ON A LES ONCE IT IS ALREADY DEDUCTING OUT OF A MEMBER'S PAY.



In-Processing at Moody AFB



Government Travel Charge Card

The Government Travel Charge Card (GTCC) is mandated to be used by DoD personnel to pay for authorized expenses when on official travel (unless an exemption is granted). This includes temporary duty (TDY) and permanent change of station (PCS) travel.



Members must sign a Statement of Understanding (SoU) upon arrival at every new duty station, or every three years. Members will also show their GTCC transfer letter to their gaining Agency Program Coordinator (APC). This will pull their GTCC into the new unit hierarchy.

When a member goes on any authorized travel for more than 30 days they must utilize the Scheduled Partial Payments (SPP) function within DTS. This will send increment amounts to their GTCC while they are traveling, which will prevent the account from going past due. A “How-To Guide for Scheduled Partial Payments” can be found on page 19 or at <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.

Mission critical status is used only when a member is prevented from submitting interim travel vouchers (i.e. SPP). This includes but is not limited to a location with no internet access. Mission critical status must be reflected on the cardholder’s approved travel orders.

Members are responsible for paying their GTCC bills promptly, regardless of whether or not they have been reimbursed. If a member neglects to pay or file a travel voucher, their account will go past due. The chart below explains each past due bracket. For more information regarding GTCC visit: <https://www.defensetravel.dod.mil/site/govtravelcard.cfm>.

ANNEX 2 DELINQUENCY TIMELINE

CURRENT 1 to 60 Days*	SUSPENDED 61 to 125 Days*	CANCELLED/CLOSED 126 to 210 Days*	CHARGE OFF 211 Days*
File travel voucher within 5 days after completion of travel	No new charges allowed on card	Submitted for enrollment in Salary Offset	May charge off
Receive statement	Late fee applied at day 75	Cardholder may request a travel advance if required to travel	Could affect cardholder’s credit rating
Day 1 = The day after charges post to the cardholder’s statement	Additional late fees applied at day 91 and each 30 day increment thereafter		
Past Due status at day 31			
Disputed/Fraudulent transactions must be reported within 60 days of when the charge first appears on a statement			

*Days = days past billing statement date

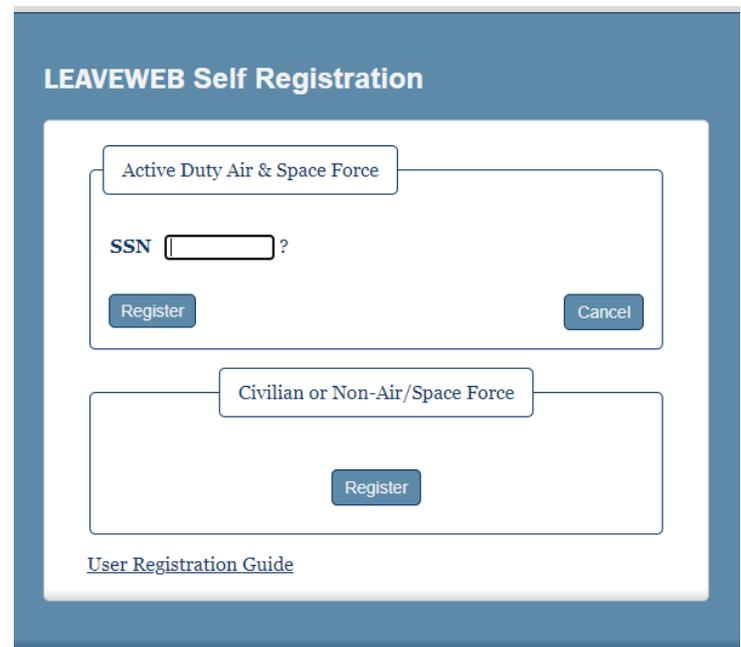
Always update your DTS profile to reflect the correct GTCC information!



What is LeaveWeb?

LeaveWeb is a system the Air Force utilizes to authorize military leave and to document the start and stop of leave. When a member relocates to a new base they will need to update their profile to reflect the new Permanent Duty Station (PDS).

First time users, navigate to <https://leave.af.mil/login> and click the 'Register' button. Follow the 'LeaveWeb Self Registration' form below, and proceed accordingly.



Common Leave Types

{Leave Types} {Code} {Chargeable}

Ordinary	A	Yes
Emergency	D	Yes
Reenlistment	E	Yes
Sick	F	No
Special	H	No
Terminal	P	Yes
Awaiting Appellate Rev	R	Yes
Permissive TDY	T	No
Educational Leave of Ab	1	No
Recruiter Assist Prog.	Y	No
Delay En Route/TDY	B	Yes
Delay En Route/PCS	I	Yes
Graduation	J	No
Delay En Route Training	L	Yes

Members will accrue 2.5 days of leave for every month of active duty. Members will accrue a total of 30 days in a fiscal year. Members are able to carry over up to 60 days. Anything in excess of 60 days will be lost and not carried over.

Due to COVID-19, members are authorized to accumulate annual leave in excess of 60 days (not to exceed 120 days) as shown on the end of month September 2020 LES. Members are authorized to retain such unused leave until the end of fiscal year 2023 (i.e. September 30, 2023).

For additional information regarding leave visit:

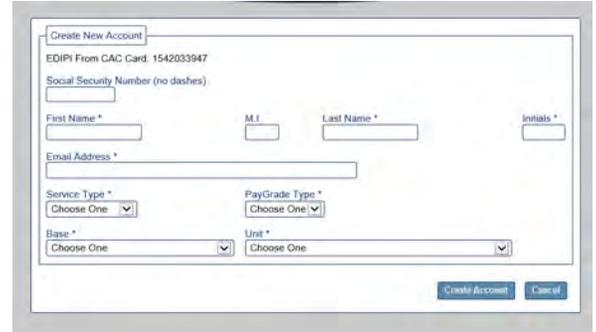
https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-3003/afi36-3003.pdf

Information regarding leave due to COVID-19 (i.e. increase of max accrued leave up to 120 days) visit: www.defense.gov or <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.



What is eFinance?

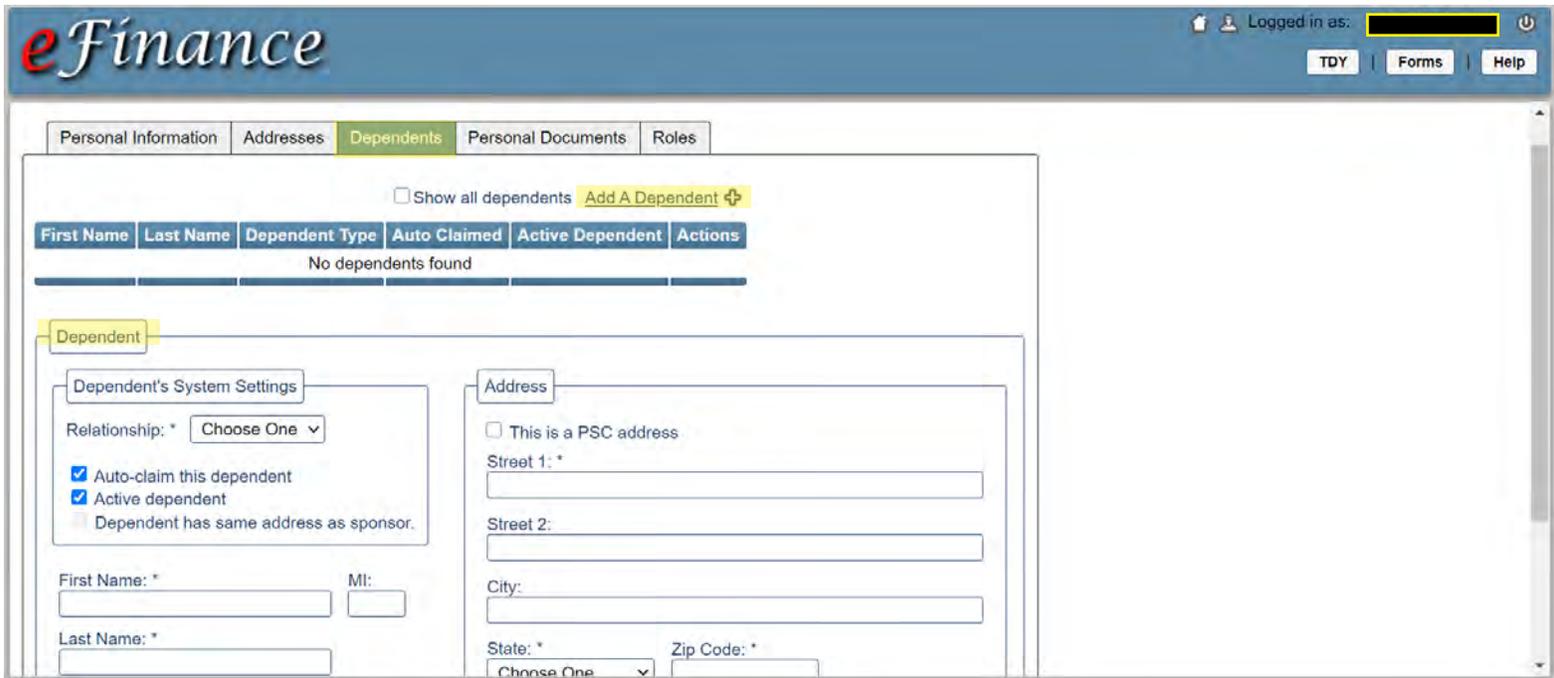
eFinance is an online application where service members will upload their files and submit documents for various forms of pay. eFinance was created to support military finances virtually and speed up pay processes for items like PCS, BAH, and Family Separation Allowance (FSA).



First time users will need to register on the home page.
Follow this link to navigate to eFinance: <https://efinance.sso.cce.af.mil/>.

First time users or users with dependent changes will need to update their profile. This is essential to form completion. Members will not be able to file FSA or BAH changes without their profile being updated.

Click your name to edit your profile



Steps to Completing a PCS Voucher

1. Go to <https://efinance.sso.cce.af.mil/>, sign in using the authentication certificate, and select the PCS button to the left of TDY at the top right corner to start the package.



2. Enter a 'Package Name', (Last, First, M.).

3. Enter 'Travel Order Number' obtained from your PCS Orders (Block 27), utilizing only the first 2 letters and last 4 numbers.

4. If your dependents came from the SAME location per your orders and traveled CONCURRENTLY with you from start to finish, leave both check marks under the 'Travel Vouchers' section. If you traveled SEPARATELY from your dependents (different days, different starting locations), click the pencil icon under 'Travel Vouchers', 'Actions', and uncheck dependents. Click 'Save'. Click 'Add Voucher', click 'Dependents', and then click 'Save'. (You should now have two 'Travel Voucher' links on the left side of the screen).

5. Select 'Arrival Worksheet' on the left side. Fill out your final out date (date you out-processed) and 'Date Departed Last Duty Station'. Explain any special situations and delays. Select the tabs on the top for 'BAH/OHA/FSH' and 'Travel' forms and follow the on screen steps for these two tabs.

6. Select the 'Dislocation Allowance (DLA)' tab.

- Block 1 a, b, c, & d – Complete if your spouse is a military member.
- Block 2 – Check for single rate DLA (You must self-certify even if you have already received an advance for single-rate DLA)
- Block 3 – Check if applicable (Typically for Airmen that will be assigned to the dorms).

DLA is a travel entitlement that is payable in every PCS move. This does not apply to members that are E-3 and below, with less than 3 years of service, and with no dependents. Military to military must have moved at separate times with one member establishing a new household before the other member departs Old Permanent Duty Station (OPDS). DLA rates are available at: <https://www.defensetravel.dod.mil/site/otherratesDLA.cfm>

Please continue to the next page to complete your eFinance voucher.



Steps to Completing a PCS Voucher (Continued)

7. Select the 'Temporary Lodging Expense (TLE)' form on the left side. Fill out losing and gaining base information in each block. The box for 'Date Cleared Quarters' is your final out date. 'Date Assigned Quarters' is for airmen in the dorms.

8. Select 'Add Lodging' and indicate when the lodging occurred. Lodging while driving is covered under per diem. Lodging at OCONUS bases is considered 'Temporary Lodging Allowance (TLA)' and must be filed with 'Overseas Permanent Duty Station (OPDS)'. Lodging dates must match what is on the lodging receipt. CONUS TLE allows for 10 accumulated days from both old/new PDS.

9. Select 'Travel Voucher'.

Complete 'Miscellaneous' information blocks.

Complete the 'Split Disbursement' section to ensure the balance for GTCC gets paid off in full. Check 'I am entitled to DLA' even if you have already received an advance for DLA. Indicate if your household goods have been shipped and how many Privately Owned Vehicles (POV) were shipped. Enter 'Date arrived on Station'-- this date must match throughout the travel voucher.

10. If you traveled from the same location with dependents, select 'Claim all auto-claimed dependents'. The address in this section must match the address on the orders. For the 'Previous Government Payments/Advances block', select 'Add new Payment' if you have received an advance.

11. Under 'Reimbursable Expenses', click 'Add new Expense'. Hotel taxes (only for TLE), tolls, taxi, and or airfare may be added here. See the Joint Travel Regulations (JTR), Appendix G for a full list of refundable expenses at:

<https://www.defensetravel.dod.mil/site/travelreg.cfm>.

12. Select 'Required Documents' tab on the left side. Attach PCS travel orders (front and back). All expenses greater than \$75 will need a receipt attached. If the amount on the receipt is in foreign currency, attach GTCC statement showing foreign conversion rate.

13. Review and submit package. If you need any assistance, submit an inquiry on CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>.

For more 'how-to' guides and assistance visit: <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>



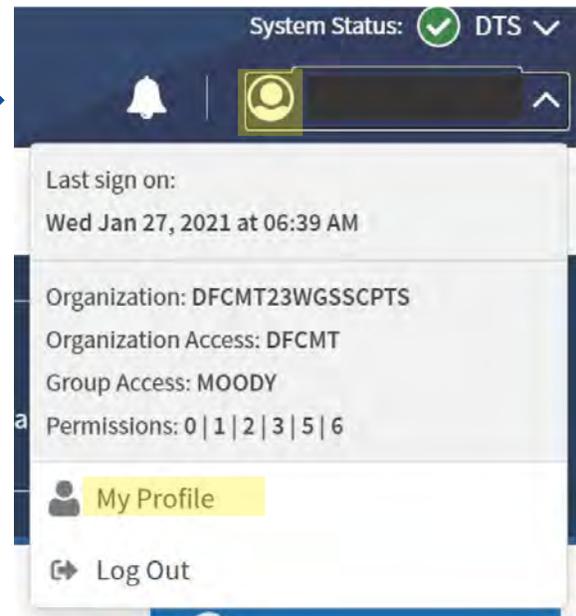
Travel

What is DTS?

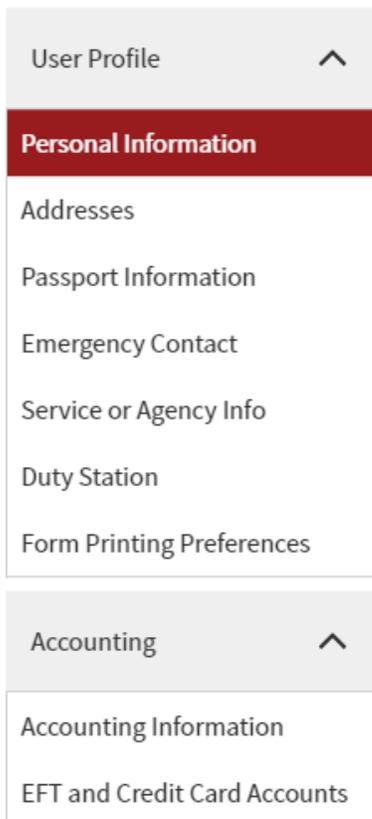


The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between bank accounts and the Government Travel Charge Card (GTCC) vendor. To access DTS use the following link: <https://dtsproweb.defensetravel.osd.mil/>.

When you log on to DTS, you want to make sure everything in the profile is correct. Click your name in the top right corner and select 'My Profile'.



Navigate through each tab to ensure personal information is correct. The most important tab is 'EFT and Credit Card Accounts'. If the account numbers are incorrect the travel voucher will not pay out correctly.



Government travel authorizes two different types of per diem.

- **Lodging Per Diem** is based off of the location for the maximum nightly reimbursable rate (excluding taxes). For example, if the lodging per diem is \$85 and you paid \$79 you will receive \$79. If you paid \$95 only \$85 will be reimbursable.
- **Meals and Incidental Expenses Per Diem** is also based off of locality. The meal portion of per diem covers expenses for breakfast, lunch, and dinner, including related taxes and tips for the meals. The incidental expenses may include but are not limited to laundry, fees, and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel. The first and last day of travel will always be 75% of the local M&IE per diem.

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$85.00	\$85.00	\$41.25

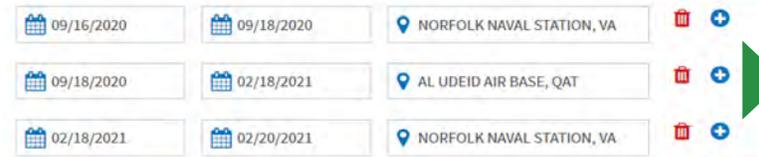
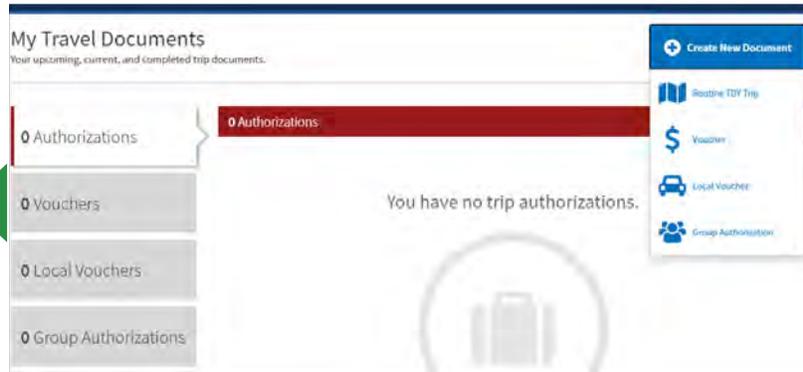
For more information on how to file a travel voucher in DTS visit: <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>

Completing a TDY Voucher



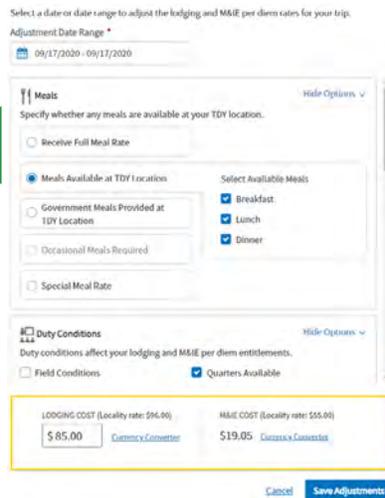
1. After you have returned from your trip, go to:
<https://dtsproweb.defensetravel.osd.mil/>.

2. On the home page you will select 'Create New Document' in the upper right corner. Select 'Voucher' and a pop up will appear with any authorizations that do not have a voucher associated with it. Select the authorization that you are trying to claim expenses for. If there are no authorizations you can create an authorization or contact your Organizational Defense Travel Administrator (ODTA) for assistance.



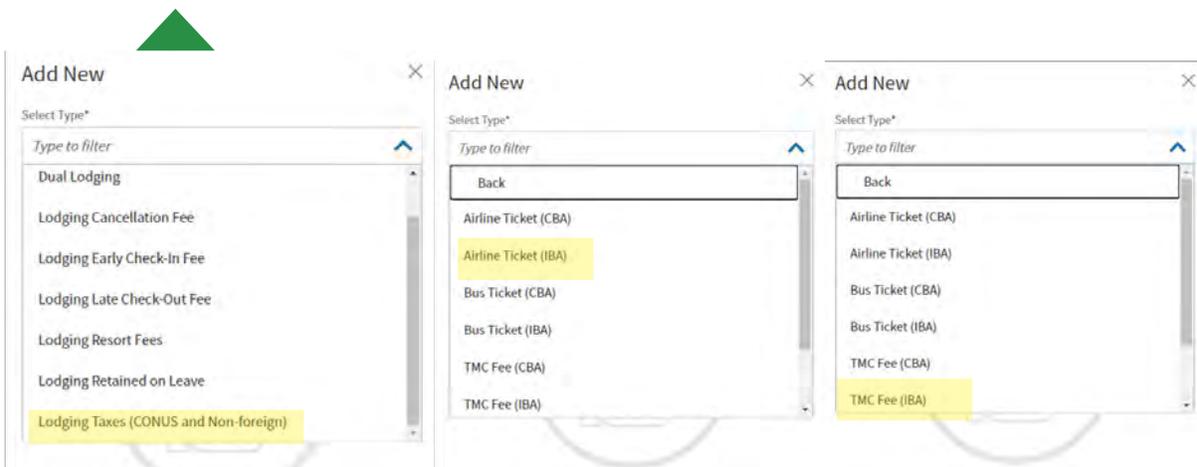
3. Edit the itinerary with the exact dates and locations. The dates that are in the voucher are estimated dates off of the authorization and may vary from actual travel that occurred. Departing and arriving dates should overlap (i.e. Norfolk departed 9/18, arrived AI Udeid 9/18).

4. Select the 'Per Diem' tab from the menu on the left side. Select the three dots to edit the per diem amounts. Once the pop-up appears, select whether meals were provided or not. Input the nightly rate you paid for lodging (excluding taxes). If you stayed in Government dorms, check 'Quarters Available'.



6. Review all information and add any notes on the 'Pre-audit' page. Once complete, sign and submit to the correct unit routing list.

5. Select the 'Expenses' tab from the menu on the left side. Add all expenses incurred. Airline tickets should always be Individual Billed Account (IBA) unless there is a Memorandum For Record (MFR) for Centrally Billed Accounts (CBA). Central Ticket Office (CTO) fees may be claimed as TMC Fee (IBA). Lodging taxes for CONUS locations will be added in the 'Expenses' tab. Attach all receipts for expenses greater than \$75. 'Method of Reimbursement' should be GTCC for all expenses unless, for rare cases, in which expenses were paid for with a personal account.





Contingency, Exercise, and Deployment Orders (CED)



Pre-Deployment Information

When you are tasked for a deployment there are a couple of responsibilities you must complete with your finances before you depart, while you are traveling, and when you return.

Before Departing

1. Confirm your GTCC is active and updated in your DTS profile.
Citibank: <https://home.cards.citidirect.com/CommercialCard/login>
DTS: <https://dtsproweb.defensetravel.osd.mil/>
2. Create and save a MyPay username and password.
MyPay: <https://mypay.dfas.mil/#/>
3. Contact the Legal Office for a 'Special Power of Attorney'. Finance will not accept a 'General Power of Attorney'.

During Travel

1. Your deployed entitlements will start after the 31st day of your trip. Check MyPay for your next month's LES to ensure you are receiving your deployed entitlements. Your Permanent Duty Station (PDS) is not responsible for starting these entitlements. For questions regarding deployed entitlements, contact your deployed location's servicing Finance office.
MyPay: <https://mypay.dfas.mil/#/>
2. On the 31st day of your trip, amend your authorization in DTS to start your Scheduled Partial Payments (SPP). Add in all expenses that you incurred on your way to the Area of Responsibility (AOR). For guidance in setting up SPP visit:
<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.
3. On the 31st day of your trip, fill out a DD 1561 and DD 1610 (printed version of your DTS authorization) requesting Family Separation Allowance (FSA). Submit forms to CSP:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

After Returning

1. File your travel voucher within five days of returning back to PDS.
2. Fill out a DD 1561 and DD 1610 (printed version of DTS authorization) requesting to stop Family Separation Allowance (FSA) payments. Submit forms to CSP:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>
3. Check your LES in one to two pay periods to ensure your deployed entitlements, including FSA, have stopped. Your PDS is responsible for stopping these entitlements.



Deployed Entitlements



Example LES with Deployed Entitlements

ENTITLEMENTS		DEDUCTIONS	
Type	Amount	Type	Amount
A	BASE PAY		
B	BAS	FICA-SOC SECURITY	158.60
C	BAH	FICA-MEDICARE	37.09
D	HDP LOCATION	SGLI	25.00
E	IDP	AFRH	.50
F	CLOTHING	SGLI FAM/SPOUSE	4.50
G	REFUND DEBT	MID-MONTH-PAY	2046.27
H			
I			
J			
K			
L			
M			
N			
O			
TOTAL			
	4889.52		2271.96

Hostile Fire Pay (HFP)

Service members assigned to Congressionally designated locations will receive this entitlement at a rate of \$225/month (prorated at \$7.50/day).

Ref: DoDFMR Vol 7A, Chap 10

Hardship Duty Pay (HDP)

Members are entitled to HDP when deployed to a qualifying OCONUS location for 31 consecutive days. This entitlement is prorated daily and rates vary depending on the deployed location (\$50-\$150).

Ref: DoDFMR Vol 7A, Chap 17

Combat Zone Tax Exclusion (CZTE)

If Congress declares your deployed location a combat zone area, you are exempt from federal and state income tax withholdings. Officers are limited on tax exempt earnings. Any leave earned in a CZTE area is also tax exempt if used or sold outside the tax exempt period.

Ref: DoDFMR Vol 7A, Chap 44

Family Separation Allowance (FSA)

FSA is authorized for members with dependents (dependent must permanently reside in your household) when deployed for 30 days or more. Only one member can receive this entitlement at a time. FSA is \$250/month (prorated \$8.33/day).

Ref: DoDFMR Vol 7A, Chap 27

US Savings Deposit Program

Contributions can be made if you are in the AOR for more than 30 days. Contributions are made upon arrival in the AOR via check or allotment. Benefits are 10% annual percentage rate; compounds quarterly at 2.5%; and continues to accrue interest for 90 days after return to PDS. The max annual contribution is \$10,000. You may change allotments via MyPay:

<https://mypay.dfas.mil/#/>

Thrift Savings Plan

Max annual contribution for CZTE is \$56,000. Contributions made in CZTE area are tax exempt forever. To start and stop visit MyPay.

For contribution information visit TSP:

<https://www.tsp.gov>



How To Set Up Scheduled Partial Payments

**** You Must Verify The Bank Account Information In DTS is Correct Before Creating a SPP****

Follow These Steps to File an Amendment to an Authorization

Information to Know Before You Start

If you hear the term “accrual voucher” it was the old term used for “Scheduled Partial Payment” (SPP).

SPPs are advances for the final settlement voucher.

A SPP will not pay for meals on the GTCC. The M&IE will be disbursed to a personal account.

If the EFT information is incorrect the disbursement will be rejected until the next SPP begins which is 30 days after the previous payment.

Do not create a final settlement voucher while deployed.

1. Open DTS, go to the 'Authorization' page and find the correct approved authorization
2. Select the “Create Amendment” link
3. A box will pop up and ask why you are amending the orders. Type “/Schedule Partial Payments, Accrual/” and then select 'Amend Document'.

IF YOU HAVE LODGING EXPENSES, FOLLOW THESE STEPS

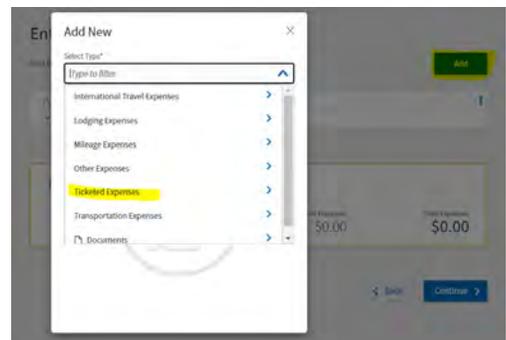
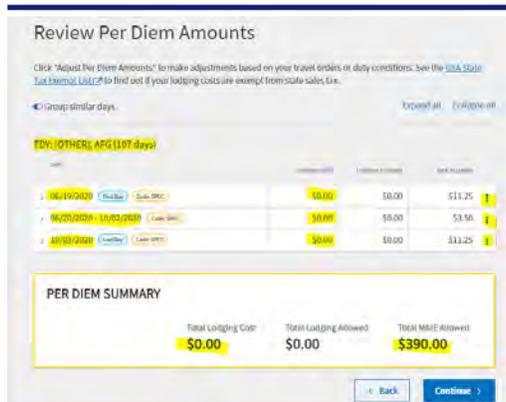
1. Select the 'Per Diem' tab.
2. Select the three dots on the right side to edit the lodging cost. Add the nightly rate you paid in the lodging allowed.
3. Check the dates and M&IE amounts to ensure they are correct to avoid over and/or underpayment.

IF YOU DO NOT HAVE LODGING EXPENSES, ZERO OUT THE LODGING EXPENSES, PER THE FOLLOWING EXAMPLE.

TO ADD MORE EXPENSES

1. Select the 'Expenses' tab.
2. Select 'Add'.
3. Add the correct expense title.
For Airline, click 'Ticketed Expenses'. Add 'Airline Ticket (IBA)'. To add a CTO fee select 'Transportation Expense' and select 'TMC Fee- Not in Air Amount'.
4. To add lodging tax expense, select 'Lodging Expense' and then 'Lodging Taxes (CONUS and Non-foreign)'.
5. Select the 'Accounting' tab.
6. Review amounts and select 'Request SPP'.
7. Sign and Submit.

A SPP can be set up after the required 31st day of the trip.

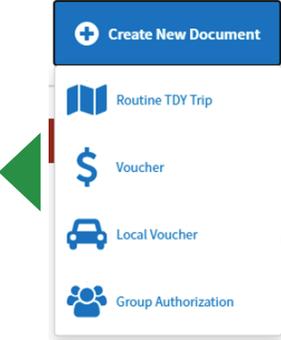




How To File a Deployment Travel Voucher

1. Navigate to DTS at <https://dtsproweb.defensetravel.osd.mil/>.

2. Select 'Create New Document' and then select 'Voucher', and a pop up will appear with any authorizations that do not have a voucher associated with it. Select the authorization that you are trying to claim expenses for.



3. Edit itinerary to reflect all locations and dates from deployment. The dates from the authorization are estimates and will most likely need to be updated.

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020

Meals Hide Options

Specify whether any meals are available at your TDY location.

Receive Full Meal Rate

Meals Available at TDY Location

Government Meals Provided at TDY Location

Occasional Meals Required

Special Meal Rate

Select Available Meals

Breakfast

Lunch

Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&IE per diem entitlements.

Field Conditions Quarters Available

LODGING COST (Locality rate: \$96.00) [Currency Converter](#)

M&IE COST (Locality rate: \$55.00) [Currency Converter](#)

[Cancel](#) [Save Adjustments](#)

4. Select the 'Per Diem' tab on the left side. Click the three dots on any date to edit meal and lodging information. The first and last day of travel will always be 75% of M&IE per diem. Stopover locations not in the AOR will be allowed full meal rate if lodged off base. In the AOR select 'Special Meal Rate' and insert \$3.50.



5. Navigate to the 'Expenses' tab. If you flew on commercial airlines while traveling, claim 'Airline (IBA)' expense and 'TMC Fee (IBA)' for the CTO fee. Attach receipts and GTCC statement if the amounts on the receipts are in foreign currency.



Add New

Select Type*

Type to filter

Back

Airline Ticket (CBA)

Airline Ticket (IBA)

Bus Ticket (CBA)

Bus Ticket (IBA)

TMC Fee (CBA)

TMC Fee (IBA)

6. Attach all receipts for expenses greater than \$75. Receipts must include name, dates, locations, totals, and method of payment. If there is a missing receipt, a lost receipt form can be uploaded instead. A lost receipt form can be obtained from your ODTA.

7. Review, sign and submit voucher. The voucher will pay out directly to the member's bank account that is listed in the DTS profile.

Always check expenses against GTCC statement.
Ensure GTCC information in DTS is correct.
Almost all expenses should be IBA or GOVCC in order to pay off charges on GTCC.

How To File for Restriction of Movement

Restriction of Movement (ROM) is a general DoD term referring to the limitation of personal liberty for the purpose of ensuring health, safety and welfare. ROM is inclusive of quarantine and isolation.



If a member is required to quarantine outside of their home due to travel orders they have the ability to claim Hardship Duty Pay (HDP)-ROM.

To claim HDP-ROM, the member's commander must complete and sign a Memorandum For Record (MFR) similar to the example below. The MFR and lodging receipts with the member's name and the total amount paid in full must be listed. Submissions may be submitted through CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

Leave Restoration

Effective 20 November 2020, Headquarters Air Force has waived any requirements that Air Force military members be charged leave for the duration they were required to Restriction of Movement (ROM).

Members who were charged leave for ROM after 6 August 2020 may be restored to the member. Only the ROM days will be restored, all other days will reflect as chargeable leave. Traveling days will be considered chargeable leave days.

Steps to Restore Leave:

Eligible members will need a memorandum from their Squadron or Unit Commander supporting the restoral of leave days from ROM.

The memorandum must be sent to the 23d CPTS through CSP.

A blank memorandum may be requested through CSP.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 93D AIR GROUND OPERATIONS WING (ACC)
MOODY AIR FORCE BASE GEORGIA

14 November 2020

MEMORANDUM FOR DFAS.

FROM: [REDACTED]

SUBJECT: Hardship Duty Pay -- Restriction of Movement (HDP-ROM) Due to COVID-19

1. In accordance with Title 37, United States Code, section 352 (37 U.S.C. §352), Department of Defense Instruction 1340.26, "Assignment and Special Duty Pay," Change 1 effective January 11, 2019 and Secretary of Defense memorandum effective March 13, 2020, service members ordered by their command to restriction of movement for self monitoring due to exposure or suspected exposure to COVID-19 or travel to, from, or through a Centers for Disease Control and Prevention (CDC) Level 3 Travel Health Notice country, and that are directed to do so at a facility that is neither provided by the U.S. Government nor is their personal residence at the member's permanent duty station (PDS), if such members are required to pay for the cost for their lodging without full or partial reimbursement.

2. Pursuant to my authority, I approve HDP-ROM for the following individual:

GRADE	NAME	SSN	DATES
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

3. I certify the above service member was ordered restriction of movement for self-monitoring due to exposure or suspected exposure to COVID-19 and was directed to a lodging facility that is provided neither by the U.S. Government nor at their personal residence, and that they are required to pay for lodging.

4. HDP-ROM will be paid \$100 per day not to exceed \$1,500 per month and the combination of HDP-ROM and other assignments and special duty pays may not exceed \$5,000 per month in accordance with the maximum authorized amount prescribed in 37 U.S.C. §352.

5. My point of contact for this matter is [REDACTED] who can be reached at [REDACTED] 1716, commercial [REDACTED] or by email at [REDACTED]

The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C. §552) and/or the Privacy Act of 1974 (5 U.S.C. §552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

If members are required to quarantine en-route during a PCS, the member will contact their First Sergeant requesting a MFR. This MFR is provided to the MPF to generate a Memorandum in Lieu of Orders (MILO). The MILO will need to be included in their PCS package.



Civilian Pay

What is ATAAPS?



The Defense Finance and Accounting Service (DFAS) employs a system called Automated Time Attendance and Production System (ATAAPS) which provides an automated, single-source input for reporting and collecting time and attendance and labor data.

Steps to Completing your First Time Card

1. Navigate to the following ATAAPS link and log on with your authentication certificate:
<https://af.ataaps.csd.disa.mil/>.

2. Select 'ACC' and under the 'ATAAPS Menu', select 'Labor'.

AIR FORCE/JOINT BASE COMMANDS

ACC	AETC	AFDW	AFGSC	AFMC	AFOSI
AFRC	AFSOC	AFSPC	AMC	ANG	CENTCOM
JBER	PACAF	SOCCEM	STRATCOM	USAFA	USAFE



3. Select 'Insert Row' for each 'Type Hr' and insert the amount of hours in each day associated with that code.

Work Center	Job Order	Op Code	Type Hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
			Reported to Scheduled Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. When inputting amount of hours worked, place a decimal point between hours and minutes. For example, if you worked six and a half hours you will input 6.30 for 6 hours and 30 minutes.

5. Once you click 'Save' you will navigate back to the 'ATAAPS Menu' to review and certify time worked.



Certify	Review	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium
<input checked="" type="checkbox"/>	<input type="checkbox"/>	[REDACTED]	[REDACTED]	60.00	40.00	32.00	8.00	0.00	0.00

Steps to Requesting Leave

1. On the 'ATAAPS Menu' select 'Leave Request'.

Leave Request

2. Select 'New Leave Request'.

New Leave Request

3. Fill out the form with the type of leave you are taking. Total hours is the amount of leave you plan to use.

Common Codes

- RG: Regular (Graded)
- LH: Holiday
- LN: Administrative
- KA: Leave With Out Pay
- HG Holiday Work
- CB Travel Comp
- CD Credit Hours
- CE Comp Time
- LA: Annual Leave
- LG Adv Sick
- LS: Sick Leave
- LY: Time Off Leave Awarded

Civilian LES



A DoD employee can obtain their Leave and Earnings Statement (LES) from MyPay: <https://mypay.dfas.mil/#/>. Once logged in click 'Leave and Earnings Statement (LES)' on the menu to the left. Select 'Printer Friendly' to access a LES which will appear in the same format displayed below.

DEPARTMENT OF DEFENSE										1. Pay Period End 01/16/21		
CIVILIAN LEAVE AND EARNINGS STATEMENT LES										2. Pay Date 01/22/21		
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL												
3. Name [REDACTED]			4. Pay Plan/Grade/Step GS 04 01			5. Hourly/Daily Rate 15.10		6. Basic OT Rate 22.65		7. Basic Pay + Locality Adj = Adjusted Basic Pay 27184.00 4336.00 31520.00		
8. Soc Sec No [REDACTED]			9. Locality % 15.95			10. FLSA Category N		11. SCD Leave 06/15/20		12. Max Leave Carry Over 240		13. Leave Year End 01/01/22
14. Financial Institution - Net Pay [REDACTED]					15. Financial Institution - Allotment #1					16. Financial Institution - Allotment #2		
17. Tax				18. Tax				19. Cumulative Retirement			20. Military Deposit	
Marital Status Exemptions Add'l				Marital Status Exemptions Add'l Taxing Authority				FERS: 635.18				
FED Y 0 0 GA Y 0 0												
21. GROSS PAY			Current			Year to Date			22. TSP DATA			
860.70			906.00			1712.85			5%			
TAXABLE WAGES												
NONTAXABLE WAGES												
TAX DEFERRED WAGES			45.30			90.15						
DEDUCTIONS			210.43			401.21						
AEIC												
NET PAY			695.57			1401.79						
CURRENT EARNINGS												
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT		
REGULAR PAY		60.00		906.00								
DEDUCTIONS												
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE		
MEDICARE				13.13		26.14		OASDI		73.80		
RETIRE, FERS		KF		39.86		79.33		TAX, FEDERAL		90.15		
TAX, STATE		GA		38.34		76.18		TSP SAVINGS		45.30		
LEAVE												
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD		
ANNUAL		22.00		3.00		3.00				25.00		
SICK		44.00		3.00		3.00				47.00		
BENEFITS PAID BY GOVERNMENT FOR YOU												
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE		
MEDICARE		13.13		26.14		OASDI		56.18		111.79		
RETIRE, FERS		140.43		279.47		TSP BASIC		9.06		18.03		
TSP MATCHING		36.24		72.12								
REMARKS												
<p>\$ 17.62 COLLECTED THIS PAY PERIOD FOR A \$ 422.67 (LESS AMT APPLIED LEAVES A REMAINING BALANCE \$ 405.05) OASDI CORRECTION DEBT IN ACCORDANCE WITH 5 U.S.C. 5514. PAYROLL OFFICE CUSTOMER SERVICE (800)729-3277 DSN 580-7500. YOUR PAYROLL OFFICE ID NUMBER IS 97380100 - DEPARTMENT OF DEFENSE. TO PROVIDE YOUR EMPLOYMENT AND/OR SALARY INFORMATION TO AN ORGANIZATION (BUSINESS, BANK, CREDIT UNION) OR PERSON, LOGIN TO THE DCPDS PORTAL HTTPS://COMPO.DCPDS.CPMS.OSD.MIL/, GO TO MYBIZ EMPLOYMENT VERIFICATION, AND EMAIL INFORMATION DIRECTLY TO THE REQUESTOR. STARTING PAY PERIOD ENDING JAN 16 2021, COLLECTION OF ANY SOCIAL SECURITY (OASDI) TAX THAT WAS DEFERRED IN 2020 WILL BE COLLECTED UNTIL PAID IN FULL. FOR MORE INFORMATION, CONTACT YOUR CUSTOMER SERVICE REPRESENTATIVE AND VISIT WWW.DFAS.MIL/TAXES/SOCIAL-SECURITY-DEFERRAL BASIC PAY CHANGED. THE BASIC OT RATE IN BOX 6 IS YOUR BASE HOURLY RATE IN BOX 5 TIMES 1.5; HOWEVER, YOUR ACTUAL OT RATE FOR ANY GIVEN DAY CAN BE AFFECTED BY SHIFT OR OTHER PREMIUM PAY</p>												

THIS REPORT CONTAINS INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED

To change TSP contributions go to:
<https://platform.grbinc.com/>



How To File a Civilian PCS Voucher

Every Civilian PCS is very unique in the processes and forms required for reimbursement. When you arrive at Moody AFB, submit an inquiry on the Comptroller Services Portal (CSP) to have the required forms for your specific move sent to you: <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>.

Travel Voucher Form

Repayment of Excess Withholding Tax Allowance (WTA)

WTA is calculated using the current prescribed withholding tax rate of 22 percent, plus a grossed-up formula in order to reimburse the taxes incurred on the WTA payment itself.

If you anticipate that your marginal Federal tax rate will be 22 percent or greater for the calendar year in which you receive your relocation reimbursements, then you may want to elect to receive WTA. If you elect WTA, it will be computed using a rate of 28.20 percent.

If you anticipate your marginal Federal tax rate will be less than 22 percent, then you should decline WTA to avoid overpayment and a DUE U.S. debt when your Relocation Income Tax (RIT) Allowance is computed.

Temporary Quarters Subsistence Expenses (TQSE)

TQSE is a discretionary allowance that is intended to reimburse employees for some of the expenses associated with lodging, food, and other necessities when occupying temporary lodging at the old or new duty station.

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____					
2. NAME (Last, First, Middle Initial) (Print or type)		3. GRADE		4. SSN		5. TYPE OF PAYMENT (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA	
6. ADDRESS, a. NUMBER AND STREET		b. CITY		c. STATE		d. ZIP CODE	
7. DAYTIME TELEPHONE NUMBER & AREA CODE							
8. TRAVEL ORDER/AUTHORIZATION NUMBER		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER			
11. ORGANIZATION AND STATION							
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				13. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)							
15. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.) c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES							
16. POC TRAVEL (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER							
17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS							
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED							
19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS							
20. a. CLAIMANT SIGNATURE b. DATE							
c. REVIEWER'S PRINTED NAME				d. REVIEWER SIGNATURE		e. TELEPHONE NUMBER	
21. a. APPROVING OFFICIAL'S PRINTED NAME				b. SIGNATURE		c. TELEPHONE NUMBER	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
28. AMOUNT PAID							

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IGWS 12-01. Adobe Designer 8.0

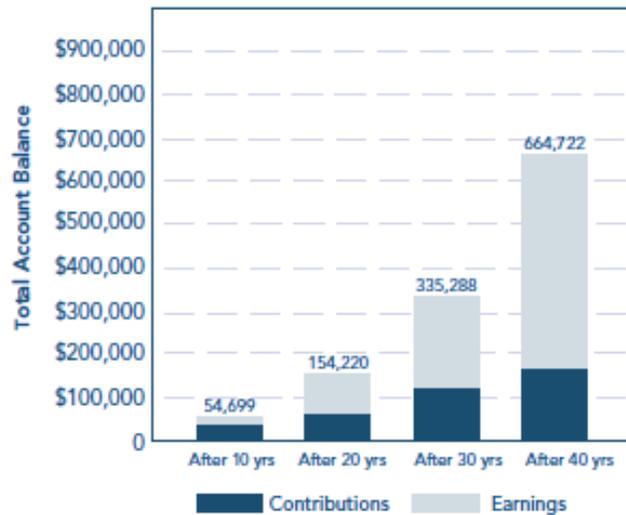
For more information about civilian PCS visit:
<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>



The TSP is a retirement savings plan similar to 401(k) plans offered to private sector employees.



Earnings Potential of Your TSP Account



A member's retirement system determines whether they can participate in the TSP. Members are eligible to participate if they are in the following groups:

- A federal employee covered by the Federal Employees Retirement System (FERS)
- A federal employee covered by the Civil Service Retirement System (CSRS)
- A member of the uniformed services
- A civilian in certain other categories of federal service such as some congressional positions and some justices and judges

Members can confirm with their personnel or benefits office if they are not sure which retirement system applies to them.

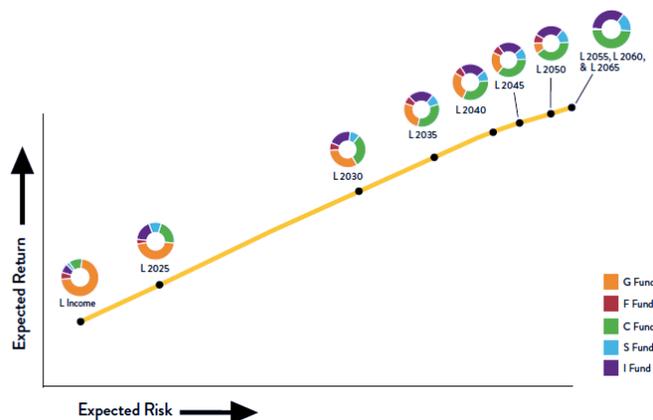
The purpose of the TSP is to provide members with a long-term retirement savings and investment plan. Saving for your retirement through the TSP provides many advantages, to include the following:

- Automatic payroll deductions
- A diversified choice of investment options, including professionally designed lifecycle funds
- A choice of tax treatments for contributions:
 - Traditional (pre-tax) contributions and tax-deferred investment earnings
 - Roth (after-tax) contributions with tax-free earnings at retirement if you satisfy the IRS requirements

Agency/Service Contributions to Your Account (FERS and BRS Participants Only)

You put in:	Your agency/service puts in:		And the total contribution is:
	Automatic (1%) Contribution	Matching Contribution	
0%	1%	0%	1%
1%	1%	1%	3%
2%	1%	2%	5%
3%	1%	3%	7%
4%	1%	3.5%	8.5%
5%	1%	4%	10%
More than 5%	1%	4%	Your contribution + 5%

Members can manage their own account or put money in one of the Life-cycle (L) Funds that are invested according to a professionally determined mix of the G, F, C, S, and I Funds based on various time horizons. The amount a member contributes and their investment allocation are the most important factors affecting the growth of their TSP account. If they choose the L- Funds they would invest in the one closest to their retirement year.



For more information regarding TSP visit: <https://www.tsp.gov/>



Civilian Resources

- ▶ **ATAAPS**
<https://af.ataaps.csd.disa.mil/>
- ▶ **Change TSP Contribution**
<https://platform.grbinc.com/>
- ▶ **Comptroller Services Portal**
<https://usaf.dps.mil/teams/SAFFMCSP/portal/Site-Pages/userprofile.aspx>
- ▶ **eFinance**
<https://efinance.sso.cce.af.mil/>
- ▶ **Job Opportunities**
<https://www.usa.gov/>
- ▶ **Retirement Services**
<https://www.opm.gov/retirement-services/fers-information/>
- ▶ **Social Security Deferral**
<https://www.dfas.mil/taxes/Social-Security-Deferral/>
- ▶ **Moody Finance Website**
<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>
- ▶ **MyPay**
<https://mypay.dfas.mil/#/>



Out-Processing at Moody AFB



LEAVING MOODY AFB

Members that have received PCS orders will upload a copy of their PCS orders, final out date, expected departure date, and GTC transfer letter to CSP: (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>). Members may also request a Dislocation Allowance (DLA) in their inquiry. Examples of a PCS order and GTC transfer letter are as follows:

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY			
<small>PRIVACY ACT STATEMENT AUTHORITY: 50 U.S.C. 552A, Secretary of the Air Force E.O. 12958 (as amended), Powers and duties, Chapter 35, 35 USC 552 (as amended), 35 USC 552(a)(7)(C), 35 USC 552(a)(7)(D), 35 USC 552(a)(7)(E), 35 USC 552(a)(7)(F), 35 USC 552(a)(7)(G), 35 USC 552(a)(7)(H), 35 USC 552(a)(7)(I), 35 USC 552(a)(7)(J), 35 USC 552(a)(7)(K), 35 USC 552(a)(7)(L), 35 USC 552(a)(7)(M), 35 USC 552(a)(7)(N), 35 USC 552(a)(7)(O), 35 USC 552(a)(7)(P), 35 USC 552(a)(7)(Q), 35 USC 552(a)(7)(R), 35 USC 552(a)(7)(S), 35 USC 552(a)(7)(T), 35 USC 552(a)(7)(U), 35 USC 552(a)(7)(V), 35 USC 552(a)(7)(W), 35 USC 552(a)(7)(X), 35 USC 552(a)(7)(Y), 35 USC 552(a)(7)(Z), 35 USC 552(a)(7)(AA), 35 USC 552(a)(7)(AB), 35 USC 552(a)(7)(AC), 35 USC 552(a)(7)(AD), 35 USC 552(a)(7)(AE), 35 USC 552(a)(7)(AF), 35 USC 552(a)(7)(AG), 35 USC 552(a)(7)(AH), 35 USC 552(a)(7)(AI), 35 USC 552(a)(7)(AJ), 35 USC 552(a)(7)(AK), 35 USC 552(a)(7)(AL), 35 USC 552(a)(7)(AM), 35 USC 552(a)(7)(AN), 35 USC 552(a)(7)(AO), 35 USC 552(a)(7)(AP), 35 USC 552(a)(7)(AQ), 35 USC 552(a)(7)(AR), 35 USC 552(a)(7)(AS), 35 USC 552(a)(7)(AT), 35 USC 552(a)(7)(AU), 35 USC 552(a)(7)(AV), 35 USC 552(a)(7)(AW), 35 USC 552(a)(7)(AX), 35 USC 552(a)(7)(AY), 35 USC 552(a)(7)(AZ), 35 USC 552(a)(7)(BA), 35 USC 552(a)(7)(BB), 35 USC 552(a)(7)(BC), 35 USC 552(a)(7)(BD), 35 USC 552(a)(7)(BE), 35 USC 552(a)(7)(BF), 35 USC 552(a)(7)(BG), 35 USC 552(a)(7)(BH), 35 USC 552(a)(7)(BI), 35 USC 552(a)(7)(BJ), 35 USC 552(a)(7)(BK), 35 USC 552(a)(7)(BL), 35 USC 552(a)(7)(BM), 35 USC 552(a)(7)(BN), 35 USC 552(a)(7)(BO), 35 USC 552(a)(7)(BP), 35 USC 552(a)(7)(BQ), 35 USC 552(a)(7)(BR), 35 USC 552(a)(7)(BS), 35 USC 552(a)(7)(BT), 35 USC 552(a)(7)(BU), 35 USC 552(a)(7)(BV), 35 USC 552(a)(7)(BW), 35 USC 552(a)(7)(BX), 35 USC 552(a)(7)(BY), 35 USC 552(a)(7)(BZ), 35 USC 552(a)(7)(CA), 35 USC 552(a)(7)(CB), 35 USC 552(a)(7)(CC), 35 USC 552(a)(7)(CD), 35 USC 552(a)(7)(CE), 35 USC 552(a)(7)(CF), 35 USC 552(a)(7)(CG), 35 USC 552(a)(7)(CH), 35 USC 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552(a)(7)(TS), 35 USC 552(a)(7)(TU), 35 USC 552(a)(7)(TV), 35 USC 552(a)(7)(TW), 35 USC 552(a)(7)(TX), 35 USC 552(a)(7)(TY), 35 USC 552(a)(7)(TZ), 35 USC 552(a)(7)(UA), 35 USC 552(a)(7)(UB), 35 USC 552(a)(7)(UC), 35 USC 552(a)(7)(UD), 35 USC 552(a)(7)(UE), 35 USC 552(a)(7)(UF), 35 USC 552(a)(7)(UG), 35 USC 552(a)(7)(UH), 35 USC 552(a)(7)(UI), 35 USC 552(a)(7)(UJ), 35 USC 552(a)(7)(UK), 35 USC 552(a)(7)(UL), 35 USC 552(a)(7)(UM), 35 USC 552(a)(7)(UN), 35 USC 552(a)(7)(UO), 35 USC 552(a)(7)(UP), 35 USC 552(a)(7)(UQ), 35 USC 552(a)(7)(UR), 35 USC 552(a)(7)(US), 35 USC 552(a)(7)(UT), 35 USC 552(a)(7)(UU), 35 USC 552(a)(7)(UV), 35 USC 552(a)(7)(UW), 35 USC 552(a)(7)(UX), 35 USC 552(a)(7)(UY), 35 USC 552(a)(7)(UZ), 35 USC 552(a)(7)(VA), 35 USC 552(a)(7)(VB), 35 USC 552(a)(7)(VC), 35 USC 552(a)(7)(VD), 35 USC 552(a)(7)(VE), 35 USC 552(a)(7)(VF), 35 USC 552(a)(7)(VG), 35 USC 552(a)(7)(VH), 35 USC 552(a)(7)(VI), 35 USC 552(a)(7)(VJ), 35 USC 552(a)(7)(VK), 35 USC 552(a)(7)(VL), 35 USC 552(a)(7)(VM), 35 USC 552(a)(7)(VN), 35 USC 552(a)(7)(VO), 35 USC 552(a)(7)(VP), 35 USC 552(a)(7)(VQ), 35 USC 552(a)(7)(VR), 35 USC 552(a)(7)(VS), 35 USC 552(a)(7)(VT), 35 USC 552(a)(7)(VU), 35 USC 552(a)(7)(VV), 35 USC 552(a)(7)(VW), 35 USC 552(a)(7)(VX), 35 USC 552(a)(7)(VY), 35 USC 552(a)(7)(VZ), 35 USC 552(a)(7)(WA), 35 USC 552(a)(7)(WB), 35 USC 552(a)(7)(WC), 35 USC 552(a)(7)(WD), 35 USC 552(a)(7)(WE), 35 USC 552(a)(7)(WF), 35 USC 552(a)(7)(WG), 35 USC 552(a)(7)(WH), 35 USC 552(a)(7)(WI), 35 USC 552(a)(7)(WJ), 35 USC 552(a)(7)(WK), 35 USC 552(a)(7)(WL), 35 USC 552(a)(7)(WM), 35 USC 552(a)(7)(WN), 35 USC 552(a)(7)(WO), 35 USC 552(a)(7)(WP), 35 USC 552(a)(7)(WQ), 35 USC 552(a)(7)(WR), 35 USC 552(a)(7)(WS), 35 USC 552(a)(7)(WT), 35 USC 552(a)(7)(WU), 35 USC 552(a)(7)(WV), 35 USC 552(a)(7)(WW), 35 USC 552(a)(7)(WX), 35 USC 552(a)(7)(WY), 35 USC 552(a)(7)(WZ), 35 USC 552(a)(7)(XA), 35 USC 552(a)(7)(XB), 35 USC 552(a)(7)(XC), 35 USC 552(a)(7)(XD), 35 USC 552(a)(7)(XE), 35 USC 552(a)(7)(XF), 35 USC 552(a)(7)(XG), 35 USC 552(a)(7)(XH), 35 USC 552(a)(7)(XI), 35 USC 552(a)(7)(XJ), 35 USC 552(a)(7)(XK), 35 USC 552(a)(7)(XL), 35 USC 552(a)(7)(XM), 35 USC 552(a)(7)(XN), 35 USC 552(a)(7)(XO), 35 USC 552(a)(7)(XP), 35 USC 552(a)(7)(XQ), 35 USC 552(a)(7)(XR), 35 USC 552(a)(7)(XS), 35 USC 552(a)(7)(XT), 35 USC 552(a)(7)(XU), 35 USC 552(a)(7)(XV), 35 USC 552(a)(7)(XW), 35 USC 552(a)(7)(XX), 35 USC 552(a)(7)(XY), 35 USC 552(a)(7)(XZ), 35 USC 552(a)(7)(YA), 35 USC 552(a)(7)(YB), 35 USC 552(a)(7)(YC), 35 USC 552(a)(7)(YD), 35 USC 552(a)(7)(YE), 35 USC 552(a)(7)(YF), 35 USC 552(a)(7)(YG), 35 USC 552(a)(7)(YH), 35 USC 552(a)(7)(YI), 35 USC 552(a)(7)(YJ), 35 USC 552(a)(7)(YK), 35 USC 552(a)(7)(YL), 35 USC 552(a)(7)(YM), 35 USC 552(a)(7)(YN), 35 USC 552(a)(7)(YO), 35 USC 552(a)(7)(YP), 35 USC 552(a)(7)(YQ), 35 USC 552(a)(7)(YR), 35 USC 552(a)(7)(YS), 35 USC 552(a)(7)(YT), 35 USC 552(a)(7)(YU), 35 USC 552(a)(7)(YV), 35 USC 552(a)(7)(YW), 35 USC 552(a)(7)(YX), 35 USC 552(a)(7)(YY), 35 USC 552(a)(7)(YZ), 35 USC 552(a)(7)(ZA), 35 USC 552(a)(7)(ZB), 35 USC 552(a)(7)(ZC), 35 USC 552(a)(7)(ZD), 35 USC 552(a)(7)(ZE), 35 USC 552(a)(7)(ZF), 35 USC 552(a)(7)(ZG), 35 USC 552(a)(7)(ZH), 35 USC 552(a)(7)(ZI), 35 USC 552(a)(7)(ZJ), 35 USC 552(a)(7)(ZK), 35 USC 552(a)(7)(ZL), 35 USC 552(a)(7)(ZM), 35 USC 552(a)(7)(ZN), 35 USC 552(a)(7)(ZO), 35 USC 552(a)(7)(ZP), 35 USC 552(a)(7)(ZQ), 35 USC 552(a)(7)(ZR), 35 USC 552(a)(7)(ZS), 35 USC 552(a)(7)(ZT), 35 USC 552(a)(7)(ZU), 35 USC 552(a)(7)(ZV), 35 USC 552(a)(7)(ZW), 35 USC 552(a)(7)(ZX), 35 USC 552(a)(7)(ZY), 35 USC 552(a)(7)(ZZ)</small>			
The following individual will proceed on permanent change of station: <input type="checkbox"/> PCS without PCA <input checked="" type="checkbox"/> PCS with PCA TED FEB 20			
1. GRADE, NAME (Last, First, Middle Initial)	2. SSAN	3. SAFSC/AFSC	
4. SECURITY CLEARANCE (include date of last investigation)	5. REPORT TO COMDR, NEW ASSIGNMENT (NL): 04 MAR 2020	6. TRAVEL DAYS AUTHORIZED IF TRAVELING BY PRIVATELY-OWNED CONVEYANCE: 1	
7. TDY ENROUTE			
8. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT FROM WHICH RELIEVED:		9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED:	
10. TYPE OF TOUR (Check One) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> UNACCOMPANIED, DEPENDENTS RESTRICTED			
11. TOUR LENGTH (Total No. of Months)		12. EXTENDED LONG TOUR VOL. NO	
13. DEPENDENT TRAVEL: <input type="checkbox"/> A. CONCURRENT TRAVEL IS AUTOMATIC <input type="checkbox"/> B. CONCURRENT TRAVEL IS APPROVED <input type="checkbox"/> C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS <input type="checkbox"/> D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS <input type="checkbox"/> E. TRAVEL IS AUTHORIZED TO A DESIGNATED PLACE			
14. THIS IS A JOINT SPOUSE ASSIGNMENT (include spouse's grade, name & SSN) NO			
15. AUTHORITY FOR CCTA:			
16. HOMEBASING/FOLLOW-ON ASSIGNMENT (include AAN, GPS and RNLTD)			
17. DEPENDENT(S) (List names, DOB of children, relationship to member and current address)			
18. PCS EXPENSE CHARGEABLE TO: 5703500 320 5841 0* 65 525725 Insert Applicable Subject Sheet		19. AUTHORITY AND PCS CODE	
20. AETCFM TDY Funding:			
21. SDN:			
22a. All other TDY Enroute Funding:			
22b. All other TDY Enroute Funding:			
23. REMARKS (Submit travel voucher within 5 workdays after completion of travel. If TDY enroute is authorized, attach receipts showing cost of all lodging used. All promotional items incurred while PCS/TDY must be turned in to APO upon arrival at gaining base. One return for remarks.)			
24. DATE	25. SIGNATURE OF APPROVING OFFICIAL (Typed Name and Grade)	26. SIGNATURE OF APPROVING OFFICIAL (SIGNED)	
27. DESIGNATION AND LOCATION OF HQ DEPT OF THE AIR FORCE:	28. SPECIAL ORDER NO.:	29. DATE	
30. DISTRIBUTION: AA			
31. ADDRESS OF GAINING MFP:			



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 23D WING (ACC)
MOODY AIR FORCE BASE GEORGIA

2 February, 2021

MEMORANDUM FOR GAINING AGENCY PROGRAM COORDINATOR (APC)

FROM: UNIT]

SUBJECT: Government Travel Card (GTC) Hierarchy Transfer Request

1. Please transfer the account listed below to your hierarchy. We will continue to carry this account until 30 days after her RNLTD listed on the PCS orders of DATE. The card will be deactivated with the Government Travel Card provider if the account is not transferred by DATE.

2. Cardholder information:

NAME (Last, First, M-Initial) NAME/ADDRESS OF GAINING UNIT

GOVERNMENT TRAVEL CARD ACCOUNT NUMBER

XXXXXXXX00000000

3. Cardholders Agreement:

I will present this letter to my new Agency Program Coordinator within 30 days of my arrival at my gaining duty station. I understand that my GTC Card will be closed if unaccomplished.

Cardholder's Signature

Date

4. If you have questions or problems, please contact me at DSN 460-XXXX, commercial 229-257-XXXX, or by e-mail me at xxxx.xxxx@us.af.mil.

Agency Program Coordinator

Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household during a PCS, ordered for the Government's convenience, or incident to an evacuation. This allowance is in addition to all other allowances authorized in the Joint Travel Regulation (JTR) and may be paid in advance.

Preparing for Retirement

Retirement Briefing

Upon receipt of retirement orders, members will submit an inquiry to CSP, requesting a final out-processing package. A military pay technician will provide the pertinent forms to be completed prior to retirement. Upon completion of the retirement package, the technician will discuss the member's leave opportunities. Once leave is approved, Finance will provide applicable leave authorization numbers. A final travel voucher package will also be provided at this time. This package is to be completed upon relocating to the retirement location.



Permissive Temporary Duty (PTDY) Leave

When members are ready to search for a post-separation job or housing they may be eligible for authorized PTDY. PTDY facilitates transition into civilian life by providing time off for house and job hunting. This is only authorized for Reduction in Force officers, High Year Tenure members (i.e. involuntary separation), Voluntary Separation Incentive (VSI), Special Separation Benefit (SSB) recipients, and all retirees.

Requesting Permissive Leave

PTDY will need to be requested through LeaveWeb (<https://leave.af.mil/login>). Leave is routed to member's supervisor first and Commander as the backup approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Use 'Rule 2' and mark the box for 'in conjunction with terminal leave' when input. Permissive is up to 20 days of leave to use within 180 days of separation. A leave memo (provided by Finance) must be attached to the leave request in LeaveWeb. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Final Pay Information

Members will receive a final paycheck when separating. This will include payment for prorated clothing allowance (enlisted only) and remaining unpaid days for the month of separation. If applicable, all accrued leave not used will be sold back automatically (no extra paperwork is required). Members are authorized to sell back 60 days of leave in their career. Leave is payable at a daily rate of their base pay and taxed at 22% for FITW as well as SITW if applicable. Final pay is processed at base level. No payments will be made before date of separation. All established debts on a member's record will be deducted from their final pay. Payments could take up to 30 days if retirement data is not input by DFAS and AFPC. Members will receive a final LES approximately 4-6 weeks after date of separation. Members will need to have a username and password set up for MyPay and will need to access MyPay for their last LES and W-2 form. MyPay: (<https://mypay.dfas.mil/#/>).

For assistance with retirement, submit an inquiry on Comptroller Services Portal (CSP):
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>



Preparing for Separation

Separation Briefing

Upon receipt of separation orders, members will submit an inquiry to CSP, requesting a final out-processing package. A military pay technician will provide the pertinent forms to be completed prior to separation. Upon completion of the retirement package, the technician will discuss the member's leave opportunities. Once leave is approved, Finance will provide applicable leave authorization numbers. A final travel voucher package will also be provided at this time. This package is to be completed upon relocating to the member's home of record.

Terminal Leave

Terminal leave is the last bit of accrued leave before the last day on active duty. Terminal leave requests can be put in up to 60 days in advance. This leave request must be separate from a permissive leave request. Leave is routed to the member's supervisor first and Commander as the back-up approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Important

Leave requests will NOT be approved without a leave memorandum uploaded in LeaveWeb. MPF will NOT provide a final out date until members' leave balance has been verified by Finance.

Permissive Temporary Duty (PTDY) Leave

When members are ready to search for a post-separation job or housing they may be eligible for authorized PTDY. PTDY facilitates transition into civilian life by providing time off for house and job hunting. This is only authorized for specific Separation Program Designator (SPD) codes. The authorized SPD codes are listed below.

Requesting Permissive Leave

PTDY will need to be requested through LeaveWeb (<https://leave.af.mil/login>). Leave is routed to member's supervisor first and Commander as the backup approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Use 'Rule 2' and mark the box for 'in conjunction with terminal leave' when input. Permissive is up to 20 days of leave to use within 180 days of separation. A leave memo must be attached to the leave request in LeaveWeb. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Find your SPD code in Block 23 on your orders. See authorized SPD codes for permissive leave.

<p>23. REMARKS</p> <p>01. SEPARATION PROGRAM DESIGNATOR (SPD) CODE IS MGQ.</p> <hr/> <p>02. ENLISTED REENLISTMENT ELIGIBILITY (RE) CODE IS 3A.</p>
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A. TAMP eligible SPD codes, in alphabetical order, are: BCR, BDG, BDK, BFT, BFV, BFX, BHF, BRB, FCA, FCB, FCQ, GCN, GCR, GDG, GDK, GPC, GET, GEV, GEX, GGB, GHE, GRB, ICR, HDG, HDK, HFC, HFT, HJV, HFX, HGH, HHF, HRB, JBB, JBC, JBK, JBM, JCC, JCP, JCR, JDF, JDE, JEG, JEA, JEB, JFC, JFE, JFG, JFH, JFI, JFL, JFM, JFN, JFO, JFQ, JFR, JFT, JFV, JFW, JEX, JGB, JGH, JHE, JND, JRB, KCA, KCB, KED, LBB, LBC, LBD, LBE, LBM, LCC, LCN, LCR, LDG, LFC, LFF, LFG, LFI, LFT, LPW, LPX, LGB, LGC, LGH, LGJ, LND, MCA, and MCB.
*Recently added SPD codes that convey TAMP benefits.

Final Pay Information

Members will receive a final paycheck when separating. This will include payment for prorated clothing allowance (enlisted only) and remaining unpaid days for the month of separation. If applicable, all accrued leave not used will be sold back automatically (no extra paperwork is required). Members are authorized to sell back 60 days of leave in their career. Leave is payable at a daily rate of their base pay and taxed at 22% for FITW as well as SITW if applicable. Final pay is processed at base level. No payments will be made before date of separation. All established debts on a member's record will be deducted from their final pay. Payments could take up to 30 days if retirement data is not input by DFAS and AFPC. Members will receive a final LES approximately 4-6 weeks after date of separation. Members will need to have a username and password set up for MyPay and will need to access MyPay for their last LES and W-2 form. MyPay: (<https://mypay.dfas.mil/#>).

For assistance with separation, submit an inquiry on CSP:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>



On the Horizon



AFIPPS



AFIPPS is excited to introduce a new modern platform that will revolutionize how Airmen get paid. The first phase, Read-Only Self Service, is coming in 2021.

By streamlining human resources and financial management processes, AFIPPS will enable accurate and timely delivery of pay, entitlements, allowances, and benefits. It will also allow all levels of management to access appropriate information.

This is an exciting first step in the Air Force's transition to a modern, sustainable platform, putting self-service actions at every member's fingertips.

For more information

including user guide, instructional videos, and other resources, visit the AFIPPS website at:

<https://afpc.af.mil/Support/AFIPPS/>

or send an email to:

A1DTA.AFIPPS.OCM@us.af.mil



U.S. AIR FORCE



The Modern HR SOLUTION

WHAT TO EXPECT IN 2021 & BEYOND

Coming Soon



Summer 2022



INTEGRATING Personnel and Pay Processes

Once AFIPPS goes live, every Airman will finally have one single authoritative record – no more separate HR and pay records in multiple systems. Service members will have access to more automated processes and self-service capabilities rolled out in two phases.



Phase 1 Available 2021 READ-ONLY SELF-SERVICE



CLAIM YOUR ACCOUNT

Step 1: Claim Your AFIPPS Account
Access your read-only account and verify your personal information is correct. If you identify a problem, report it to your servicing personnel agency to resolve the issue.

It is extremely important that you:

- Review your information and make any corrections now
- Return throughout 2021 to ensure your information is up to date



UPDATE INFORMATION

Step 2: Update Your Information
As you encounter career and life changes throughout 2021, return to AFIPPS to ensure your information is up to date.



Phase 2 to Follow PAYROLL DELIVERY

This phase will finally deliver a single system, giving you the ability to validate your record, initiate pay action requests, electronically perform leave actions, manage HR processes, and much more.



VALIDATE YOUR RECORD



INITIATE PAY PROCESSES



PERFORM LEAVE ACTIONS



MANAGE HR APPROVALS



DECREASE PAY ISSUES



INCREASE ACCURACY



Helpful Links

- ▶ **BAH Calculator**
<https://www.defensetravel.dod.mil/site/bahCalc.cfm>
- ▶ **BAH Policies**
https://comptroller.defense.gov/Portals/45/documents/fmr/current/07a/07a_26.pdf
- ▶ **CitiBank**
<https://home.cards.citidirect.com/CommercialCard/login>
- ▶ **Comptroller Services Portal**
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>
- ▶ **eFinance**
<https://efinance.sso.cce.af.mil/>
- ▶ **Defense Travel System**
<https://dtsproweb.defensetravel.osd.mil/>
- ▶ **GTCC Information**
<https://www.defensetravel.dod.mil/site/govtravelcard.cfm>
- ▶ **LeaveWeb**
<https://leave.af.mil/login>
- ▶ **Moody Finance Website**
<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>
- ▶ **MyPay**
<https://mypay.dfas.mil/#/>
- ▶ **Pay Tables**
<https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/>
- ▶ **Retirement Information**
<https://militarypay.defense.gov/>
- ▶ **Social Security Deferral**
<https://www.dfas.mil/taxes/Social-Security-Deferral/>
- ▶ **TSP Information**
<https://www.tsp.gov/>



Contact Information

Finance Customer Service

Comptroller Services Portal (CSP):

<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>

For members that have separated or retired submit inquiries to:
moody.finance@us.af.mil

How-to guides and videos are located on the Moody Finance webpage at:
<https://www.moody.af.mil/About-Us/23d-Wing/23d-Wind-Staff/Finance/>