



# Money Matters



A Finance Office Publication for Moody Air Force Base

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*Operating under COVID-19 Conditions, Part 3*

## COVID-19 Resources and Information

### Summer PCS Information

As we move into the summer PCS season, it is critical that all military members file their PCS vouchers through e-Finance upon arrival. e-Finance is available through the Air Force Portal.

e-Finance direct link: <https://efinance.sso.cce.af.mil/login?3>

If you traveled to Moody on an Exception to Policy Letter or were allowed to travel after being placed in "authorized delay/awaiting transportation" status, you will need to upload a memo in-lieu of PCS amendments when you file your e-Finance voucher. If you did not receive this memo at your prior duty station's MPF, please contact the Moody MPF at:

[23fss.fsmpdrelocations@us.af.mil](mailto:23fss.fsmpdrelocations@us.af.mil).

Additionally, members should ensure that their Government Travel Card is transferred to their new organization at Moody by communicating with their unit's Command Support Staff (CSS) and/or Agency Program Coordinator (APC).

If you need to submit a reimbursement claim for a Personally Procured Move (PPM), please contact the Travel Management Office (TMO) at [23lrs.lgrdf.personalproperty@us.af.mil](mailto:23lrs.lgrdf.personalproperty@us.af.mil).

If you are out-processing, please send the following to our help desk at [moody.finance@us.af.mil](mailto:moody.finance@us.af.mil):

- Copy of orders
- GTC Transfer Memorandum
- Include your final-out date in your email

*Please allow 1-2 business days for your vMPF checklist to update.*

### Civilian Pay: ATAAPS Approval

Since the 15 March pay period, 23 CPTS has mass-approved all civilian time cards. Starting with the 7-20 June pay period, all civilian employees will return to normal procedures for their time card approval. The employee will be expected to certify and the supervisor to concur each time card on a bi-weekly basis.

If you have any questions, please contact the civilian pay organization box at [23cpts.civpay@us.af.mil](mailto:23cpts.civpay@us.af.mil).

## Customer Service Under HPCON CHARLIE

- **Open Counter Hours/In-Person Appointments – Closed**  
- Finance org box is monitored daily. See below for details.
- **PCS In-Processing Briefings – Cancelled**  
- Submit PCS vouchers in e-Finance (through the AF Portal)
- **Retirements & Separations Briefings – Cancelled**  
- CPTS is working alongside MPF to process accordingly
- **Travel – Mission essential TDY & CED-generated orders/vouchers will continue to be processed**

### Helpful Finance Links:

Defense Travel Office: <https://www.defensetravel.dod.mil/>

Virtual Finance: Enter the Air Force Portal, scroll to "Finance & Travel" section, and select "Virtual Finance Page on AF Portal."

Defense Finance & Accounting Service: <https://www.dfas.mil/>

COVID-19 Info: [https://mypers.af.mil/app/answers/detail/a\\_id/46624](https://mypers.af.mil/app/answers/detail/a_id/46624)

## PCS In-Processing Tutorial Videos

All incoming members should file their PCS vouchers through e-Finance, available through the Air Force Portal.

Tutorial videos on how to file your voucher are available on the Moody Finance webpage under "Virtual Briefings."

Find them at:

<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>

## Contact Us

For any questions or concerns regarding military pay, PCS, retirements/separations, etc., please e-mail our help desk at [moody.finance@us.af.mil](mailto:moody.finance@us.af.mil). You may also schedule a phone appointment at [23cpts.setmore.com](https://23cpts.setmore.com).

If you would like one of our technicians to call you, please leave your name, cell phone number, and a detailed description of your issue in your email.

### Hours of Operation:

Mon-Fri: 0900-1400

Mon-Fri: Phone Consultations (book on Setmore)

### Briefings:

All PCS In-Processing & Retirements/Separations briefings are cancelled until further notice.