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Welcome to Vandenberg Space Force Base

A guide to military finances

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What is MyPay?

MyPay is an online application that allows members to manage their pay information, Leave and Earnings Statements (LES), W-2s, and more.

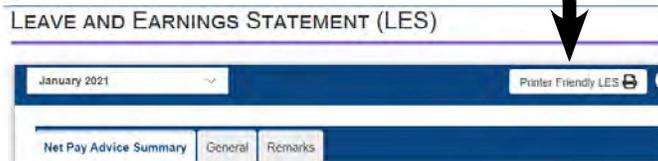
TIP! Create a username and password! This will allow members to access information without a CAC.

1. Follow this link to access MyPay:

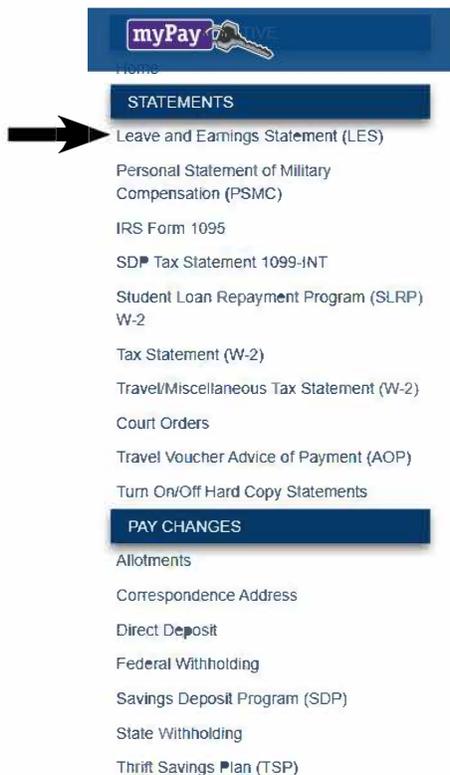
<https://mypay.dfas.mil/#/>



4. Members can review all pay information on this tab or select 'Printer Friendly LES' for a full statement.



- 2. Select authentication for the certificate. Make sure to have your phone on you for 2 step authentication.
- 3. Select 'Leave and Earnings Statement (LES)'.



5. If this is a member's first month at their first duty station the document will pull up something similar to below. The member's first LES is not available yet. To ensure members are gained to Vandenberg the 'ADSN' (Block 3) should be **4046**. Members should check the account number and bank information to ensure their paycheck goes to the right account.

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY NET PAY ADVICE			
The amount in block 6 is your net pay for the pay day indicated in block 4 and was sent to the financial organization in block 7 for credit to your account. When cashing a personal check at your financial organization on payday, advise your teller you are a participant in the Direct Deposit Program. It will help you with better service. If you are paid once a month or you do not have your pay sent to a financial organization for direct deposit, information in block 5 through 7 will not be present and this form is intended to provide you with the remarks information only.			
1. MEMBER'S NAME AND ADDRESS	2. SSN	3. ADNS/DSSN	4. PAY DATE
		ADNS	21 JAN 18
	5. ACCOUNT NUMBER	6. NET PAY AMOUNT	
		\$1,366.75	
7. YOUR NET PAY WAS FORWARDED TO:			
8. REMARKS			

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													
L													
M													
N													
O													
	TOTAL	2260.11		1481.76					.00				
									DIEMS	RET PLAN			
									191025	BLENDE			
FED TAXES	Wage Period	Wage YTD	M/S/H	Mult Jobs	Dep 17 Under	Other Dep	Add'l Tax	Other Deds	Other Income	Tax YTD			
	1784.22	16702.86	S		00	00	.00	.00	.00	1448.46			
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD	
	1842.50	17138.26	603.02	17138.26	248.51			.00	.00	S	00	.00	
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	PARTIAL		00000	.00	0			0			.00		
TRADITIONAL PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current					
	3	.00	0	.00	0	.00	0	.00					
ROTH PLAN	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current					
	0	.00	0	.00	0	.00	0	.00					
CONTRIBUTIONS TOTALS	YTD Deductions	YTD TSP Deferred	YTD TSP Exempt	YTD ROTH	YTD TSP AGCY-AUTO	YTD TSP AGCY-MATCH							
	435.40	435.40	.00	00	145.14	.00							
CM AGCY CONTR	AGCY-AUTO	AGC-MATCH	LEAVE	BF Bal	Emd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose		
	19.43	.00		18.0	7.5	0	25.5	120.0	.0	.0	.0		
REMARKS: YTD ENTITLE 22947.27 YTD DEDUCT 6469.14													
IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.						AND SELF-SERVICE CAPABILITIES, GO TO HTTPS://WWW.AFPC.AF.MIL/SUPPORT/AFIPPS/.							
-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.						-SERVICE MEMBERS INVITED TO THE DOD'S MILLENNIUM COHORT STUDY CAN NOW ENROLL AT MILLENNIUMCOHORT.ORG.							
-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						MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000							
-LOOK FORWARD TO 2021 FOR THE INITIAL RELEASE OF THE AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM (AFIPPS)! FOR MORE INFORMATION ON THE						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]							

5
6
7
8

4

1

2

3

Always read the 'Remarks' section for important information!

Understanding the Leave and Earnings Statement (LES)



1

ENTITLEMENTS	
Type	Amount
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
L	
M	
N	
O	
TOTAL	2260.11

Entitlements will include the members base pay and associated Basic Allowance for Housing (BAH). If members are in the dorms they will receive \$7.80 for BAH. Everyone will have basic allowance for subsistence on their entitlements. If a member has a pending debt or debt balance, it will appear in this column as 'ADVANCE DEBT'. For more information regarding entitlements visit:

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

- Deductions will include life insurance for the member and dependents.
- Airmen who utilize the dining facility will have a meal deduction in this category.
- **FICA - Soc Security:** All employees are taxed at 6.2% of their income for the first \$118,500 each year.
- **FICA - Medicare:** All employees are taxed 1.45% of their income each year.
- For more information about deductions visit: <https://www.dfas.mil/MilitaryMembers/paydeductions/deductions/>

2

DEDUCTIONS	
Type	Amount
FEDERAL TAXES	159.61
FICA-MEDICARE	26.72
SGLI	25.00
AFRH	.50
MGIB	100.00
MEAL DEDUCTION	453.15
TRADITIONAL TSP	58.24
DEBT	522.31
DEBT	136.19

3

ALLOTMENTS	
Type	Amount
COMB FED CAMPAIGN	5.00
TRICARE DENTAL	30.15

Allotments will provide specific options that members have selected to pay for. This will include dental plans for their dependents. This also includes discretionary and non-discretionary allotments for savings and/or checking accounts, insurance, bonds, etc.

The ADSN should always say 4046 while stationed at Vandenberg. If you see '9999' this means you have not been gained to the base.

- **AMT FWD:** The amount of all unpaid pay and allowances due from the prior LES.
- **TOT ENT:** The total of all entitlements and/or allowances listed.
- **TOT DED:** The total of all deductions.
- **TOT ALMT:** The total of all allotments.
- **NET AMT = AMT FWD + TOT ENT - TOT DED - TOT ALMT**
- **CR FWD:** The dollar value of unpaid pay and allowances that will reflect on the next LES as AMT FWD.
- **EOM PAY:** The actual amount of the payment to be paid to the member on end-of-month payday.
- **DIEMS:** The Date Initially Entered Military Service. This date is used to indicate current retirement plan.

ADSN/DSSN	PERIOD COVERED
4052	1-31 DEC 20
SUMMARY	
+Amt Fwd	.00
+TOT ENT	2260.11
-TOT DED	1481.76
-TOT ALMT	.00
=NET AMT	778.35
-CR FWR	.00
=EOM PAY	778.35
DIEMS	RET PLAN
191025	BLENDE

5

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	FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD
	1842.50	17138.26	603.02	17138.26	248.51	TAXES			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 the type of dependent.
- **A** - Spouse
- **C** - Child
- **L** - Member married to member with no dependents
- **K** - Ward of the court
- **L** - Parents in Law
- **R** - Ownright
- **S** - Student (age 21-22)
- **I** - Handicapped child over age 21
- **W** - Member married to member, child under 21

6

PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depos	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN
	PARTIAL		00000	00				0			00		

VHA Zip: This should be the zip code where members currently reside. Always ensure this is accurate for housing allowance purposes.

7

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.

8

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.



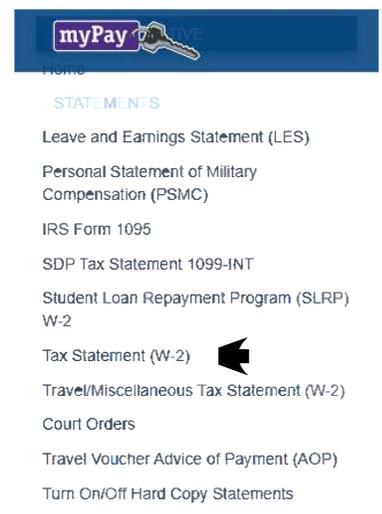
How to pull a W-2

in



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.



Status Changes

Change in dependency?

Members will submit an inquiry on the Comptroller Services Portal (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>) attaching an AF Form 594. Attach all back up documentation (i.e. marriage certificate, birth certificate, and/or divorce decree). Members will need to fill out this form to ensure they are receiving the correct BAH rate. This form will also need to be refilled every four years if the member is still at Vandenberg AFB to re-certify their dependents. If you do not re-certify, you could be subjected to a lower BAH entitlement than usual.



Moving out of the dorms?

Members will need to work with dorm management to obtain all required paperwork. Dorm management will notify Finance when they have moved. Members should contact Finance to ensure their pay status has updated.

Any member "mandated" off base (i.e., ordered or directed) will be authorized PDLA entitlements.

Rank change?

This update is made through the Military Personnel Flight (MPF). Members must take the appropriate actions to update all systems including the Defense Travel System (DTS), LeaveWeb, and any other systems regarding new rank. If there are any issues with your rank, notify the Military Personnel Flight (MPF) to correct the issue as finance is not the POC for these matters.



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
DVA CE DEBT	6
TOTAL	2260.11

It is extremely important to update Finance and MPF with any changes that could affect pay. If members do not update both offices, it could result in a large debt that will be deducted from future paychecks.

DEDUCTIONS	
	Amount
FEDERAL TAXES	159.61
FICA MEDICARE	28.72
9GLI	25.00
	50
AKGIB	100.00
MISAL DEDUCTION	453.15
TRADITIONAL TSP	55.29
DEBT	522.31
DEBT	106.16

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

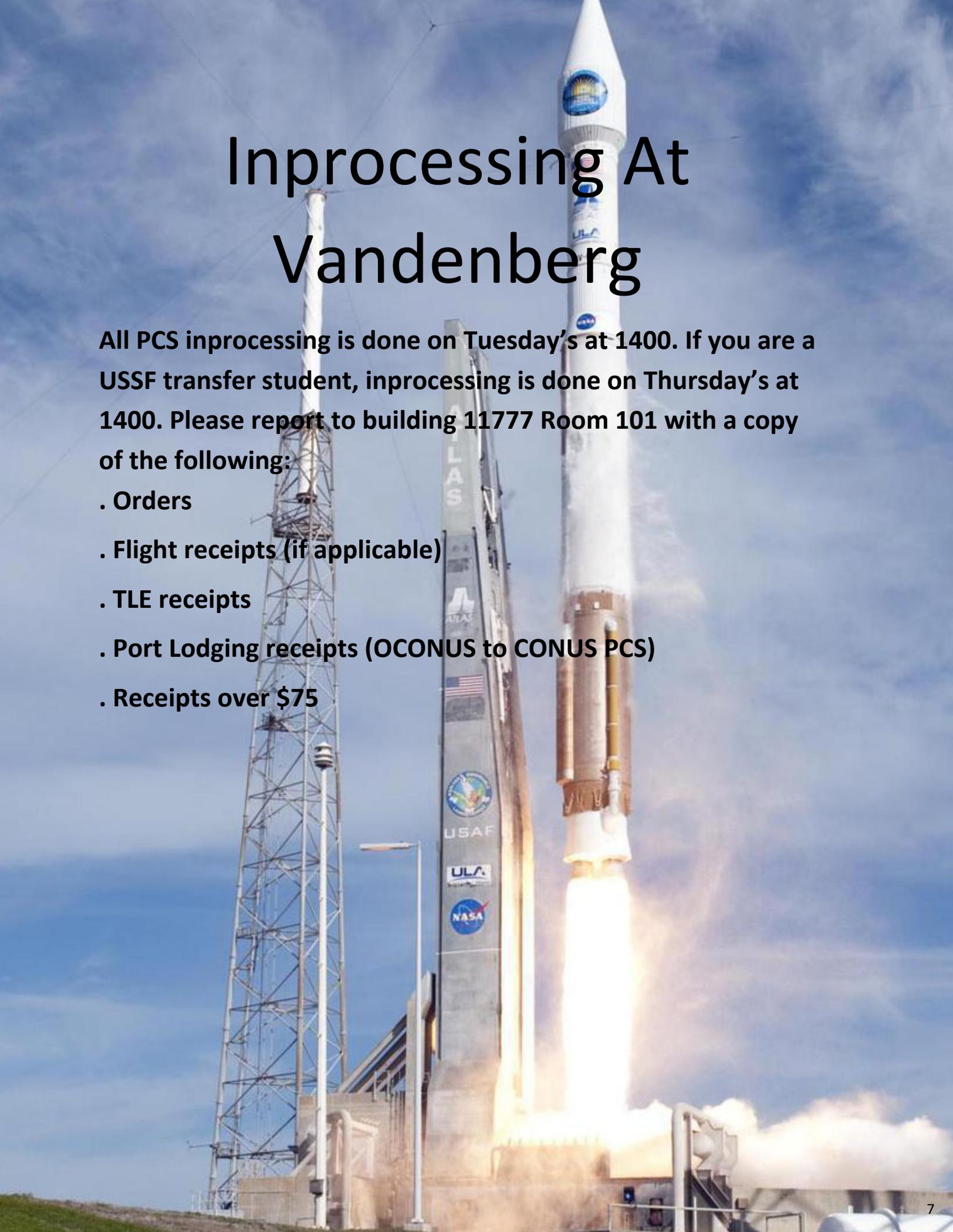


Inprocessing At
Vandenberg

Inprocessing At Vandenberg

All PCS inprocessing is done on Tuesday's at 1400. If you are a USSF transfer student, inprocessing is done on Thursday's at 1400. Please report to building 11777 Room 101 with a copy of the following:

- . Orders
- . Flight receipts (if applicable)
- . TLE receipts
- . Port Lodging receipts (OCONUS to CONUS PCS)
- . Receipts over \$75



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 (unless an exemption is granted). This includes temporary duty (TDY) and permanent change of station (PCS) travel.

Members must sign a Statement of Understanding (SoU) upon arrival at every new duty station, or every three years. Members will also show their GTCC transfer letter to their gaining Agency Program Coordinator (APC). This will pull their GTCC into the new unit hierarchy.



When a member goes on any authorized travel for more than 30 days they must utilize the Scheduled Partial Payments (SPP) function within DTS. This will send increment amounts to their GTCC while they are traveling, which will prevent the account from going past due.

Mission critical status is used only when a member is prevented from submitting interim travel vouchers (i.e. SPP). This includes but is not limited to a location with no internet access. Mission critical status must be reflected on the cardholder's approved travel orders.

Members are responsible for paying their GTCC bills promptly, regardless of whether or not they have been reimbursed. If a member neglects to pay or file a travel voucher, their account will go past due. The chart below explains each past due bracket. For more information regarding GTCC visit: <https://www.defensetravel.dod.mil/site/govtravelcard.cfm>.

EX 2 DELINQUENCY TIMELINE

CURRENT 1 to 60 Days*	SPENDED 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!



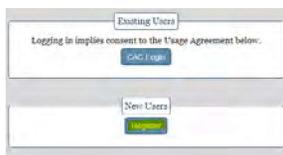
What is LeaveWeb?

LeaveWeb is a system the Air Force utilizes to authorize military leave and to document the start and stop of leave. When a member relocates to a new base they will need to update their profile to reflect the new Permanent Duty Station (PDS).

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



ATTENTION: ALL MEMBERS WITH PRIVILEGES In order to be made compliant, our most recent version deployed on 4 January requires all member privileges that did not have supporting documentation for their Role Privileges. Please make sure you request through the AFMOC Helpdesk and be sure that your ID2875 or G-Series Order does NOT contain any part of your SSN since the exam process requests that contain PII. Sorry for any inconvenience this has caused. Thank!



LEAVEWEB Self Registration

Active Duty Air & Space Force

SSN []?

Civilian or Non-Air/Space Force

[User Registration Guide](#)

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 2024 (i.e. September 30, 2024).



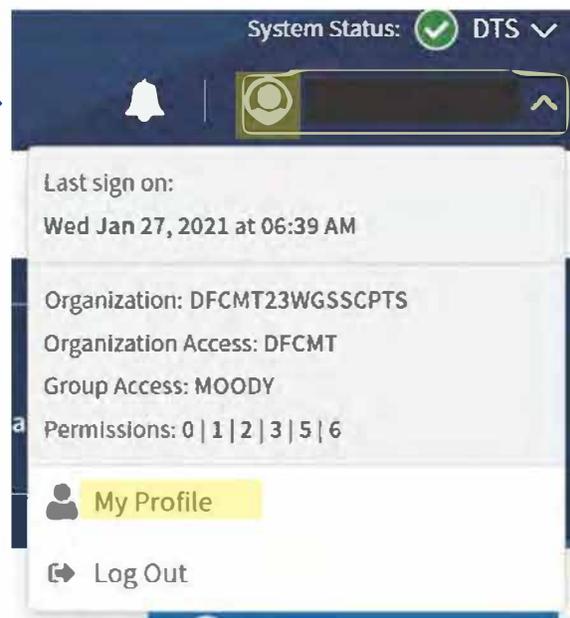
Travel

What is DTS?

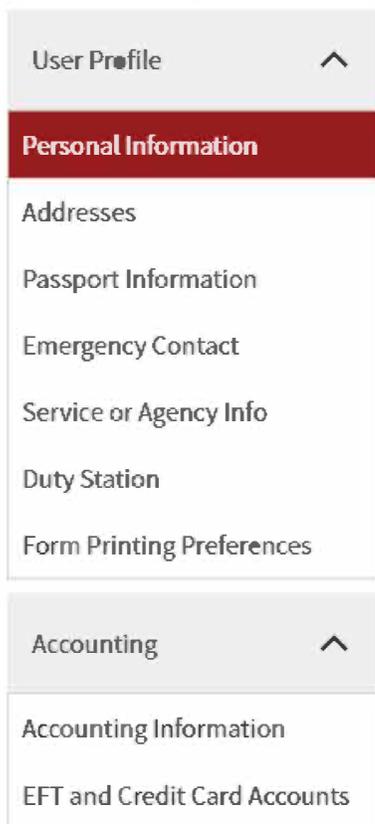


The Defense Travel System (DTS) is a fully integrated, automated, end-to-end travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between bank accounts and the Government Travel Charge Card (GTCC) vendor. To access DTS use the following link: <https://dtsproweb.defensetravel.osd.mil/>.

When you log on to DTS, you want to make sure everything in the profile is correct. Click your name in the top right corner and select 'My Profile'.



Navigate through each tab to ensure personal information is correct. The most important tab is 'EFT and Credit Card Accounts'. If the account numbers are incorrect the travel voucher will not pay out correctly.



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

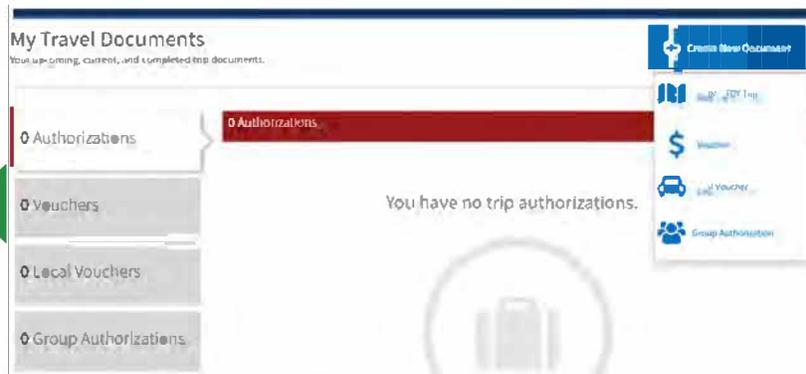
For more information on how to file a travel voucher in DTS visit: <https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>

Completing a TDY Voucher



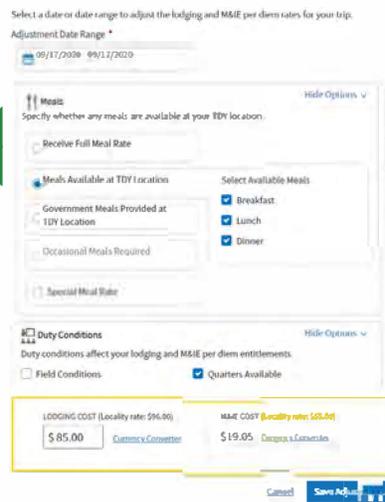
1. After you have returned from your trip, go to: <https://dtsproweb.defensetravel.osd.mil/>.

2. On the home page you will select 'Create New Document' in the upper right corner. Select 'Voucher' and a pop up will appear with any authorizations that do not have a voucher associated with it. Select the authorization that you are trying to claim expenses for. If there are no authorizations you can create an authorization or contact your Organizational Defense Travel Administrator (ODTA) for assistance.



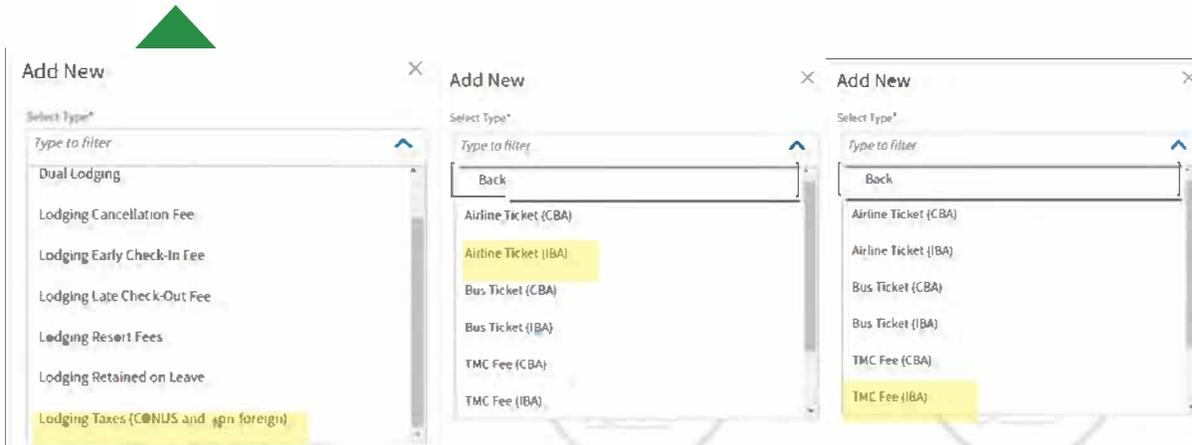
3. Edit the itinerary with the exact dates and locations. The dates that are in the voucher are estimated dates off of the authorization and may vary from actual travel that occurred. Departing and arriving dates should overlap (i.e. Norfolk departed 9/18, arrived Al Udeid 9/18).

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). If you stayed in Government dorms, check 'Quarters Available'.



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

5. Select the 'Expenses' tab from the menu on the left side. Add all expenses incurred. Airline tickets should always be Individual Billed Account (IBA) unless there is a Memorandum For Record (MFR) for Centrally Billed Accounts (CBA). Central Ticket Office (CTO) fees may be claimed as TMC Fee (IBA). Lodging taxes for CONUS locations will be added in the 'Expenses' tab. Attach all receipts for expenses greater than \$75. 'Method of Reimbursement' should be GTCC for all expenses unless, for rare cases, in which expenses were paid for with a personal account.



The logo of the 30th Comptroller Squadron is a circular emblem with a blue background. It features a central white compass rose with a red needle pointing upwards. A large yellow dollar sign (\$) is positioned below the compass rose. Three yellow stars are arranged in an arc above the compass rose, connected by thin yellow lines. A yellow banner at the bottom of the emblem contains the text "30TH COMPTROLLER SQUADRON" in black, uppercase letters.

Contingency, Exercise, and Deployment



Pre-Deployment Information

When you are tasked for a deployment there are a couple of responsibilities you must complete with your finances before you depart, while you are traveling, and when you return.

Before Departing

- 1. Confirm your GTCC is active and updated in your DTS profile.**
Citibank: <https://home.cards.citidirect.com/CommercialCard/login>
DTS: <https://dtsproweb.defensetravel.osd.mil/>
- 2. Create and save a MyPay username and password.**
MyPay: <https://mypay.dfas.mil/#/>
- 3. Contact the Legal Office for a 'Special Power of Attorney'. Finance will not accept a 'General Power of Attorney'.**

During Travel

- 1. Your deployed entitlements will start after the 31st day of your trip. Check MyPay for your next month's LES to ensure you are receiving your deployed entitlements. Your Permanent Duty Station (PDS) is not responsible for starting these entitlements. For questions regarding deployed entitlements, contact your deployed location's servicing Finance office.**
MyPay: <https://mypay.dfas.mil/#/>
- 2. On the 31st day of your trip, amend your authorization in DTS to start your Scheduled Partial Payments (SPP). Add in all expenses that you incurred on your way to the Area of Responsibility (AOR). For guidance in setting up SPP visit:**
<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>.
- 3. On the 31st day of your trip, fill out a DD 1561 and DD 1610 (printed version of your DTS authorization) requesting Family Separation Allowance (FSA). Submit forms to CSP:**
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

After Returning

- 1. File your travel voucher within five days of returning back to PDS.**
- 2. Fill out a DD 1561 and DD 1610 (printed version of DTS authorization) requesting to stop Family Separation Allowance (FSA) payments. Submit forms to CSP:**
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>
- 3. Check your LES in one to two pay periods to ensure your deployed entitlements, including FSA, have stopped. Your PDS is responsible for stopping these entitlements.**



Deployed Entitlements

Example LES with Deployed Entitlements

ENTITLEMENTS		DEDUCTIONS		
Type	Amount	Type	Amount	
A	BASE PAY	2558.10	FICA-SOC SECURITY	158.60
B	BAS	372.71	FICA-MEDICARE	37.09
C	BAH	1059.00	SGLI	25.00
D	HDP LOCATION	100.00	AFRH	.50
E	IDP	225.00	SGLI FAM/SPOUSE	4.50
F	CLOTHING	549.71	MID-MONTH-PAY	2046.27
G	REFUND DEBT	25.00		
H				
I				
J				
K				
L				
M				
N				
O				
TOTAL		4869.52	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. If you do not request the funds through Mypay within 120 days, you will be automatically reimbursed. 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****

Follow These Steps to File an Amendment to an Authorization

Information to Know Before You Start

If you hear the term “accrual voucher” it was the old term used for “Scheduled Partial Payment” (SPP).

SPPs are advances for the final settlement voucher.

A SPP will not pay for meals on the GTCC. The M&IE will be disbursed to a personal account.

If the EFT information is incorrect the disbursement will be rejected until the next SPP begins which is 30 days after the previous payment.

Do not create a final settlement voucher while deployed.

1. Open DTS, go to the 'Authorization' page and find the correct approved authorization
2. Select the “Create Amendment” link
3. A box will pop up and ask why you are amending the orders. Type “Schedule Partial Payments, Accrual” and then select 'Amend Document'.

IF YOU HAVE LODGING EXPENSES, FOLLOW THESE STEPS

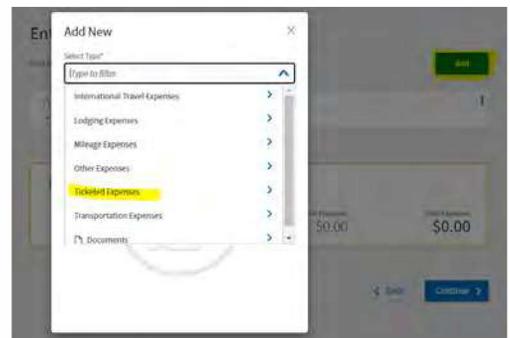
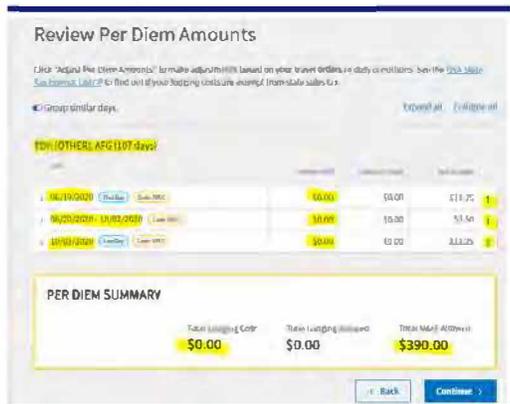
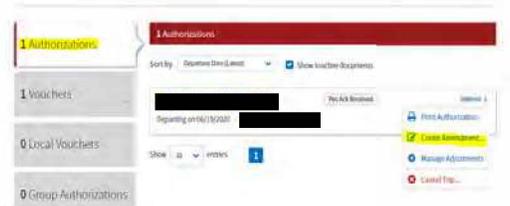
1. Select the 'Per Diem' tab.
2. Select the three dots on the right side to edit the lodging cost. Add the nightly rate you paid in the lodging allowed.
3. Check the dates and M&IE amounts to ensure they are correct to avoid over and/or underpayment.

IF YOU DO NOT HAVE LODGING EXPENSES, ZERO OUT THE LODGING EXPENSES, PER THE FOLLOWING EXAMPLE.

TO ADD MORE EXPENSES

1. Select the 'Expenses' tab.
2. Select 'Add'.
3. Add the correct expense title.
For Airline, click 'Ticketed Expenses'. Add 'Airline Ticket (IBA)'. To add a CTO fee select 'Transportation Expense' and select 'TMC Fee- Not in Air Amount'.
4. To add lodging tax expense, select 'Lodging Expense' and then 'Lodging Taxes (CONUS and Non-foreign)'.
5. Select the 'Accounting' tab.
6. Review amounts and select 'Request SPP'.
7. Sign and Submit.

A SPP can be set up after the required 31st day of the trip.

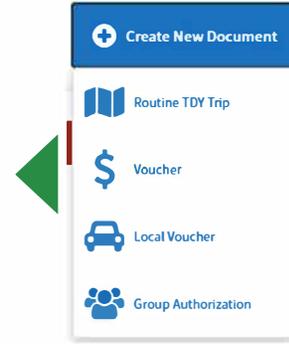


How To File a Deployment Travel Voucher



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

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

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.



6. Attach all receipts for expenses greater than \$75. Receipts must include name, dates, locations, totals, and method of payment. If there is a missing receipt, a lost receipt form can be uploaded instead. A lost receipt form can be obtained from your ODTA.

7. Review, sign and submit voucher. The voucher will pay out directly to the member's bank account that is listed in the DTS profile.

Always check expenses against GTCC statement.
Ensure GTCC information in DTS is correct.
Almost all expenses should be IBA or GOVCC in order to pay off charges on GTCC.



What is ATAAPS?



The Defense Finance and Accounting Service (DFAS) employs a system called Automated Time Attendance and Production System (ATAAPS) which provides an automated, single-source input for reporting and collecting time and attendance and labor data.

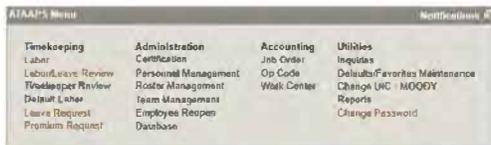
Steps to Completing your First Time Card

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

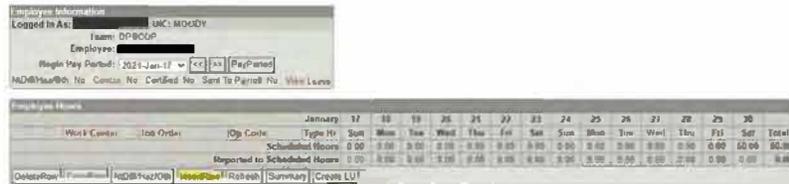
2. Select 'USSF' and under the 'ATAAPS Menu', select 'Labor'.

AIR FORCE/JOINT BASE COMMANDS

ACC	AETC	AFDW	AFGSC	AFMC	AFOSI
AFRC	AFSOC	USSF	AMC	ANG	CENTCOM
JBER	PACAF	SOCCENT	STRATCOM	USAF	USAFE



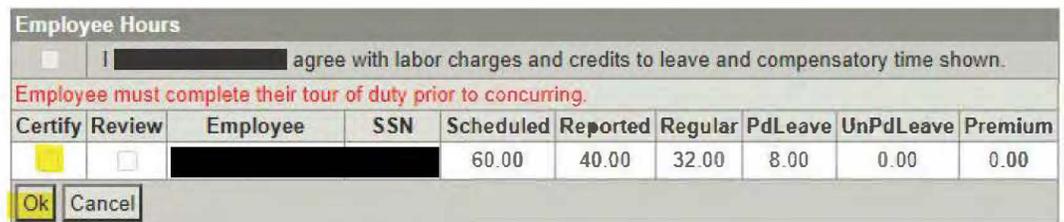
3. Select 'Insert Row' for each 'Type Hr' and insert the amount of hours in each day associated with that code.



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

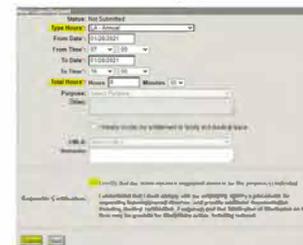
1. On the 'ATAAPS Menu' select 'Leave Request'.

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 ██████████			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 ██████████			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 ██████████				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				906.00		1803.00															
TAXABLE WAGES				860.70		1712.85															
NONTAXABLE WAGES																					
TAX DEFERRED WAGES				45.30		90.15															
DEDUCTIONS				210.43		401.21															
AEIC																					
NET PAY				695.57		1401.79															
CURRENT EARNINGS																					
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT					
REGULAR PAY		60.00		906.00																	
DEDUCTIONS																					
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE		CURRENT		YEAR TO DATE							
MEDICARE				13.13		26.14		OASDI				73.80		129.41							
RETIRE, FERS		KF		39.86		79.33		TAX, FEDERAL													
TAX, STATE		GA		38.34		76.18		TSP SAVINGS				45.30		90.15							
LEAVE																					
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD		DONATED/RETURNED		CURRENT BALANCE		USE-LOSE/TERM DATE					
ANNUAL		22.00		3.00		3.00								25.00							
SICK		44.00		3.00		3.00								47.00							
BENEFITS PAID BY GOVERNMENT FOR YOU																					
TYPE		CURRENT		YEAR TO DATE		TYPE		CURRENT		YEAR TO DATE											
MEDICARE		13.13		26.14		OASDI		56.18		111.79											
RETIRE, FERS		140.43		279.47		TSP BASIC		9.06		18.03											
TSP MATCHING		36.24		72.12																	
REMARKS																					
<p>\$ 17.62 COLLECTED THIS PAY PERIOD FOR A \$ 422.67 (LESS AMT APPLIED LEAVES A REMAINING BALANCE \$ 405.05) OASDI CORRECTION DEBT IN ACCORDANCE WITH 5 U.S.C. 5514. PAYROLL OFFICE CUSTOMER SERVICE (800)729-3277 DSN 580-7500. 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/, 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</p>																					

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

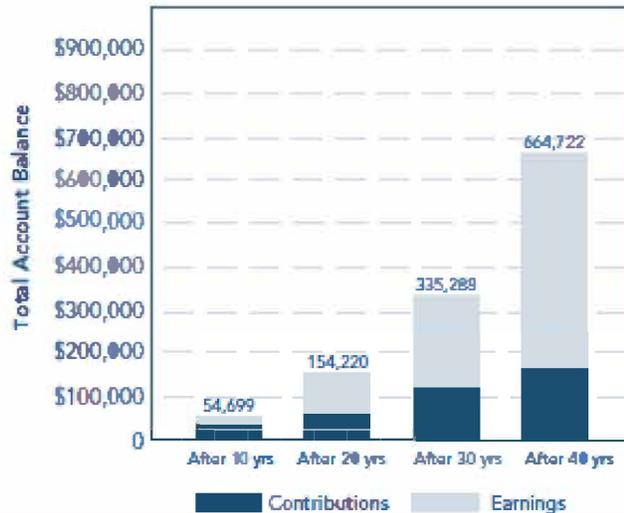
To change TSP contributions go to:
<https://platform.grbinc.com/>



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.

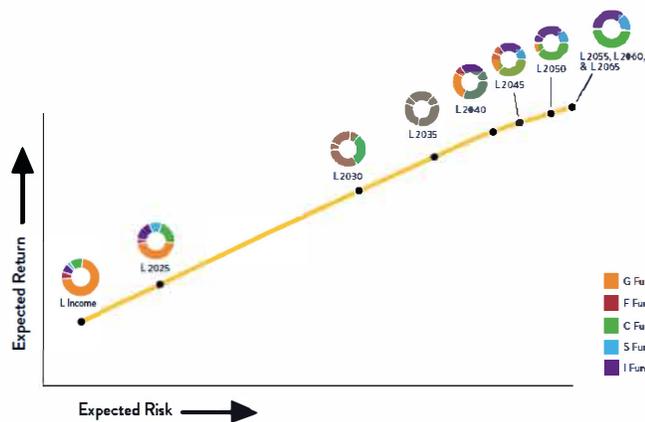
The purpose of the TSP is to provide members with a long-term retirement savings and investment plan. Saving for your retirement through the TSP provides many advantages, to include the following:

- 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>

▶ **Job Opportunities**

<https://www.usa.gov/>

▶ **Retirement Services**

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

▶ **Social Security Deferral**

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

▶ **Moody Finance Website**

<https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/>

▶ **MyPay**

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



Outprocessing at Vandenberg



Retirement Briefing

Upon receipt of retirement orders, members will submit an inquiry to CSP, requesting a final out-processing package. A military pay technician will provide the pertinent forms to be completed prior to retirement. Upon completion of the retirement package, the technician will discuss the member's leave opportunities. Once leave is approved, Finance will provide applicable leave authorization numbers. A final travel voucher package will also be provided at this time. This package is to be completed upon relocating to the retirement location.

Permissive Temporary Duty (PTDY) Leave

When members are ready to search for a post-separation job or housing they may be eligible for authorized PTDY. PTDY facilitates transition into civilian life by providing time off for house and job hunting. This is only authorized for Reduction in Force officers, High Year Tenure members (i.e. involuntary separation), Voluntary Separation Incentive (VSI), Special Separation Benefit (SSB) recipients, and all retirees.

Requesting Permissive Leave

PTDY will need to be requested through LeaveWeb (<https://leave.af.mil/login>). Leave is routed to member's supervisor first and Commander as the backup approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Use 'Rule 2' and mark the box for 'in conjunction with terminal leave' when input. Permissive is up to 20 days of leave to use within 180 days of separation. A leave memo (provided by Finance) must be attached to the leave request in LeaveWeb. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Final Pay Information

Members will receive a final paycheck when separating. This will include payment for prorated clothing allowance (enlisted only) and remaining unpaid days for the month of separation. If applicable, all accrued leave not used will be sold back automatically (no extra paperwork is required). Members are authorized to sell back 60 days of leave in their career. Leave is payable at a daily rate of their base pay and taxed at 22% for FITW as well as SITW if applicable. Final pay is processed at base level. No payments will be made before date of separation. All established debts on a member's record will be deducted from their final pay. Payments could take up to 30 days if retirement data is not input by DFAS and AFPC. Members will receive a final LES approximately 4-6 weeks after date of separation. Members will need to have a username and password set up for MyPay and will need to access MyPay for their last LES and W-2 form. MyPay: (<https://mypay.dfas.mil/#/>).

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

Preparing for Separation



Separation Briefing

Upon receipt of separation orders, members will submit an inquiry to CSP, requesting a final out-processing package. A military pay technician will provide the pertinent forms to be completed prior to separation. Upon completion of the retirement package, the technician will discuss the member's leave opportunities. Once leave is approved, Finance will provide applicable leave authorization numbers. A final travel voucher package will also be provided at this time. This package is to be completed upon relocating to the member's home of record.

Terminal Leave

Terminal leave is the last bit of accrued leave before the last day on active duty. Terminal leave requests can be put in up to 60 days in advance. This leave request must be separate from a permissive leave request. Leave is routed to the member's supervisor first and Commander as the back-up approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Important

Leave requests will NOT be approved without a leave memorandum uploaded in LeaveWeb. MPF will NOT provide a final out date until members' leave balance has been verified by Finance.

Final Pay Information

Members will receive a final paycheck when separating. This will include payment for prorated clothing allowance (enlisted only) and remaining unpaid days for the month of separation. If applicable, all accrued leave not used will be sold back automatically (no extra paperwork is required). Members are authorized to sell back 60 days of leave in their career. Leave is payable at a daily rate of their base pay and taxed at 22% for FITW as well as SITW if applicable. Final pay is processed at base level. No payments will be made before date of separation. All established debts on a member's record will be deducted from their final pay. Payments could take up to 30 days if retirement data is not input by DFAS and AFPC. Members will receive a final LES approximately 4-6 weeks after date of separation. Members will need to have a username and password set up for MyPay and will need to access MyPay for their last LES and W-2 form. MyPay: (<https://mypay.dfas.mil/#/>).

For assistance with separation, submit an inquiry on CSP:
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>

Permissive Temporary Duty (PTDY) Leave

When members are ready to search for a post-separation job or housing they may be eligible for authorized PTDY. PTDY facilitates transition into civilian life by providing time off for house and job hunting. This is only authorized for specific Separation Program Designator (SPD) codes. The authorized SPD codes are listed below.

Requesting Permissive Leave

PTDY will need to be requested through LeaveWeb (<https://leave.af.mil/login>). Leave is routed to member's supervisor first and Commander as the backup approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Use 'Rule 2' and mark the box for 'in conjunction with terminal leave' when input. Permissive is up to 20 days of leave to use within 180 days of separation. A leave memo must be attached to the leave request in LeaveWeb. Submit a CSP inquiry requesting leave approval after the Commander's approval.

Find your SPD code in Block 23 on your orders. See authorized SPD codes for permissive leave.

23. REMARKS

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

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

A TAMP eligible SPD codes, in alphabetical order, are: BCR, BKG, BDK, BFT, BFV, BEK, BIF, BRB, FCA, FCB, FCQ, GON, GCR, GNO, GDK, GPC, FTI, GSV, GFK, GGU, GNF, GRB, HCR, HDG, HDK, HFC, HPT, HUY, HFX, HGH, HHE, HRB, HUB, JBC, JBK, JDM, JYC, JCP, JCR, JJP, JEP, JDG, JDX, JEA, JEB, JFC, JFE, JFG, JFH, JEL, JFL, JEM, JFN, JFO, JFX, JFT, JFY, JFW, JFX, JGB, JGH, JGE, JND, JRB, KCA, KCB, LJC, LBB, LBC, LDD, LDK, LBM, LCC, LCN, LCR, LDG, LFC, LTY, LFG, LFL, LFT, LFW, LXX, LGB, LGC, LGR, LGI, LND, MCA, and MCB
*Recently added SPD codes that convey TAMP benefits.

Retirement and Separation Travel Voucher



If members are separating and relocating, they will need to file a travel voucher once they arrive to their new location. A travel voucher packet may be obtained by submitting an inquiry on CSP (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>). This travel voucher packet is for the members to take and complete at the end of all travel to their new location. Once the voucher is complete they can email it to 30CPTSPayHelp@us.af.mil for review. Upon review and completion, Finance will forward it to the Centralized Travel Processing Center. Payments take 7-14 days upon receipt. Members can review the detailed travel voucher on MyPay: <https://mypay.dfas.mil/#/>.

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

A copy of separation orders, AF Form 594, and AF Form 1745 are required to be submitted for a travel claim returning to the home of record.

APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR QUARTERS (BAQ) OR DEPENDENCY REDETERMINATION			
<p>PRIVACY ACT STATEMENT AUTHORITY: 37 USC 443, Public Law 90-343, EQ 9397 PURPOSE: To start, adjust or terminate military member's entitlement to BAQ ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members' Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents in emergency situations, the Air Force to determine the needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for adjustment information and financial instructions, for deposits and/or payments. DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAQ.</p>			
PART A - IDENTIFICATION & DUTY LOCATION 1. NAME (Last, First, MI) 2. SSN 3. GRADE 4. PHONE		HOUSING OFFICE or BILLETING OFFICIAL NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE: _____ ADEQUATE QUARTERS EFFECTIVE DATE: <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT # _____ INADEQUATE QUARTERS EFFECTIVE DATE: <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT # _____ 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 DEPENDENTS) 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 SEPARATED (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	
B.1 <input type="checkbox"/> CLAIM BAQ FOR THE DEPENDENT <input type="checkbox"/> IN <input type="checkbox"/> NOT IN MY CUSTODY LISTED BELOW (Specify 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			
8. F. DEPENDENT NAMED ABOVE IS A (1) UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES (USUHS) 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 36-18) 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 member's 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		DATE	
SIGNATURE		SIGNATURE	
OFFICE ADDRESS		DATE	

ADDRESS CHANGE FORM			
<p>PRIVACY ACT STATEMENT Personal information is collected on this form. As required by the Privacy Act of 1976, you should: 1. AUTHORITY: (1) U.S.C. 552, 5610, 5613, 5614, 5615, 5616, 5617, 5618, 5619, 5620, 5621, 5622, 5623, 5624, 5625, 5626, 5627, 5628, 5629, 5630, 5631, 5632, 5633, 5634, 5635, 5636, 5637, 5638, 5639, 5640, 5641, 5642, 5643, 5644, 5645, 5646, 5647, 5648, 5649, 5650, 5651, 5652, 5653, 5654, 5655, 5656, 5657, 5658, 5659, 5660, 5661, 5662, 5663, 5664, 5665, 5666, 5667, 5668, 5669, 5670, 5671, 5672, 5673, 5674, 5675, 5676, 5677, 5678, 5679, 5680, 5681, 5682, 5683, 5684, 5685, 5686, 5687, 5688, 5689, 5690, 5691, 5692, 5693, 5694, 5695, 5696, 5697, 5698, 5699, 5700, 5701, 5702, 5703, 5704, 5705, 5706, 5707, 5708, 5709, 5710, 5711, 5712, 5713, 5714, 5715, 5716, 5717, 5718, 5719, 5720, 5721, 5722, 5723, 5724, 5725, 5726, 5727, 5728, 5729, 5730, 5731, 5732, 5733, 5734, 5735, 5736, 5737, 5738, 5739, 5740, 5741, 5742, 5743, 5744, 5745, 5746, 5747, 5748, 5749, 5750, 5751, 5752, 5753, 5754, 5755, 5756, 5757, 5758, 5759, 5760, 5761, 5762, 5763, 5764, 5765, 5766, 5767, 5768, 5769, 5770, 5771, 5772, 5773, 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6936, 6937, 6938, 6939, 6940, 6941, 6942, 6943, 6944, 6945, 6946, 6947, 6948, 6949, 6950, 6951, 6952, 6953, 6954, 6955, 6956, 6957, 6958, 6959, 6960, 6961, 6962, 6963, 6964, 6965, 6966, 6967, 6968, 6969, 6970, 6971, 6972, 6973, 6974, 6975, 6976, 6977, 6978, 6979, 6980, 6981, 6982, 6983, 6984, 6985, 6986, 6987, 6988, 6989, 6990, 6991, 6992, 6993, 6994, 6995, 6996, 6997, 6998, 6999, 7000, 7001, 7002, 7003, 7004, 7005, 7006, 7007, 7008, 7009, 7010, 7011, 7012, 7013, 7014, 7015, 7016, 7017, 7018, 7019, 7020, 7021, 7022, 7023, 7024, 7025, 7026, 7027, 7028, 7029, 7030, 7031, 7032, 7033, 7034, 7035, 7036, 7037, 7038, 7039, 7040, 7041, 7042, 7043, 7044, 7045, 7046, 7047, 7048, 7049, 7050, 7051, 7052, 7053, 7054, 7055, 7056, 7057, 7058, 7059, 7060, 7061, 7062, 7063, 7064, 7065, 7066, 7067, 7068, 7069, 7070, 7071, 7072, 7073, 7074, 7075, 7076, 7077, 7078, 7079, 7080, 7081, 7082, 7083, 7084, 7085, 7086, 7087, 7088, 7089, 7090, 7091, 7092, 7093, 7094, 7095, 7096, 7097, 7098, 7099, 7100, 7101, 7102, 7103, 7104, 7105, 7106, 7107, 7108, 7109, 7110, 7111, 7112, 7113, 7114, 7115, 7116, 7117, 7118, 7119, 7120, 7121, 7122, 7123, 7124, 7125, 7126, 7127, 7128, 7129, 7130, 7131, 7132, 7133, 7134, 7135, 7136, 7137, 7138, 7139, 7140, 7141, 7142, 7143, 7144, 7145, 7146, 7147, 7148, 7149, 7150, 7151, 7152, 7153, 7154, 7155, 7156, 7157, 7158, 7159, 7160, 7161, 7162, 7163, 7164, 7165, 7166, 7167, 7168, 7169, 7170, 7171, 7172, 7173, 7174, 7175, 7176, 7177, 7178, 7179, 7180, 7181, 7182, 7183, 7184, 7185, 7186, 7187, 7188, 7189, 7190, 7191, 7192, 7193, 7194, 7195, 7196, 7197, 7198, 7199, 7200, 7201, 7202, 7203, 7204, 7205, 7206, 7207, 7208, 7209, 7210, 7211, 7212, 7213, 7214, 7215, 7216, 7217, 7218, 7219, 7220, 7221, 7222, 7223, 7224, 7225, 7226, 7227, 7228, 7229, 7230, 7231, 7232, 7233, 7234, 7235, 7236, 7237, 7238, 7239</p>			

Updates/Links/Contact Info



AFIPPS



AFIPPS

AFIPPS is excited to introduce a new modern platform that will revolutionize how Airmen get paid. The first phase, Read-Only Self Service, is coming in 2021.

By streamlining human resources and financial management processes, AFIPPS will enable accurate and timely delivery of pay, entitlements, allowances, and benefits. It will also allow all levels of management to access appropriate information.

This is an exciting first step in the Air Force's transition to a modern, sustainable platform, putting self-service actions at every member's fingertips.

For more information

including user guide, instructional videos, and other resources, visit the AFIPPS website at:

<https://afpc.af.mil/Support/AFIPPS/>

or send an email to:

A1DIA_AFIPPS_OCM@us.af.mil



U.S. AIR FORCE

AFIPPS

The Modern HR SOLUTION

WHAT TO EXPECT IN 2021 & BEYOND

AFFIPS Coming Soon



INTEGRATING Personnel and Pay Processes

Once AFIPPS goes live, every Airman will finally have one single authoritative record – no more separate HR and pay records in multiple systems. Service members will have access to more automated processes and self-service capabilities rolled out in two phases.

AFIPPS 
AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM

Phase 1 Available 2021 READ-ONLY SELF-SERVICE



CLAIM YOUR ACCOUNT

Step 1: Claim Your AFIPPS Account
Access your read-only account and verify your personal information is correct. If you identify a problem, report it to your servicing personnel agency to resolve the issue.

It is extremely important that you:

- Review your information and make any corrections now
- Return throughout 2021 to ensure your information is up to date



UPDATE INFORMATION

Step 2: Update Your Information
As you encounter career and life changes throughout 2021, return to AFIPPS to ensure your information is up to date.



Phase 2 to Follow PAYROLL DELIVERY

This phase will finally deliver a single system, giving you the ability to validate your record, initiate pay action requests, electronically perform leave actions, manage HR processes, and much more.



VALIDATE YOUR RECORD



INITIATE PAY PROCESSES



PERFORM LEAVE ACTIONS



MANAGE HR APPROVALS

- ✓ DECREASE PAY ISSUES
- ✓ INCREASE ACCURACY

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>

▶ **MyPay**

<https://mypay,dfas.milt#/>

▶ **PayTables**

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

▶ **Retirement Information**

<https://militarypay.defense.gov/>

▶ **Social Security Deferral**

<https://www.dfas.mil/taxes/Social-SecurityDeferral/>

▶ **TSP Information**

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

Contact Information



Finance Customer Service

Comptroller Services Portal (CSP):

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

**For members that have separated or retired submit inquiries to:
30CPTSPayHelp@us.af.mil**