

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 refiled 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	3260.11

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	26.73
SOC. SEC.	29.00
AFRH	50
MGIB	100.00
MEAL DEDUCTION	453.15
TRADITIONAL TSP	59.20
DEBT	522.31
DEBT	136.16

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