



11th Comptroller Squadron

Joint Base Anacostia-Bolling & Pentagon



Financial Management Guide

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What is MyPay?

MyPay is a website that allows members to:

- View their LES
- Obtain W-2s
- Change direct deposit
- Setup/Change Allotments
- Setup/Change TSP
- Update Federal/State taxes
- Update mailing address
- Travel Voucher Advice of Payment (AOP)

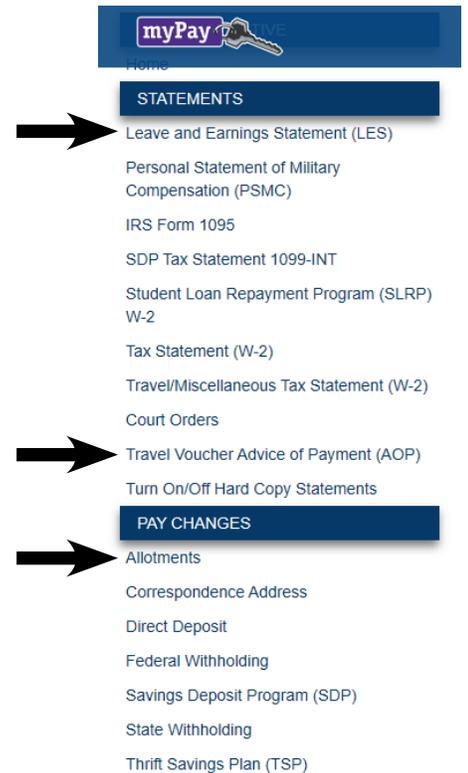
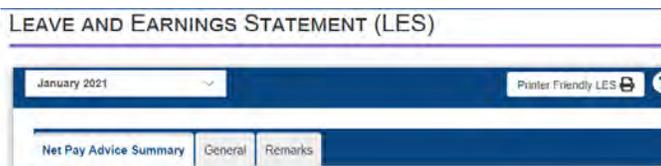
TIP! Create a username and password! This will allow you to access myPay without needing a CAC.

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



2. Select authentication for the CAC certificate.
3. Select 'Leave and Earnings Statement (LES)'.

4. Select 'Printer Friendly LES' for a full statement.



5. If this is your first month at JBAB/Pentagon, your pay is still adjusting and the LES may be incorrect.

For active duty military: Please ensure you have in-processed with finance by filing a PCS travel voucher through eFinance (see page 11).

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 | 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 | |
| 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 | | |

Please read the remarks on your LES to see any pay/leave changes

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)

The 'Entitlements' column includes any pay you are granted that month. The normal entitlements are:

- **Base pay**
- **BAS - Basic Allowance for Subsistence**
- **BAH - Basic Allowance for Housing (if applicable)**

If you have a pending debt it will appear in this column as 'ADVANCE DEBT'.

The 'Deductions' column includes:

- **Federal taxes**
- **State taxes** (if your state is subject to state income tax withholding)
- **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.
- **SGLI - Service member's Group Life Insurance** - Deduction is based on your life insurance policy
- **Any other deductions you have, including: AFRH, TSP, Debts, Mid-month pay, etc.**

| ALLOTMENTS | |
|-------------------|--------|
| Type | Amount |
| COMB FED CAMPAIGN | 5.00 |
| TRICARE DENTAL | 30.15 |

The 'Allotments' column deposits money into a separate account. This is used for:

- **Secondary savings or checking accounts**
- **Privatized housing allotments (not regular housing allotments)**
- **Dental insurance, Etc.**

The ADSN should always say **4128** while stationed at JBAB/Pentagon. If you see a different number, this means you have not been properly gained to the base. Please contact finance if this applies to you.

| ADSN/DSSN | PERIOD COVERED |
|-----------|----------------|
| 4128 | 1-31 JAN 23 |
| SUMMARY | |
| +Amt Fwd | .00 |
| +TOT ENT | 6345.46 |
| -TOT DED | 3265.37 |
| -TOT ALMT | 500.00 |
| =NET AMT | 2580.09 |
| -CR FWR | .00 |
| =EOM PAY | 2580.09 |
| DIEMS | RET PLAN |
| 150330 | HIGH 3 |

- **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.

| 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 your dependency status
- **A** - Civilian Spouse
- **C** - Child(ren), no spouse
- **I** - Married to a military member, no dependents
- **R** - No dependents
- **W** - Married to a military member, with child(ren)

| 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 is the Zip Code of where you are stationed at on your military PCS orders. Always ensure this is accurate for housing allowance purposes.

Note: This is not all codes, only the most common ones. If your code is incorrect, please contact MPF and finance

| 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 |

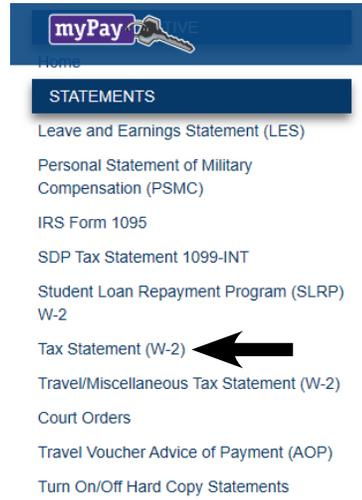
- **BF BAL:** The brought forward leave balance.
- **ERND:** The cumulative amount of leave earned in the current fiscal year or current term of enlistment.
- **CR BAL:** The current leave balance as of the end of the period covered by the LES.
- **ETS BAL:** The projected leave balance to the member's 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.

How To Pull a W-2

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



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



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. Employee'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 State (Employer's state I.D. no.) | | 22 State wages, tips, etc. | |
| 23 State income tax | | 24 Local wages, tips, etc. | | 25 Local income tax | |
| 26 Locality name | | 27 State (Employer's state I.D. no.) | | 28 State wages, tips, etc. | |
| 29 State income tax | | 30 Local wages, tips, etc. | | 31 Local income tax | |
| 32 Locality name | | 33 | | 34 | |

Department of the Treasury - Internal Revenue Service

myPay

TRAVEL / MISCELLANEOUS TAX STATEMENT (W-2)

Printer Friendly W-2

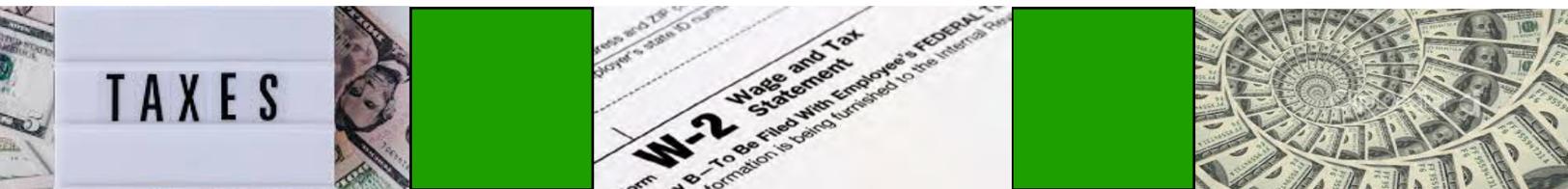
2016 Travel Miscellaneous W-2

Summary

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



Comptroller Services Portal (CSP)



For general finance questions, please contact us via the Comptroller Services Portal (CSP). CSP is a user-friendly website which allows streamlining and tracking of inquiries. <https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

First-time users will need to register a profile first by clicking "PROFILE" on the top-right corner.

Note: CSP only currently works with @us.af.mil or @spaceforce.mil email addresses. If you cannot access CSP, please send us an email instead (see page 36 for contact info).

Click "CREATE INQUIRY" and it will initiate an inquiry.

Enter a Subject, Category, and Sub Category for your inquiry.

Write a detailed description of your question/concern and upload any relevant documents at the bottom of the screen (recent LES, PCS orders, etc.).

Once completed, click the yellow "SUBMIT" button at the top-right or bottom-right of the screen.

CSP will send you notifications once your inquiry has been responded to.

CSP allows for PII. However, you must read a disclaimer and click "ACCEPT".

Status Changes



Change in dependency?

If your dependency status changed, contact finance and provide:

- A completed DAF Form 594
https://static.e-publishing.af.mil/production/1/saf_fm/form/daf594/daf594.pdf
- Back up documentation
 - Marriage certificate
 - Birth or adoption certificate
 - Divorce decree



This form will need to be completed every time you:

- Change dependency status
- PCS
- Every 4 years (if you have not PCS'd)
- Upon Separation or retirement

Moving out of the dorms?

Members will need to work with the dorm management to obtain all required documentation. Dorm management will notify Finance when member have vacated the dorms.

If dorm management has not provided us your forms, please bring them in ASAP to start your BAH.

Rank change?

Rank updates are made through the Military Personnel Flight (MPF) and automatically update your pay record/pay rates.

If it is incorrect on your LES, please contact MPF to ensure they have your correct date of rank.



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 vital to update Finance and MPF with any changes that could affect pay, as the personnel system and the pay system are not linked.

If members do not update both offices, it could result in a debt.

| DEDUCTIONS | |
|-----------------|----------------|
| Type | Amount |
| FEDERAL TAXES | 159.61 |
| FICA/MEDICARE | 26.72 |
| SQLI | 25.00 |
| AFPH | 50 |
| MGIB | 100.00 |
| MEAL DEDUCTION | 453.13 |
| TRADITIONAL TSP | 59.25 |
| 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.



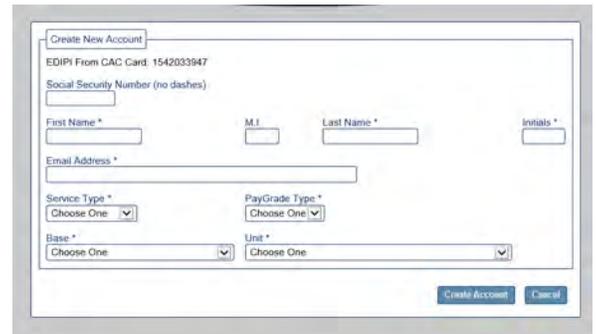
In-Processing at JBAB/Pentagon

PCS In-Processing



JBAB and the Pentagon utilize a website called eFinance, where Active Duty military members will file their PCS voucher and upload receipts. Your BAH and pay record will be updated by using your eFinance voucher.

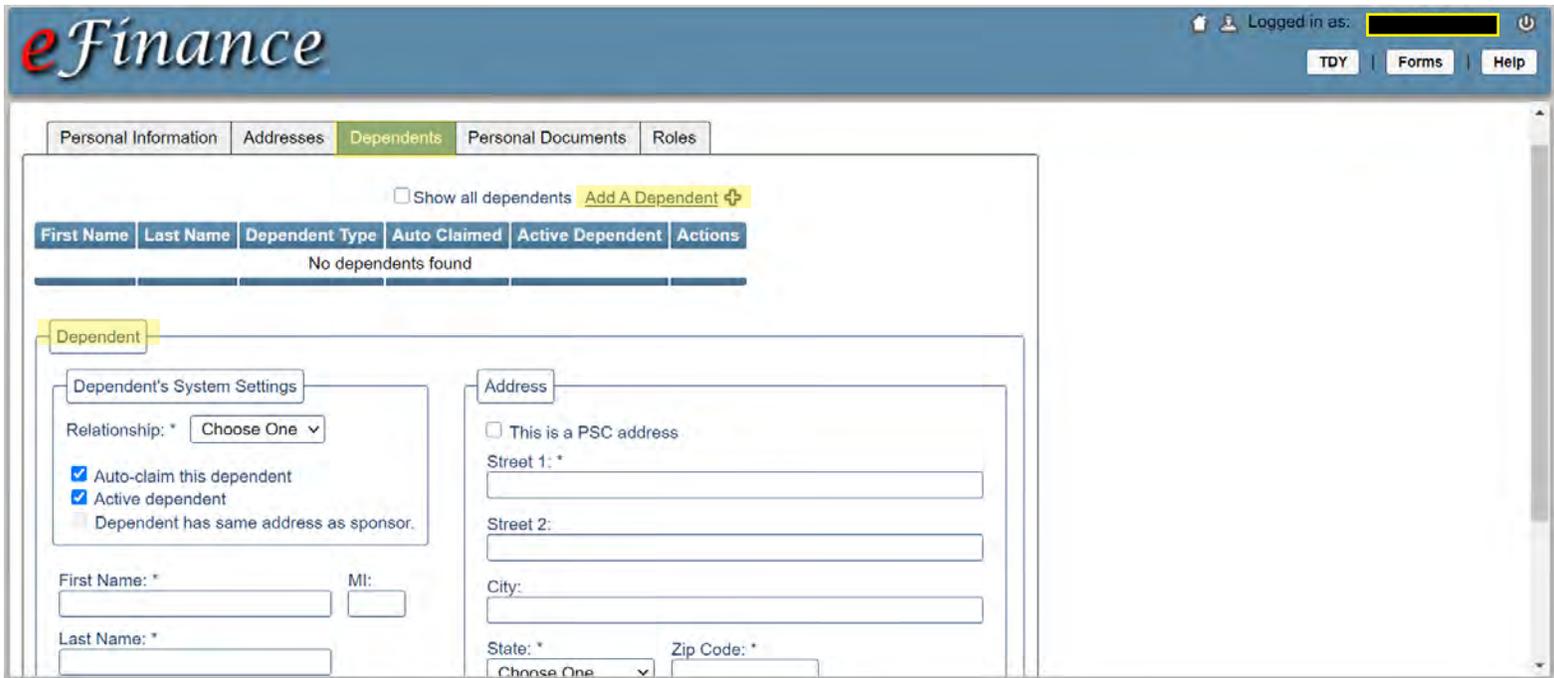
Follow this link to navigate to eFinance: <https://efinance.sso.cce.af.mil/>.



First time users will need to register on the home page.

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
Select the PCS button at the top-right corner



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 or 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.

DLA rates are available at: <https://www.travel.dod.mil/Travel-Transportation-Rates/Dislocation-Allowance/>

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



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.

Steps to Completing a PCS Voucher (Continued)

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 14 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 and attach the following documents:

- PCS travel orders (front and back).
Airfare and/or hotel receipt (if applicable)
Receipts for claimed expenses \$75 or higher

If the receipt was charged in foreign currency, attach GTCC statement showing foreign conversion rate.

13. Review and submit package.

For a more detailed 'how-to' guide for eFinance, while you are editing your PCS packet, click 'Briefings' on the top-left corner, then 'JBAB eFinance Guide NEW'

Civilian PCS In-processing



For civilian employees, please initiate in-processing through your unit and the Human Resources Office (HRO).

Once you have a working Common Access Card (CAC), your unit timekeeper will assist you with establishing an ATAAPS profile for your timecard and taking time off (see page 26 for more info).

Your HRO will send your in-processing documents to the finance office Customer Service Representative (CSR). To include:

- W-2 - Wage and Tax Statement
- State Tax form (VA, MD, DC, etc)
- AF form 1745 - Address Change
- FMS form 2231 - Direct Deposit



U.S. General Services Administration

Please download the GSA payroll calendar in order to be aware of pay periods, pay dates, and federal holidays:
https://www.gsa.gov/cdnstatic/2023_GSA_Payroll_Calendar-R1pdf.pdf

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | | | |
|---------|----|----|----|----|----|----|----------|-----|----|----|----|----|----|-------|----|-----|----|----|----|----|----|----|----|
| PP# | S | M | T | W | T | F | S | PP# | S | M | T | W | T | F | S | PP# | S | M | T | W | T | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | 1 | 2 | 3 | 4 | | | | | 1 | 2 | 3 | 4 |
| 2 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 3 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 4 | 29 | 30 | 31 | | | | | | 26 | 27 | 28 | | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

If you are PCSing from another military installation and you were issued official PCS orders (DD form 1614), then you are entitled to file a PCS voucher for reimbursement purposes.

Your PCS entitlements may vary depending on what is specifically authorized on your PCS orders on blocks 10-17. Some of the PCS entitlements you MAY be authorized are:

- Per diem (member and dependents)
- Mileage driven
- Airfare reimbursement
- Lodging reimbursement
- Miscellaneous Expense Allowance (MEA)
- Temporary Quarters Subsistence Expense (TQSE)
- Round Trip Travel for House-Hunting
- POV shipment
- POV drop-off/pick-up
- Real Estate Expenses
- Unexpired Lease
- Personally Procured Move (PPM)
- Household Goods Storage
- Relocation Income Tax Allowance (RITA)

To file PCS voucher(s), please create an inquiry on the Comptroller Services Portal:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>. See page 7 for more info.
Please ensure you provide digital copies of your PCS orders and receipts.



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 (TDY and PCS).

Contact your unit to find the Agency Program Coordinator (APC).

The unit APC can:

- Gain your GTC profile to the current unit
- Grant or extend mission critical status
- Pull your GTC statement
- Increase your GTC limit



When a member is TDY or deployed for more than 45 days they must utilize the Scheduled Partial Payments (SPP) function within DTS. This will send monthly amounts to your GTCC while traveling, which will prevent the account from going past due. A "How-To Guide for Scheduled Partial Payments" can be found on page 19.

Mission critical status stops late fees from occurring on your GTCC. It is used only when a member is unable to submit interim travel vouchers (i.e. SPP).

The GTCC is a government issued credit card. It is your responsibility to keep track of the card's location, status, and balance due. Ensure your GTCC is paid off and is not delinquent. The below chart explains what happens are certain delinquent thresholds.

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

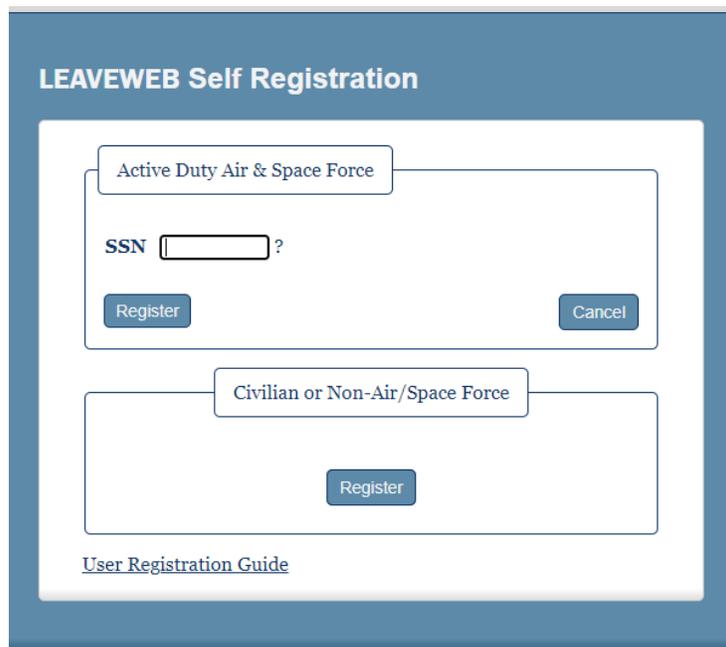
Always update your DTS profile to reflect the correct GTCC information!



What is LeaveWeb?

LeaveWeb is a system the Department of 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) and unit.

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).

Note: If your leave balance ever goes below your protected leave balance, then that will be your new protected leave balance

Example: 75 days protected leave on Sep 2020 LES
Earn 2.5 days in Oct 2020, Take 10 days of leave in Oct 2020
New protected leave balance = 67.5 days

For additional information regarding leave visit:

https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-3003/dafi36-3003.pdf

Information regarding leave due to COVID-19 (i.e. increase of max accrued leave up to 120 days) visit:

https://www.dfas.mil/MilitaryMembers/payentitlements/SLA_AC/



Travel

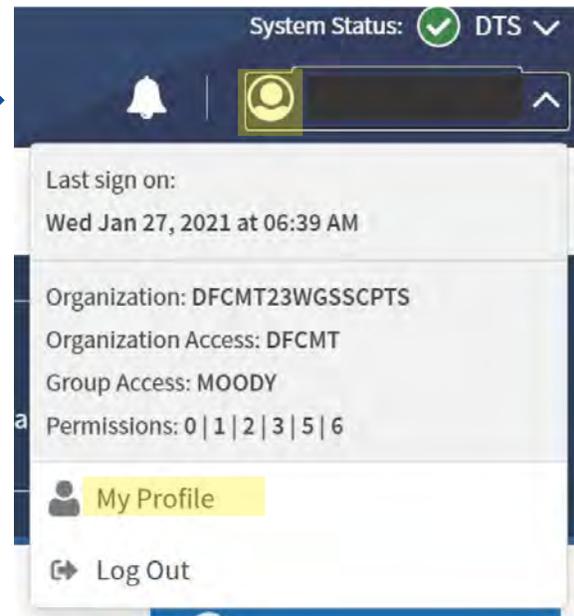
What is DTS?



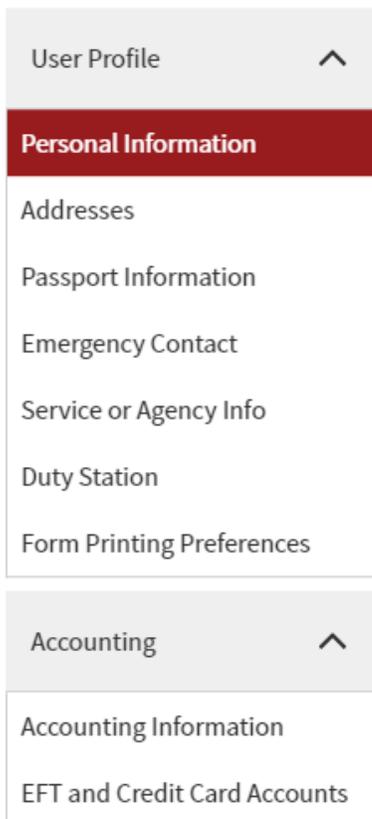
The Defense Travel System (DTS) is a website for DoD members to, book travel reservations, file TDY travel vouchers, and receive payment for their official travel. To access DTS use the following link:

<https://dtsproweb.defensetravel.osd.mil/>

When you login to DTS, ensure your profile is updated. Click your name in the top right corner and select 'My Profile'.



Navigate through each tab to ensure your personal information is accurate. The most important tab is 'EFT and Credit Card Accounts'. If your 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 TRaX: <https://www.defensetravel.dod.mil/neoaccess/login.php>

Completing a TDY Voucher

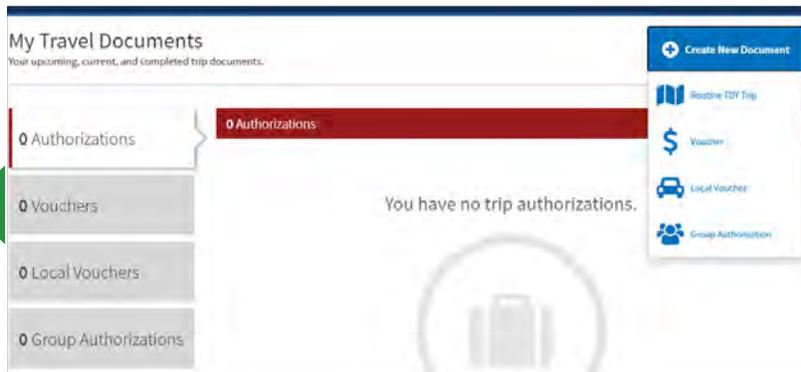


1. After you have returned from your official travel, go to: <https://dtsproweb.defensetravel.osd.mil/>.

2. On the home page, 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 unit Organizational Defense Travel Administrator (ODTA) for assistance.

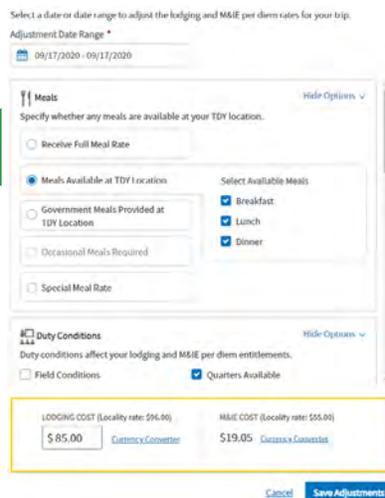


| | | | |
|------------|------------|---------------------------|---|
| 09/16/2020 | 09/18/2020 | NORFOLK NAVAL STATION, VA | + |
| 09/18/2020 | 02/18/2021 | AL UDEID AIR BASE, QAT | + |
| 02/18/2021 | 02/20/2021 | NORFOLK NAVAL STATION, VA | + |

3. Edit the itinerary and update it to reflect your actual travel dates and locations.

Departing and arriving dates should overlap (i.e. departed Baltimore, MD 9/18, arrived Al 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).



5. Select the 'Expenses' tab from the menu on the left side. Add all expenses incurred.

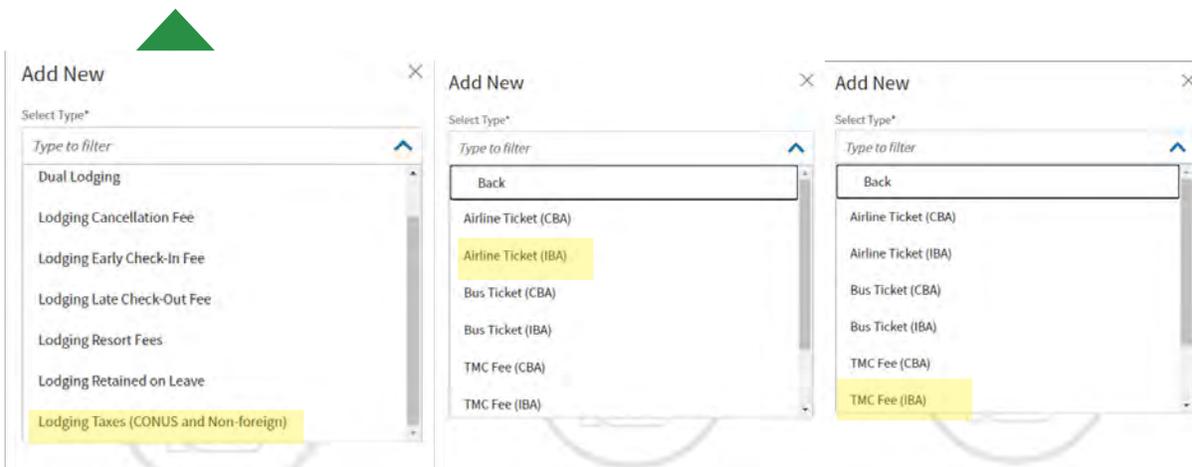
Central Ticket Office (CTO) fees may be claimed as TMC Fee (IBA).

Lodging taxes for CONUS locations will be added in the 'Expenses' tab.

Attach all receipts for expenses greater than \$75.

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

'Method of Reimbursement' should be GTCC for all expenses unless specific 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'. A 'General Power of Attorney' is not authorized for Finance purposes.

During Travel

1. Your deployed entitlements will start after being deployed for 31+ days. Check MyPay for your LES to ensure you are receiving your deployed entitlements. The deployed entitlements are processed automatically by AFCENT Finance, Shaw AFB. 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).
3. If you have dependents or a military spouse and are eligible for Family Separation Allowance (FSA), complete a DD form 1561.
Form: <https://www.dfas.mil/Portals/98/dd1561.pdf>

After Returning

1. File your travel voucher within five days of returning back to PDS.
2. Fill out a DD form 1561 to stop Family Separation Allowance (FSA) and deployed entitlements
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.



Deployed Entitlements



Example LES with Deployed Entitlements

| ENTITLEMENTS | | DEDUCTIONS | |
|--------------|--------------|-------------------|---------|
| Type | Amount | Type | Amount |
| A | BASE PAY | FICA-SOC SECURITY | 158.60 |
| B | BAS | FICA-MEDICARE | 37.09 |
| C | BAH | SGLI | 25.00 |
| D | HDP LOCATION | AFRH | .50 |
| E | IDP | SGLI FAM/SPOUSE | 4.50 |
| F | CLOTHING | MID-MONTH-PAY | 2046.27 |
| G | REFUND DEBT | | |
| 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>

For more information on deployed entitlements visit:
<https://comptroller.defense.gov/Portals/45/documents/fmr/archive/07aarch/07a02.pdf>



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.

Follow These Steps to File an Amendment to an Authorization

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

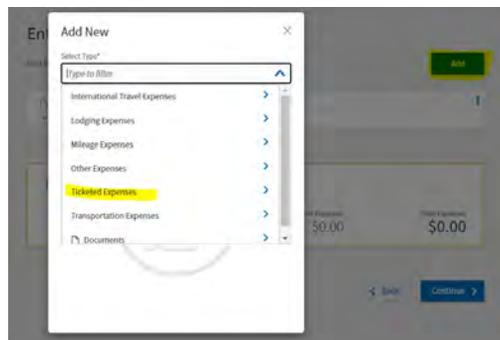
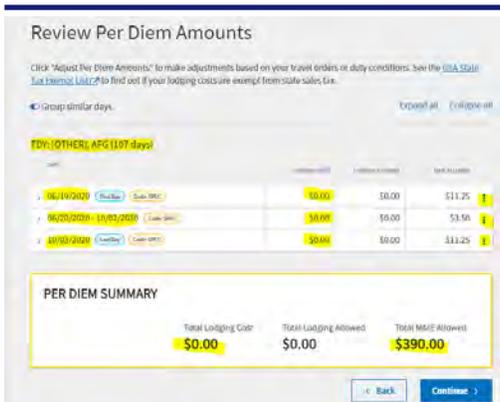
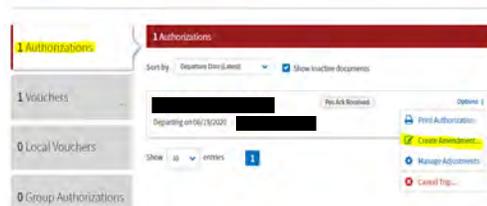
1. Select the 'Per Diem' tab.
2. Select the three dots on the right side to edit the lodging cost. Add the nightly rate you paid in the lodging allowed.
3. Check the dates and M&IE amounts to ensure they are correct to avoid over and/or underpayment.

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.

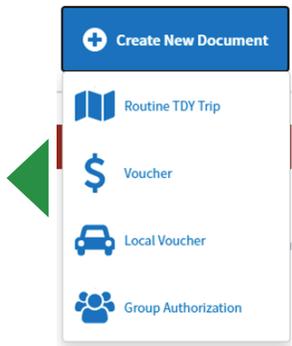




How To File a Deployment Travel Voucher

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) 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 your bank account that is listed in DTS.

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.



Civilian Pay

What is ATAAPS?



Automated Time Attendance and Production System (ATAAPS) provides an automated, single-source input for Civilian employees to report/collect time and attendance (T&A) 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 'AFDW' and under the 'ATAAPS Menu', select 'Labor'.

AIR FORCE/JOINT BASE COMMANDS

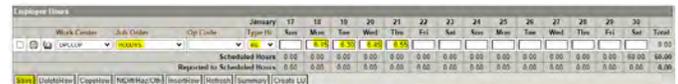
| | | | | | |
|------|-------|--------|----------|------|---------|
| ACC | AETC | AFDW | AFGSC | AFMC | AFOSI |
| AFRC | AFSOC | AFSPC | AMC | ANG | CENTCOM |
| JBER | PACAF | SOCCEM | STRATCOM | USAF | USAFE |



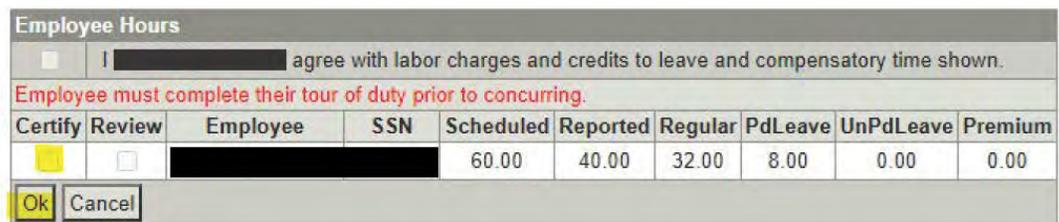
3. Select 'Insert Row' for each 'Type Hr' and insert the amount of hours in each day associated with that code.



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 | | 20. Military Deposit | | | |
| FED | | Y | | 0 | | 0 | | | | | | 0 | | 0 | | | | FERS: | | 635.18 | | | |
| GA | | Y | | 0 | | 0 | | | | | | | | | | | | | | | | | |
| 21. GROSS PAY | | | | Current | | | | Year to Date | | | | 22. TSP DATA | | | | 5% | | | | | | | |
| 906.00 | | | | 860.70 | | | | 1803.00 | | | | 1712.85 | | | | | | | | | | | |
| TAXABLE WAGES | | | | NONTAXABLE WAGES | | | | TAX DEFERRED WAGES | | | | DEDUCTIONS | | | | AEIC | | | | | | | |
| 860.70 | | | | 45.30 | | | | 210.43 | | | | 90.15 | | | | 401.21 | | | | | | | |
| 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

\$ 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/](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

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

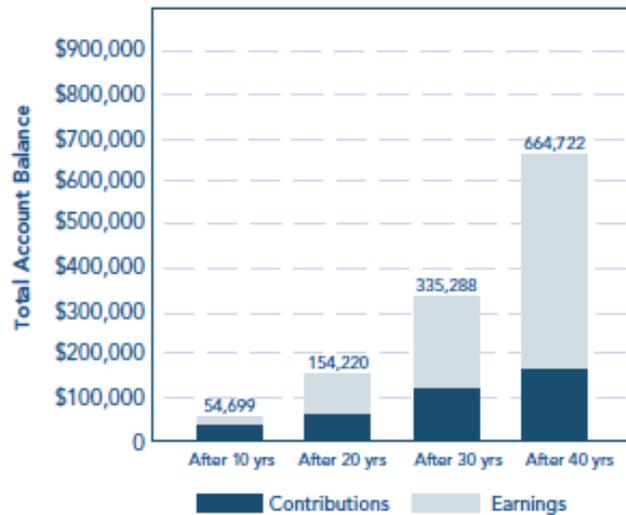
To change TSP contributions go to:
<https://platform.grbinc.com/>



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.

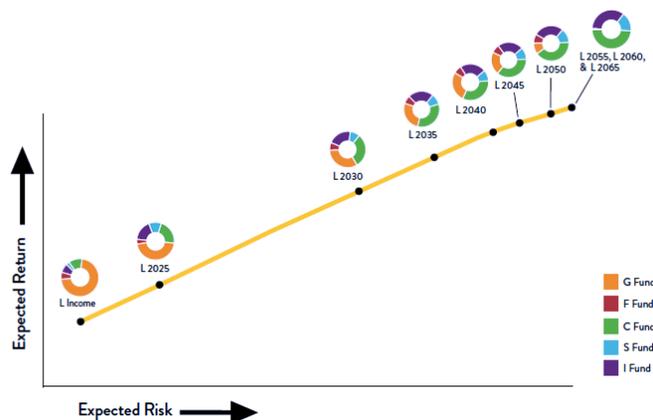
The purpose of the TSP is to provide members with a long-term retirement savings and investment plan. Saving for your retirement through the TSP provides many advantages, to include the following:

- 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>
- ▶ **MyPay**
<https://mypay.dfas.mil/#/>
- ▶ **Retirement Services**
<https://www.opm.gov/retirement-services/fers-information/>
- ▶ **Social Security Deferral**
<https://www.dfas.mil/taxes/Social-Security-Deferral/>
- ▶ **Job Opportunities**
<https://www.usa.gov/>



Out-Processing at JBAB/Pentagon



Leaving JBAB/Pentagon

Members that have received PCS orders will upload a copy of their PCS orders, final out date, and projected departure date to CSP:

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

If you would like to receive a Dislocation Allowance (DLA) advance, please annotate that in your CSP inquiry.

| REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY | | | |
|---|---|--|--------------------------------|
| <small>PRIVACY ACT STATEMENT AUTHORITY: 48 U.S.C. 3603, Secretary of the Air Force 4.0, 5287 (528) as amended. Power and duties, delegation by 32CFR 101.12. Disposal codes, implemented by Air Force Instruction 36-2162, Base-level Relocation Procedures. PURPOSE: Each type of relocation of Air Force personnel requires specific actions described either on a standard entry pending a base letter to the applicable base activity having a responsibility for ensuring accomplishment of the action. NOTICE: In addition to these dislocation benefits generally under 5 U.S.C. 552(b) 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(b)(7) "Warrior Routine Uses" 1999. DISCLOSURE: VOLUNTARY. SSN is used for reference member's official records. Failure to provide SSN may make it difficult for member to receive pay and entitlements in coordination 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. SAFSIC/AFSC | |
| 4. SECURITY CLEARANCE (include date of last investigation) | 5. REPORT TO COMDR, NEW ASSIGNMENT NL: 04 MAR 2020 | 6. TRAVEL DAYS AUTHORIZED # 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. 1749 IS A JOIN SPOUSE ASSIGNMENT (include spouse's grade, name & SSN) NO 15. AUTHORITY FOR CCTVL: | |
| 16. HOMEBASING/FOLLOW-ON ASSIGNMENT (include AAN, GPAS and RNL TD) | | | |
| 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 Subproject Street | | 19. AUTHORITY AND PCS CODE | |
| 22. AETC/FM TDY Funding. | | 21. SSN: | |
| 23a. All other TDY Enroute Funding. | | | |
| Pursuant to AF 32-6001, you will report to the base housing office servicing your new duty station before entering any rental, lease, or purchase agreement for off-base housing. | | | |
| 22. REMARKS (Submit travel voucher within 8 workdays after completion of travel. If TDY amount 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 of gaining base. See remarks for remarks.) | | | |
| 23. DATE | 24. APPROVING OFFICIAL (Type 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. TDN FOR THE COMMANDER | | |
| 30. DISTRIBUTION: AA | 31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL | | |
| 32. ADDRESS OF GAINING MFP: | | | |

Dislocation Allowance (DLA)

DLA partially reimburses a service member for the expenses incurred in relocating the household during a PCS. It is a flat amount based on your pay grade and dependency status, see below for rates:

<https://www.travel.dod.mil/Travel-Transportation-Rates/Dislocation-Allowance/>

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

Separation/ Retirement



Separation/Retirement Briefing

Upon receipt of retirement/separation orders submit an inquiry to CSP requesting a retirement/separation package.

Read the entire finance packet before submitting your documentation.

Permissive Temporary Duty (PTDY) Leave

Permissive TDY is up to 20 days (for members stationed CONUS) of non-chargeable leave authorized for pre-separation or retirement relocation job hunting or residence search.

It is requested through LeaveWeb and approved by your Unit Commander. Ensure Permissive type leave is input using Rule 2 and mark 'In conjunction with Terminal Leave'. Finance authorizes a leave number for these types of leave requests.

See DAFI 36-3003 Table 3.6 rule 2 for more details:
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-3003/dafi36-3003.pdf

Skillbridge

The DoD SkillBridge program allows you to gain civilian work experience during your last 180 days of military service. SkillBridge may be used in conjunction with PTDY and terminal leave. However, you are only authorized to take a combined 180 days. Skillbridge requests are routed through AFVEC, the Education Office, and your unit Commander.

See the SkillBridge website for more details:
<https://skillbridge.osd.mil/>

Terminal Leave

Terminal leave is any of your accrued leave taken before your separation or retirement date.

Terminal leave is a separate leave request than your Permissive leave. Your terminal leave must go until your final day of Active Duty. For terminal leave, you will not be returning to duty afterwards but are still on Active Duty orders.

It is requested in LeaveWeb through your Supervisor then approved by your Unit Commander. Finance authorizes a leave number for these types of leave requests.

Any remaining leave balance on your pay record will be automatically factored into your final pay.

See DAFI 36-3003 for more details:
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-3003/dafi36-3003.pdf

Leave Calculator

To calculate your Permissive TDY and terminal leave dates for out-processing, please [click here](#) to download a leave calculator.

Note: If leave is entered into LeaveWeb with your profile under Andrews AFB, then Andrews AFB will need to assist with your leave request!

Final Pay Information

Your final LES may show \$0.00 for your final pay. This is because your final pay is manually calculated and released by your last servicing finance office. It includes any unpaid pay and allowances minus any deductions on your pay record. The final pay will be released within 15 duty days of your official separation or retirement date.

Any unused leave will be automatically factored into your final pay; however, you may only sell up to a maximum of 60 days of leave in your military career. You will receive a final LES approximately 4-6 weeks after date of separation or retirement. 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/Home.aspx>

Separation and Retirement Travel Voucher



If you are separating or retiring and relocating, then you are authorized to file a final PCS voucher.
 Note: This voucher will only pay per diem and mileage/airfare. **DLA is not payable on a final PCS.**

The travel voucher and instructions are on pages 6-8 of the Finance Retirement/Separation Packet.

Send the final travel voucher, your separation/retirement orders, receipts, and a DD form 1172-2 (DEERS printout, only required for retirees) to AFDW.FM.Bolling.Customer.Service.Mil.Pay@us.af.mil

You must be on PTDY, terminal leave, or already separated in order to start your final PCS.

Upon separation, you have 6 months to complete your move.

Upon retiring, you have 12 months to complete your move.

For a Personally Procured Move (PPM) with a separation/retirement, please contact the Travel Management Office (TMO) at 11LRS.HOUSEHOLDGOODS.LGRD@us.af.mil

| APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION | | | |
|---|--|--|---------|
| AUTHORITY: 37 USC 043, Public Law 95-343, EQ 0307 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 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: <input type="checkbox"/> DATE: ADEQUATE QUARTERS: <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT # EFFECTIVE DATE: INADEQUATE QUARTERS: <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT # EFFECTIVE DATE: TRANSIENT QUARTERS OCCUPIED - UNIT # EFFECTIVE DATES FROM: TO: TITLE SIGNATURE DATE | |
| PART B - MARITAL/DEPENDENT STATUS 6. <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S) MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE: <input type="checkbox"/> DIVORCED (Date) <input type="checkbox"/> LEGALLY SEPERATED (Date) | | | |
| 7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAQ, OR \$ _____ .00 PER MONTH FOR DEPENDENT SUPPORT BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN | | | |
| 8. I <input type="checkbox"/> CLAIM BAQ FOR THE DEPENDENT <input type="checkbox"/> IN <input type="checkbox"/> NOT IN MY CUSTODY LISTED BELOW (Effective Date): Note: Indicate the civilian dependent you are claiming and the relationship (i.e., spouse, legitimate, 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 - MEMBER'S CERTIFICATION (For members with dependents) <input type="checkbox"/> 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 <input type="checkbox"/> YES <input type="checkbox"/> 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 <input type="checkbox"/> START <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL <input type="checkbox"/> REPORT <input type="checkbox"/> STOP <input type="checkbox"/> PARTIAL <input type="checkbox"/> WITHOUT DEPENDENT <input type="checkbox"/> WITH DEPENDENT | | | |
| DEPENDENCY DETERMINATION: I have determined that the above named individual is dependent on the member based on being <input type="checkbox"/> Spouse <input type="checkbox"/> Single member claiming legitimate child in custody of another <input type="checkbox"/> Legitimate child in single members custody <input type="checkbox"/> Parents <input type="checkbox"/> Stepchild <input type="checkbox"/> Adopted Child <input type="checkbox"/> Incapacitated Child <input type="checkbox"/> Illegitimate child or <input type="checkbox"/> Child, member to member marriage <input type="checkbox"/> 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. <input type="checkbox"/> 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 | DATE |

| APPLICATION FOR IDENTIFICATION CARD/DEERS ENROLLMENT | | | | | | | |
|---|--|--|--|--|--|--|---|
| SECTION I - SPOUSE/EMPLOYEE INFORMATION 1. NAME (Last, First, MI) 2. GENDER 3. DATE OF BIRTH (YYYYMMDD) 4. STATUS 5. ORGANIZATION 6. PAY GRADE 7. GRADE 8. COLLEGE 9. DATE OF BIRTH (YYYYMMDD) 10. PLACE OF BIRTH 11. CURRENT HOME ADDRESS 12. CITY 13. STATE 14. ZIP CODE 15. COUNTRY 16. EMPLOYER'S ADDRESS 17. TELEPHONE NUMBER (Include Area Code) 18. CITY OF DUTY LOCATION 19. STATE OF DUTY LOCATION 20. COUNTRY OF DUTY LOCATION | | | | | | | OMB NO. 0704-0175 Civilian approval required 30050303 |
| SECTION II - SPOUSE/EMPLOYEE DECLARATION AND SIGNATURE 21. SIGNATURE (Use right column for employee) 22. SIGNATURE AND SEAL | | | | | | | 23. DATE ISSUED (YYYYMMDD) |
| SECTION III - AUTHORIZED BY 24. SPOUSING OFFICER'S NAME 25. SPOUSING OFFICER'S ADDRESS (Base, City, State, ZIP Code) 26. SPOUSING OFFICER'S TELEPHONE NUMBER (Include Area Code) 27. SPOUSING OFFICER'S EMAIL ADDRESS 28. OVERSEAS ASSIGNMENT COUNTRY 29. OVERSEAS ASSIGNMENT BEGIN DATE (YYYYMMDD) 30. OVERSEAS ASSIGNMENT END DATE (YYYYMMDD) 31. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) 32. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) | | | | | | | |
| SECTION IV - VERIFIED BY 33. TITLE 34. PAY GRADE 35. SIGNATURE 36. DATE VERIFIED (YYYYMMDD) | | | | | | | |
| SECTION V - DEPENDENT INFORMATION (Attach additional pages if necessary) 37. NAME (Last, First, MI) 38. GENDER 39. DATE OF BIRTH (YYYYMMDD) 40. RELATIONSHIP 41. SSN OR DOD ID NO. 42. CURRENT HOME ADDRESS 43. CITY 44. STATE 45. ZIP CODE 46. COUNTRY 47. TELEPHONE NUMBER (Include Area Code) 48. PERIOD TO USE FOR CIVILIAN PURPOSES (If any apply) 49. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) 50. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) 51. NAME (Last, First, MI) 52. GENDER 53. DATE OF BIRTH (YYYYMMDD) 54. RELATIONSHIP 55. SSN OR DOD ID NO. 56. CURRENT HOME ADDRESS 57. CITY 58. STATE 59. ZIP CODE 60. COUNTRY 61. TELEPHONE NUMBER (Include Area Code) 62. PERIOD TO USE FOR CIVILIAN PURPOSES (If any apply) 63. ELIGIBILITY EFFECTIVE DATE (YYYYMMDD) 64. ELIGIBILITY EXPIRATION DATE (YYYYMMDD) | | | | | | | |
| SECTION VI - RECEIPT 65. SIGNATURE 66. DATE ISSUED (YYYYMMDD) | | | | | | | |

Example DD Form 1172-2 (DEERS print-out from MPF), required for a travel claim for retirees with dependents.



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>
- ▶ **JBAB Website**
<https://www.jbab.jb.mil/>
- ▶ **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/>
- ▶ **Leave Calculator**
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/SEP/Terminal%20Leave%20Calculator.xlsx?ver=q14cpPqF1n3sfJlj7nj6vw%3D%3D>



Contact Information

Finance Customer Service

Walk-In Hours:
0830-1130 Mon-Thur

Appointment only:
1230-1500 Mon-Thur

Locations:

Joint Base Anacostia-Bolling
P20 MacDill Blvd SE
Room 105

Pentagon
1240 Air Force Pentagon
Room 5C1049

Comptroller Services Portal (CSP):

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

Military In-Processing:

<https://efinance.sso.cce.af.mil/home>

If you are unable to use CSP, email:

Bolling: AFDW.FM.Bolling.Customer.Service.Mil.Pay@us.af.mil

Pentagon: AFDW.FM.Pentagon.Customer.Service@us.af.mil

General Officer/SES employee: afdwm.dv.customer.service@us.af.mil

Civilian Pay: 11CPTS.CIV.PAY@us.af.mil

DTS/GTC: 11CPTS.GTC.DefenseTravelSys@us.af.mil

Worldwide Mission/Attaché: afdwm.attache@us.af.mil

Phone line:

[\(202\) 284-3328](tel:(202)284-3328)

Book Appointments:

<https://11cpts.setmore.com/>

Feedback: Bolling - <https://ice.disa.mil/index.cfm?fa=card&sp=144703>
Pentagon - <https://ice.disa.mil/index.cfm?fa=card&sp=146118>