



11th Comptroller Squadron Joint Base Anacostia-Bolling & Pentagon



Financial Management Guide



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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)



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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. -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/ -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 MEAL DEDUCTION CHANGE AGENCY CONTRBTN MEAL DEDUCTION 20111 INDEBTEDNESS DUE US PCS FICA RATE CHANGE START INDEBTEDNESS STOP INDEBTEDNESS FICA RATE CHANGE

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.

ALLOTMENT	s
Туре	Amount
COMB FED CAMPAIGN TRICARE DENTAL	5.00 30.15

- The 'Allotments' column deposits money into a separate account. This is used for:
 Secondary savings or checking accounts
 - <u>Privatized housing allotments</u> (not regular housing allotments)
 <u>Dental insurance, Etc.</u>
- 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.
- 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.
- <u>TOT DED</u>: The total of all deductions.
- TOT ALMT: The total of all allotments.
- NET AMT = AMT FWD + TOT ENT TOT DED TOT ALMT
- <u>CR FWD</u>: 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	Wage Period	Wage YTD	M/S/H	Mult Jobs	Dep 17 Under	Othe	r Dep	Α	dd'l Tax	Other Dec	ls Ot	her İn	come	Tax YTD	
TAXES	1784.22	16702.86	s		00	0	00		.00	.00	.00)		1448.46	
FICA	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage	YTD Med Tax	YTD S	TATE	St	Wage Per	iod Wage	YTD	M/S	Ex	Tax YTD	
TAXES	1842.50	17138.26	603.02	1713	38.26 2	48.51 T	AXES	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
- <u>A</u> Civilian Spouse
- <u>C</u> Child(ren), no spouse

- $\underline{\mathbf{R}}$ No dependents
- <u>W</u> Married to a military member, with child(ren)

· I - Married to a military member, no dependents

Note: This is not all codes, only the most common ones. If your code is incorrect, please contact MPF and finance VHA Zip: <u>This is the Zip Code of where you are stationed at</u> <u>on your military PCS orders</u>. Always ensure this is accurate for housing allowance purposes.

TRADITIONAL	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Cur	rent	Inc Pay Rate	Inc Pay Current	Bonus P	ay Rate	Bonus Pay Current
PLAN (TSP)	3	.00	0		.00	0	.00	0	0	.00
ROTH PLAN	Base Pay Rate 0	Base Pay Current	Spec Pay Rate 0	Spec Pay Cur	rent	Inc Pay Rate 0	Inc Pay Current	Bonus P	Pay Rate	Bonus Pay Current .00
CONTRIBUTIONS TOTALS	YTD Deductio 435.40	rns YTD TSP Def 435.40	erred YTD TS	P Exempt	YT	00 ROTH	YTD TSP AGCY 145 14	AUTO	YTD TS	SP AGCY-MATCH

Check all rate boxes to ensure the correct percentage is going to TSP. To change TSP contributions go to: <u>https://mypay.dfas.mil/#/</u> 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.
- <u>CR BAL</u>: 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.

ADSN/DSSN 4128	1-31 JAN 23
SI	UMMARY
+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 150330	RET PLAN HIGH 3

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



<u>2</u>. Select 'Tax Statement (W-2)' under the statements tab.

myPay 2
STATEMENTS
Leave and Earnings Statement (LES)
Personal Statement of Military Compensation (PSMC)
IRS Form 1095
SDP Tax Statement 1099-INT
Student Loan Repayment Program (SLRP) W-2
Tax Statement (W-2)
Travel/Miscellaneous Tax Statement (W-2)
Court Orders
Travel Voucher Advice of Payment (AOP)
Turn On/Off Hard Copy Statements

<u>3</u>. 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.

How To

Wage and Tax

W-2

2020

OMB No. 1545-0008 This is

Wages, Tips, other compens

C 51

Pull a

W-2

						Printer F	Friendly W-2 A			
the Treasury With Employ irnished to th	Internal Revenue Service yee's FEDERAL Tax Return Internal Revenue Service	2016 Travel Misc	ellaneous W-2				¥			
enue Service. If income is taxat	you are required to file a tax ble and you fail to report it.	-		Sun	nmary		-			
2 Federal In	come Tax withheld	1								
41,26										
4 Social Sec	unity Tax withheld	Wages, Tips,	and Other Compe	nsation		\$1.133.22				
6 Medicare	Tax withheld									
183.17		Federal Incor	ne Tax Withheld				5283.31			
8 Allocated	Tips									
10 December	at Case Departure									
tu Depende	nt Gare Benefits									
14 See instri										
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tetirement	Third-party	a Employee's social security n to Employer identification num c Employer's name, address, a	umber d Costrol number and ZIP code		1 Wages, tips, other corrs 1123, 22 3 Social security wages	Sensation 2 Fed 2.4 4 Soc	leval income tax withheld 2.31 sal security tax withheld			
etirement lan	Third-party close bay	a Employee's social security n 6 Employer identification nums 6 Employer's name, address, 1	umber Ser d Control number and ZIP code	-	1 Wages, tps. other comp (1731,22) 3 Social security wages 5 Medicare wages and tp	e. 5 Mer	leral income tax withheld 			
tetirement lan i Income Tax	Third-party sick pay 20 Locality name	a Employee's social security n 6 Employer identification num 6 Employer's nume, address, 1	uniber Ser & Control number and ZIP code		Wages, tips, other comp (133, 22 3 Social security wages Medicare wages and tip T Social security tips	6. 6 Me	leral income tax withheld 			
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etirement lan Income Tax Income Tax he Treasury	Third-party sick pay 20 Locality name 20 Locality name - Internal Revenue Service	a Employee's social security in 10 Employee's Security in 10 Employee's name, address 10 Employee's name, address 16 Estate Employee's name, address	uniber er 14 Control number and 2/P code and 2/P code not 16 State weges, tips, e	n 17 State moone tax	I Wages, Ips, other comp (13):22 Social security wages Medicare wages and top T Social security lips S T Social securit	ensation 2 Feb 200 4 Soci 6 S Mai 10 Dis 14 Se 14 Se 2 Batteen 19 December 2 Constructions	eral moorne tax withheld 			
Setirement ¹ an il Income Tax il Income Tax the Treasury	Third-party sick pay 20 Locality name 20 Locality name - Internal Revenue Service	S Engloyer's social security n B Engloyer's name, address C Engloyer's name, address of Employer's name, address 16 Elsaig Engloyer's state 1.0, 15 Elsaig Engloyer's state 1.0,	uniber re: 12 Control number and 2/P code and 2/P code and 2/P code 16 Chate wages, tips, e re: 16 State wages, tips, e	n 17 State mome tax		2001548550 2 F ed 2 10 4 Soc 6. 8 Ala 10 Do 14 Sa 14 Sa 14 Sa 15 Loant recome ta 19 Loant recome ta 19 Loant recome ta	erat proome tax withheld 			



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

U.S. AIR FORCE COMPTROLLER SERVICES PORT					R PROFILE
HOME INQUIRIES COMPLETED INQUIRIES	ARCHIVED INQUIRIES MY IN	QUIRIES POINTS OF CO	NTACT POLICY MEMOS & GUIDELINES	QUICK LINKS Q&A	(1021) @ SETTINGS
Profile My Documents					
INSTRUCTIONS All fields marked ** must be completed. Personal Details 	Use 'Update' button to Update	your Profile.			😫 UPDATE
Your DoD ID Number * 🛈	Your Assigned Component * 🛈	Your Stal	tus * 🛈 🛛 👋	'our Rank * 🛈	Your Contact Phone Number * 🛈
Enter Your DoD ID Number	Regular Air Force	✓ Select	v	Select	✓ Example (123)555-6789
Organization Details	PASCODE *①				
VES UNU	PASCODE				
					🖺 UPDATE

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).

HOME INQUIRIES COMPLETED INC	QUIRIES ARCHIVED INQUIRIES	MYINQUI	RIES POINTS O	F CONTACT	POLICY ME	MOS & GUIDELINES	QUICK LINKS	Q8
			() UNCLASS	IFIED/FOUO US	E ONLY			
CUSTOMER DETAILS			INQUIRY DETA	ILS				
nquiry Type * 🛈 💿 For Self 🛛 🔿 F	For Other		General	Resource	Managemer	nt		
/our DoD ID Number * 🛈	Your Assigned Component * ()		Subject * (1)					
DoD ID Number	Regular Air Force	~	Enter Subject					
/our Status * 🕡	Your Rank * ()		Category * ()			Sub Category 🛈		
Select 🗸	Select	~	Select		~	Select		~
our Contact Phone Number * 🛈			Description * ()					
Contact Phone Number			2. B 1		-	5 x, x, 1	x -	
Do you know the Unit PASCODE? • ①	MAJCOM/DRU/FOA · ①		= = = .	7				
O YES 💿 NO	AFDW	~						
nstallation/Assigned Location * 🛈	Organization/Unit Name * 🛈							
JBAB BOLLING AFB DC	11 COMPTROLLER SQ							
ervicing Comptroller * 🕕	Servicing MAJCOM * ()							
11 CPTS	AFDW							
PASCODE 0								
BP4WFV0D								
Attach File(s)								

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.



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.



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/.



EDIPI From GAC Card: 15420339	47	
Social Security Number (no dash	s)	
First Name *	M.I. Last Name *	Initial
Email Address *		
Service Type *	PayGrade Type *	
Choose One	Choose One V	
	(total)	
Base *	Unit*	
Choose One	Choose One	~

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

Fínance		😭 🕭 Logged in as: 🔤 🚺 TDY Forms
Personal Information Addresses Dependents	Personal Documents Roles	
Sho	v all dependents Add A Dependent 🗘	
rst Name Last Name Dependent Type Auto C	aimed Active Dependent Actions	
No dependents for	nd	
Dependent		
Dependent's System Settings	Address	
Relationship: * Choose One v	This is a PSC address	
Auto-claim this dependent	Street 1: *	
Dependent has same address as sponsor.	Street 2:	
First Name: * MI:	City:	
Last Name; -	State: * Zip Code: *	

<u>1</u>. Go to <u>https://efinance.sso.cce.af.mil/</u> Sign in using the authentication certificate Select the PCS button at the top-right corner

Finance

Steps to Completing a PCS Voucher

<u>2</u>. Enter a
 'Package Name',
 (Last, First, M.).

<u>3</u>. Enter 'Travel Order Number' obtained from your PCS Orders (Block 27), utilizing only the first 2 letters and last 4 numbers.

reate PCS Package	
CS is the official relocation of an active duty ong with any his or her family, to a different	military service member, duty location, such as a military base.
efore creating a PCS Package, please upda	ate your profile with all current information.
an analysis a differential transformation from	
ne package editor will use information from	your profile.
he package editor will use information from Finance is an unclassified system. Do not e	your profile. Inter or upload classified material.
ne package editor will use information from Finance is an unclassified system. Do not en Package Name: * @	your profile. nter or upload classified material. Travel Order Number: *
ne package editor will use information from Finance is an unclassified system. Do not el Package Name: *	your profile. Iter or upload classified material. Travel Order Number: *
ne package editor will use information from Finance is an unclassified system. Do not e Package Name: * @ Additional Travel Order Numbers:	your profile. Inter or upload classified material. Travel Order Number: * Prior Duty Station: *



<u>4</u>. 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.

🕆 🧟 Logged in

TDY | Forms | Admin

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.

Edit Package Forms	PC S Package Name: 123 Status: In W Form Name: Arrival Worksheet You are not going OCONUS, so the OCONUS into tab and all related fields have been removed.
Arrival Works heet	PCS Information BAH/OHAFSH Travel Dislocation Allovance
Recircal Documenta 🛛 🔮 Submit Doverload / Print	 1. I am married to another military member and ve relocated at Same Separate time(s). a) We lived in the Same Separate household at old PDS. b) We lived in the Same Separate household at newPDS. c) We vere stationed at different PDSs before relocating to newPDS. d) We vere married en route to newPDS (not married at last PDS). 2. I am E4 or above with at least 3 years service without Dependents and do not/will not have Government quarters assigned. 3. I am currently in Billeting/TLF, but WILL be assigned Dorms or Government Base Housing.

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)

igs ackage	•	PCS Package Name; Form Name: TLE	and the second second	Sta	itus: In W
s al Worksheet Receipt et Voucher red Documents it isand / Print	\$0000s	CONUS Dury Stations - PCS Details	Caining Base (from user profile): Date of Arrival Date Assigned Quarters Household Goods Delivered Date Goods Delivered	Moody AFB,	GA
		Lodging Valid During Date TLE Claimed Departure Range For	if Lodging Dependents Type	Add new Nightly Cost	Seve Nodging « Actions
		No lodgin	g records found		-
		Add Lodging Lodging occurred during: Departure Anno Check in / Lodging Start Date: Check Out / Lod TLE Clasmed For: Member Member Member and Dependents Off Date (Re Dependents Only Will firends # of Dependents	nval ging End Date: ेक्व व्यागड Non-Availability Statement) or family		

<u>8</u>. 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.

atros	PC S Package Name: 123 FormName: Travel Voucher (DD 1351-2)	latus: In Work
rms	Detais tinerary Heb	
inter Works treet	Macelaneous	
tavel.Voucher O	Pay this amount to the GTCC 0	
puined Documents 11	O Al	
uniced / Print	O Partial S	
	Have your household goods been shipped?	
	O Yes O No Why Not?	
	Nowmany POVs were used for travel?	
	O 1 O 2 or more	
	Date Arrived on Station:	
	Lave Caneri	
	Dependents	
	Claim all auto-claimed dependents Claim a dependent	
	No dependents found	
	Previous Government Payments / Advances Add new	Payment &
	DO Voucher # Payment Type Location Payment Date Amount Val	d Actions
	No payments found	
	Add newmeal O	
	Date # of Meals Valid Actions	
	Reimbursable Expenses Add newExper	120 Q
	Expense Type Expense Date Receipt Required Amount Valid Ac	tions

Briefin Edit P Form: Anh BAH Lost UR TLE TRO Respin

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.

<u>11.</u> 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:

<u>PCS travel orders</u> (front and back). <u>Airfare and/or hotel receipt</u> (if applicable) <u>Receipts for claimed expenses \$75 or higher</u> If the receipt was charged in foreign currency, attach GTCC statement showing foreign conversion rate.

<u>13.</u> 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

GSA



Concret Convince Administration

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 Chan
- FMS form 2231 Direct Deperture

•			JA	N	JA	RY					FE	BR	UA	RY					P	AN	RCI	Н		
	PP#	S	Μ	т	W	Т	F	S	PP#	S	Μ	Т	W	Т	F	S	PP#	S	Μ	Т	W	Т	F	S
Please download the GSA payroll calendar in order to be aware of pay periods, pay dates, and federal bolidays:	2	1	2	3	4	5	6	7					1	2	3	4					1	2	3	4
		8	9	10	11	12	13	14		5	6	7	8	9	10	11		5	6	7.	8	9	10	11
https://www.gsa.gov/cdnstatic/	3	15	16	17	18	19	20	21	5	12	13	14	15	16	17	18	7	12	13	14	15 "	16	17	18
2023_GSA_Payroll_Calendar-R1pdf.pdf		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					6	26	27	28					8	26	27	28	29	30	31	1

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).

<u>Contact your unit to find the</u> <u>Agency Program Coordinator (APC)</u>.

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.

> CANCELLED/CLOSED CURRENT SUSPENDED CHARGE OFF 1 to 60 Days* 61 to 125 Days* 126 to 210 Days* 211 Davs* File travel voucher No new charges May charge off Submitted for enrollment within 5 days after allowed on card in Salary Offset completion of travel Receive statement Late fee applied at Cardholder may request a Could affect day 75 cardholder's credit travel advance if required to travel rating Day 1 = The day after Additional late fees applied at day 91 and charges post to the cardholder's each 30 day increment thereafter statement Past Due status at day 31 Disputed/Fraudulent transactions must be reported within 60 days of when the charge first appears on a statement

ANNEX 2 DELINQUENCY TIMELINE

*Days = days past billing statement date



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 <u>https://leave.af.mil/login</u> and click the 'Register' button. Follow the 'LeaveWeb Self Registration' form below, and proceed accordingly.



Common Leave Types {Leave Types} {Code} {Chargeable}

Ordinary	Α	Yes
Emergency	D	Yes
Reenlistment	Е	Yes
Sick	F	No
Special	н	No
Terminal	Р	Yes
Awaiting Appellate Rev	R	Yes
Permissive TDY	т	No
Educational Leave of Ab	1	No
Recruiter Assist Prog.	Y	No
Delay En Route/TDY	В	Yes
Delay En Route/PCS	1	Yes
Graduation	J	No
Delay En Route Training	L	Yes

LEAVEWEB Self Registration

Active Duty Air & Space Force	
SSN [?	
Register	
Civilian or Non-Air/Space Force	
Register	
User Registration Guide	

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: <u>https://www.dfas.mil/MilitaryMembers/payentitlements/SLA_AC/</u>



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'. System Status: ODTS V DTS V Last sign on: Wed Jan 27, 2021 at 06:39 AM Organization: DFCMT23WGSSCPTS Organization Access: DFCMT Group Access: MOODY Permissions: 0 | 1 | 2 | 3 | 5 | 6 My Profile Log Out

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.

User Profile

~

Personal Information

Addresses

Passport Information

Emergency Contact

Service or Agency Info

Duty Station

Form Printing Preferences

Government travel authorizes two different types of per diem.

• <u>Lodging Per Diem</u> 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.

• <u>Meals and Incidental Expenses Per Diem</u> 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 ALLOWED

Completing a TDY Voucher



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

<u>2.</u> 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	Q NORFOLK NAVAL STATION, VA	0	0
09/18/2020	02/18/2021	AL UDEID AIR BASE, QAT	Û	0
02/18/2021	02/20/2021	NORFOLK NAVAL STATION, VA	۵	0

<u>4.</u> 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).

<u>5.</u> 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.

'Method of Reimbursement' should be GTCC for all expenses unless specific expenses were paid for with a personal account.

Ay Travel Documents survpiceming, current, and completed trip documents.	Create New Docu
O Authorizations	ations Sector Toy Try \$ Vector
0 Vouchers	You have no trip authorizations.
0 Local Vouchers	
0 Group Authorizations	

 $\underline{3}$. 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).



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

Add New	×	Add New	×	Add New	×
ielect Type*		Select Type*		Select Type*	
Type to filter	^	Type to filter	^	Type to filter	^
Dual Lodging	•	Back		Back	-
Lodging Cancellation Fee		Airline Ticket (CBA)		Airline Ticket (CBA)	
Lodging Early Check-In Fee		Airline Ticket (IBA)		Airline Ticket (IBA)	
Lodging Late Check-Out Fee		Bus Ticket (CBA)		Bus Ticket (CBA)	
Lodging Resort Fees		Bus Ticket (IBA)		Bus Ticket (IBA)	
Lodging Retained on Leave		TMC Fee (CBA)		TMC Fee (CBA)	
Lodging Taxes (CONUS and Non-foreign)		TMC Fee (IBA)		TMC Fee (IBA)	



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.

<u>1</u>. Confirm your GTCC is active and updated in your DTS profile. Citibank: <u>https://home.cards.citidirect.com/CommercialCard/login</u> DTS: <u>https://dtsproweb.defensetravel.osd.mil/</u>

Before Departing

<u>2</u>. Create and save a MyPay username and password. MyPay: https://mypay.dfas.mil/#/

<u>3</u>. Contact the Legal Office for a 'Special Power of Attorney'. A 'General Power of Attorney' is not authorized for Finance purposes.

<u>1</u>. 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/#/

<u>2.</u> 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

1. File your travel voucher within five days of returning back to PDS.

<u>2.</u> 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

<u>3.</u> Check your LES in one to two pay periods to ensure your deployed entitlements, including FSA, have stopped.

During Travel

After

Returning





Example LES with Deployed Entitlements

	ENTI	LEMENTS		DEDUCTION	S
	Туре		Amount	Туре	Amount
ABCDEFGHIJKLMNO	BASE PAY BAS BAH HDP LOCATIO IDP CLOTHING REFUND DEBT	N	2558.10 372.71 1059.00 100.00 225.00 549.71 25.00	FICA-SOC SECURITY FICA-MEDICARE SGLI AFRH SGLI FAM/SPOUSE MID-MONTH-PAY	158.60 37.09 25.00 .50 4.50 2046.27
	TOTAL		4889.52		2271.96

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

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



How To Set Up Scheduled Partial Payments

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

Follow These Steps to File an Amendment to an Authorization

If you hear the term "accrual voucher" it was the old term used for "Scheduled Partial Payment" (SPP).	 Open DTS, go to the 'Authorization' page and find the correct approved authorization Select the "Create Amendment" link A box will pop up and ask why you are amending the orders. Type "/Schedule Partial Payments, Accrual/" and then select 'Amend Document'. 	1 Autocastore 1 Autocastore 1 Votichets Sorthy Deams the Local 0 Local Vouchers Sherring on 66/10000 0 Groups Autocastore 1
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 YOU HAVE LODGING EXPENSES, FOLLOW THESE STEPS Select the 'Per Diem' tab. Select the three dots on the right side to edit the lodging cost. Add the nightly rate you paid in the lodging allowed. 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. 	Conception Handblackers
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.	 TO ADD MORE EXPENSES Select the 'Expenses' tab. Select 'Add'. 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'. To add lodging tax expense, select 'Lodging. Expense' and then 'Lodging Taxes (CONUS and Non-foreign)'. Select the 'Accounting' tab. Review amounts and select 'Request SPP'. Sign and Submit. A SPP can be set up after the required 31st day of the trip. 	Add New Ment Tar" Type in film Ment Tar" Des in Million Ment Tar" Ment

Information to Know Before You Start



\$11.25 \$3.56

\$390.00

-

\$0.00

How To File a Deployment Travel Voucher

1. Navigate to DTS at https://dtsproweb.defensetravel.osd.mil/.

<u>2</u>. 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.

 $\underline{3}$. 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.

09/17/2020 - 09/17/2020		
Meals Specify whether any meals are available at yo Receive Full Meal Rate	Hide Options 🗸	
Meals Available at TDY Location Government Meals Provided at TDY Location Occasional Meals Required	Select Available Meals Select Available Meals Breakfast Lunch Dinner	١.
Special Meal Rate		5 ti fo a
Duty Conditions	Hide Options ~	
Field Conditions	Quarters Available	-
LODGING COST (Locality rate: \$96.00) \$ 85.00 Currency Converter	M&IE COST (Locality rate: \$55.00) \$19.05 <u>Currency Converter</u>	

a date or date range to adjust the lodging and MAIE per diem rates for y

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.

your bank account that is listed in DTS.

7. Review, sign and submit voucher. The voucher will pay out directly to

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.





<u>4</u>. 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.







Family Separation Allowance

A service member with dependents who serves on an unaccompanied tour of duty for 30+ days may be entitled to a Family Separation Allowance (FSA) of \$250 per month, prorated at \$8.33 per day.

FSA accrues from the day of departure from the home station and ends the day prior to arrival at the home station.

Members are only entitled to FSA if they have dependents residing in the same household and were separated due to their military orders.



Steps to Filing FSA

<u>1.</u> On the 31st day of your trip, fill out a DD 1561 and provide DD1610 (printed version of your DTS authorization) requesting FSA. Submit documents to CSP:

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

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

<u>3.</u> 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 married to another military member with no dependents, only one member will receive FSA.

SIATE	MENT TO SUBSTANTIATE PAYNE	NT OF FAMILY SEPARATION ALLOW	NANCE (FSA)
	PHIVAC	ACT STATEMENT	
PRINCIPAL PURPORT	To evaluate members accordent for Fit.4.		
OUTINE USES	a. Serves as substantiating document for I	GA payments and input into the member's pay a	scourt.
	b. Provides an audil trail for validating pro-	priety of payments and to assist in sollecting emo-	neous payments
HICLOSURE:	C. Provides a record in service memory a Discourse of your social security number a	ing other personal information is voluntary, How	net. If requested information
	is not provided, PCA art not be bonadered		
NAME OF MEMORY	A ser Herr samer men 2. GRADE 3.	BOCIAL BECURITY NUMBER & BRANCH &	ND ORGANIZATION
PA	RT I - MEMBER COMPLETES THIS SE	CTION TO SUSSIANTIATE ENTITLEMEN	T TO FAA
. TYPE BAR another	*	E POWER PTS COMBENT ADDREEDED.	PRESENTATION.
FEA-T (Temporary)	FSA-R (Resincted) FSA-S (Ship)		
DATE COMMON DE	PLATED RESIDENCE TO UNIT HOME	+	
STATION IMPOUNDS			
I CERTIFY TO THE	OLLOWING FACTS OF ANTINE DISTRICT		
A 1 am not divorce	d or legally separated from my spouse.		
b. My dependent o	hild (children) was (eere) not in the legal cush	ody of another person when I received my military	orders.
c. My dependent (other than my spouse, see line f. below) is not	a member of the military service on active outy.	
a. Wy sole depend	ent is not to an institution for a known period o	Fover 1 year or a period expected to exceed 1 ye	HAR.
a ran saming P	SA for my parentis, for aborn I have a output my deservation. I have assumed the faddle	and approved dependency status and an resident and resonabilities thereof at the address estimates of the second status of the second	parts, and i maintain a
neute suring pe	mode of seave or such other times as my duty	assignment may permit.	and the same of the
1. Lan martes lo	another military member summily serving on a	mitter duly and my spouse 🗌 was 🗐 was to	dresiding with me immediated
Denote being set	parameters by execution of my military orders.		
spouses use	Branch and C	ongonen.	
g My last TOY or o	bepicyment, if any, 🛄 was 🛄 was not w	min the last 30 days from the TDV or deployment	4
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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

<u>1.</u> Navigate to the following ATAAPS link and log on with your authentication certificate: https://af.ataaps.csd.disa.mil/.

<u>2.</u> Select 'AFDW' and under the 'ATAAPS Menu', select 'Labor'.

CC	AETC	AFDW	AFGSC	AFMC	AFOSI
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Timekeeping	Administration	Accounting	Utilities
Labor	Certification	Job Order	Inquiries
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<u>3</u>. Select 'Insert Row' for each 'Type Hr' and insert the amount of hours in each day associated with that code.

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<u>4</u>. 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.

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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'.



3. Fill out the form with the type of leave you are taking. Total



- LH: Holiday

- RG: Regular (Graded)

- KA: Leave With Out Pay

- LN: Administrative

Common Codes

- HG Holiday Work
- CB Travel Comp
- CB Travel Comp - CD Credit Hours
- CE Comp Time
- 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: <u>https://mypay.dfas.mil/#/</u>. 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.

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Every Civilian PCS is very unique in the processes and forms required for reimbursment. When you arrive at JBAB/Pentagon, submit an inquiry on the Comptroller Services Portal (CSP) to have the required forms for your specific move sent to you: <u>https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx</u>. Please ensure you include a copy of your PCS orders on your initial CSP inquiry.

Repayment of Excess Withholding Tax Allowance (WTA)

WTA is calculated using the current prescribed withholding tax rate of 22%, 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 25% 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 33.33 percent.

If you anticipate your marginal Federal tax rate will be less than 25 percent, then you may want to decline WTA to avoid overpayment and a DUE U.S. debt when your Relocation Income Tax Allowance (RITA) 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 Form

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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 visit: <u>https://www.tsp.gov/</u>

The TSP is a retirement savings plan similar to 401(k) plans offered to private sector employees.







Contributions Earnings

Agency/Service Contributions to Your Account (FERS and BRS Participants Only)

	Your agency/se	Your agency/service puts in:							
You put in:	Automatic (1%) Contribution	Matching Contribution	contribution is:						
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.



Expected Risk



Civilian Resources



<u>ATAAPS</u>

https://af.ataaps.csd.disa.mil/



Change TSP Contribution https://platform.grbinc.com/



<u>Comptroller Services Portal</u> <u>https://usaf.dps.mil/teams/SAFFMCSP/portal/Site-</u> Pages/userprofile.aspx

<u>MyPay</u> https://mypay.dfas.mil/#/

Retirement Services

https://www.opm.gov/retirement-services/ fers-information/

Social Security Deferral <u>https://www.dfas.mil/taxes/Social-Security-</u> <u>Deferral/</u>

Job Opportunities https://www.usa.gov/



Out-Processing at JBAB/Pentagon

Leaving JBAB/Pentagon

Members that have recieved 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 AUTHORIZATIO	N FOR PE	RMANENT CI	HANGE OF	STATION -	MILITARY
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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 preseparation 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: <u>https://static.e-publishing.af.mil/production/1/af_a1/</u> <u>publication/dafi36-3003/dafi36-3003.pdf</u>

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

Leave Calculator

To calculate your Permissive TDY and terminal leave dates for out-processing, please <u>click here</u> 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: <u>https://mypay.dfas.mil/</u>.

For assistance with retirement, submit an inquiry on Comptroller Services Portal (CSP): <u>https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx</u>

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 <u>AFDW.FM.Bolling.Customer.Service.Mil.Pay@us.af.mil</u>

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.

APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION										
ALITHORITY: 37 USC 043 Dublic Law 05-343 EO 0307 PRIVACY ACT STATEMENT										
PURPOSE: To start, adjust or terminate	military men	nber's entitlement	to BAQ							
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DISCLOSURE: Voluntary. However, fallu	re to provide	all Information In	cluding Socia	Security Number (SSN) may result in	nonpayme	nt of BAQ			
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8. I 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, legitimate, illegitimate, incapacitated, adopted, step-child or parent) if dependent is a child include the date of birth (DOB)										
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For a Personally Procured Move (PPM) with a separation/retirement, please contact the Travel Management Office (TMO) at <u>11LRS.HOUSEHOLDGOODS.LGRD@us.af.mil</u>

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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/bah Calc.cfm

BAH Policies

https://comptroller.defense.gov/Portals/45/ documents/fmr/current/07a/07a_26.pdf

<u>CitiBank</u>

https://home.cards.citidirect.com/ CommercialCard/login

<u>Comptroller Services Portal</u> <u>https://usaf.dps.mil/teams/SAFFMCSP/portal/</u>

SitePages/userprofile.aspx



https://efinance.sso.cce.af.mil/



<u>Defense Travel System</u> <u>https://dtsproweb.defensetravel.osd.mil/</u>



LeaveWeb <u>https://leave.af.mil/login</u>

JBAB Website <u>https://www.jbab.jb.mil/</u>

MyPay https://mypay.dfas.mil/#/

Pay Tables https://www.dfas.mil/militarymembers/ payentitlements/Pay-Tables/

Retirement Information <u>https://militarypay.defense.gov/</u>

<u>TSP Information</u>
 <u>https://www.tsp.gov/</u>



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: <u>AFDW.FM.Bolling.Customer.Service.Mil.Pay@us.af.mil</u> Pentagon: <u>AFDW.FM.Pentagon.Customer.Service@us.af.mil</u> General Officer/SES employee: <u>afdw.fm.dv.customer.service@us.af.mil</u> Civilian Pay: <u>11CPTS.CIV.PAY@us.af.mil</u> DTS/GTC: <u>11CPTS.GTC.DefenseTravelSys@us.af.mil</u> Worldwide Mission/Attaché: <u>afdw.fm.attache@us.af.mil</u>

Phone line: (202) 284-3328

Book Appointments: https://11cpts.setmore.com/

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