

OF THE ALP FOR

Welcome to Vandenberg Space

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Force Base

A guide to military finances

TABLE OF CONTENTS

ER SQUADRS

- 1. What is MyPay?
- 2. Leave and Earnings Statement (LES)
- 3. Understanding the Leave and Earnings Statement (LES)
- 4. How To Pull a W-2
- 5. Status Changes
- 6. In-processing at Vandenberg
- 7. In-processing at Vandenberg (cont)
- 8. Government Travel Charge Card
- 9. What is LeaveWeb?
- 10. Travel
- 11. What is DTS?
- **12.** Completing a TDY Voucher
- 13. Contingency, Exercise, and Deployment Orders (CED)
- 14. Pre-Deployment Information
- **15. Deployed Entitlements**
- 16. How To Set Up Scheduled Partial Payments
- 17. How To File a DTS Travel Voucher
- 18. Family Separation Allowance (FSA)
- 19. Civilian Pay
- 20. What is ATAAPS?
- 21. Civilian LES
- 22. How To File a Civilian PCS Voucher
- 23. Thrift Savings Plan (T SP)
- 24. Civilian Resources
- 25. Out-Processing at Vandenberg AFB
- 26. Leaving Vandenberg
- **27. Preparing f/Retirement**
- 28. Preparing f/Separation
- 29. Preparing f/Separation (cont.)
- 30. Updates/Links/Contact Info
- 31. AFIPPS
- 32. AFIPPS (cont.)
- 33. Helpful Links
- 34. Contact Information

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.

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



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

myPay 🔍	\$
STATEMENTS	
Leave and Earnings	Statement (LES)
Personal Statement Compensation (PSN	of Military IC)
IRS Form 1095	
SDP Tax Statement	1099-INT
Student Loan Repay W-2	ment Program (SLRP)
Tax Statement (W-2))
Travel/Miscellaneou:	s Tax Statement (W-2)
Court Orders	
Travel Voucher Advi	ce of Payment (AOP)
Turn On/Off Hard Co	ppy Statements
PAY CHANGES	
Allotments	
Correspondence Ade	dress
Direct Deposit	
Federal Withholding	
Savings Deposit Pro	gram (SDP)
State Withholding	
Thrift Savings Plan (TSP)

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

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

AVE AND EARNINGS STATEMEN	IT (LES)
January 2021	Printer Friendly LES
Net Bay Advice Summary Ground Demake	

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 <u>4046.</u> Members should check the account number and bank information to ensure their paycheck goes to the right account.

The amount in block 6 is your net pay for the pay day indicate cashing a personal check at your fhancial organization on pa- better service. If you are paid once a month or you do not ba- be present and this form is intended to provide you will the n	nd in block 4 and was sent to the financy yday, advise your teller you are a part re your pay sere to a financial organiza enarts information only	cal organization in park 7 epart in the Direct posi- mon for direct dep	for oredit to your account. When t Program. It will help you with mation in block 5 through 7 will r		
I MEMBER'S NAME AND ADDRESS	2. 5SM	2. SSN 3. ADNS/DSSN			
	5. ACCOUNT NUMBER. 6. NET PAY AMOUN 51.30675				
	7. YOUR NET PA	Y WAS FORWARDED TO:			
8 REMARKS	3				

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

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



Always read the 'Remarks' section for important information!

Understanding the Leave and Earnings Statement (LES)





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/



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
- <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.

Туре	Amount
FEDERAL TAXES FICA-MEDICARE SGLI AFRH MGB MEAL DEDUCTION TRADITIONAL TSP DEBT DEBT	159.61 26.72 25.00 100.00 453.15 58.28 522.31 136.19

DEDUCTIONS

		128									
	ADSN/DSSN	PERIOD COVERED									
	4052	1-31 DEC 20									
	SUMMARY										
	+Amt Fwd	.00									
	+TOT ENT	2260.11									
4	-TOT DED	1481.76									
	-TOT ALMT	.00									
	=NET AMT	778.35									
	-CR FWR	.00									
	EOM PAY	778.35									
	DIEMS	RET PLAN									
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-	FICA	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage	TD Med Tax	YTD ST	ATE	St	Wage Peri	od Wage Y	ŤD	M/S	Ex	Tax YTD	
	TAXES	1842.50	17138.26	603.02	1713	8.26 24	8.51 TA	XES	FL		00	.00	S	00	.00	

• BAQ DEPN: The code that indicates the type of dependent.

- <u>A</u> Spouse
- <u>C</u> Child
- L- Member married to member with no dependents
- K Ward of the court
- L Parents in Law
- <u>R</u> Ownright

7

- <u>S</u> Student (age 21-22)
- <u>T</u> Handicapped child over age 21
- W Member married to member, child under 21

TRADITIONAL	Base Pay Rate	Base Pay Curteril	Spec Pay R	ate Spec Pay	Current	Inc Pay Rate	Inc Pay Curtent	Bonus Pay Ra	le Bonus Pay Current
PLAN (TSP)	3	.00	۵		80	0	DD.	a	.00
ROTH PLAN	Base Pay Rate 0	Base Pay Current	Spec Pay R	ate Spec Pay	Current	Inc Pay Rate	Inc Pay Current	Bonus Pay Ra 0	le Bonus Pay Current .00
CONTRIBUTIONS TOTALS	YTD Deductio 435.40	vns YTD TSP Del 435.48	erned YTC	TSP Exempt	YT	00 ROTH	YTD TSP AGCY 145 14	AUTO YTD	TSP AGCY-MATCH

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.



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

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.

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.
- <u>CR BAL</u>: The current leave balance as of the end of the period covered by the LES.
- <u>ETS BAL</u>: The projected leave balance to the member's Expiration Term of Service (ETS).
- <u>USE/LOSE</u>: The projected number of days of leave that will be lost if not taken in the current fiscal year.

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



How to pull a W-2



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

myPay 🔍
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.

W-2 Statement 2020		Copy E To Be Fi This information is being	ed With Employee's FEDERAL The Rei furnished to the Internal Reverse Serv
Employee's Social Security Number	OMB No. 1545-0008 Teturn, a negligence pe	This information is being furnished to the Internal R mathy or other sanction may be imposed on you if	tevenue Service. If you are required to file a tax, this income is taxable and you fail to report it.
Employer's Identification Number (EIN) d. Control	Number	1 Wages, Tips, other compensation	2 Federal Income Tax withheid 41,26
Employer's Name, Address, and ZIP Code		3 Social Security Wages	4 Social Security Tax withheld 100.56
		5 Medicare Wages and Tips 12532.75	6 Medicare Tax wittibeld
		7 Social Security tips	8 Allocated Tips
Employee's Name, Address, and ZIP Code		8	10 Dependent Care Benefits
		12 See instructions for box 12 0 4 97, 38	14 See instructions for box 14
		13 Statutory D	Retirement Dirid-party
State Employer's State ID Number 16 State Wage	a, Tips, etc 17 State 341.	Income Tax 18 Local wages, bps, etc 19 L	ocal Income Tax 20 Locality name
State Employer's State ID Number 16 State Wage	s, Tips, etc 17 State	Income Tax 18 Local wages, tips, etc 19 L	ocal Income Tax 20 Locality name

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TRAVEL / MISCELLANEOUS	ΓΑΧ STATI	EMENT (V	V-2)
		Pri Frien	diy W-2 🖶 🔇
2016 Travel Miscellaneous W-2			~
Sur	mary	_	
Wages, Tips, and Other Compensation			\$1,133 22
Federal Income Tax Withheld			\$283.31
sployee's social security number	1 Wages, rips, other comp	ensation 12 Pederal u	come lax withheld
ployer's name, address, and Z/P code	3 Social security wages	2/01.3% 4 Social ne	curity tax withheld
	5 Medicare wages and tpb	. E MolScara	fax withheld
	7 Social security tips	h Allocated	fips
mployee's name, address, and 21P code	¢.	10 Depend	eet care henefts
	12 See Instru. for box 12 8 1144(-302)	14 See logi	ps. for box 14
	13 Statutory employee		Their parts.
auto Employer's state 1.D, no. 10 Etate wages, tips, etc. 17 Etate income ta-	10 Local wages, box, etc.	10 Local moome tax.	20 Locality name
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Status Changes



Change in dependency?

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

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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.



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.



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

Inprocessing At Vandenberg

LLER SQUADP

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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:

UL/

VAS

- . 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.

CURRENT	S SPENDED	CANCELLED/CLOSED	CHARGE ● FF
1 to 60 Davs*	61 te 125 Days*	126 to 210 Days*	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			

EX 2 DELINQUENCY TIMELINE

*Days = days past billing statement date







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



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LEAVEWEB Self Registration

Active Duty	Air & Space Force	
SSN [
Register		Cancel
	Civilian or Non-Air/Space Fe	rce
	Register	

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	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).



What is DTS?

correct. The most important tab is 'EFT and Credit Card

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'.



User Profile

voucher will not pay out correctly.

Personal Information

Addresses

Passport Information

Emergency Contact

Service or Agency Info

Duty Station

Form Printing Preferences

Accounting

Accounting Information

EFT and Credit Card Accounts

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.



Completing a TDY Voucher



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

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.

69/16/2020	09/18/2020	NORFOLK NAVAL STATION, VA	Û	0
69/18/2020	02/18/2021	AL UBEID AIR BASE, QAT	Û	0
02/18/2021	02/20/2021	VINCE NORFOLK NAVAL STATION, VA	Û	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). If you stayed in Government dorms, check 'Quarters Available'.

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.

My Travel Documents tous up-coming, current, and completed top documents.		Crucia New Convenient
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O Local Vouchers		
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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).



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

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Lodging Late Check-Out Fee	- 1	Bus Ticket (CBA)		Bus Ticket (CBA)	
Lodging Resort Fees	- 1	Bus Ticket (IBA)		Bus Ticket (IBA)	
Lodging Retained on Leave	- 1	TMC Fee (CBA)	1	TMC Fee (CBA)	
Lodging Taxes (CONUS and ann foreign)	- 1	TMC Fee (IBA)	-	TMC Fee (IBA)	

Contingency, Exercise, and Deployment

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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

- 2. 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'. Finance will not accept a 'General Power of Attorney'.

<u>1</u>. Your deployed entitlements will start after the 31^{st} 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/#/

<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). For guidance in setting up SPP visit: https://www.moody.af.mil/About-Us/Units/23d-Wing/23d-Wing-Staff/Finance/.

<u>3</u>. 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: <u>https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx</u>

<u>1.</u> 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

<u>3.</u> 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.

During Travel

After Returning





Deployed <a>Entitlements

Example LES with Deployed Entitlements

	ENTITLEMENTS		DEDUCTIONS	
	Туре	Amoun	t Туре	Amount
A B C D E F G H I J K L M N O	BASE PAY BAS BAH HDP LOCATION IDP CLOTHING REFUND DEBT	2558.10 372.17 1055.00 N 100.00 225.00 549.71 25.00	FICA-SOC SECURITY FICA-MEDICARE SGLI ARRH 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. 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

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



Information to Know Before You Start



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

	Follow These Steps to File an Am	enc
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 Aun 1 Voor 0 Los
SPPs are advances for the final	IF YOU HAVE LODGING EXPENSES, FOLLOW THESE STEPS	R
settlement voucher.	 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. 	
for meals on the GTCC. The M&IE will	 Check the dates and M&IE amounts to ensure they are correct to avoid over and/or underpayment. 	
personal account.	IF YOU DO NOT HAVE LODGING EXPENSES, ZERO OUT THE LODGING EXPENSES, PER THE FOLLOWING EXAMPLE.	
If the EFT	TO ADD MORE EXPENSES	
information is incorrect the disbursement will be rejected until the next SPP begins which is 30 days after the previous	 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'. 	Er
payment. Do not create a final settlement voucher	 I o 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. 	
while deployed.	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 <u>https://dtsproweb.defensetravel.osd.mil/.</u>

<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.

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

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uty conditions affect your lodging and M&IE	per diem entitlements.
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LODGING COST (Locality rate: \$96.00)	M&IE COST (Locality rate: \$55.00)
	4

<u>6.</u> 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.

<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.

<u>5</u>. 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.

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TMC Fee (IBA)	. IMC Fee (IBA)	

<u>7.</u> 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.







Family Separation Allowance

A service member with dependents who serves on an unaccompanied tour of duty may be entitled to a Family Separation Allowance (FSA) of \$250 per month. If there is not a complete month, FSA will be prorated per day. FSA accrues from the day of departure from the home station and ends the day prior to arrival at the home station. This is in addition to any per diem or other entitlements. Members are only entitled to FSA if they have dependents that do not already live at or near the temporary duty station. The member must be away from home for more than 30 consecutive days.



Steps to Filing FSA

<u>1.</u> On the 31st day of your trip, fill out a DD 1561 and DD 1610 (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 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 military to military only one member will receive FSA.

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Civilian Pay

COMPTROLLER SQUADE

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

<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 'USSF' and under the 'ATAAPS Menu', select 'Labor'.

ACC	AETC	AFDW	AFGSC	AFMC	AFOSI
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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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 $\underline{4}$. 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.

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5. Once you click 'Save' you will navigate back to the 'ATAAPS Menu' to review and certify time worked.

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Labor/Leave Review	Employ	ee must co	mplete their tour	r of duty pr	to concun	ring.	-									
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Premium Request	OKC	ancel														

Steps to Requesting Leave

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

Leave Request

New Leave Request

2. Select '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.

- RG: Regular (Graded) - LH: Holiday - LN: Administrative - KA: Leave With Out Pay - KA: Leave Mith Out Pay

Civilian LES

RECOMPTROLLER SOUMPT

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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How To File a Civilian PCS Voucher



Every Civilian PCS is very unique in the processes and forms required for reimbursment. When you arrive at Vandenberg SFB, submit an inquiry on the Comptroller Services Portal (CSP) to have the required forms for your specific move sent to you: https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx.

Repayment of Excess Withholding Tax Allowance (WTA)

WTA is calculated using the current prescribed withholding tax rate of 22 percent, 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 22 percent 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 28.20 percent.

If you anticipate your marginal Federal tax rate will be less than 22 percent, then you should decline WTA to avoid overpayment and a DUE U.S. debt when your Relocation Income Tax (RIT) Allowance 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.

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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

► ATAAPS

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

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

LLER SQUADP

30H COMPTRO



Leaving Vandenberg

Members that have recieved PCS orders will upload a copy of their PCS orders, final out date, expected departure date, and GTC transfer letter to CSP: (<u>https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx</u>). Members may also request a Dislocation Allowance (DLA) in their inquiry if they <u>do not</u> posses a GTC. You can also reguest a one month base pay advance within 30 days of PCS. Examples of a PCS order and pay advance form (DD2560) as follows:

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ADVANCE PAY DIRTIFICATION AUTHORIZATION

DD Fore 2560, MAR 9

Dislocation Allowance (DLA)

The purpose of DLA is to partially reimburse a member for the expenses incurred in relocating the household during a PCS, ordered for the Government's convenience, or incident to an evacuation. This allowance is in addition to all other allowances authorized in the Joint Travel Regulation (JTR) and may be paid in advance.



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 backup 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.

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 v oucher package will also be provided at this time. This package is to be completed upon relocating to the retirement location.



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.

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.

Final Pay Information

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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 (<u>https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx</u>). 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 <u>30CPTSPayHelp@us.af.mil</u> 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: <u>https://mypay.dfas.mil/#/.</u>

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. Separatees 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.

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Retirees will submit a AF Form 594, AF Form 1745, and a DD Form 1172-2 (DEERS print-out from MPF) for a travel claim to the retirement location.

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Updates/Links/Contact Info

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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: <u>https://afpc af mil/Support/AFIPPS/</u> or send an email to: <u>A1DTA AFIPPS OCM@us af mil</u>



U.S. AIR FORCE

AFIPP5 X

The Modern HR SOLUTION

FIPPS #

WHAT TO EXPECT IN 2021 & BEYOND

AFFIPS Coming Soon





IN EGRATING **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.



Phase 1 Available 2021 AD-ONLY -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.



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.

AFIPP51

Phase 2 to Follow

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.





INITIATE PAY PROCESSES



PERFORM LEAVE ACTIONS

MANAGE **HR APPROVALS**

DECREASE PAY ISSUES INCREASE ACCURACY

Helpful Links

BAH Calculator <u>https://www.defensetravel.dod.mil/site/bahCalc.cfm</u>

BAH Policies <u>https://comptroller.defense,gov/Portals/45/documents/fmr/current/07a/07a 26.pdf</u>

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

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

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

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

GTCC Information <u>https://www.defensetravel.dod.mil/site/govtravelcard.cfm</u>

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

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

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

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

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

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