



Welcome to Moody Air Force Base

A Finance Office Publication



A Guidebook to Understanding Military Finances

21 May 2025

Attack · Rescue · Prevail ~ Tigers Lead!

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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.

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				
				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					-TOT DED 1481.76					
D	ADVANCE DEBT	1611.46	AFRH	.50										
E			MGIB	100.00					-TOT ALMT .00					
F			MEAL DEDUCTION	453.15										
G			TRADITIONAL TSP	58.28					=NET AMT 778.35					
H			DEBT	522.31					-CR FWR .00					
I			DEBT	136.19					=EOM PAY 778.35					
J														
K														
L														
M														
N														
O														
TOTAL		2260.11			1481.76			.00	DIEMS 191025	RET PLAN 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 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														
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-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.</p> <p>-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</p> <p>-LOOK FORWARD TO 2021 FOR THE INITIAL RELEASE OF THE AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM (AFIPPS)! FOR MORE INFORMATION ON THE</p> <p>AND SELF-SERVICE CAPABILITIES, GO TO HTTPS://WWW.AFPC.AF.MIL/SUPPORT/AFIPPS/.</p> <p>-SERVICE MEMBERS INVITED TO THE DOD'S MILLENNIUM COHORT STUDY CAN NOW ENROLL AT MILLENNIUMCOHORT.ORG.</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>TOTAL INDEBTEDNESS</p> <p>MEAL DEDUCTION</p> <p>CHANGE AGENCY CONTRBTN</p> <p>MEAL DEDUCTION 20111</p> <p>INDEBTEDNESS DUE US</p> <p>PCS</p> <p>FICA RATE CHANGE</p> <p>START INDEBTEDNESS</p> <p>STOP INDEBTEDNESS</p> <p>FICA RATE CHANGE</p>														

Always read the 'Remarks' section for important information!



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

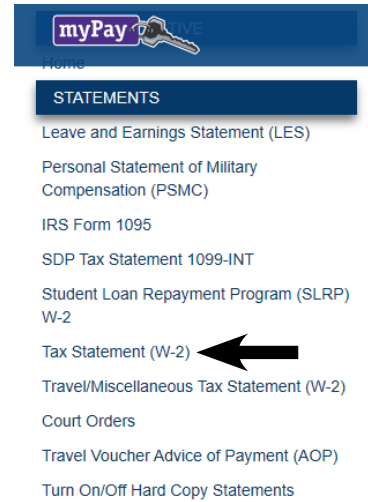
LEAVE	BF Bal	Ernd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose
	18.0	7.5	0	25.5	120.0	.0	.0	.0

- **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.



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		b. Employer's Identification Number (EIN)		c. Control Number	
[REDACTED]		[REDACTED]		[REDACTED]	
d. Employer's Name, Address, and ZIP Code		e. Employer's Name, Address, and ZIP Code		f. Employer's Name, Address, and ZIP Code	
[REDACTED]		[REDACTED]		[REDACTED]	
15 State/employer's state ID number		16 State wages, tips, etc.		17 State income tax	
GA [REDACTED]		12133.37		541.61	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
[REDACTED]		[REDACTED]		[REDACTED]	

1 Wages, tips, other compensation 2 Federal income tax withheld
12133.37 41.26

3 Social security wages 4 Social security tax withheld
12432.75 360.56

5 Medicare wages and tips 6 Medicare tax withheld
12432.75 183.17

7 Social security tips 8 Allocated tips

9 10 Dependent care benefits

11 See instructions for box 12 12 See instructions for box 14

13 ☐ Statutory employee ☒ Retirement plan ☐ Third-party sick pay

14 See instructions for box 14

15 State/employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

GA [REDACTED] 12133.37 541.61 [REDACTED] [REDACTED] [REDACTED]

Department of the Treasury - Internal Revenue Service

myPay

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	\$263.31

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

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		b. Employer's Identification Number (EIN)		c. Control Number	
[REDACTED]		[REDACTED]		[REDACTED]	
d. Employer's Name, Address, and ZIP Code		e. Employer's Name, Address, and ZIP Code		f. Employer's Name, Address, and ZIP Code	
[REDACTED]		[REDACTED]		[REDACTED]	
15 State/employer's state ID number		16 State wages, tips, etc.		17 State income tax	
GA [REDACTED]		12133.37		541.61	
18 Local wages, tips, etc.		19 Local income tax		20 Locality name	
[REDACTED]		[REDACTED]		[REDACTED]	

1 Wages, tips, other compensation 2 Federal income tax withheld
1133.22 263.31

3 Social security wages 4 Social security tax withheld
12432.75 360.56

5 Medicare wages and tips 6 Medicare tax withheld
12432.75 183.17

7 Social security tips 8 Allocated tips

9 10 Dependent care benefits

11 See instructions for box 12 12 See instructions for box 14

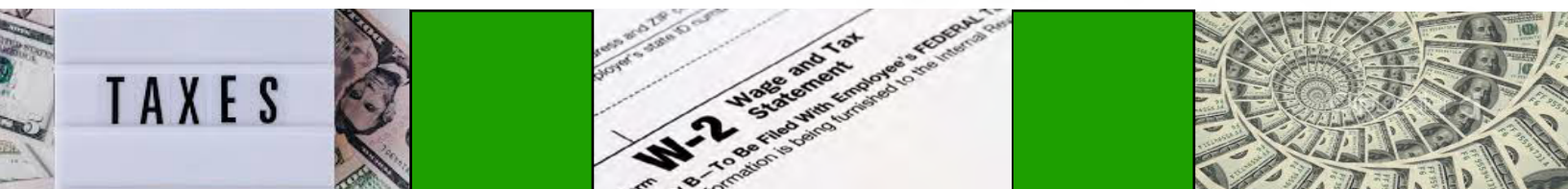
13 ☐ Statutory employee ☒ Retirement plan ☐ Third-party sick pay

14 See instructions for box 14

15 State/employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

GA [REDACTED] 12133.37 541.61 [REDACTED] [REDACTED] [REDACTED]

Department of the Treasury - Internal Revenue Service



Status Changes

CSP Link: <https://csp.cce.af.mil>



Change in dependency?

Members will submit an inquiry on the Comptroller Services Portal 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. Member are responsible for notifying Finance when they have moved out of the dorms with all required documents. 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	-1665.56
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
AFHB	50
MGIB	100.00
MEAL DEDUCTION	453.15
TRADITIONAL TSP	59.20
DEBT	522.31
TOTAL	1481.76

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



Moody Finance Office

PCS In-Processing

Every Tuesday 0800 and 1300 (No Walk-ins)

At Bldg 440 (Moody Welcome Center)

Right behind the Wing Chapel Building

Use your smartphone.



1. Open your phone camera and point it at the QR code.



2. Tap the link that appears on your phone screen.



3. Follow the instructions on your phone to make an appointment.

For All Other Appointments You Must Have A CSP Inquiry

(Retirement and Separations, Civilian Pay, Military Pay,
Travel Pay, Deployment Re-integration)

CSP.CCE.AF.MIL

Please be advised, only BRIEFINGS will be at Bldg. 440. All other appointments will be at bldg. 105, 23d WG/HQ (Parker Greene Building)

Attack · Rescue · Prevail ~ Tigers Lead!

Government Travel Charge Card

<https://citimanager.com/login>



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 in this guide.

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	SUSPENDED	CANCELLED/CLOSED	CHARGE OFF
1 to 60 Days*	61 to 125 Days*	126 to 210 Days*	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 and Bank information!



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.

For additional information regarding leave visit:

<https://www.e-publishing.af.mil/product-index/> Search for DAFI 36-3003

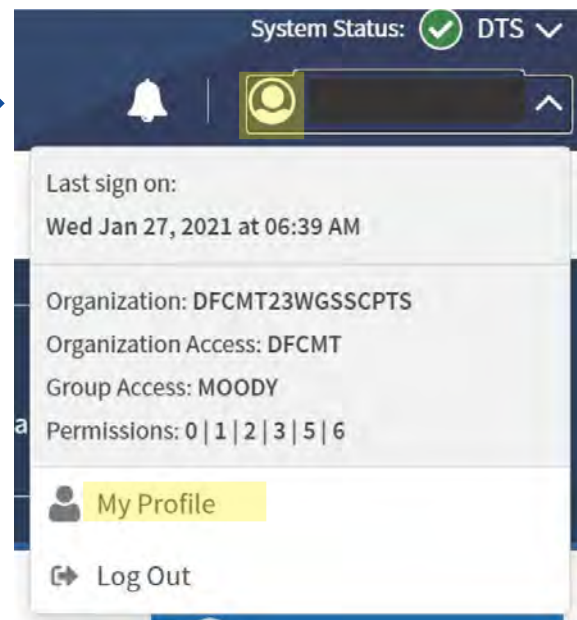
DTS



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/dts-app/pubsite/all/view>

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.



User Profile ^

Personal Information

Addresses

Passport Information

Emergency Contact

Service or Agency Info

Duty Station

Form Printing Preferences

Accounting ^

Accounting Information

EFT and Credit Card Accounts

Per diem is made up of Lodging plus meals and incidental expenses.

- **Lodging rate** is based off of the location for the maximum nightly reimbursable rate (excluding taxes). For example, if the lodging rate is \$85 and you paid \$79 you will receive \$79. If you paid \$95 only \$85 will be reimbursable.
- **Meals and Incidental Expenses** 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

**Members must file their travel voucher in
Five business days**

Completing a TDY Voucher



1. After you have returned from your trip, go to:
<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>

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' 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/dts-app/pubsite/all/view>
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 page 17.
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). You can also choose to file FSA on your return from deployment. Submit forms to CSP: <https://csp.cce.af.mil>

After Returning

1. File your travel voucher within five days of returning back to PDS.
2. If not already completed, fill out a DD 1561 and DD 1610 (printed version of DTS authorization) requesting to receive Family Separation Allowance (FSA) payments. Submit forms to CSP: <https://csp.cce.af.mil>
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	2558.10	FICA-SOC SECURITY	158.60
B BAS	372.71	FICA-MEDICARE	37.09
C BAH	1059.00	SGLI	25.00
D HDP LOCATION	100.00	AFRH	.50
E IDP	225.00	SGLI FAM/SPOUSE	4.50
F CLOTHING	549.71	MID-MONTH-PAY	2046.27
G REFUND DEBT	25.00		
H			
I			
J			
K			
L			
M			
N			
O			
TOTAL	4889.52		2271.96

US Savings Deposit Program (SDP)

You can contribute to the Savings Deposit Program (SDP) after spending more than 30 consecutive days in a designated combat zone (AOR). Contributions begin after the 30th day and can be made by check or allotment. The account earns 10% annual interest, compounded quarterly at 2.5%, and continues to accrue interest for 90 days after returning to your permanent duty station (PDS). The maximum annual contribution is \$10,000. Allotments can be adjusted via MyPay. <https://mypay.dfas.mil/#/>

Thrift Savings Plan

Max annual contribution for CZTE is \$70,000. Contributions made in CZTE area are tax exempt forever. To start and stop visit MyPay.

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

Hostile Fire Pay (HFP)

Service members assigned to Congressionally designated locations will receive this entitlement at a rate of \$225/month. Ref: DoDFMR Vol 7A, Chap 10. Imminent Danger Pay (IDP) is prorated. Unlike Hostile Fire Pay (HFP) which is \$7.50/day with a max amount of \$225/month.

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

For more information on deployed entitlements visit: <https://www.dfas.mil/MilitaryMembers/>



How To Set Up Scheduled Partial Payments

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

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

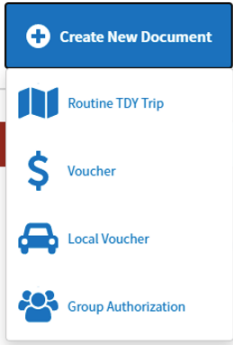
1. Select the 'Expenses' tab.
2. Select 'Add'.
3. Add the correct expense title.
For Airline, click 'Ticketed Expenses'.
Add 'Airline Ticket (IBA)'.
To add a CTO fee select 'Transportation Expense' and select 'TMC Fee- Not in Air Amount'.
4. To add lodging tax expense, select 'Lodging Expense' and then '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/dts-app/pubsite/all/view>
- 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) M&IE COST (Locality rate: \$55.00)

\$ 85.00 [Currency Converter](#) \$19.05 [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.



Family Separation Allowance

A service member with dependents who serves on an unaccompanied tour of duty may be entitled to a Family Separation Allowance (FSA) of \$250 per month. If there is not a complete month, FSA will be prorated per day. FSA accrues from the day of departure from the home station and ends the day prior to arrival at the home station. This is in addition to any per diem or other entitlements. Members are only entitled to FSA if they have dependents that do not already live at or near the temporary duty station. The member must be away from home for more than 30 consecutive days.



Steps to Filing FSA

1. On the 31st day of your trip, fill out a DD 1561 and DD 1610 (printed version of your DTS authorization) requesting FSA. Submit documents to CSP: <https://csp.cce.af.mil>

2. When you return from your trip, fill out a DD 1561 and attach your approved travel voucher to stop FSA entitlements. Submit request through CSP.

3. Always use the start date as the date you left your PDS. The end date is the date you arrived back at the PDS. If you are military to military only one member will receive FSA.

STATEMENT TO SUBSTANTIATE PAYMENT OF FAMILY SEPARATION ALLOWANCE (FSA)		
PRIVACY ACT STATEMENT		
<p>AUTHORITY: The 31st U.S. Code, Section 432.</p> <p>PRIVACY ACT PURPOSE: To enable the member to apply for FSA.</p> <p>ROUTINE USES:</p> <ul style="list-style-type: none"> a. To determine the member's eligibility for FSA. b. To determine the member's eligibility for FSA payments and to be used in submitting FSA payments. c. To determine the member's eligibility for FSA payments and to be used in submitting FSA payments. d. To determine the member's eligibility for FSA payments and to be used in submitting FSA payments. <p>DISCLOSURE: Disclosure of your social security number and other personal information is voluntary. However, if requested information is not provided, FSA will not be considered.</p>		
1. NAME OF MEMBER	2. GRADE	3. SOCIAL SECURITY NUMBER
4. BRANCH AND ORGANIZATION		
<p>PART I - MEMBER COMPLETES THIS SECTION TO SUBSTANTIATE ENTITLEMENT TO FSA</p> <p>5. TYPE OF FSA: <input type="checkbox"/> FSA (1) <input type="checkbox"/> FSA (2) <input type="checkbox"/> FSA (3) <input type="checkbox"/> FSA (4) <input type="checkbox"/> FSA (5) <input type="checkbox"/> FSA (6) <input type="checkbox"/> FSA (7) <input type="checkbox"/> FSA (8) <input type="checkbox"/> FSA (9) <input type="checkbox"/> FSA (10) <input type="checkbox"/> FSA (11) <input type="checkbox"/> FSA (12) <input type="checkbox"/> FSA (13) <input type="checkbox"/> FSA (14) <input type="checkbox"/> FSA (15) <input type="checkbox"/> FSA (16) <input type="checkbox"/> FSA (17) <input type="checkbox"/> FSA (18) <input type="checkbox"/> FSA (19) <input type="checkbox"/> FSA (20) <input type="checkbox"/> FSA (21) <input type="checkbox"/> FSA (22) <input type="checkbox"/> FSA (23) <input type="checkbox"/> FSA (24) <input type="checkbox"/> FSA (25) <input type="checkbox"/> FSA (26) <input type="checkbox"/> FSA (27) <input type="checkbox"/> FSA (28) <input type="checkbox"/> FSA (29) <input type="checkbox"/> FSA (30) <input type="checkbox"/> FSA (31) <input type="checkbox"/> FSA (32) <input type="checkbox"/> FSA (33) <input type="checkbox"/> FSA (34) <input type="checkbox"/> FSA (35) <input type="checkbox"/> FSA (36) <input type="checkbox"/> FSA (37) <input type="checkbox"/> FSA (38) <input type="checkbox"/> FSA (39) <input type="checkbox"/> FSA (40) <input type="checkbox"/> FSA (41) <input type="checkbox"/> FSA (42) <input type="checkbox"/> FSA (43) <input type="checkbox"/> FSA (44) <input type="checkbox"/> FSA (45) <input type="checkbox"/> FSA (46) <input type="checkbox"/> FSA (47) <input type="checkbox"/> FSA (48) <input type="checkbox"/> FSA (49) <input type="checkbox"/> FSA (50) <input type="checkbox"/> FSA (51) <input type="checkbox"/> FSA (52) <input type="checkbox"/> FSA (53) <input type="checkbox"/> FSA (54) <input type="checkbox"/> FSA (55) <input type="checkbox"/> FSA (56) <input type="checkbox"/> FSA (57) <input type="checkbox"/> FSA (58) <input type="checkbox"/> FSA (59) <input type="checkbox"/> FSA (60) <input type="checkbox"/> FSA (61) <input type="checkbox"/> FSA (62) <input type="checkbox"/> FSA (63) <input type="checkbox"/> FSA (64) <input type="checkbox"/> FSA (65) <input type="checkbox"/> FSA (66) <input type="checkbox"/> FSA (67) <input type="checkbox"/> FSA (68) <input type="checkbox"/> FSA (69) <input type="checkbox"/> FSA (70) <input type="checkbox"/> FSA (71) <input type="checkbox"/> FSA (72) <input type="checkbox"/> FSA (73) <input type="checkbox"/> FSA (74) <input type="checkbox"/> FSA (75) <input type="checkbox"/> FSA (76) <input type="checkbox"/> FSA (77) <input type="checkbox"/> FSA (78) <input type="checkbox"/> FSA (79) <input type="checkbox"/> FSA (80) <input type="checkbox"/> FSA (81) <input type="checkbox"/> FSA (82) <input type="checkbox"/> FSA (83) <input type="checkbox"/> FSA (84) <input type="checkbox"/> FSA (85) <input type="checkbox"/> FSA (86) <input type="checkbox"/> FSA (87) <input type="checkbox"/> FSA (88) <input type="checkbox"/> FSA (89) <input type="checkbox"/> FSA (90) <input type="checkbox"/> FSA (91) <input type="checkbox"/> FSA (92) <input type="checkbox"/> FSA (93) <input type="checkbox"/> FSA (94) <input type="checkbox"/> FSA (95) <input type="checkbox"/> FSA (96) <input type="checkbox"/> FSA (97) <input type="checkbox"/> FSA (98) <input type="checkbox"/> FSA (99) <input type="checkbox"/> FSA (100)</p>		
<p>PART II - CERTIFYING OFFICER COMPLETES THE APPROPRIATE SECTIONS BELOW</p> <p>10. TYPE OF FSA: <input type="checkbox"/> FSA (1) <input type="checkbox"/> FSA (2) <input type="checkbox"/> FSA (3) <input type="checkbox"/> FSA (4) <input type="checkbox"/> FSA (5) <input type="checkbox"/> FSA (6) <input type="checkbox"/> FSA (7) <input type="checkbox"/> FSA (8) <input type="checkbox"/> FSA (9) <input type="checkbox"/> FSA (10) <input type="checkbox"/> FSA (11) <input type="checkbox"/> FSA (12) <input type="checkbox"/> FSA (13) <input type="checkbox"/> FSA (14) <input type="checkbox"/> FSA (15) <input type="checkbox"/> FSA (16) <input type="checkbox"/> FSA (17) <input type="checkbox"/> FSA (18) <input type="checkbox"/> FSA (19) <input type="checkbox"/> FSA (20) <input type="checkbox"/> FSA (21) <input type="checkbox"/> FSA (22) <input type="checkbox"/> FSA (23) <input type="checkbox"/> FSA (24) <input type="checkbox"/> FSA (25) <input type="checkbox"/> FSA (26) <input type="checkbox"/> FSA (27) <input type="checkbox"/> FSA (28) <input type="checkbox"/> FSA (29) <input type="checkbox"/> FSA (30) <input type="checkbox"/> FSA (31) <input type="checkbox"/> FSA (32) <input type="checkbox"/> FSA (33) <input type="checkbox"/> FSA (34) <input type="checkbox"/> FSA (35) <input type="checkbox"/> FSA (36) <input type="checkbox"/> FSA (37) <input type="checkbox"/> FSA (38) <input type="checkbox"/> FSA (39) <input type="checkbox"/> FSA (40) <input type="checkbox"/> FSA (41) <input type="checkbox"/> FSA (42) <input type="checkbox"/> FSA (43) <input type="checkbox"/> FSA (44) <input type="checkbox"/> FSA (45) <input type="checkbox"/> FSA (46) <input type="checkbox"/> FSA (47) <input type="checkbox"/> FSA (48) <input type="checkbox"/> FSA (49) <input type="checkbox"/> FSA (50) <input type="checkbox"/> FSA (51) <input type="checkbox"/> FSA (52) <input type="checkbox"/> FSA (53) <input type="checkbox"/> FSA (54) <input type="checkbox"/> FSA (55) <input type="checkbox"/> FSA (56) <input type="checkbox"/> FSA (57) <input type="checkbox"/> FSA (58) <input type="checkbox"/> FSA (59) <input type="checkbox"/> FSA (60) <input type="checkbox"/> FSA (61) <input type="checkbox"/> FSA (62) <input type="checkbox"/> FSA (63) <input type="checkbox"/> FSA (64) <input type="checkbox"/> FSA (65) <input type="checkbox"/> FSA (66) <input type="checkbox"/> FSA (67) <input type="checkbox"/> FSA (68) <input type="checkbox"/> FSA (69) <input type="checkbox"/> FSA (70) <input type="checkbox"/> FSA (71) <input type="checkbox"/> FSA (72) <input type="checkbox"/> FSA (73) <input type="checkbox"/> FSA (74) <input type="checkbox"/> FSA (75) <input type="checkbox"/> FSA (76) <input type="checkbox"/> FSA (77) <input type="checkbox"/> FSA (78) <input type="checkbox"/> FSA (79) <input type="checkbox"/> FSA (80) <input type="checkbox"/> FSA (81) <input type="checkbox"/> FSA (82) <input type="checkbox"/> FSA (83) <input type="checkbox"/> FSA (84) <input type="checkbox"/> FSA (85) <input type="checkbox"/> FSA (86) <input type="checkbox"/> FSA (87) <input type="checkbox"/> FSA (88) <input type="checkbox"/> FSA (89) <input type="checkbox"/> FSA (90) <input type="checkbox"/> FSA (91) <input type="checkbox"/> FSA (92) <input type="checkbox"/> FSA (93) <input type="checkbox"/> FSA (94) <input type="checkbox"/> FSA (95) <input type="checkbox"/> FSA (96) <input type="checkbox"/> FSA (97) <input type="checkbox"/> FSA (98) <input type="checkbox"/> FSA (99) <input type="checkbox"/> FSA (100)</p>		



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	SOCENT	STRATCOM	USAF	USAFE

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

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.

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		Marital Status		Exemptions		Add'l		18. Tax		Marital Status		Exemptions		Add'l		Taxing Authority		19. Cumulative Retirement FERS: 635.18		20. Military Deposit	
FED		Y		0		0						0		0							
GA		Y		0		0															
21.				Current				Year to Date				22.									
GROSS PAY				906.00				1803.00				TSP DATA				5%					
TAXABLE WAGES				860.70				1712.85													
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	TYPE	HOURS/DAYS	AMOUNT	TYPE
REGULAR PAY	60.00	906.00							

DEDUCTIONS							
TYPE	CODE	CURRENT	YEAR TO DATE	TYPE	CODE	CURRENT	YEAR TO DATE
MEDICARE		13.13	26.14	OASDI		73.80	129.41
RETIRE, FERS	KF	39.86	79.33	TAX, FEDERAL			
TAX, STATE	GA	38.34	76.18	TSP SAVINGS		45.30	90.15

LEAVE								
TYPE	PRIOR YR BALANCE	ACCRUED PAY PD	ACCRUED YTD	USED PAY PD	USED YTD	DONATED/ RETURNED	CURRENT BALANCE	USE-LOSE/ TERM DATE
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.</p> <p>YOUR PAYROLL OFFICE ID NUMBER IS 97380100 - DEPARTMENT OF DEFENSE.</p> <p>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.</p> <p>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</p> <p>BASIC PAY CHANGED.</p> <p>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://csp.cce.af.mil/>

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"/> Dependent(s) <input type="checkbox"/> DLA <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other	
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)		c. PAID BY	
14. ITINERARY a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		15. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)		16. MEANS/ MODE OF TRAVEL a. REASON FOR STOP b. LODGING COST c. POC MILES		d. COMPUTATIONS	
17. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED <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		19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS		20. CLAIMANT SIGNATURE b. DATE	
21. REVIEWER'S PRINTED NAME		22. REVIEWER SIGNATURE		23. TELEPHONE NUMBER		24. DATE	
25. APPROVING OFFICIAL'S PRINTED NAME		26. SIGNATURE		27. TELEPHONE NUMBER		28. DATE	
29. ACCOUNTING CLASSIFICATION		30. COLLECTION DATA		31. COMPLETED BY		32. AUDITED BY	
33. TRAVEL ORDER AUTHORIZATION POSTED BY		34. RECEIVED (Payee Signature and Date or Check No.)		35. AMOUNT PAID		36. DD FORM 1351-2, MAY 2011	

For more information about civilian PCS visit:
<https://www.dfas.mil/CivilianEmployees/>



Civilian Resources

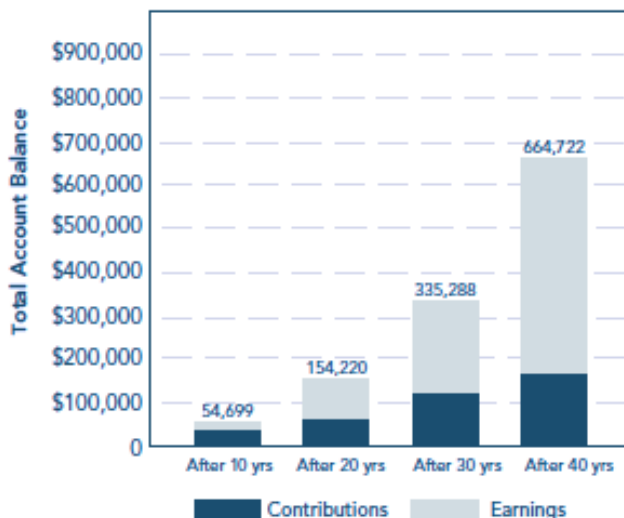
- ▶ **ATAAPS**
<https://af.ataaps.csd.disa.mil/>
- ▶ **Change TSP Contribution**
<https://platform.grbinc.com/>
- ▶ **Comptroller Services Portal**
<https://csp.cce.af.mil>
- ▶ **Job Opportunities**
<https://www.usa.gov/>
- ▶ **Retirement Services**
<https://www.opm.gov/retirement-services/fers-information/>
- ▶ **Moody Finance Website**
<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>
- ▶ **MyPay**
<https://mypay.dfas.mil/#/>



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:

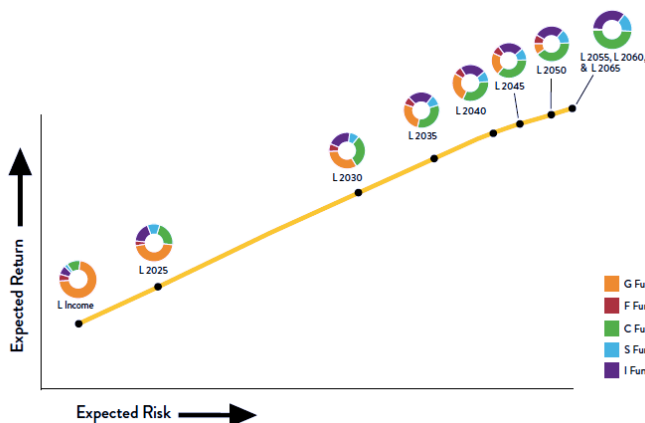
- Automatic payroll deductions
- A diversified choice of investment options, including professionally designed lifecycle funds
- A choice of tax treatments for contributions:
 - Traditional (pre-tax) contributions and tax-deferred investment earnings
 - Roth (after-tax) contributions with tax-free earnings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

For more information regarding TSP contact your local MFRC or visit: <https://www.tsp.gov/>

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.





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://csp.cce.af.mil/>). 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. 552, Secretary of the Air Force (SOF) 1007 (SOF) as amended. Privacy and Public Release Information Procedures: PURPOSE: Each type of submission of Air Force personnel requires specific release information as a condition of or by sending a form letter to the applicable base activity having responsibility for processing accomplishments of the form. DISCLOSURE: In addition to those disclosures generally under 5 U.S.C. 552(a) of the Privacy Act, base records or information contained therein may specifically be disclosed outside the DOD as a routine use pursuant to 5 U.S.C. 552(a)(3). DISCLOSURE: VOLUNTARY: DSN is used to reference member's official records. Failure to provide DSN may make it difficult for member to receive pay and entitlements in accordance with Permanent Change of Station.</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. BAFSC/AFSC
4. SECURITY CLEARANCE (include date of last investigation)	5. REPORT TO COMD, NEW ASSIGNMENT (NLT: 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 <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED (Check One) <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 CCYAL:
16. HOMEBASING/FOLLOW-ON ASSIGNMENT (include AAN, GPS and RNLTD)		
17. DEPENDENTS (List names, DOB of children, relationship to member and current address)		
18. PCS EXPENSE CHARGEABLE TO: 6705500 320 5841 0* 65 525725 Insert Applicable Subject Sheet	19. AUTHORITY AND PCS CODE	
20. AETCFM TDY Funding:	21. SOH:	
22a. All other TDY Enroute Funding:		
22. 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 ground/airfare items incurred while PCS/TDY must be turned in to APO upon arrival at gaining base. One remark for remarks.)		
23. DATE	24. SIGNATURE OF APPROVING OFFICIAL (Print Name and Grade)	25. SIGNATURE OF APPROVING OFFICIAL (SIGNED)
26. DESIGNATION AND LOCATION OF HQ DEPT OF THE AIR FORCE:	27. SPECIAL ORDER NO.	28. DATE
29. DISTRIBUTION: AA	29. TDN FOR THE COMMANDER	
30. ADDRESS OF GAINING MPP:	31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL	



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

XXXXXX00000000

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.

For more information regarding DLA rates visit:
<https://www.defensetravel.dod.mil/site/DLA.cfm>

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://csp.cce.af.mil/>

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 backup 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.



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.

23. REMARKS

01. SEPARATION PROGRAM DESIGNATOR (SPD) CODE IS MGQ.

02. ENLISTED REENLISTMENT ELIGIBILITY (RE) CODE IS 3A.

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, GFT, GFV, GFX, GGE, GHF, GRB, UCR, HDG, HDK, HFC, HFT, HFF, HFX, HGH, HHF, HRB, HJB, JBC, JBK, JBM, JCC, JCP, JCR, JDF, JEG, JEG, JEA, JEB, JFC, JFF, JFG, JFH, JFI, JFL, JFM, JFN, JFO, JFQ, JFR, JFT, JFV, JFW, JEX, JGB, JGH, JHE, JND, JRB, KCA, KCB, KED, LBB, LDC, LBD, LDK, LDM, 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://csp.cce.af.mil/>

Members must be on PTDY, terminal leave, or already separated in order to start their move home. If leave starts on a Monday, the final out date will be on the prior Friday. Do not move over the weekend--excess leave will be charged and a debt will be created. Separatees have 6 months and retirees have 12 months to complete a final travel.

ADDRESS CHANGE FORM					
PRIVACY ACT STATEMENT					
Personal information is collected on this form. As required by the Privacy Act of 1974, we advise:					
1. AUTHORITY: 27 U.S.C. 107 et seq. 5 U.S.C. Chapter 55, 1913 B.C. Chapters 407-41 and 871; Title 29, U.S.C. 426 and Title 10, U.S.C. 3612a; E.O. 1987, Nov. 1983					
2. PRINCIPAL PURPOSE: To permit address changes to the Joint Uniform Library File System (JULIFS), the National Play System, the National component pay systems, and the civilian pay systems. To maintain a record of current address for pay related matters and bonds.					
3. ROUTINE USE: Information may be furnished to the Veterans Affairs Office to provide financial information. Postal, State, and local agencies for tax and welfare purposes. U.S. Agency to provide information on bonds purchased, and to the Department of Justice in some cases for criminal prosecution, bail, fugitive, or intelligence purposes.					
4. DISCLOSURE: Voluntary however, failure to provide this requested information as well as the DSN may result in a delay in receipt of funds, 14 days and Savings Statement, and Pay Analysis, and unemployment insurance benefits .					
Comments: Section 1 To change pay printing on irregular basis (no pay required), complete Section 2 To change the mailing address (if same or all of your previous deductions U.S. Savings Bonds, Civilian employees do not use Section 3)					
SECTION 1					
NAME		Social Security #		CHECK ONE	
				AD <input type="checkbox"/> RET <input type="checkbox"/> CIV <input type="checkbox"/>	
				GUARDIAN <input type="checkbox"/> AIR FORCE <input type="checkbox"/> ARMY <input type="checkbox"/>	
NEW MAILING ADDRESS					
NUMBER STREET PO BOX					
CITY, STATE, ZIP, APO/FPO					
NEW ORGANIZATIONAL ADDRESS					
UNIT/FOOT SYMBOL		DUTY PHONE BOX NO		INLTU	
				DEPARTMENT DATE	
				EST ARR DATE	
GRADE		LOCAL ADDRESS			HOME PHONE
FORWARDING ADDRESS					

APPLICATION FOR IDENTIFICATION CARDS AND DRIVERS ENROLLMENT Please read Agency Disclosure Notice, Privacy Act Statement, and Restrictions prior to completing this form.										CASE NO. (STANDARD) Case approval agency 20250326	
SECTION 1 - SPONSORING AGENCY INFORMATION											
1. NAME (Last, First, Middle)		2. ADDRESS		3. CITY		4. STATE		5. ZIP CODE		6. TELEPHONE	
7. MAILING NAME (ADDRESS)		8. CITY		9. STATE		10. ZIP CODE		11. COUNTY		12. PLACE OF BIRTH	
13. CURRENT HOME ADDRESS		14. OFFICE ADDRESS (Include home location)		15. DATE OF BIRTH (DDMMYY)		16. SEX (M or F)		17. DATE OF DEATH (DDMMYY)		18. DATE OF DEATH (DDMMYY)	
19. CURRENT HOME ADDRESS		20. OFFICE ADDRESS (Include home location)		21. DATE OF BIRTH (DDMMYY)		22. SEX (M or F)		23. DATE OF DEATH (DDMMYY)		24. DATE OF DEATH (DDMMYY)	
SECTION 2 - SPONSORING AGENCY DECLARATION AND REMARKS											SIGNATURE AND SEAL
25. REMARKS (List agency action or explanation in application)											
SECTION 3 - AUTHORIZED BY											
31. Sponsoring Agency Title Name						32. CONTACT NUMBER					
33. Sponsoring Agency Address (Street City, State, ZIP Code)						34. Sponsoring Agency Address (Street City, State, ZIP Code)					
35. CURRENT ADDRESS (Street City, State, ZIP Code)						36. CURRENT ADDRESS (Street City, State, ZIP Code)					
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95. CURRENT ADDRESS (Street City, State, ZIP Code)						96. CURRENT ADDRESS (Street City, State, ZIP Code)					
97. CURRENT ADDRESS (Street City, State, ZIP Code)						98. CURRENT ADDRESS (Street City, State, ZIP Code)					
99. CURRENT ADDRESS (Street City, State, ZIP Code)						100. CURRENT ADDRESS (Street City, State, ZIP Code)					
SECTION 4 - IDENTIFICATION CARD											
41. NAME (Last, First, Middle)						42. NAME (Last, First, Middle)					
43. NAME (Last, First, Middle)						44. NAME (Last, First, Middle)					
45. NAME (Last, First, Middle)						46. NAME (Last, First, Middle)					
47. NAME (Last, First, Middle)						48. NAME (Last, First, Middle)					
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59. NAME (Last, First, Middle)						60. NAME (Last, First, Middle)					
61. NAME (Last, First, Middle)						62. NAME (Last, First, Middle)					
63. NAME (Last, First, Middle)</											

APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403, Public Law 95-343, EQ 9397

PURPOSE: To start, adjust or terminate military member's entitlement to BAQ
 ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for allotment information and financial institutions, for deposits and/or payments.

DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAQ.

PART A - IDENTIFICATION & DUTY LOCATION

1. NAME (Last, First, MI)		
2. SSN	3. GRADE	4. PHONE
5. DUTY LOCATION (Base, State, ZIP Code or Country)		

HOUSING OFFICE OR BILLETING OFFICIAL

NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS

QUARTERS ARE NOT ASSIGNED ☐ DATE:

ADEQUATE QUARTERS
 EFFECTIVE DATE: ☐ ASSIGNED ☐ TERMINATED
 UNIT #

INADEQUATE QUARTERS
 EFFECTIVE DATE: ☐ ASSIGNED ☐ TERMINATED
 UNIT #

TRANSIENT QUARTERS OCCUPIED - UNIT #

EFFECTIVE DATES FROM: TO:

TITLE

SIGNATURE

DATE

PART B - MARITAL/DEPENDENT STATUS

6 ☐ SINGLE, NO DEPENDENTS ☐ SINGLE, CLAIMING DEPENDENT(S)

MARRIED - SPOUSE IS A ☐ CIVILIAN ☐ MILITARY MEMBER

IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE:

☐ DIVORCED ☐ LEGALLY SEPARATED

7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAQ, OR ☐ \$.00 PER MONTH FOR DEPENDENT SUPPORT
 BASED ON: ☐ DIVORCE DECREE ☐ COURT ORDER ☐ LEGAL SEPARATION AGREEMENT, OR ☐ WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN

8. ☐ CLAIM BAQ FOR THE DEPENDENT ☐ IN ☐ NOT IN MY CUSTODY LISTED BELOW (Effective Date):

Note: Indicate the civilian dependent you are claiming and the relationship (i.e., spouse, illegitimate, incapacitated, adopted, step-child or parent) if dependent is a child include the date of birth (DOB)

(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP OR COUNTRY	(c) RELATIONSHIP	(d) DOB

9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

NAME	SSN	BRANCH OF SERVICE	STATION

PART C - MEMBERS CERTIFICATION (For members with dependents)

☐ I certify that I provide adequate support (see AFR 35-18) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAQ, and recouping allowances paid for any prior periods of nonsupport

CERTIFICATION FOR MEMBERS RECEIVING BAQ FOR SECONDARY DEPENDENTS (Parent, adopted, illegitimate, incapacitated child or step-child)

I certify that this is my first application ☐ YES ☐ NO If no, give date your last application was filed.
 I understand that my failure to comply with the applicable requirements may result in cancellation of my BAQ. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Accounting and Finance Office (AFO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE	DATE

OFFICIAL USE ONLY

☐ START ☐ CHANGE ☐ CANCEL ☐ REPORT ☐ STOP ☐ PARTIAL ☐ WITHOUT DEPENDENT ☐ WITH DEPENDENT

DEPENDENCY DETERMINATION: I have determined that the above named individual is dependent on the member based on being

☐ Spouse ☐ Single member claiming legitimate child in custody of another ☐ Legitimate child in single members custody ☐ Parents ☐ Stepchild

☐ Adopted Child ☐ Incapacitated Child ☐ Illegitimate child or ☐ Child, member to member marriage

☐ I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here

☐ I have reviewed documents that support claim that member is E-7 or above and no military necessity requires the member to reside off base.

TITLE OF CERTIFYING OFFICIAL	SIGNATURE	OFFICE ADDRESS
	SIGNATURE	DATE



Helpful Links

- ▶ **BAH Calculator**
<https://www.travel.dod.mil/Allowances/Basic-Allowance-for-Housing/BAH-Rate-Lookup/>
- ▶ **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://csp.cce.af.mil/>
- ▶ **Defense Travel System**
<https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view>
- ▶ **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/23rd-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/>
- ▶ **TSP Information**
<https://www.tsp.gov/>



Contact Information

Finance Customer Service

Comptroller Services Portal (CSP):

csp.cce.af.mil

For members that have separated or retired submit inquiries to:

moody.finance@us.af.mil

For complex military pay concerns please create an Appointment:

<https://app.qtrac.com/scheduler-execution?c-id=c304074b-c71a-475f-a7e6-6b313697969a&sid=afe7bab8-8542-44e8-b312-af5b12cd71c2&type=AB&b-id=843fa74e-5063-43d2-92b7-c2ad595c696c>