



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.