




Welcome to Vandenberg Space
Force Base

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- The logo of the Comptroller Squadron is a circular emblem. It features a blue background with a white compass rose in the center. The compass rose has a red needle pointing upwards. Four yellow stars are positioned around the compass rose, connected by thin white lines. A large yellow dollar sign is superimposed over the bottom half of the emblem. A yellow banner at the bottom of the circle contains the text "COMPTROLLER SQUADRON" in blue capital letters.
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WELCOME TO THE
30 CPTS
FINANCE OFFICE



WALK-IN HOURS:
Mon, Wed, Fri 0900-1500

**APPOINTMENTS
AVAILABLE:**
Tues, Thurs 1200-1500

Customers are encouraged to utilize the **Comptroller Services Portal** for all finance-related inquiries, voucher submissions. All inquiries are acknowledged and worked within 3 business days.

Comptroller Services Portal



(CAC-Enabled Site)

PCS In-Processing Briefings are held every Tuesday at 1400 in Bldg. 10577, Room A-101. For non-AFNET users, please utilize 30CPTSPayHelp@us.af.mil or call **DSN 606-4606** for assistance.

Appointment Scheduler



If you have submitted your inquiry via CSP and still require assistance, please make an appointment.



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.

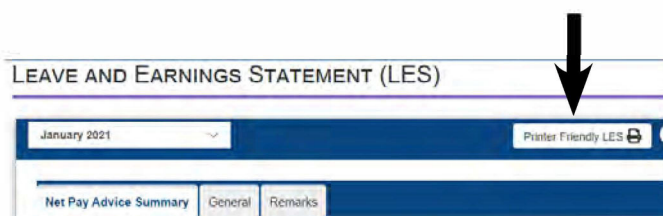
TIP! Create a username and password!
This will allow members to access information without a CAC.

1- Follow this link to access MyPay:

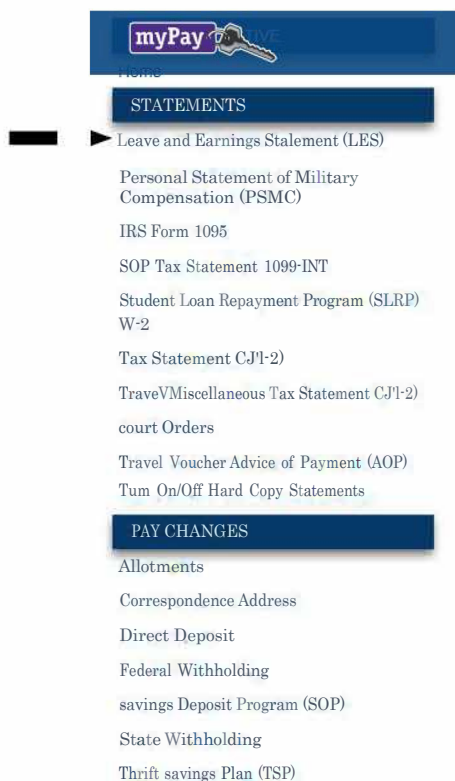
<https://mypay.dfas.mil/#/>



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



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



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			
<p>Organization: 4046 7 for credit to your account. When you use the Direct Deposit Program, it will help you with information in block 5 through 7 will not be printed.</p>			
1. UEI8ER'SNAMEADDRESS	2. SD	3. ADSN/SSN ADDRESS	4. PAYOTE
	5. ACCOUNT NUMBER	6. NET PAY AMOUNT \$1,305.74	
7. YOUR NET PAY WAS FORWARDED TO:			
8. 1155-1-101			

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							
				E2	200225	00	240224	AF	4052	1-31 DEC 20							
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY								
Type	Amount		Type	Amount		Type	Amount		+Amt Fwd .00								
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				136.19					-CR FWR .00								
J									=EOM PAY 778.35								
K																	
L																	
M																	
N																	
O																	
TOTAL			2260.11		1481.76				.00		DIEMS 191025		RET PLAN BLENDE				
FED TAXES	Wage Period 1784.22	WageYTD 16702.86	M/S/H S	Mult Jobs	Dep 17 Under 00	Other Dep 00	Add'l Tax .00	Other Deds .00	Other Incom .00	TaxYTD 1448.46							
FICA TAXES	Wage Period 1842.50	Soc Wage YTD 17138.26	Soc Tax YTD 603.02	Med Wage YTD 17138.26	Med TaxYTD 248.51	STATE TAXES	St FL	Wage Period .00	WageYTD .00	M/S S	Ex 00	TaxYTD .00					
PAY DATA	BAQType PARTIAL	BAQ Depn 00000	VHA Zip 00000	Rent Amt .00	Share 0	Stat	JFTR	Depns 0	2D JFTR	BAS Type	CharityYTD	TPC	PACIDN				
TRADITIONAL PLAN (TSP)	Base Pay Rate 3	Base Pay Current .00	Spec Pay Rate 0	Spec Pay Current .00	Inc Pay Rate 0	Inc Pay Current .00	Bonus Pay Rate 0	Bonus Pay Current .00									
ROTH PLAN	Base Pay Rate 0	Base Pay Current .00	Spec Pay Rate 0	Spec Pay Current .00	Inc Pay Rate 0	Inc Pay Current .00	Bonus Pay Rate 0	Bonus Pay Current .00									
CONTRIBUTIONS TOTALS	YTD Deductions 435.40	YTD TSP Deferred 435.40	YTD TSP Exempt .00	YTD ROTH 00	YTD TSP AGCY-AUTO 145.14	YTD TSP AGCY-MATCH .00											
CM AGCY CONTR	AGGY-AUTO 19.43	AGC-MATCH .00	LEAVE	BF Bal 18.0	Ernd 7.5	Used 0	Cr Bal 25.5	ETS Bal 120.0	Lv Lost .0	Lv Paid .0	Use/Lose .0						
REMARKS:																	
YTD ENTITLE 22947.27 YTD DEDUCT 6469.14																	
<p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-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.DFES.MIL/TAXES/SOCIAL-SECURITY-DEFERRAMILITARY-FAQS.</p> <p>-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</p> <p>-LOOK FORWARD TO 2021 FOR THE INITIAL RELEASE OF THE AIR FORCE INTEGRATED PERSONNEL AND PAY SYSTEM (AFIPPS)! FOR MORE INFORMATION ON THE</p> <p>AND SELF-SERVICE CAPABILITIES, GO TO HTTPS://WWW.AFPC.AF.MIUSUPPORT/AFIPPS/.</p> <p>-SERVICE MEMBERS INVITED TO THE DOD'S MILLENNIUM COHORT STUDY CAN NOW ENROLL AT MILLENNIUMCOHORT.ORG.</p> <p>MEMBER'S SGLI COVERAGE AMOUNT IS \$400,000</p> <p>TOTAL INDEBTEDNESS</p> <p>MEAL DEDUCTION</p> <p>CHANGE AGENCY CONTRBTN</p> <p>MEAL DEDUCTION 20111</p> <p>INDEBTEDNESS DUE US</p> <p>PCS</p> <p>FICA RATE CHANGE</p> <p>START INDEBTEDNESS</p> <p>STOP INDEBTEDNESS</p> <p>FICA RATE CHANGE</p>																	

Always read the 'Remarks' section for important information!

Understanding the Leave and Earnings Statement (LES)



1

ENTITLEMENTS	
Type	Amount
BASE PAY	1942.00
BAH	37.80
BAH	4182.00
ADVANCE DEBT	181.10
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	58.28
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.

4

ADSN/SSN	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 FWD	.00
+EOM PAY	778.35
DIEMS	RET PLAN
191025	BLNDE

5

FED TAXES	Wage Period	Wage YTD	M/S/H	Med Wage YTD	Med Tax YTD	STATE TAXES	FL	Wage Period	Wage YTD	M/S	Ex	Tax YTD
FED TAXES	1794.22	16702.86	S	17038.26	2485.1	TAXES	FL	1842.50	17138.26	605.02		1485.46

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 Deps	VHA Zip	Ret Amt	Share	Stat	JCTR	Dipm	2017TH	BAQ Type	Charity YTD	SPC	PAID 04
				.00							.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
TRADITIONAL PLAN (TSP)	3	.00	0	.00	0	.00	0	.00
BOTH PLAN	0	.00	0	.00	0	.00	0	.00
CONTRIBUTIONS TOTALS	YTD Deductions	YTD TSP Deducted	YTD TSP Savings	YTD ROTH	YTD TSP AGCY AUTO	YTD TSP AGCY MATCH		
TOTALS	405.40	438.48	.00	.00	645.14	.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.



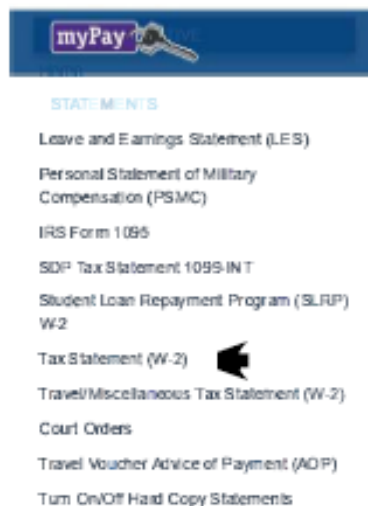
How to pull a W-2

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.

Form **W-2** Wage and Tax Statement **2020**

Department of the Treasury - Internal Revenue Service
 Copy B To Be Filed With Employer's 941/942 Tax Return
 This information is being furnished to the Internal Revenue Service

a. Employer's Social Security Number		b. Employer's Identification Number (EIN)		c. Contractor Number		1. Wages, tips, other compensation		2. Federal income tax withheld	
[REDACTED]		[REDACTED]		[REDACTED]		120,35.17		45.24	
3. Social Security wages		4. Social Security tax withheld		5. Medicare wages and tips		6. Medicare tax withheld		7. Social Security tips	
120,35.17		240.70		120,35.17		17.25		180.13	
8. Dependent care benefits		9. See instructions for box 12		10. See instructions for box 14		11. See instructions for box 12		12. See instructions for box 14	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
13. State (employer's state ID number)		14. State wages, tips, etc.		15. State income tax		16. Local wages, tips, etc.		17. Local income tax	
[REDACTED]		120,35.17		544.44		[REDACTED]		[REDACTED]	
18. State (employer's state ID number)		19. State wages, tips, etc.		20. State income tax		21. Local wages, tips, etc.		22. Local income tax	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	

Department of the Treasury - Internal Revenue Service

Wages, Tips, and Other Compensation
 Federal Income Tax Withheld

\$1,133.22
 \$283.31

a. Employer's Social Security Number		b. Employer's Identification Number (EIN)		c. Contractor Number		1. Wages, tips, other compensation		2. Federal income tax withheld	
[REDACTED]		[REDACTED]		[REDACTED]		120,35.17		45.24	
3. Social Security wages		4. Social Security tax withheld		5. Medicare wages and tips		6. Medicare tax withheld		7. Social Security tips	
120,35.17		240.70		120,35.17		17.25		180.13	
8. Dependent care benefits		9. See instructions for box 12		10. See instructions for box 14		11. See instructions for box 12		12. See instructions for box 14	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
13. State (employer's state ID number)		14. State wages, tips, etc.		15. State income tax		16. Local wages, tips, etc.		17. Local income tax	
[REDACTED]		120,35.17		544.44		[REDACTED]		[REDACTED]	
18. State (employer's state ID number)		19. State wages, tips, etc.		20. State income tax		21. Local wages, tips, etc.		22. Local income tax	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	

Form **W-2** Wage and Tax Statement **2016**

Department of the Treasury - Internal Revenue Service
 Copy B To Be Filed With Employer's 941/942 Tax Return
 This information is being furnished to the Internal Revenue Service



Status Changes

Change in dependency?

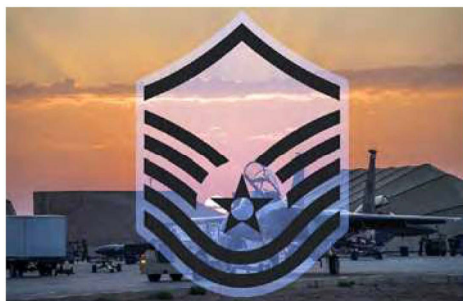
Members can submit an inquiry on the Comptroller Services Portal (<https://csp.cce.af.mil/#/>), come in during walk-in hours, make an appointment, or utilize our org box making sure to have an AF Form 594. Attach all back up documentation (i.e. marriage certificate, birth certificate, and/or divorce 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	-1686.56
OVA CF-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
rUJAAUXU	159.61
ACA*BICARE	26.72
EQI	25.00
	90
MEALCDBJ10H	100.00
TRADIT@TS1	453.15
DEBT	58.20
UNIT	522.31
	1386.15

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

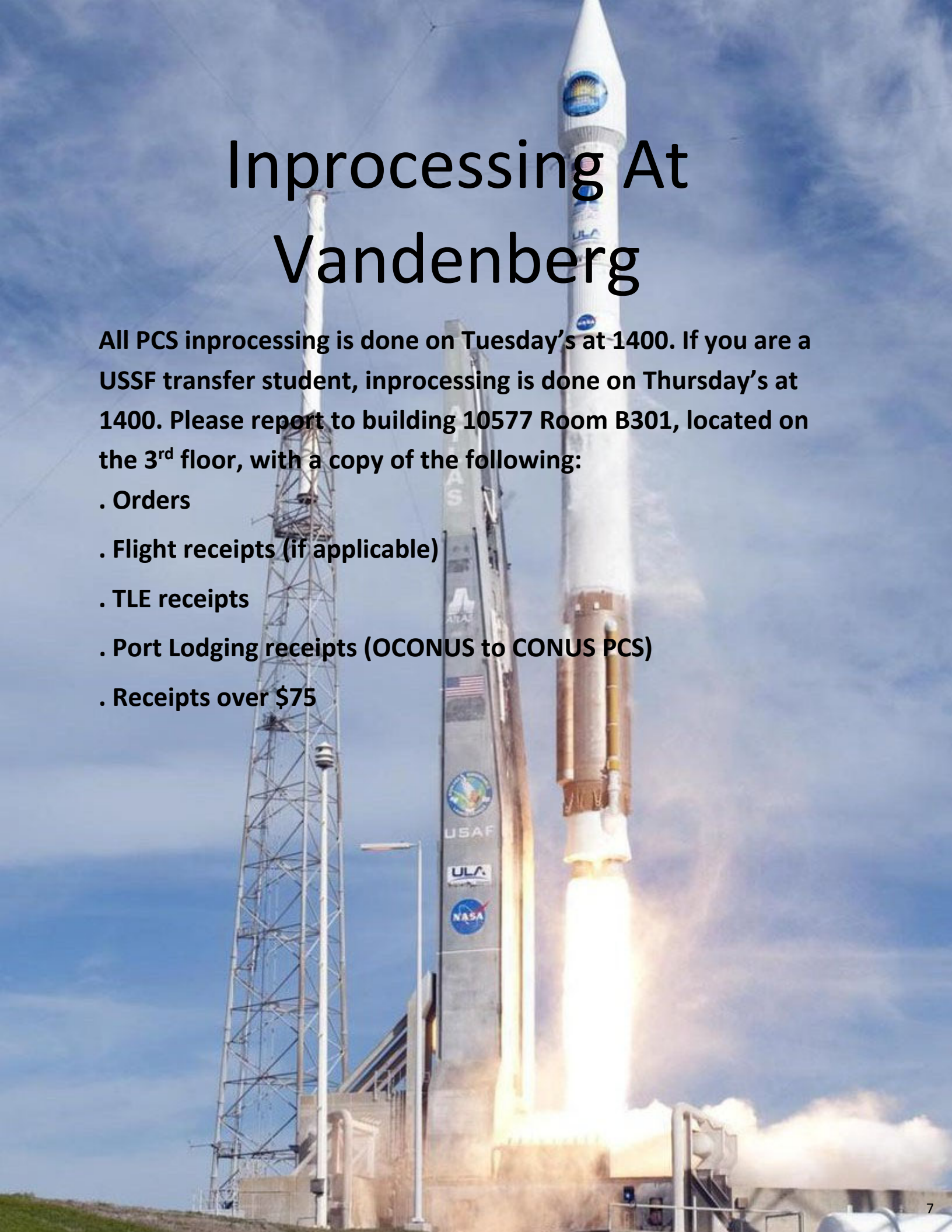
Inprocessing At
Vandenberg



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 10577 Room B301, located on the 3rd floor, 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	SUSPENDED	CANCELLED/CLOSED	CHARGE OFF
1 to 60 DaYS*	61 to 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 emolument 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/Erroneous 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!



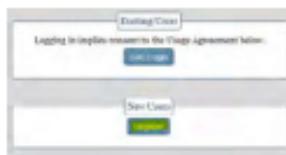
What is LeaveWeb?

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 PAPERWORK to enter to be used completed, you must read it, review, submit on a 2 day period of member packages that should have no perfect done results a for duty rate. PDS new. Reporting to new base requests through the AFMDC. To submit a letter that you're DOD Type 6 Service. Outcomes: 100% valid leave, part of your DOD, under-revision process requests that started PC, there is any, however they do not use and "Thank"



LEAVEWEB Self Registration

Active Duty Air & Space Force

SSN []?

Register

Cancel

Civilian or Non-Air/Space Force

Register

[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.


System Status: ✔ DTS ▼

  ⬆

Last sign on:
Wed Jan 27, 2021 at 06:39 AM

Organization: DFCMT23WGSSCPTS
Organization Access: DFCMT
Group Access: MOODY
Permissions: 0 | 1 | 2 | 3 | 5 | 6

 **My Profile**

 Log Out

User Profile ⬆

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.

LODGING COST	LODGING ALLOWED	M&IE ALLOWED
\$85.00	\$85.00	\$41.25

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.



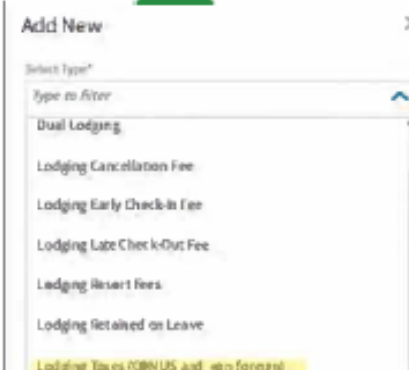
3. Edit the itinerary with the exact dates and locations. The dates that are in the voucher are estimated dates off of the authorization and may vary from actual travel that occurred. Departing and arriving dates should overlap (i.e. Norfolk departed 9/18, arrived Al Udeid 9/18).

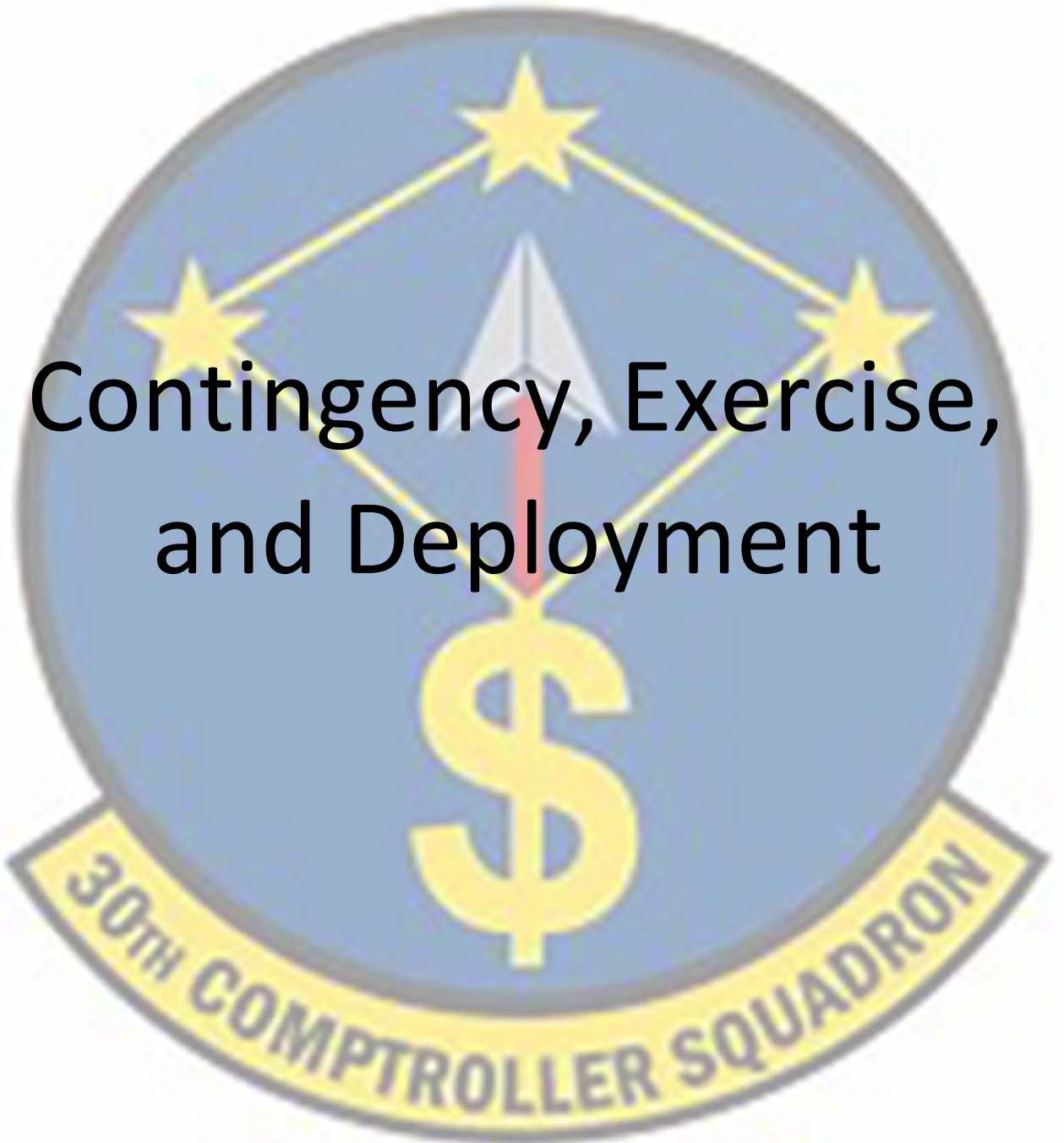
4. Select the 'Per Diem' tab from the menu on the left side. Select the three dots to edit the per diem amounts. Once the pop-up appears, select whether meals were provided or not. Input the nightly rate you paid for lodging (excluding taxes). If you stayed in Government dorms, check 'Quarters Available'.



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. It features a blue background with a large yellow dollar sign (\$) in the center. Above the dollar sign is a white arrow pointing upwards, with a red vertical line extending from the base of the arrow down to the top of the dollar sign. Three yellow stars are positioned around the top of the emblem, connected by yellow lines forming a triangle. A yellow banner at the bottom of the circle contains the text "30TH COMPTROLLER SQUADRON" in black capital 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/>

- i. Create and save a MyPay username and password.

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

- J. 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/#/>

- i. 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.roil1About-Us/Units/23d-Wing/23d-Wing-Staff/fioance/>

- J. 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>

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

- ◆ 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>

After Returning

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	4889.52		2271.96

Hostile Fire Pay (HFP)

Service members assigned to Congressionally designated locations will receive this entitlement at a rate of \$225/month (prorated at \$7.50/day).

Ref: DoDFMR Vol 7A, Chap 10

Hardship Duty Pay (HDP)

Members are entitled to HDP when deployed to a qualifying OCONUS location for 31 consecutive days. This entitlement is prorated daily and rates vary depending on the deployed location (\$50-\$150).

Ref: DoDFMR Vol 7A, Chap 17

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>

Combat Zone Tax Exclusion (CZTE)

If Congress declares your deployed location a combat zone area, you are exempt from federal and state income tax withholdings. Officers are limited on tax exempt earnings. Any leave earned in a CZTE area is also tax exempt if used or sold outside the tax exempt period.

Ref: DoDFMR Vol 7A, Chap 44

Family Separation Allowance (FSA)

FSA is authorized for members with dependents (dependent must permanently reside in your household) when deployed for 30 days or more. Only one member can receive this entitlement at a time. FSA is \$250/month (prorated \$8.33/day).

Ref: DoDFMR Vol 7A, Chap 27



How To Set Up Scheduled Partial Payments

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

Information to Know Before You Start

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

SPPs are advances for the final settlement voucher.

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

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

Do not create a final settlement voucher while deployed.

Follow These Steps to File an Amendment to an Authorization

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

IF YOU HAVE LODGING EXPENSES, FOLLOW THESE STEPS

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

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

TO ADD MORE EXPENSES

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

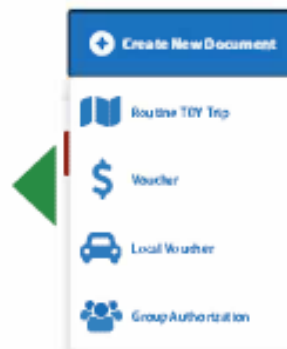
A SPP can be set up after the required 31st day of the trip.

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&E per diem rates for your trip.

Adjustment Date Range *

09/17/2020 - 09/17/2020

Meals Hide Options

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

Duty Conditions Hide Options

Duty conditions affect your lodging and M&E per diem entitlements.

☐ Field Conditions ☒ Quarters Available

LODGING COST (Locality rate: \$96.00) Currency Converter

\$ 85.00

M&E COST (Locality rate: \$55.00) Currency Converter

\$19.05

[Cancel](#) [Save Adjustments](#)

4. Select the 'Per Diem' tab on the left side. Click the three dots on any date to edit meal and lodging information. The first and last day of travel will always be 75% of M&E per diem. Stopover locations not in the AOR will be allowed full meal rate if lodged off base. In the AOR select 'Special Meal Rate' and insert \$3.50.

5. Navigate to the 'Expenses' tab. If you flew on commercial airlines while traveling, claim 'Airline (IBA)' expense and 'TMC Fee (IBA)' for the CTO fee. Attach receipts and GTCC statement if the amounts on the receipts are in foreign currency.

Add New ×

Select Type*

Type to filter

Back

Airline Ticket (IBA)

Airline Ticket (GOV)

Bus Ticket (IBA)

Bus Ticket (GOV)

TMC Fee (IBA)

TMC Fee (GOV)

Add New ×

Select Type*

Type to filter

Back

Airline Ticket (IBA)

Airline Ticket (GOV)

Bus Ticket (IBA)

Bus Ticket (GOV)

TMC Fee (IBA)

TMC Fee (GOV)

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.



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

1. 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>

2. 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.

3. 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.



Civilian Pay

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	APOSE
AFRC	AFSOC	USSF	AMC	ANG	CENTCOM
JBER	PACAF	SOCCENT	STRATCOM	USAF	USAF

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.

<u>DEPARTMENT OF DEFENSE</u>										1. Pay Period End 01/16/21		
CIVILIAN LEAVE AND EARNINGS STATEMENT LES										2. Pay Date 01/22/21		
VISIT THE DFAS WEB SITE AT: WWW.DFAS.MIL												
3. Name [REDACTED]			4. Pay Plan/Grade/Step GS 04 01		5. Hourly/Daily Rate 15.10		6. Basic OT Rate 22.65		7. Basic Pay+ Locality Adj = Adjusted Basic Pay 27184.00 4336.00 31520.00			
8. Soc Sec No [REDACTED]			9. Locality% 15.95		10. FLSA Category N		11. SCD Leave 06/15/20		12. Max Leave Carry Over 240		13. Leave Year End 01/01/22	
14. Financial Institution - Net Pay [REDACTED]				15. Financial Institution - Allotment #1				16. Financial Institution - Allotment #2				
17. Tax Marital Status Exemptions Add'l FED Y 0 0 GA Y 0 0				18. Tax Marital Status Exemptions Add'l Taxing Authority 0 0				19. Cumulative Retirement FERS: 635.18		20. Military Deposit		
21. GROSS PAY 906.00 TAXABLE WAGES 860.70 NONTAXABLE WAGES TAX DEFERRED WAGES 45.30 DEDUCTIONS 210.43 AEIC NET PAY 695.57				Year to Date 1803.00 1712.85 90.15 401.21 1401.79		22. TSP DATA 5%						
CURRENT EARNINGS												
TYPE		HOURS/DAYS		AMOUNT		TYPE		HOURS/DAYS		AMOUNT		
REGULAR PAY		60.00		906.00								
DEDUCTIONS												
TYPE		CODE		CURRENT		YEAR TO DATE		TYPE		CODE		
MEDICARE				13.13		26.14		OASDI		73.80		
RETIRE, FERS		KF		39.86		79.33		TAX, FEDERAL		45.30		
TAX, STATE		GA		38.34		76.18		TSP SAVINGS		90.15		
LEAVE												
TYPE		PRIOR YR BALANCE		ACCRUED PAY PD		ACCRUED YTD		USED PAY PD		USED YTD		
ANNUAL		22.00		3.00		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		ISP BASIC		9.06		18.03		
TSP MATCHING		36.24		72.12								
REMARKS												
<p>\$ 17.62 COLLECTED THIS PAY PERIOD FOR AS 422.67 (LESS AMT APPLIED LEAVES A REMAINING BALANCE\$ 405.05) OASDI CORRECTION DEBT IN ACCORDANCE WITH 5 U.S.C. 5514.</p> <p>PAYROLL OFFICE CUSTOMER SERVICE (800)729-3277 DSN 580-7500.</p> <p>YOUR PAYROLL OFFICE ID NUMBER IS 97380100 - DEPARTMENT OF DEFENSE.</p> <p>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.</p> <p>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</p> <p>BASIC PAY CHANGED.</p> <p>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/>

How To File a Civilian PCS Voucher



Every Civilian PCS is very unique in the processes and forms required for reimbursement. 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: CSP.CCE.AF.MIL

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.

TRAVEL VOUCHER OR SUBVOUCHER		Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use government, mil, or mil post (mil PRESS-TRAVEL) (DO NOT use mil post). If more space is needed, continue on reverse.	
1. PAYMENT <input type="checkbox"/> Travel (T/P) <input type="checkbox"/> Payment by Check		2. SPOT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and meals. If you are a civilian employee, unless you elect a different amount, allow personnel are required to designate equipment that equals the total of their outstanding government travel debt to the GTCC contractor. A spot disbursement is only necessary when a GTCC is used while on official travel for the Government.	
3. NAME (Last, First, Middle Initial) (Print or type) GRADE		4. SSN	5. TYPE OF PAYMENT (If applicable) <input type="checkbox"/> T/P <input type="checkbox"/> PCS <input type="checkbox"/> Dependent <input type="checkbox"/> SIA
6. ADDRESS, NUMBER AND STREET TO CITY		7. STATE ZIP CODE	
8. E-MAIL ADDRESS		9. FOR	
10. SUT/STATE TELEPHONE NUMBER & AREA CODE		11. TRAVEL ORDER AUTHORIZATION NUMBER	
12. PREVIOUS DISBURSEMENT PAYMENTS ADVANCES		13. SUBVOUCHER NUMBER	
14. ORGANIZATION AND STATION		15. DEPENDENT'S ADDRESS OR RECEIPT OF CHECKS (Include Zip Code)	
16. DEPENDENT'S (If not completed see instructions) ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> a. NAME (Last, First, Middle Initial) b. RELATIONSHIP TO TRAVELER OR SUT/STATE		17. HAVE WORKINGLY SIGNED BEEN SIGNED (and) YES <input type="checkbox"/> NO (If option in Remarks) 18. REASON FOR TRAVEL a. LEAVE OF ABSENCE b. LEAVE OF ABSENCE c. LEAVE OF ABSENCE d. LEAVE OF ABSENCE e. LEAVE OF ABSENCE f. LEAVE OF ABSENCE g. LEAVE OF ABSENCE h. LEAVE OF ABSENCE i. LEAVE OF ABSENCE j. LEAVE OF ABSENCE k. LEAVE OF ABSENCE l. LEAVE OF ABSENCE m. LEAVE OF ABSENCE n. LEAVE OF ABSENCE o. LEAVE OF ABSENCE p. LEAVE OF ABSENCE q. LEAVE OF ABSENCE r. LEAVE OF ABSENCE s. LEAVE OF ABSENCE t. LEAVE OF ABSENCE u. LEAVE OF ABSENCE v. LEAVE OF ABSENCE w. LEAVE OF ABSENCE x. LEAVE OF ABSENCE y. LEAVE OF ABSENCE z. LEAVE OF ABSENCE	
19. TRAVELER a. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) b. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) c. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) d. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) e. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) f. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) g. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) h. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) i. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) j. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) k. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) l. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) m. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) n. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) o. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) p. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) q. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) r. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) s. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) t. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) u. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) v. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) w. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) x. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) y. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.) z. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.)		20. ELIMINATION OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) SIA (6) Reimbursable Expenses (7) Travel (8) Leave Advance (9) Amount Owed (10) Amount Due	
21. POST TRAVEL (If not completed see instructions) a. DATE: b. NATURE OF EXPENSE, AMOUNTS ALLOWED		22. SUBSECTION OF TRAVEL a. 0 HOURS OR LESS b. MORE THAN 0 HOURS BUT 24 HOURS OR LESS c. MORE THAN 24 HOURS	
23. GOVERNMENT DEPENDABLE MEALS a. DATE: b. DATE: c. DATE: d. DATE: e. DATE: f. DATE: g. DATE: h. DATE: i. DATE: j. DATE: k. DATE: l. DATE: m. DATE: n. DATE: o. DATE: p. DATE: q. DATE: r. DATE: s. DATE: t. DATE: u. DATE: v. DATE: w. DATE: x. DATE: y. DATE: z. DATE:		24. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.)	
25. REVIEWER'S PRINTED NAME		26. SIGNATURE	
27. PRINTED NAME		28. TELEPHONE NUMBER	
29. ACCOUNTING CLASSIFICATION		30. DATE: PLACE (From Office, Bank, Agency, City and State; City and County, etc.)	
31. VOLUNTEER DATA		32. AMOUNT PAID	
33. COMPLETED BY		34. AGENT'S SIGNATURE	
35. AGENT'S SIGNATURE		36. AGENT'S SIGNATURE	
37. AGENT'S SIGNATURE		38. AGENT'S SIGNATURE	
39. AGENT'S SIGNATURE		40. AGENT'S SIGNATURE	
41. AGENT'S SIGNATURE		42. AGENT'S SIGNATURE	
43. AGENT'S SIGNATURE		44. AGENT'S SIGNATURE	
45. AGENT'S SIGNATURE		46. AGENT'S SIGNATURE	
47. AGENT'S SIGNATURE		48. AGENT'S SIGNATURE	
49. AGENT'S SIGNATURE		50. AGENT'S SIGNATURE	
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For more information about civilian PCS visit:

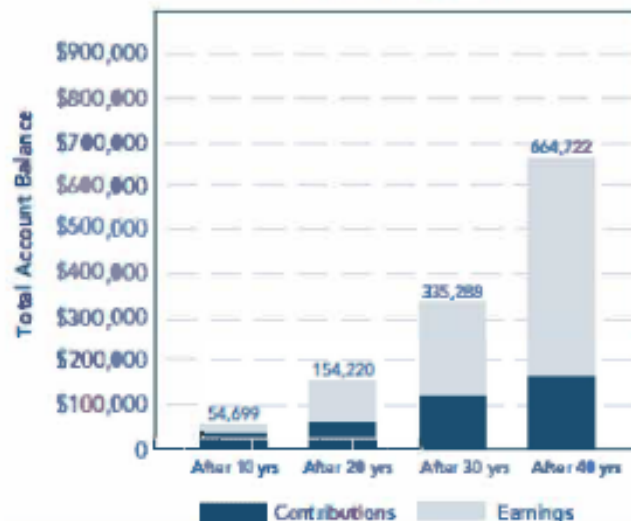
<https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>



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



Earnings Potential of Your TSP Account



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%

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:

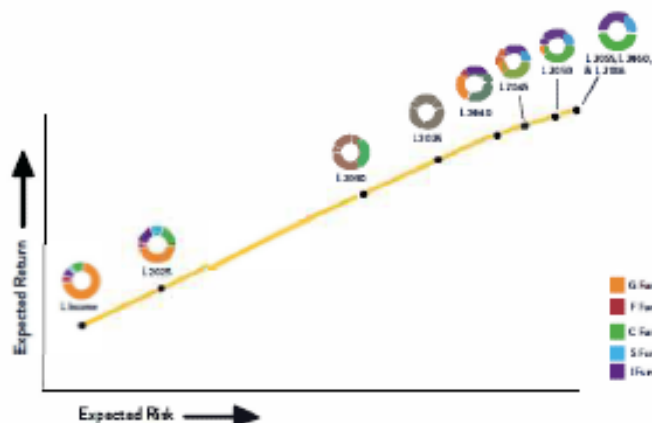
- A federal employee covered by the Federal Employees Retirement System (FERS)
- A federal employee covered by the Civil Service Retirement System (CSRS)
- A member of the uniformed services
- A civilian in certain other categories of federal service such as some congressional positions and some justices 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

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://csp.cce.af.mil/>

▶ **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/>

▶ **MyPay**

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

The logo of the 30th Comptroller Squadron is a circular emblem. It features a blue background with a large yellow dollar sign (\$) in the center. Above the dollar sign is a white arrow pointing upwards, with a red vertical line extending from the base of the arrow down to the top of the dollar sign. Three yellow stars are positioned around the top of the emblem, connected by yellow lines forming a triangular shape. A yellow banner at the bottom of the circle contains the text "30TH COMPTROLLER SQUADRON" in black capital letters.

Outprocessing at Vandenberg

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: CSP.CCE.AF.MIL

Members may also request a Dislocation Allowance (DLA) in their inquiry if they **do not** possess a GTC. You can also request a one month base pay advance within 30 days of PCS. Examples of a PCS order and pay advance form (DD2560) as follows:

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY

INSTRUCTIONS: This form is to be completed by the member's sponsor or the member's immediate supervisor. It is to be submitted to the member's command, which will forward it to the member's sponsor or the member's immediate supervisor. The member's sponsor or the member's immediate supervisor will forward it to the member's command, which will forward it to the member's sponsor or the member's immediate supervisor. The member's sponsor or the member's immediate supervisor will forward it to the member's command, which will forward it to the member's sponsor or the member's immediate supervisor.

1. MEMBER'S NAME (Last, First, Middle Initial) **2. PERMANENT ADDRESS** **3. DATE** **4. EXPIRATION DATE**

5. MEMBER'S SERVICE (Include date of last assignment) **6. REPORT TO COMMAND, NEW ASSIGNMENT** **7. THRU DATE OF REPORT (If applicable, include date of last assignment)**

8. NEW ADDRESS **9. NEW ADDRESS (Include date of last assignment)** **10. REPORT TO COMMAND, NEW ASSIGNMENT** **11. THRU DATE OF REPORT (If applicable, include date of last assignment)**

12. MEMBER'S NAME (Last, First, Middle Initial) **13. PERMANENT ADDRESS** **14. DATE** **15. EXPIRATION DATE**

16. MEMBER'S SERVICE (Include date of last assignment) **17. REPORT TO COMMAND, NEW ASSIGNMENT** **18. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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23. MEMBER'S NAME (Last, First, Middle Initial) **24. PERMANENT ADDRESS** **25. DATE** **26. EXPIRATION DATE**

27. MEMBER'S SERVICE (Include date of last assignment) **28. REPORT TO COMMAND, NEW ASSIGNMENT** **29. THRU DATE OF REPORT (If applicable, include date of last assignment)**

30. NEW ADDRESS **31. NEW ADDRESS (Include date of last assignment)** **32. REPORT TO COMMAND, NEW ASSIGNMENT** **33. THRU DATE OF REPORT (If applicable, include date of last assignment)**

34. MEMBER'S NAME (Last, First, Middle Initial) **35. PERMANENT ADDRESS** **36. DATE** **37. EXPIRATION DATE**

38. MEMBER'S SERVICE (Include date of last assignment) **39. REPORT TO COMMAND, NEW ASSIGNMENT** **40. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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115. MEMBER'S SERVICE (Include date of last assignment) **116. REPORT TO COMMAND, NEW ASSIGNMENT** **117. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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122. MEMBER'S NAME (Last, First, Middle Initial) **123. PERMANENT ADDRESS** **124. DATE** **125. EXPIRATION DATE**

126. MEMBER'S SERVICE (Include date of last assignment) **127. REPORT TO COMMAND, NEW ASSIGNMENT** **128. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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137. MEMBER'S SERVICE (Include date of last assignment) **138. REPORT TO COMMAND, NEW ASSIGNMENT** **139. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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199. MEMBER'S NAME (Last, First, Middle Initial) **200. PERMANENT ADDRESS** **201. DATE** **202. EXPIRATION DATE**

203. MEMBER'S SERVICE (Include date of last assignment) **204. REPORT TO COMMAND, NEW ASSIGNMENT** **205. THRU DATE OF REPORT (If applicable, include date of last assignment)**

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210. MEMBER'S NAME (Last, First, Middle Initial) **211. PERMANENT ADDRESS** **212. DATE** **213. EXPIRATION DATE**

214. MEMBER'S SERVICE (Include date of last assignment) **215. REPORT TO COMMAND, NEW ASSIGNMENT** **216. THRU DATE OF REPORT (If applicable, include date of last assignment)**

217. NEW ADDRESS **218. NEW ADDRESS (Include date of**

[illegible]

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.



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.

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.

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

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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.

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

csf.cce.af.mil 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			
SECTION 1: MEMBER INFORMATION			
1. NAME (Last, First, MI) 2. SSN 3. GRADE 4. SERVICE 5. PAY GRADE 6. DUTY LOCATION (State, City, Zip Code, Country) 7. HOME ADDRESS (Street, City, State, Zip Code, Country) 8. PHONE (Home, Office, Cell, Fax) 9. EMAIL 10. DATE OF BIRTH 11. DATE OF ENTRY INTO SERVICE 12. DATE OF SEPARATION 13. DATE OF RETIREMENT 14. DATE OF DEATH 15. DATE OF DEATH 16. DATE OF DEATH 17. DATE OF DEATH 18. DATE OF DEATH 19. DATE OF DEATH 20. DATE OF DEATH			
SECTION 2: DEPENDENT INFORMATION			
21. NAME (Last, First, MI) 22. SSN 23. GRADE 24. SERVICE 25. PAY GRADE 26. DUTY LOCATION (State, City, Zip Code, Country) 27. HOME ADDRESS (Street, City, State, Zip Code, Country) 28. PHONE (Home, Office, Cell, Fax) 29. EMAIL 30. DATE OF BIRTH 31. DATE OF ENTRY INTO SERVICE 32. DATE OF SEPARATION 33. DATE OF RETIREMENT 34. DATE OF DEATH 35. DATE OF DEATH 36. DATE OF DEATH 37. DATE OF DEATH 38. DATE OF DEATH 39. DATE OF DEATH 40. DATE OF DEATH			
SECTION 3: FINANCIAL INFORMATION			
41. NAME (Last, First, MI) 42. SSN 43. GRADE 44. SERVICE 45. PAY GRADE 46. DUTY LOCATION (State, City, Zip Code, Country) 47. HOME ADDRESS (Street, City, State, Zip Code, Country) 48. PHONE (Home, Office, Cell, Fax) 49. EMAIL 50. DATE OF BIRTH 51. DATE OF ENTRY INTO SERVICE 52. DATE OF SEPARATION 53. DATE OF RETIREMENT 54. DATE OF DEATH 55. DATE OF DEATH 56. DATE OF DEATH 57. DATE OF DEATH 58. DATE OF DEATH 59. DATE OF DEATH 60. DATE OF DEATH			
SECTION 4: SIGNATURES			
61. MEMBER SIGNATURE 62. MEMBER SIGNATURE 63. MEMBER SIGNATURE 64. MEMBER SIGNATURE 65. MEMBER SIGNATURE 66. MEMBER SIGNATURE 67. MEMBER SIGNATURE 68. MEMBER SIGNATURE 69. MEMBER SIGNATURE 70. MEMBER SIGNATURE			

ADDRESS CHANGE FORM			
1. NAME (Last, First, MI) 2. SSN 3. GRADE 4. SERVICE 5. PAY GRADE 6. DUTY LOCATION (State, City, Zip Code, Country) 7. HOME ADDRESS (Street, City, State, Zip Code, Country) 8. PHONE (Home, Office, Cell, Fax) 9. EMAIL 10. DATE OF BIRTH 11. DATE OF ENTRY INTO SERVICE 12. DATE OF SEPARATION 13. DATE OF RETIREMENT 14. DATE OF DEATH 15. DATE OF DEATH 16. DATE OF DEATH 17. DATE OF DEATH 18. DATE OF DEATH 19. DATE OF DEATH 20. DATE OF DEATH			
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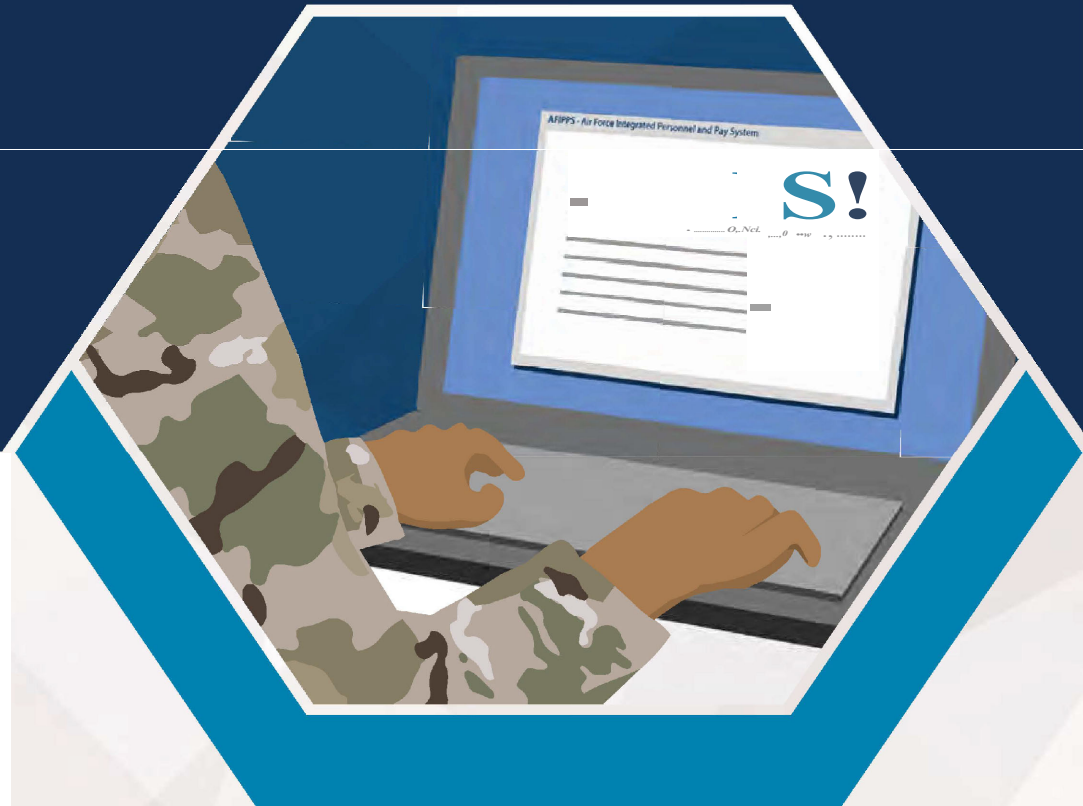
Retirees will submit a AF Form 594, AF Form 1745, and a DD Form 1172-2 (DEERS print-out from MPF) for a travel claim to the retirement location.

AF FORM 594, 1 NOV 80			
1. NAME (Last, First, MI) 2. SSN 3. GRADE 4. SERVICE 5. PAY GRADE 6. DUTY LOCATION (State, City, Zip Code, Country) 7. HOME ADDRESS (Street, City, State, Zip Code, Country) 8. PHONE (Home, Office, Cell, Fax) 9. EMAIL 10. DATE OF BIRTH 11. DATE OF ENTRY INTO SERVICE 12. DATE OF SEPARATION 13. DATE OF RETIREMENT 14. DATE OF DEATH 15. DATE OF DEATH 16. DATE OF DEATH 17. DATE OF DEATH 18. DATE OF DEATH 19. DATE OF DEATH 20. DATE OF DEATH			
SECTION 2: ADDRESS INFORMATION			
21. NAME (Last, First, MI) 22. SSN 23. GRADE 24. SERVICE 25. PAY GRADE 26. DUTY LOCATION (State, City, Zip Code, Country) 27. HOME ADDRESS (Street, City, State, Zip Code, Country) 28. PHONE (Home, Office, Cell, Fax) 29. EMAIL 30. DATE OF BIRTH 31. DATE OF ENTRY INTO SERVICE 32. DATE OF SEPARATION 33. DATE OF RETIREMENT 34. DATE OF DEATH 35. DATE OF DEATH 36. DATE OF DEATH 37. DATE OF DEATH 38. DATE OF DEATH 39. DATE OF DEATH 40. DATE OF DEATH			
SECTION 3: SIGNATURES			
41. MEMBER SIGNATURE 42. MEMBER SIGNATURE 43. MEMBER SIGNATURE 44. MEMBER SIGNATURE 45. MEMBER SIGNATURE 46. MEMBER SIGNATURE 47. MEMBER SIGNATURE 48. MEMBER SIGNATURE 49. MEMBER SIGNATURE 50. MEMBER SIGNATURE			

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:

AJPIA-AEIPPS-OCM@us.af.mil

U.S. AIR FORCE

AFIPPS!

The Modern
HR SOLUTION

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

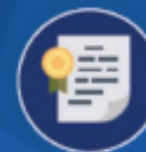
As you encounter career and life changes throughout 2021, return to AFIPPS to ensure your information is up to date.



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/07a26.pdf>

▶ CitiBank

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

▶ Comptroller Services Portal

<https://csp.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://csp.cce.af.mil/>

For members that have separated or retired submit inquiries to:

30CPTSPayHelp@us.af.mil