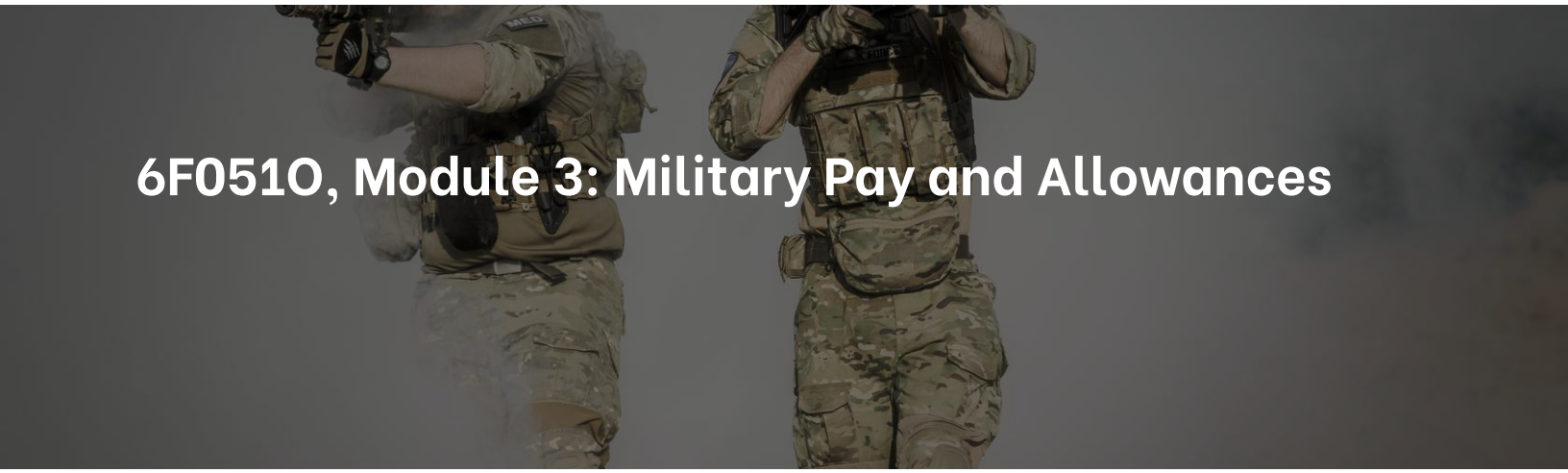


6F051O, Module 3: Military Pay and Allowances

Lesson 1 - Military Pay

- Without reference, determine procedures for processing military pay and balancing vouchers IAW prescribed publications and guidance.

Overview

- Interpret Master Military Pay Account (MMPA)
- Clear Management Notices
- Correct Rejects
- Voucher Balancing

Interpret the Master Military Pay Account (MMPA)

The Master Military Pay Account (MMPA) is a Data Base type file that contains current and historical data pertaining to a member's pay. All leave and pay activity for active duty members is recorded in this file. The individual accounts contain current entitlements,

deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history.

The main purpose of the MMPA is to provide a subsidiary payroll ledger account which:

- Records information necessary to compute the net pay due a member
- Records factors relative to the member that are, have been, or will be of a pay determining or pay- distributing nature
- Ensures uniformity in application of rules and processing, and provides prompt and accurate service to every service member
- Enables pay clerks to answer inquiries pertaining to a member's account

The activity below will take you further through the functions of the Defense Joint Military Pay System.

CONTINUE

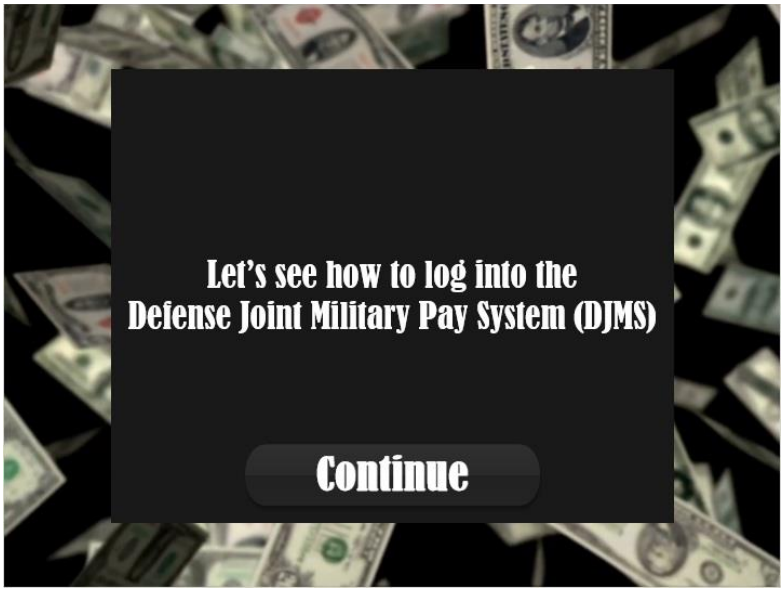
Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

MMPA

1. Introduction

1.1 MMPA

1.2 Logging Into DJMS



Notes:

Let's learn how to log into the Defense Joint Military Pay system.

MMPA

2. Logging In

2.1 HA Cloud

To open DJMS, you must first access the multi-host Internet access portal and launch the HA cloud.

2.2 Selecting Certificates

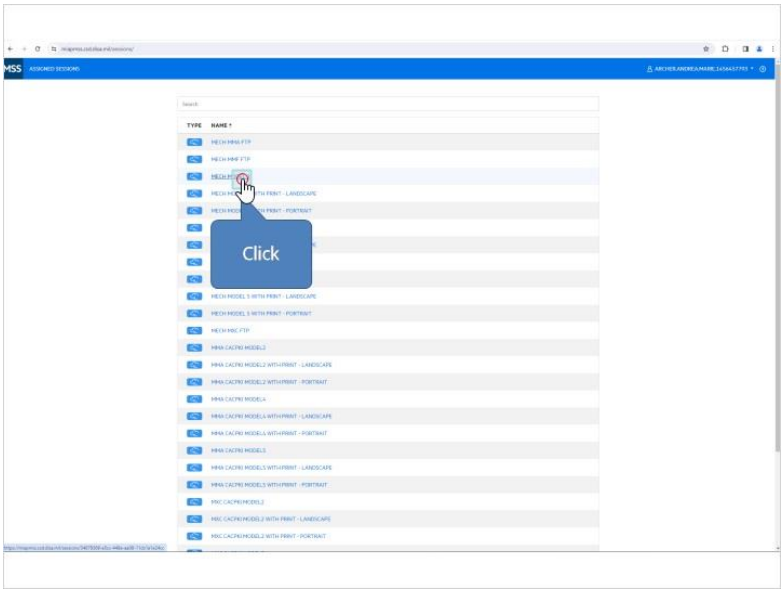
Select your certificate.

MMPA

2.3 Type PIN

Enter your PKI pin.

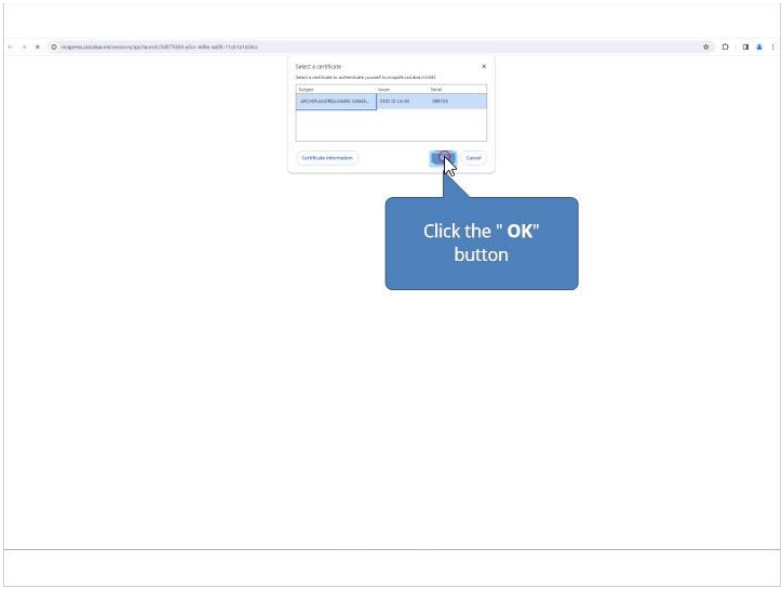
2.4 Select Preferred Mech Model



The Mech Model you select is a personal preference.

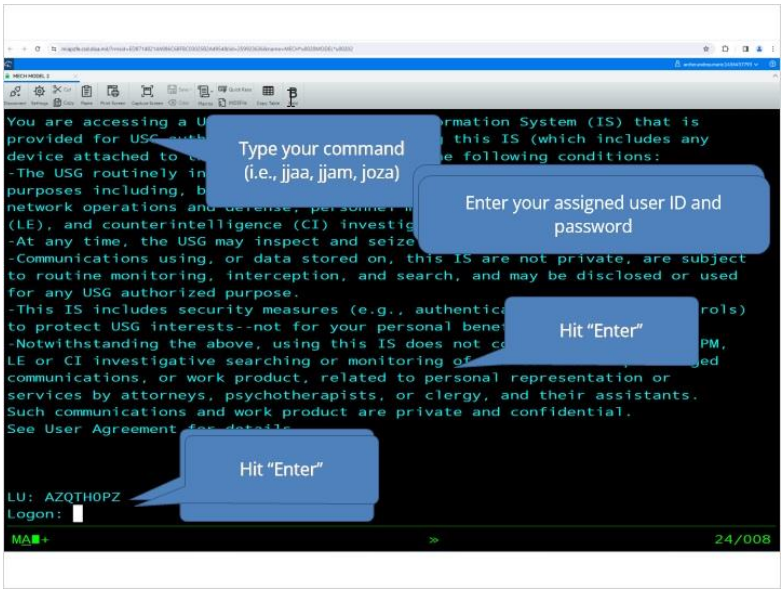
MMPA

2.5 Select Certificate



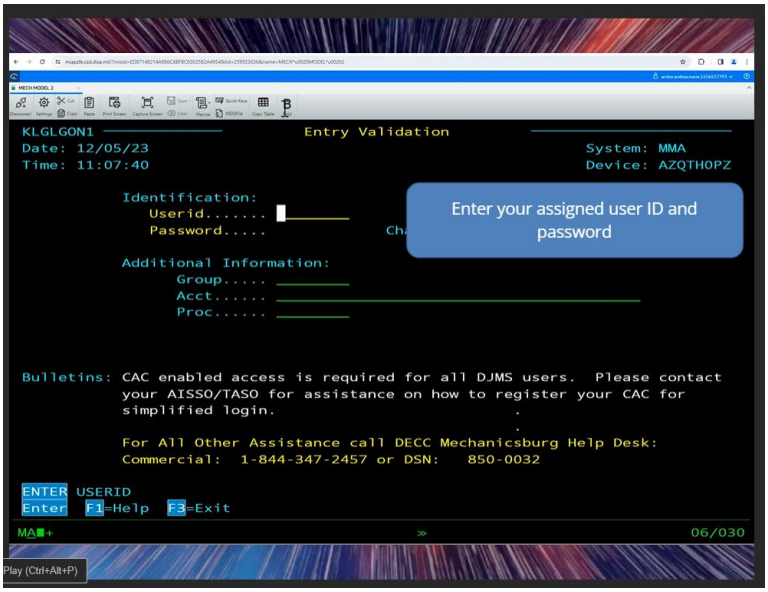
Select your certificate again.

2.6 Login Prompts

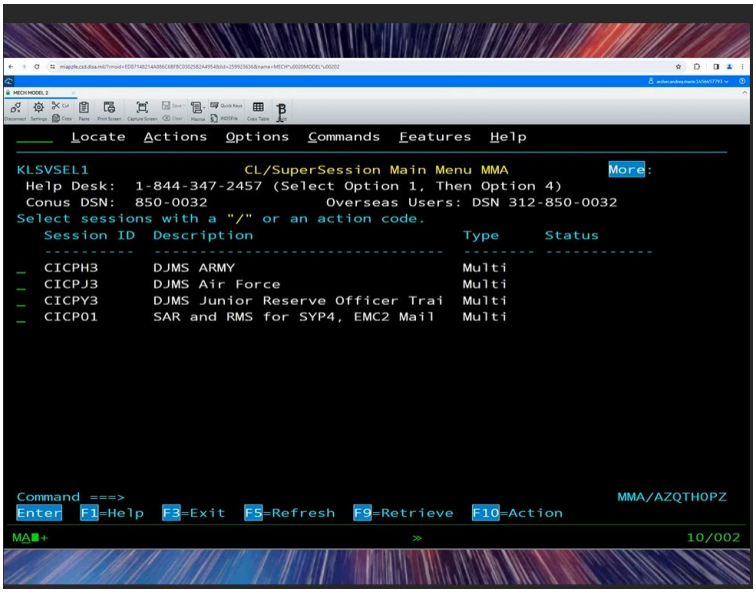


Type KLS and hit “Enter” twice.

MMPA

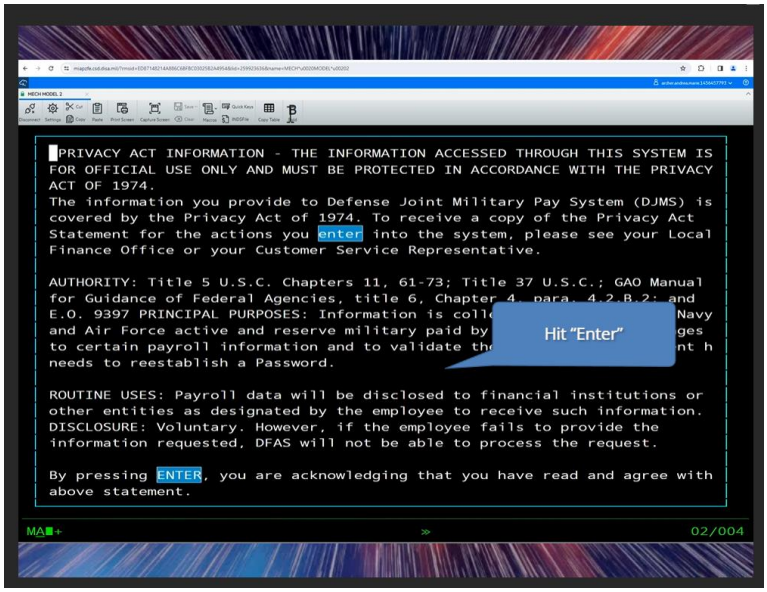


Enter your user ID and password. If your password is set to expire soon, you will be prompted to change it at this point. Select

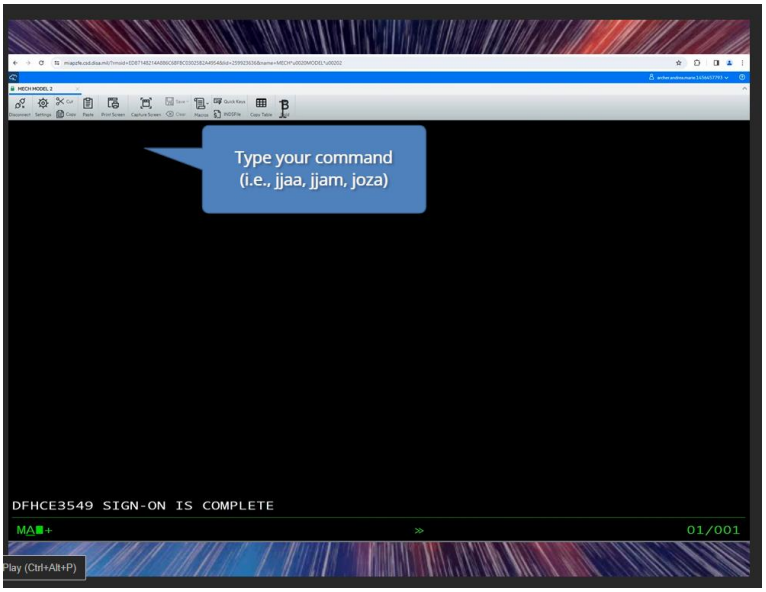


Air Force by clicking in the box and hitting “Enter”.

MMPA

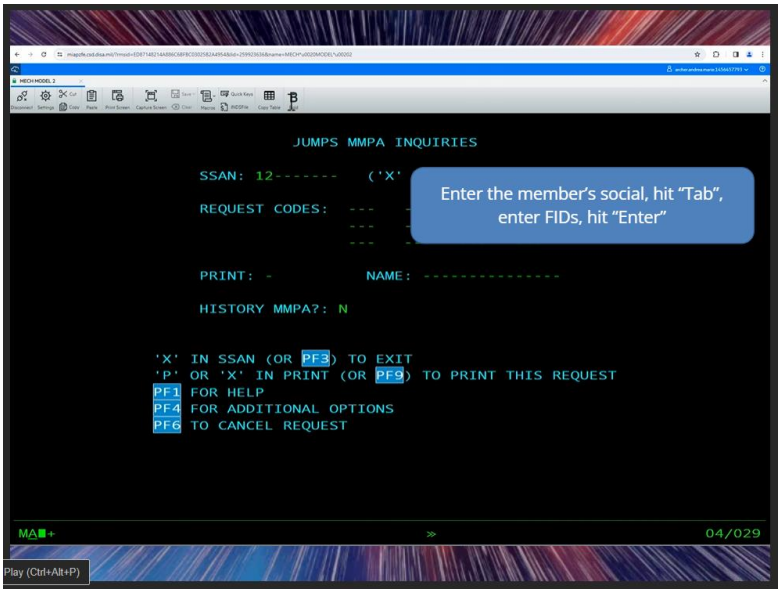


When this page populates, hit “Enter” again.



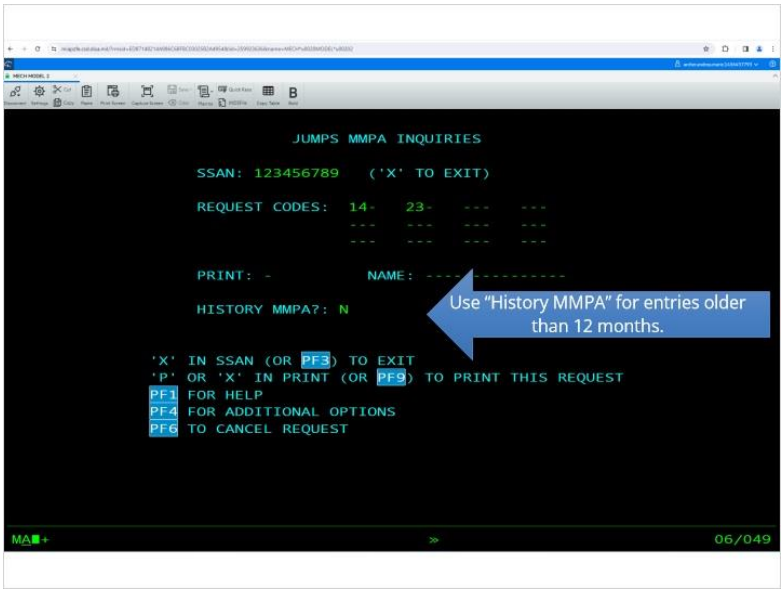
MMPA

There are several different commands you will use to navigate the defense joint military pay system. To access the master military pay account, use the command “JJAA”.



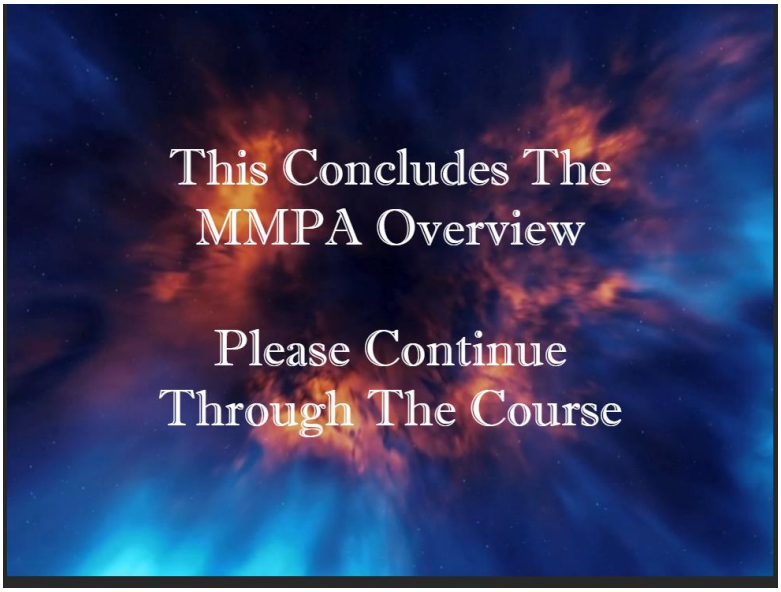
This will open a screen titled “Jumps MMPA inquiries”. On this screen, you will be able to enter a member’s social security number, applicable request codes (or format identifiers), and even request historical MMPAs up to five years prior. At the bottom of the screen, you can find system navigation instructions.

2.7 Accessing data



Keep in mind that if customers have concerns that are over 12 months old, the “History MMPA” section will need to be used.

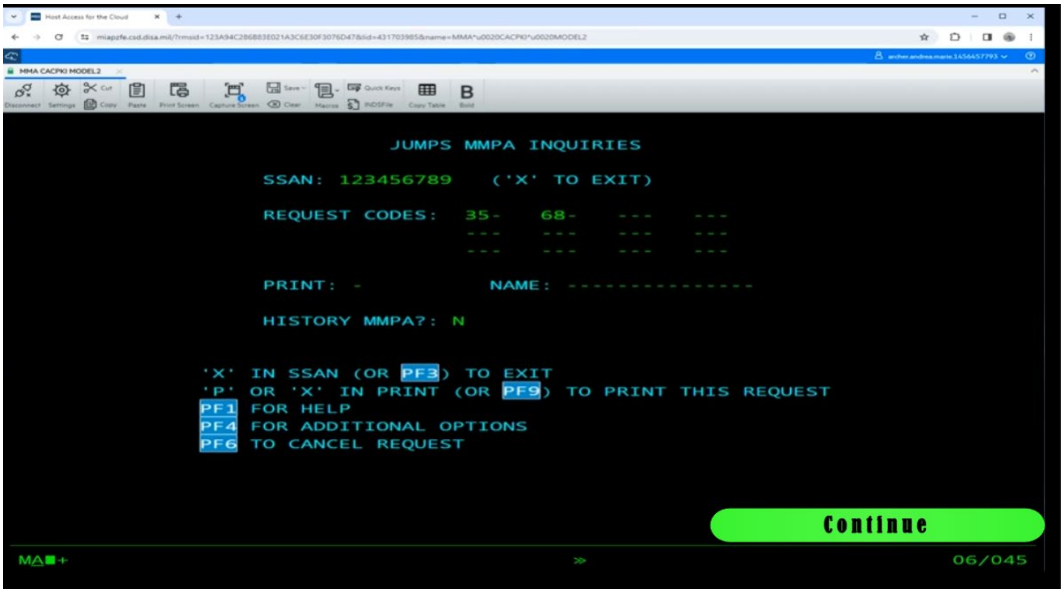
MMPA


This Concludes The
MMPA Overview
Please Continue
Through The Course

Interpreting the MMPA

1.1 Introduction

1.2 JJAA Walkthrough

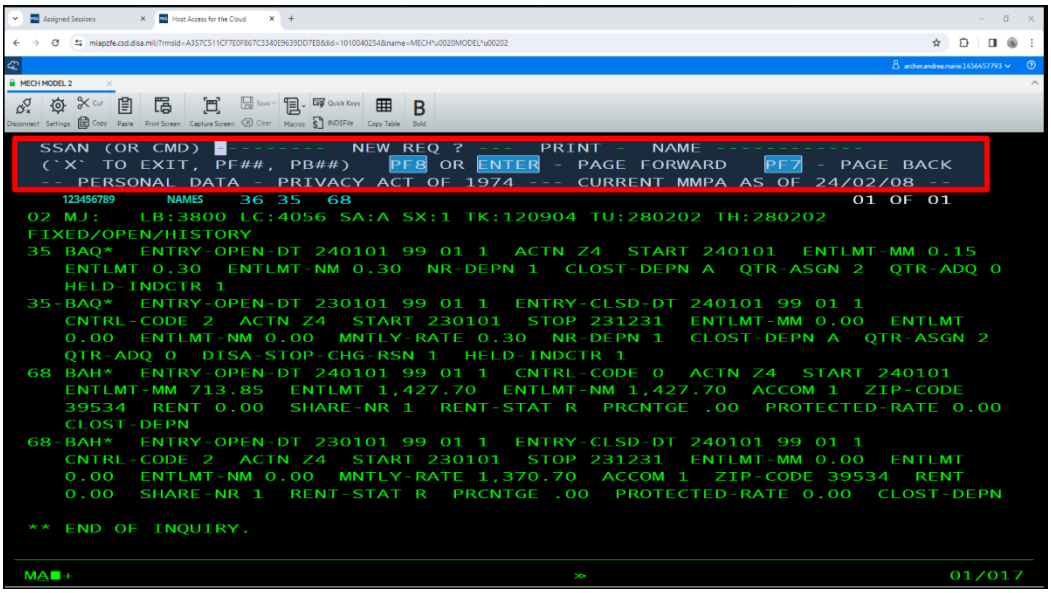


Now that you are familiar with logging into the MMPA. Let's look at a member's pay record.

1.3 Individual Pay record

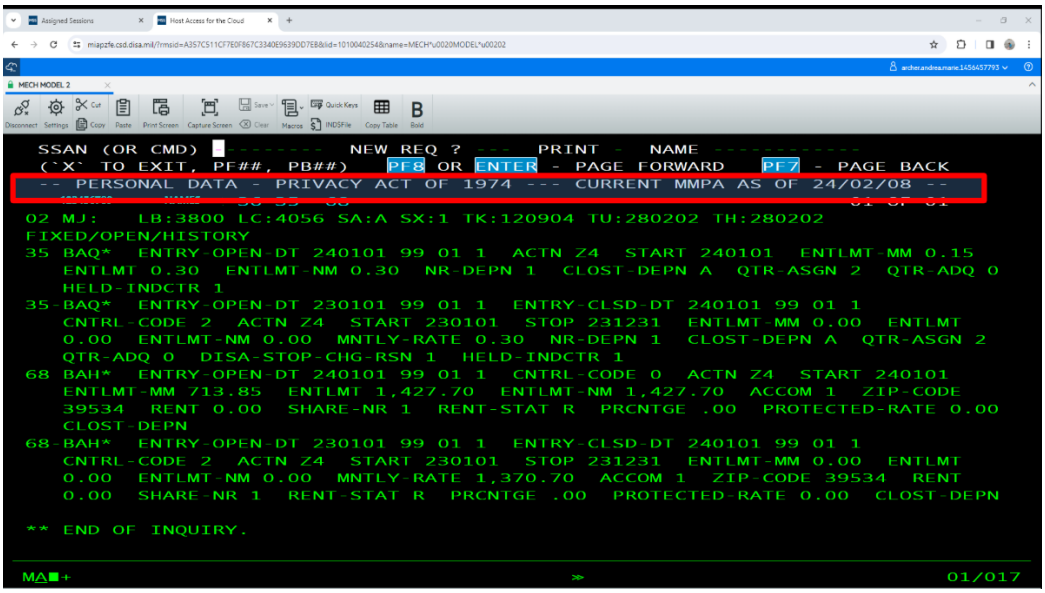
Now that you have logged into the members master military pay account. You will see a picture of information that paints a picture of this individual.

Interpreting the MMPA

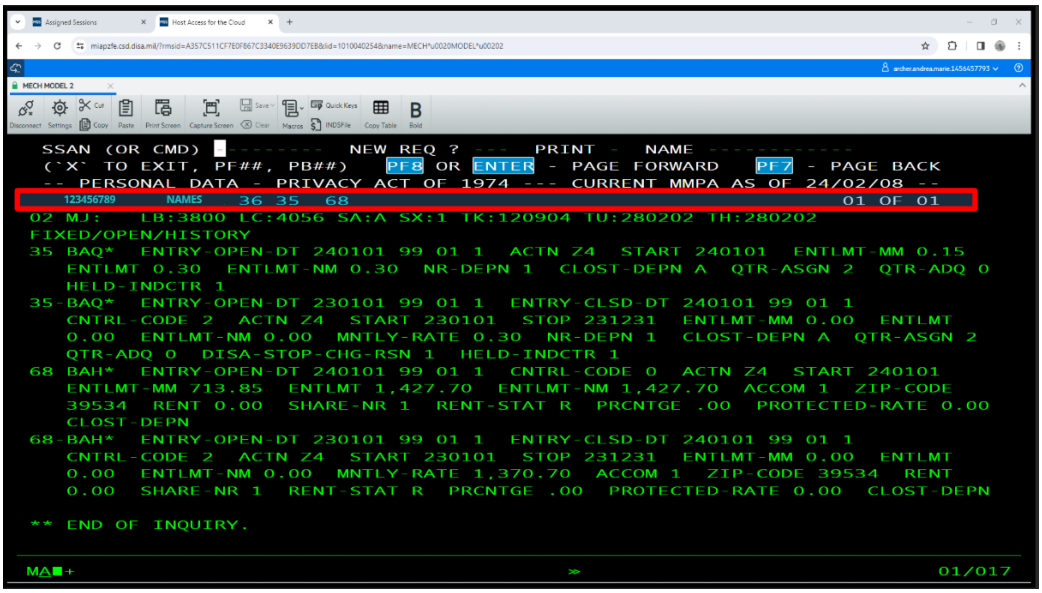


At the top of the screen. The header is displayed in a combination of white, blue, and green fonts starting in the top left. The header will first give you the option to request another social security number. If you type X into this field, you will be backed out of the current screen. Next is the option to request a new format identifier. In this field, you will only have the option to view one field at a time. There are certain instances, members may have complex issues that require FM to view all open entitlements. In this case, E space O can be used as the format identifier request. If you would like to view multiple individual FIDs, you will need to go back to the inquiry page. The print option allows you to request a print of the entire MMPA. The name field will show identification or other data entered by the print requested. The system line will guide you how to move through the system.

Interpreting the MMPA

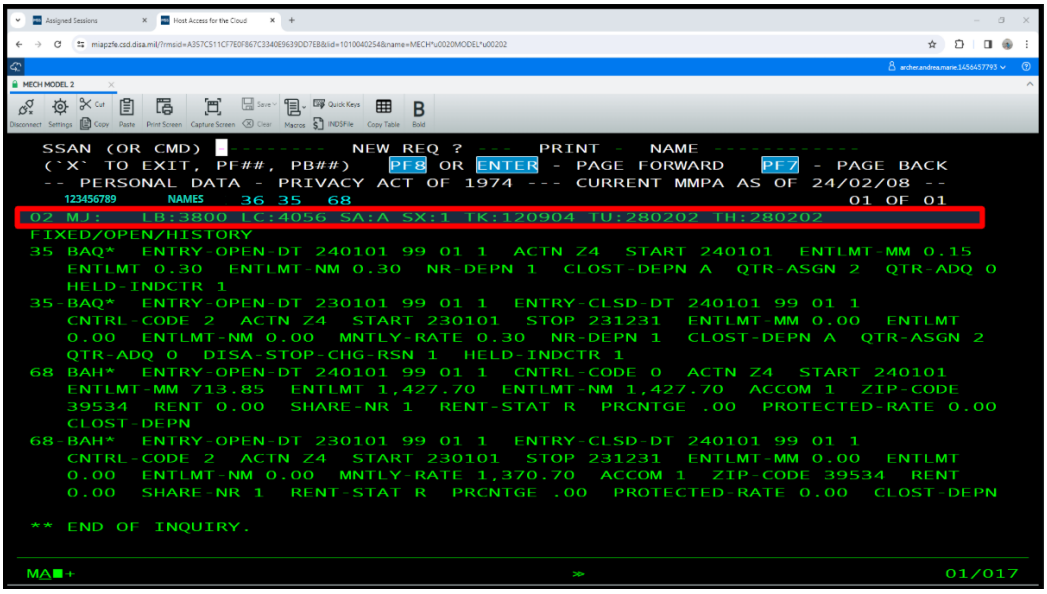


Required by law, the privacy act statement identifies that the information can only be used for official purposes. The date of the MMPA indicates the date this MMPA screen was requested or printed.



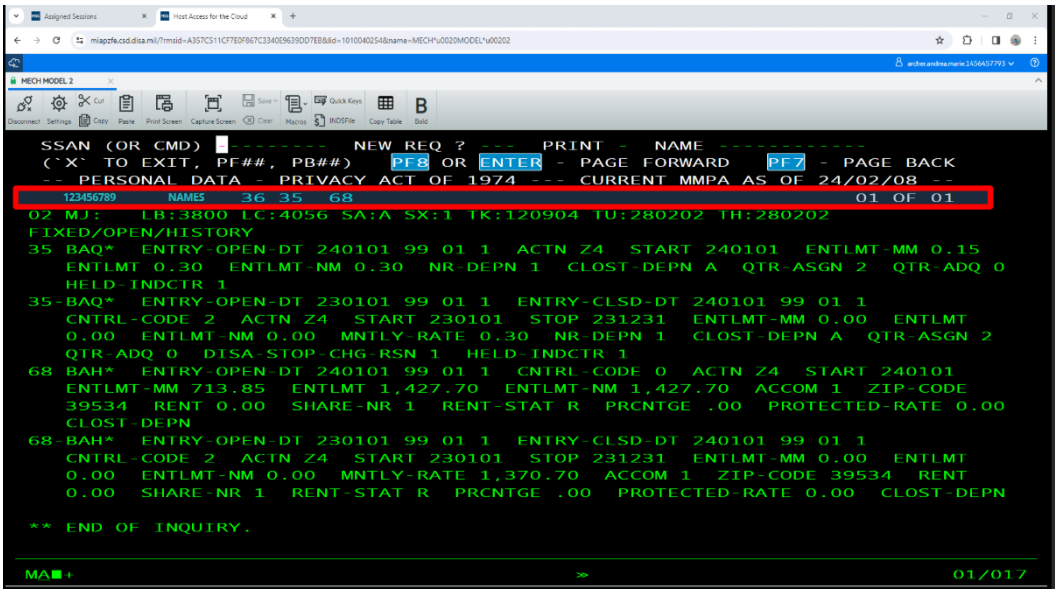
The next section is the member s personal information. The first item in this section is the requested social security number. Next, is the first five letters of the member's last name. Member’s pay grades will follow their name and will be represented as either threes for enlisted or zeros for officers. In this example, the member's pay grade is 36, or E6. Based on this pay record, we can determine that this member is technical sergeant names. Following the member's pay grade will be a list of the FIDs displayed.

Interpreting the MMPA

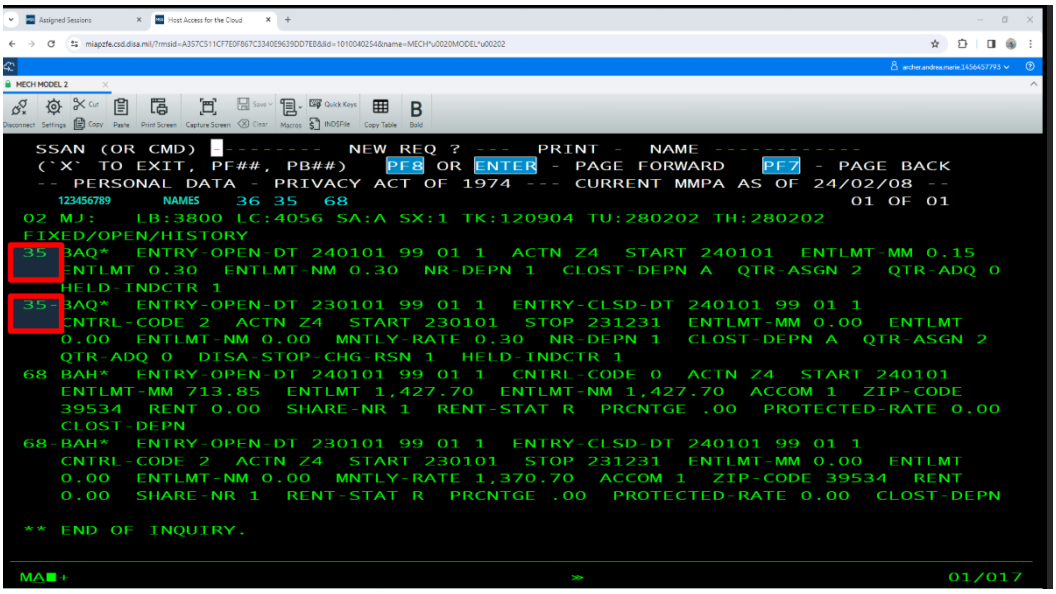


The next line serves as a quick reference guide. The first item on this record is the number 02, shows the current processing month for the MMPA. The next item is the members MJ, or match flag, code. Typically, you will not see a match flag code on a pay record unless the member has recently accessed or is preparing to separate. The next item is the LB. This indicates the ADSN responsible for paying the member. The LC indicates the member's servicing finance office. The SA section indicates the members duty status. For example, A indicates available for duty, while B indicates the member is on leave. The SX identifies the number of statuses on a member's pay record. The TK identifies the members pay date. this is typically the date the member entered the military and is used to determine their years of service. TU identifies the member s date of separation. For active duty officers, this date should read all eights. Finally, the TH section identifies the member's expiration of term of service for enlisted personnel. for officers, this field should read all zeros.

Interpreting the MMPA

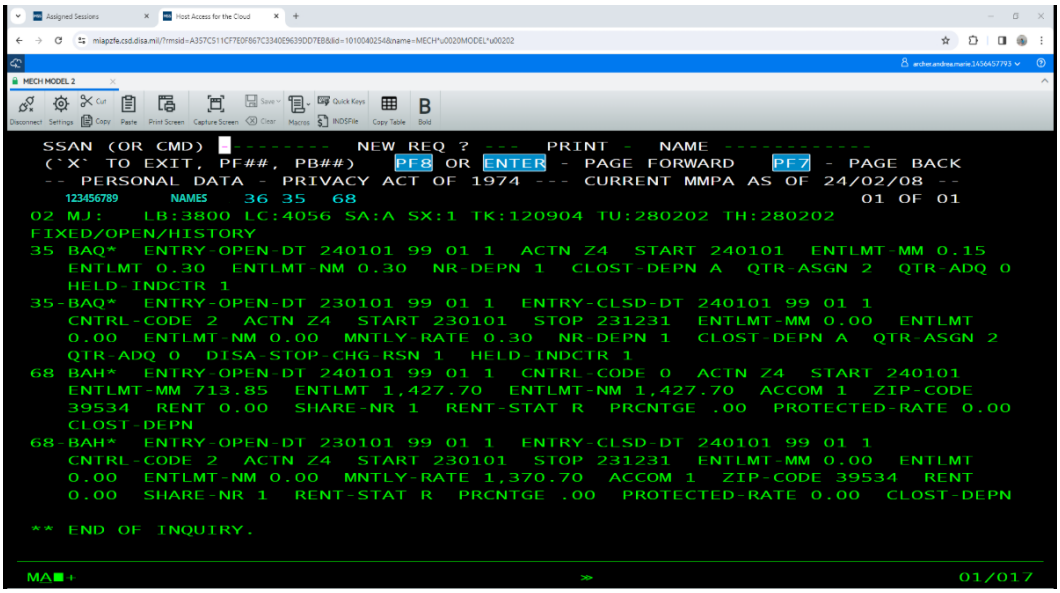


The next section will show either fixed or mandatory data for all members, open, or historical closed items on the member's MMPA. These items are referred to as MMPA entries.

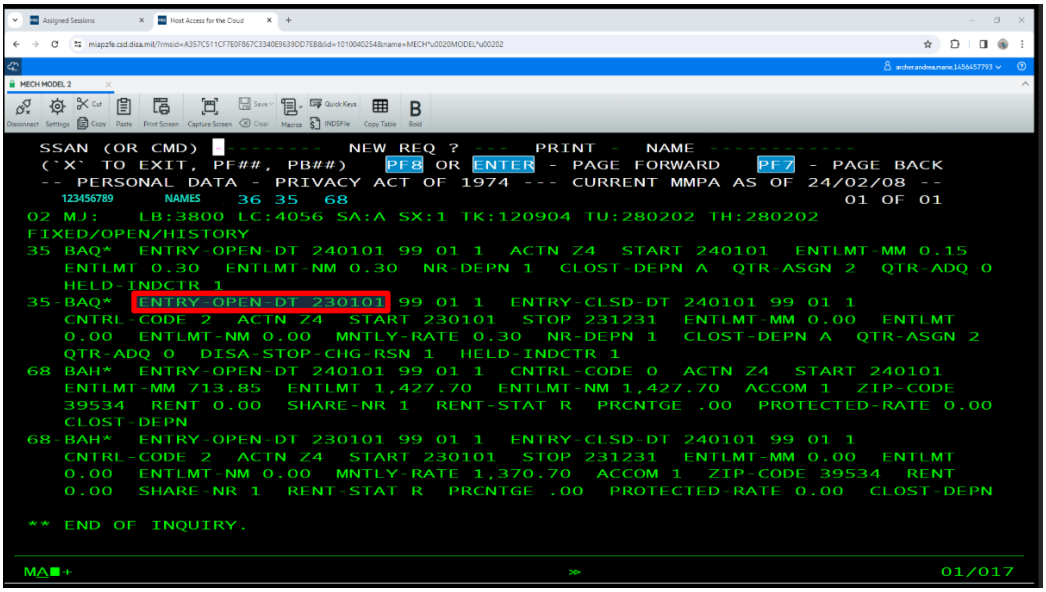


The open and closed format identifiers can be easily identified. If the FID is followed by a space, it is a current open entitlement. If the FID is followed by a dash, it is a closed entitlement, and the member is no longer receiving this entitlement or allowance.

Interpreting the MMPA

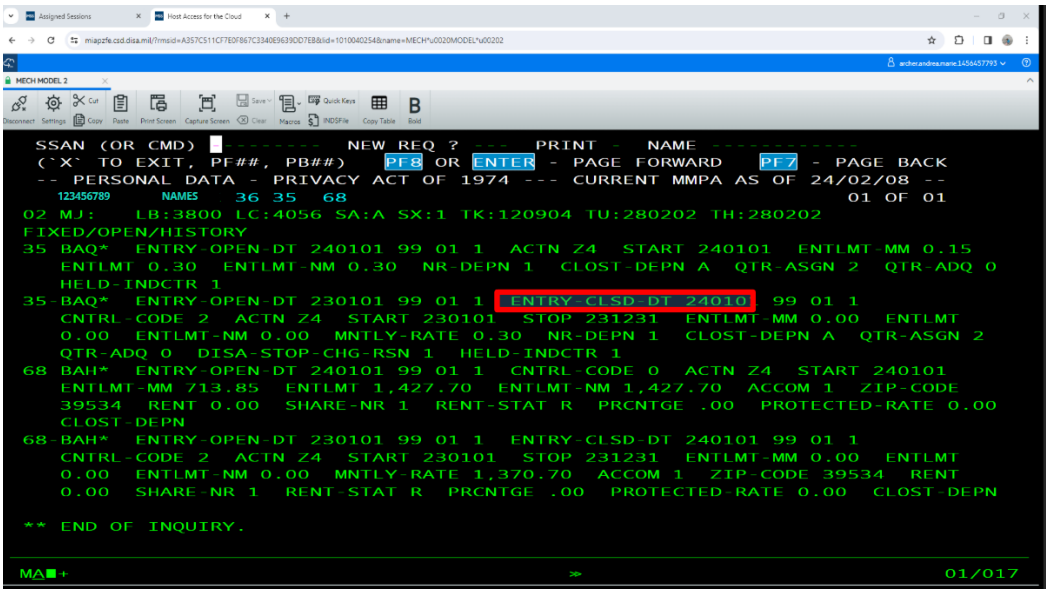


When reading format identifier data, it is crucial that financial managers utilize attention to detail and read each section very carefully.

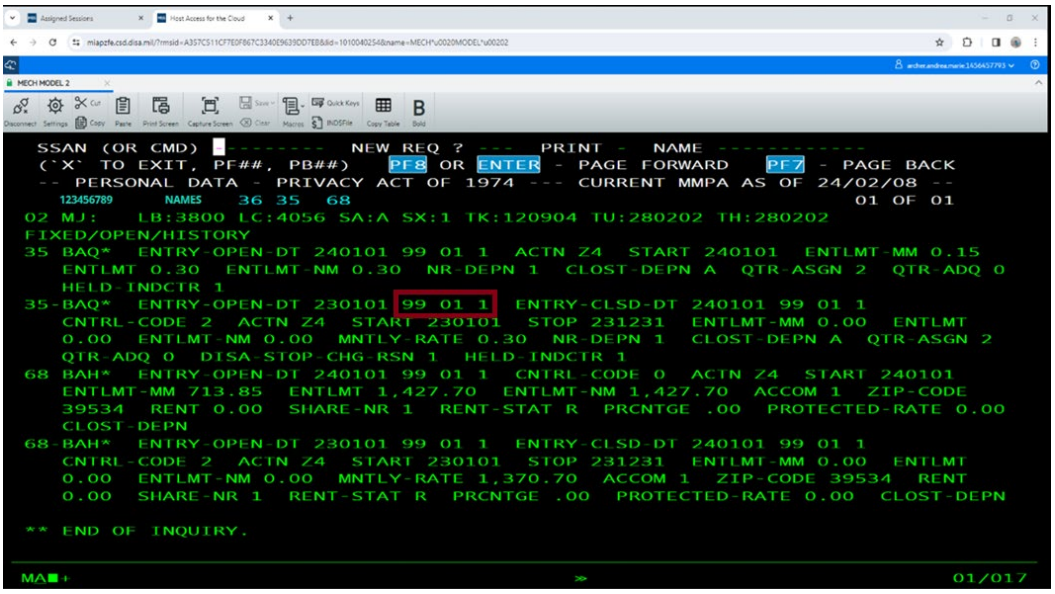


Following the format identifier and the short name for the entitlement or allowance is the entry open data. This identifies when that item was opened.

Interpreting the MMPA

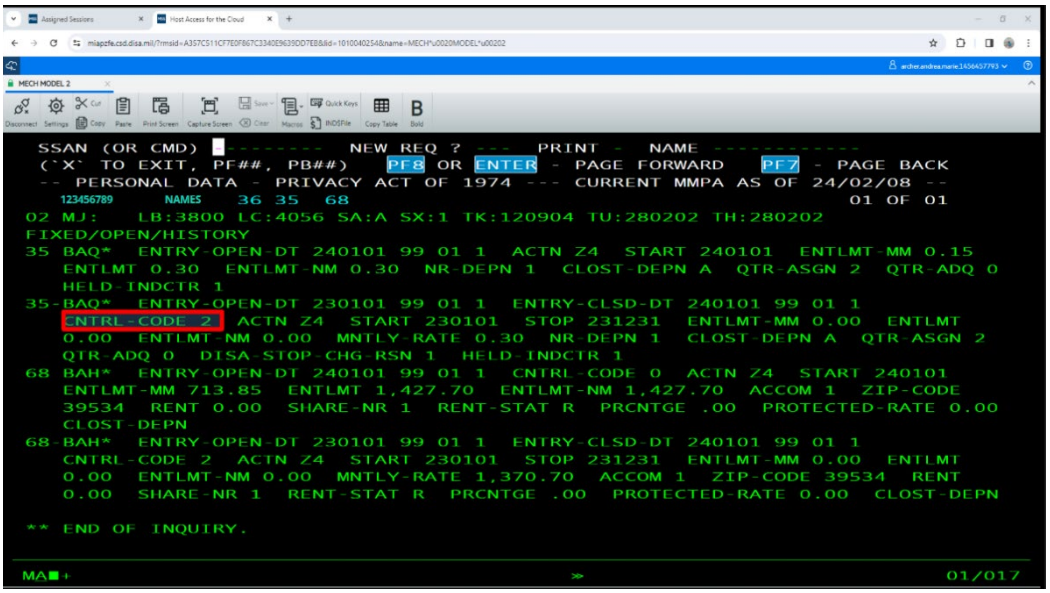


Alternatively, the entry closed data will identify when that item was closed or stopped. All dates on the MMPA are identified in year, month, day format.

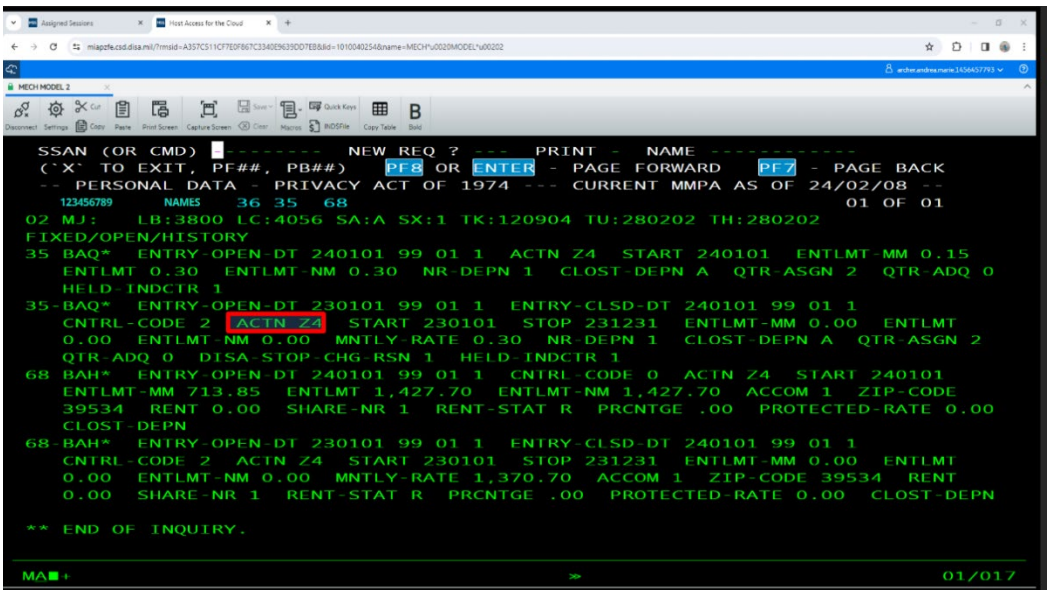


Between the entry open and entry closed dates will be the update cycle number, the mid-month work month, and the mid-month flag. The mid-month flag identifies if the record is current before mid-month, or after mid-month.

Interpreting the MMPA

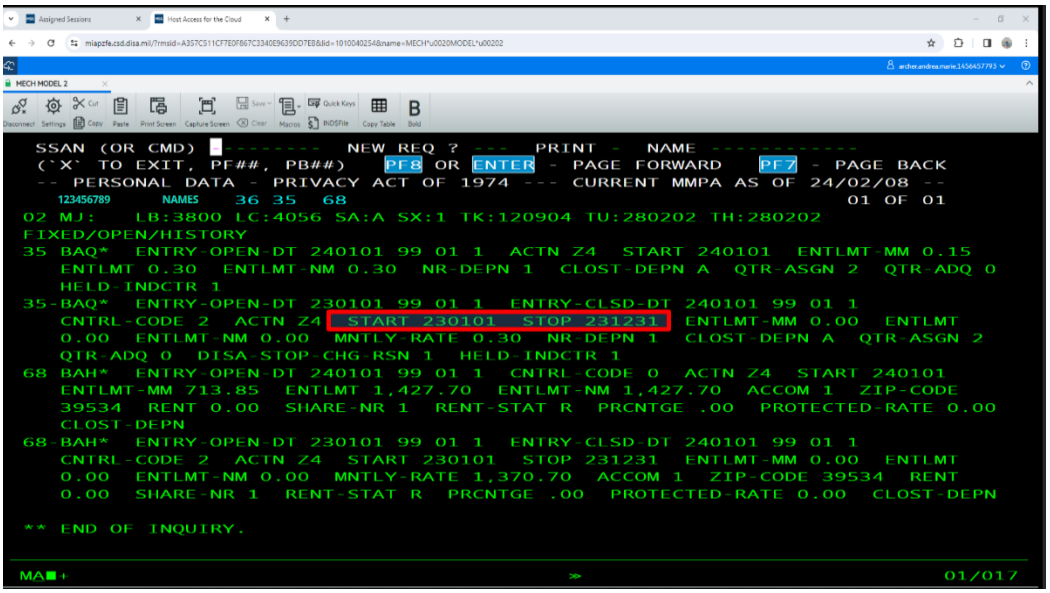


Control codes help to identify what affect the transaction had on the member's pay record.



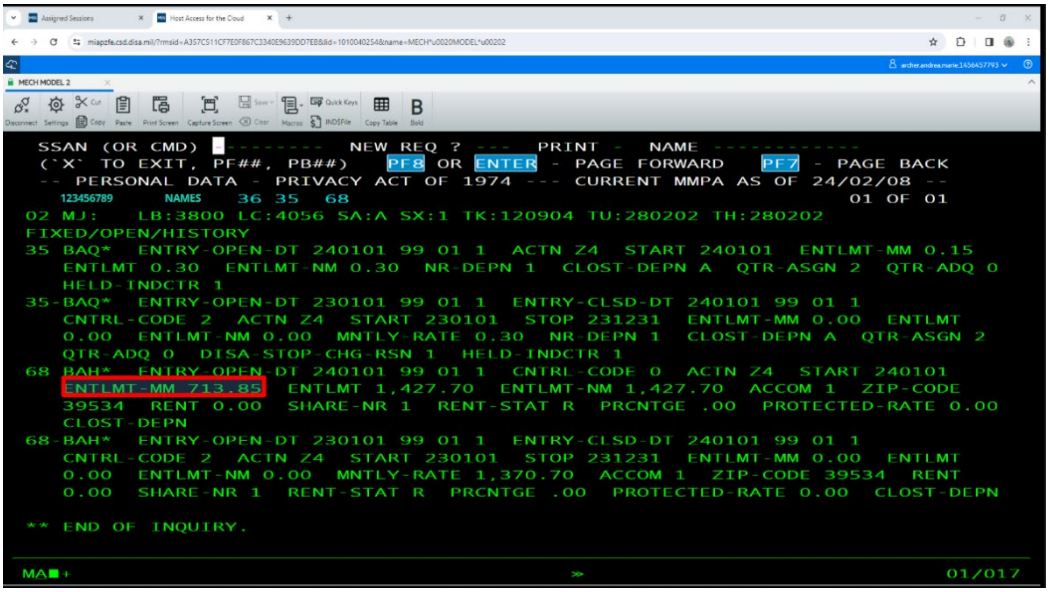
The action section indicates the FID and action indicator or code that affected this specific item. In this example, you can see the code is Z4. Z indicates a mass transaction for this rate, and four indicates there was a change. Therefore, this code tells us there was a mass rate change.

Interpreting the MMPA



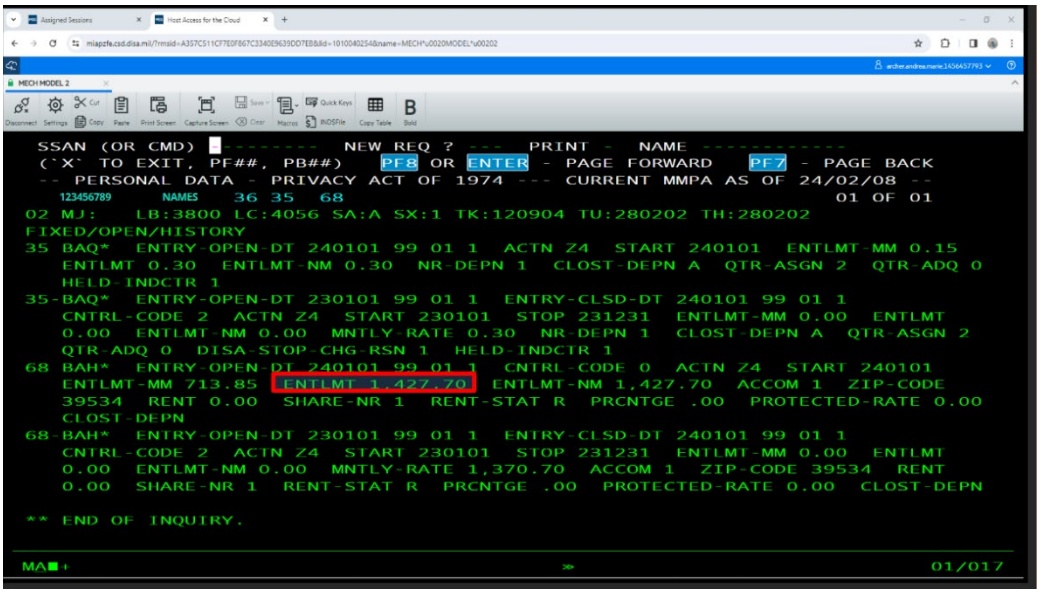
The next start and stop dates indicate the timeframe the member was paid this entitlement or allowance.

In the case of open entitlements and allowances, lines will typically include the following lines:

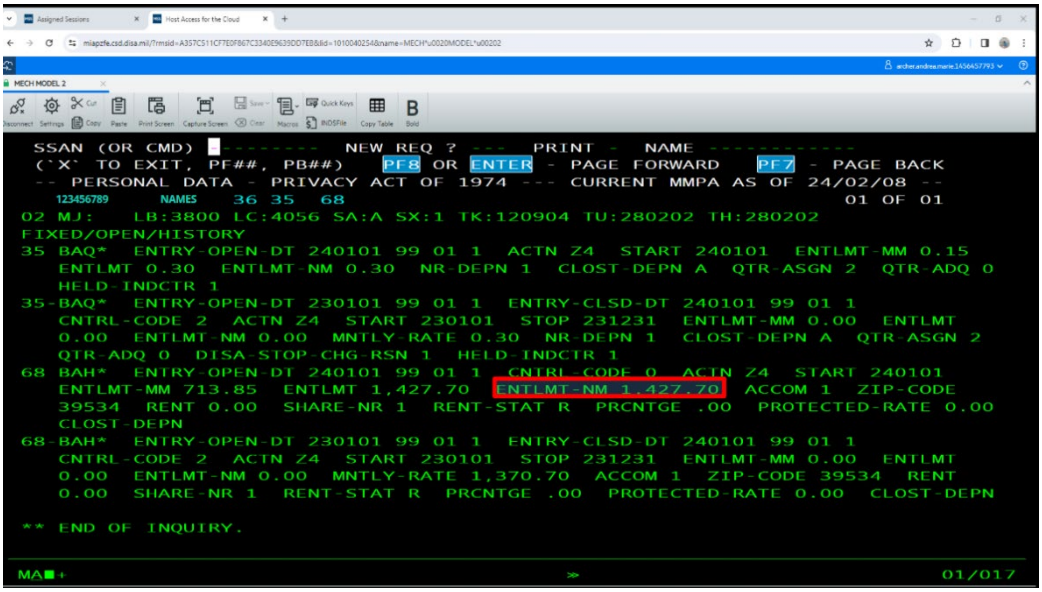


The Entitlement Mid Month Section: Shows what the member is authorized for this item during their mid-month paycheck. If an entitlement or allowance is processed after the mid-month cutoff, the total amount is shown in the next section.

Interpreting the MMPA



The Entitlement Section: Identifies what the member is entitled to for the entire current month.

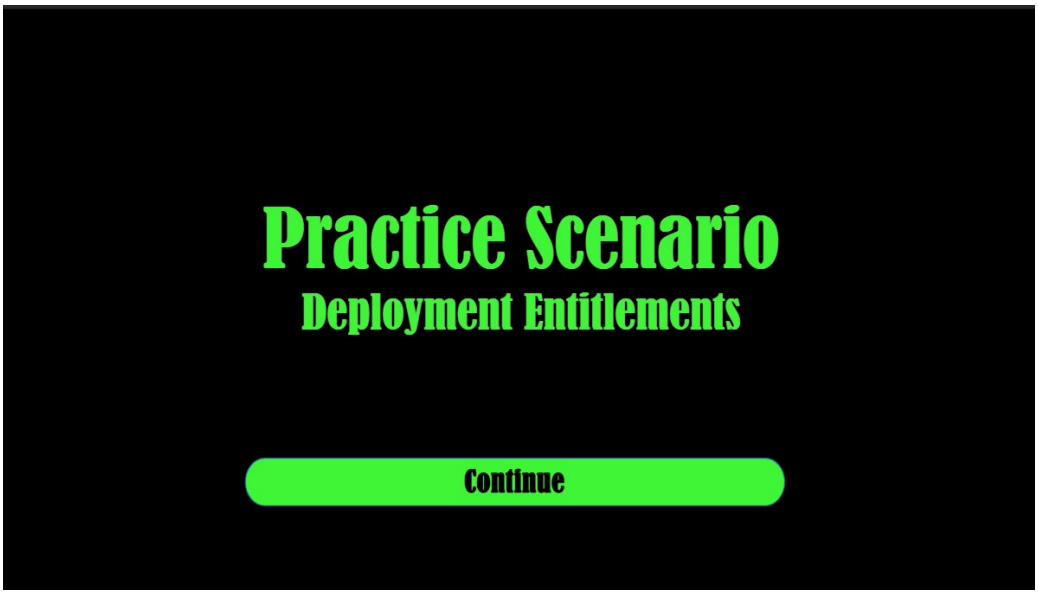


The Entitlement Next Month: Identifies what the member will be paid in the next month if no action is taken to change it before cutoff.

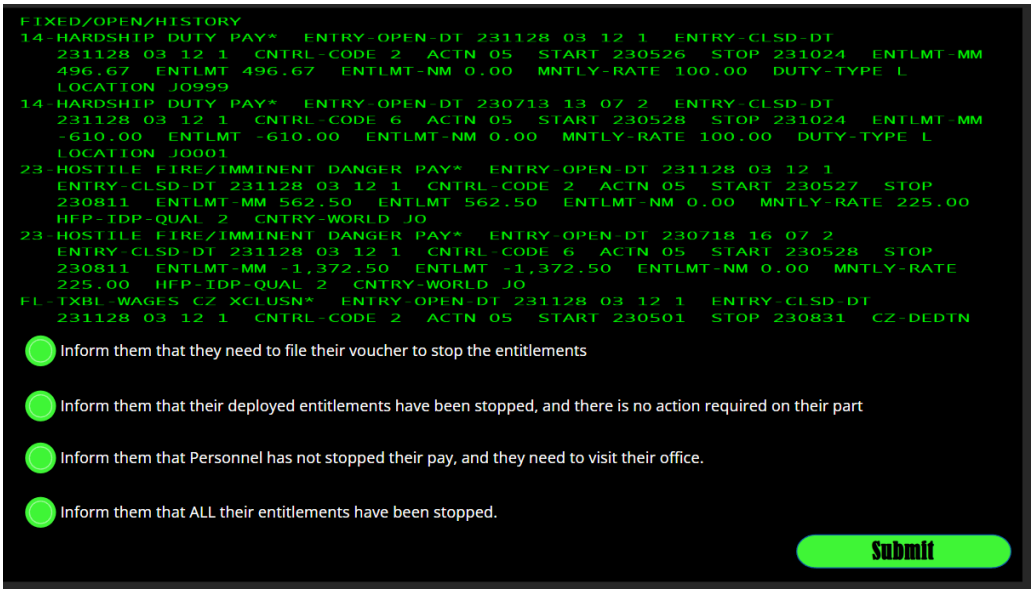
Some Format Identifiers have more data than other. When in doubt, use the DMJS MMPA read guide from the resource training center to guide you through the Defense Joint Military Pay System.

Interpreting the MMPA

1.4 Scenario

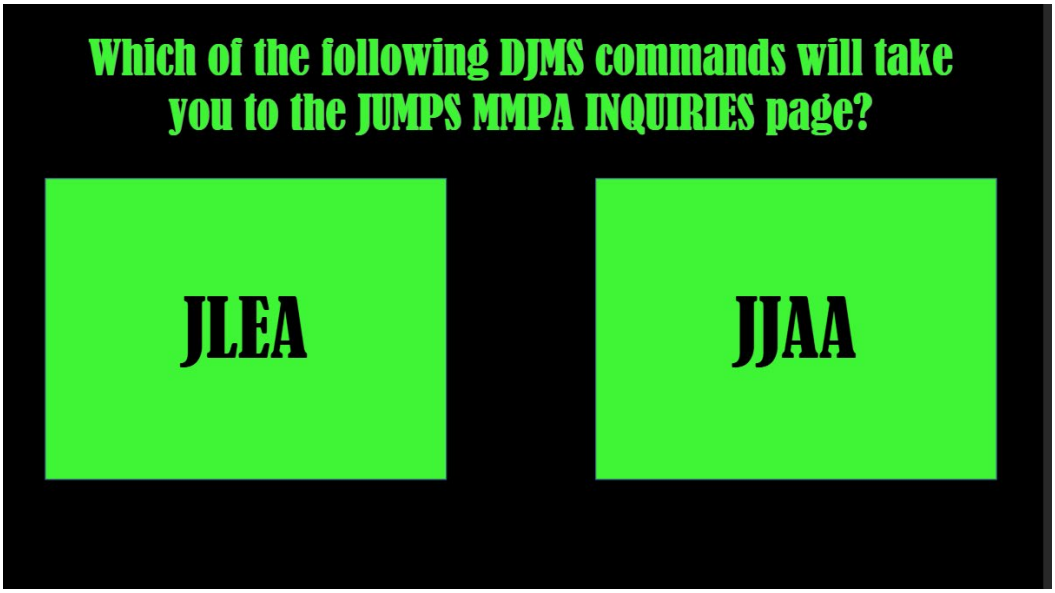


1.5 Question 1

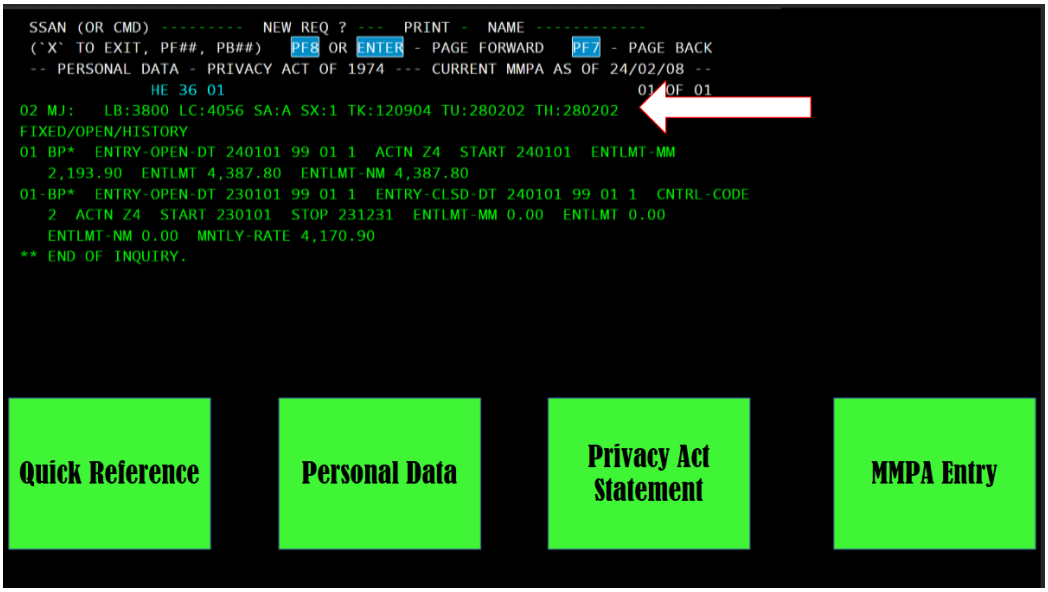


Interpreting the MMPA

1.6 Question 2

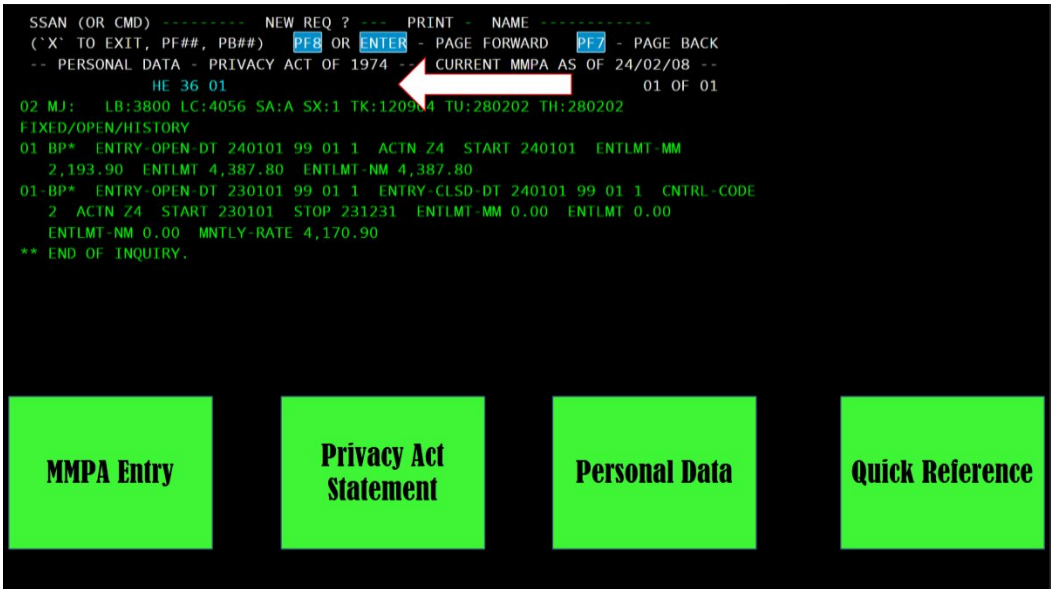


1.7 Question 3



Interpreting the MMPA

1.8 Question 4



1.9 Pick One

Interpreting the MMPA

1.10 Untitled Slide

Complete the content above before moving on.

Use this icon to view the (below) StoryLine activity in full screen mode. If the StoryLine activity has background audio or music, you will need to mute the activity once complete.

Complete the content above before moving on.

Clear Management Notices

A management notice is how the system cautions us and lets us know that additional action may be required based on a recently updated aspect of a member's pay record. There are MANY different types of management notices and a full list can be found in Attachment 23 of the AFMAN 65-116 Vol 1. The same table also tells us what would

generate such a notice as well as what actions may be required of us, if any. Again, this is more of a warning than a definitive problem. The management notice report should be pulled daily from the DMO system. For example, these notices can warn us of that a member's date of separation (DOS) is nearing, and they may get a zero paycheck or that Army & Air Force Exchange Service (AAFES) has processed a debt on a member's record. Having Attachment 23 handy while working the report is like taking an open book test. It tells us exactly what actions to take based on the situation that caused the management notice.

To clear a management notice, we should start by pulling the report from the DMO system. Then, using your attachment 23, we'll research exactly why we got the management notice and what actions we should be taken to address the cause. Once that action is taken, assuming action was required, you're ready to annotate the DMO report with what action was taken to clear the issue and that would complete the process. Working management notices timely can save additional corrections in the future. Do not be intimidated by the abundance of codes that generate on this report, the Attachment 23 will help you make sense of it all.

Correct Rejects

Rejects are the system's way of telling us that a recent transaction did NOT post to a member's pay record. Clearing rejects is 100% necessary. The reject report gets pulled daily using the DMO system assuming there was an MMPA update the night prior. The reject report doesn't just tell you that something failed to process, it also tells you why it failed it process by providing a reject code. DJMS is equipped with a screen to help decipher these codes.

The JJAM screen can help you determine why a specific transaction rejected. If you are using DMO, the reject tab will provide you with the reject code and the description of why it rejected. Clearing rejects in a timely manner is critical to ensuring a member's pay record is correct before they receive a paycheck.

Transactions that are outside of immediate access storage (IAS) or that cannot be processed at base level will reject to DFAS for action with a reject code of 'ZBD'. These rejects are controlled by the Case Management System (CMS) by systematically establishing a case at DFAS.

Step 1

The first step to clearing rejects is to pull the reject listing from DMO. This listing will show you the reject code and the meaning of that reject code. The 'JOZA' screen will also give the reject code meanings in DJMS. Each reject was caused by a transaction that was input into the pay system; you'll need to then pull those documents out of its original cycle.

Step 2

Next, review the intent of the transaction and compare that to the reason the system is saying it rejected. This is where your research and investigation skills will need to be used. Ask yourself questions such as:

- What were we trying to update and why?
- Did we input the data wrong?
- Did we code the transaction wrong?
- Did we fail to take something into account that's currently on the pay record?

Step 3

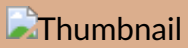
Once you've determined the reject reason then you can take action. If the transaction does not need to be re-input (maybe, it's already on the record for the exact same time frame) then simply annotate your rejects report as such. The more details you include when no action is required, the better because it will help others that might have to repeat the research later.

Step 4

If the transaction does need to be re-input, then you'll need to determine what changes are needed since it didn't take the first time. Dates, codes, amounts, etc. Make your necessary changes (based on your research) by coding up the new transactions. Once the certifying officially has completed their review, it's ready to be re-input.

Don’t forget to annotate your reject report with what actions you took and include the new cycle number for future reference.

CONTINUE



Complete the content above before moving on.

Voucher Balancing

Voucher balancing is important for two reasons: it detects and prevents fraud, and it ensures timely and accurate posting of the payments/collections to the MMPA and the Accounting System.

Bases with centralized disbursing operations that are performed at another installation may not perform voucher balancing tasks. For example, Keesler Air Force Base (AFB) in Mississippi does not do voucher balancing because it’s disbursing operations are

centralized at Maxwell AFB in Alabama. In this lesson, we'll learn some basic knowledge about voucher balancing so that the process is not daunting.

Voucher balancing is similar to balancing a checkbook. Bank accounts are reconciled by comparing the bank statement with purchases that were made. We do the same process during voucher balancing for all vouchers that cite projects 510, 511, 530 or 531. In lesson 7, we will expand on projects 510 (P510) for officers and 530 (P530) for enlisted.

If you're unfamiliar with how to balance a checkbook, this quick video does a great job at explaining what steps are involved. This may help you understand the importance of voucher balancing and the roles that voucher balancing reports play.

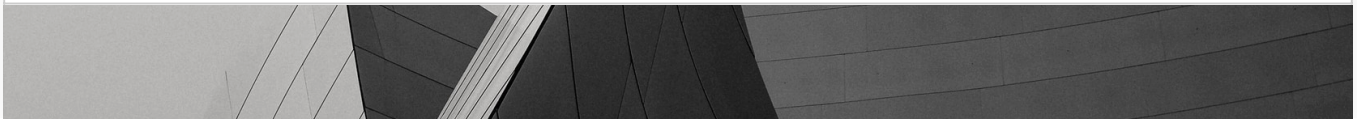
We'll begin by identifying the key players at base level and their responsibility to the voucher balancing program.

Military Pay Personnel —

- Processing of officer and enlisted payments and collections

FMA Office —

- Processing of military pay disbursement vouchers and collections into the Centralized Disbursing System (CDS)
- Processing of adjustment vouchers (1081) into CDS



Disbursing

- Processing of military pay disbursement vouchers and collections into the Centralized Disbursing System (CDS)
- Processing of adjustment vouchers (1081) into CDS

Running a successful voucher balancing program is a team effort and all players must communicate to keep vouchers from being out of balance (OOB). This responsibility rests with the Military Pay section at FSO level.

CONTINUE

Lesson 2 - Basic Pay

- Given a scenario and without reference, compute basic pay IAW prescribed publications and guidance

Overview

- Compute Basic Pay

Entitlements

Basic Pay

Basic pay for military personnel is determined by laws enacted by Congress, with rates varying based on rank and the total number of years served. Circumstances including non-pay statuses and excess leave can impact entitlement to basic pay. Also, specific duty positions like the Air Force Chief of Staff or Chief Master Sergeant of the Air Force play a role in determining an individual's basic pay. These factors collectively contribute to the calculation of basic pay for military personnel.

The responsibility for updating base pay rates lies with the Air Force Personnel Center (AFPC) and the Military Personnel Flight (MPF). These updates are typically entered into the Military Personnel Data System (MilPDS) and subsequently interfaces with the Defense Joint Military Pay System (DJMS).

When in the MMPA, the Format Identifier (FID) "01" will show you a member's basic pay line. The military basic pay charts are always available for reference on the DFAS website. Ensuring you're working with the correct amounts of basic pay, based on the applicable year's pay table, will be critical when computing this entitlement.

To begin calculating pay, understand that military pay entitlements are calculated using a 30-day month regardless of the actual number of days in that month. Keep in mind that promotions will be effective on the first day of the promotion month (unless otherwise specified). See the Department of the Air Force Instruction 36-2502 for more information. The computation process involves several key steps.

Computing Basic Pay

To begin calculating pay, understand that military pay entitlements are calculated using a 30-day month regardless of the actual number of days in that month. Keep in mind that promotions will be effective on the first day of the promotion month (unless otherwise specified). See the Department of the Air Force Instruction 36-2502 for more information. The computation process involves several key steps.

Step 1 Title

Cumulative Years of Service **(Note 1)**							
Pay Grade	**2 or less**	**Over 2**	**Over 3**	**Over 4**	**Over 6**	**Over 8**	**Over 10**
E-9 (Notes 2 & 3)							6,370.50
E-8						5,214.90	5,445.60
E-7	3,624.90	3,956.40	4,108.20	4,308.30	4,465.50	4,734.60	4,886.40
E-6	3,135.60	3,450.60	3,603.00	3,750.90	3,904.80	4,252.50	4,387.80
E-5	2,872.20	3,065.70	3,214.20	3,365.70	3,601.80	3,848.70	4,052.10
E-4	2,633.70	2,768.40	2,918.40	3,066.30	3,197.40	3,197.40	3,197.40
E-3	2,377.50	2,526.90	2,680.20	2,680.20	2,680.20	2,680.20	2,680.20
E-2	2,261.10	2,261.10	2,261.10	2,261.10	2,261.10	2,261.10	2,261.10
E-1 (Notes 4 & 5)	2,017.20	2,017.20	2,017.20	2,017.20	2,017.20	2,017.20	2,017.20

Determine the monthly basic pay rate based on the individual's rank and cumulative years of service in the military.The base pay rate for an E6 with less than two years of service is $3,135.60

Step 2 Title

Divide the monthly rate by 30 to establish the daily pay rate.

$3,135.60/30=104.52

The daily rate of base pay is $104.52

Step 3 Title

Multiply the daily rate by the number of days the individual has served.

$104.52*17= $1,776.84

The TSgt is entitled to $1,776.84 for the 17 days of the month that he served.

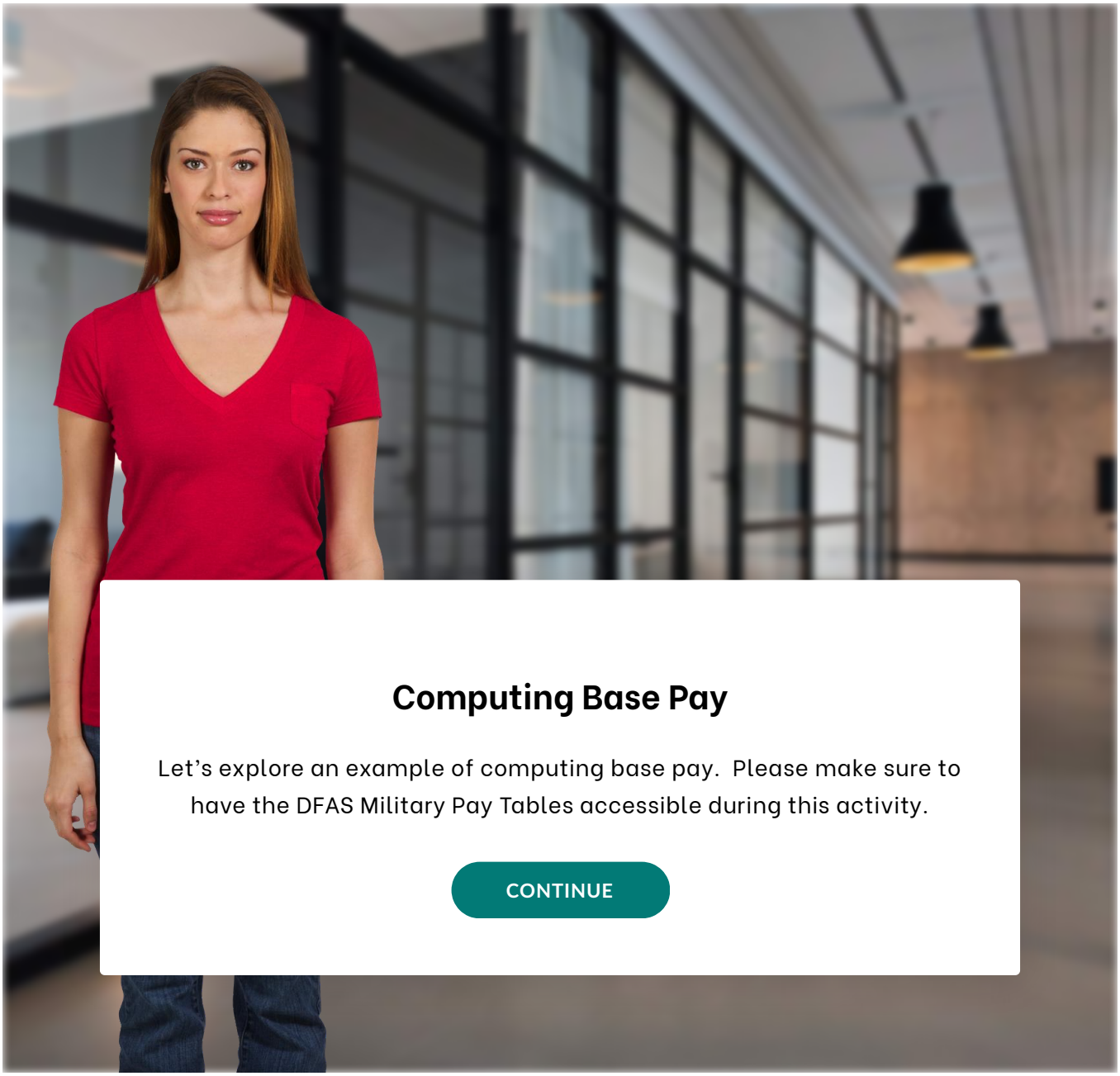
Summary

This method ensures a consistent and fair approach to calculating pay for military personnel, maintaining uniformity across different service periods.

DFAS Pay Tables

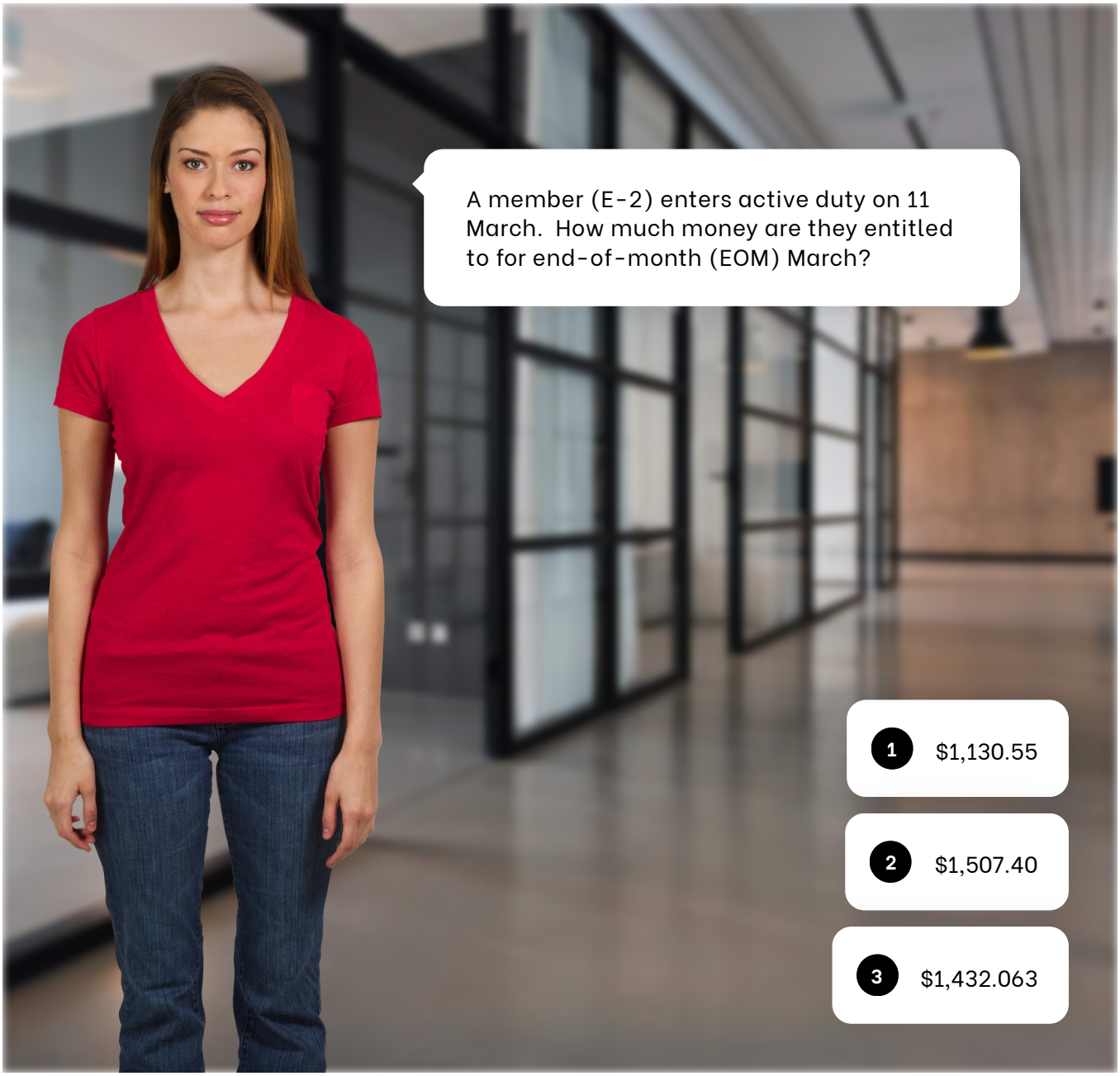
This link will take you to the military pay tables main page.

PAY TABLES



Scene 1 Slide 1

Continue → Next Slide



Scene 1 Slide 2

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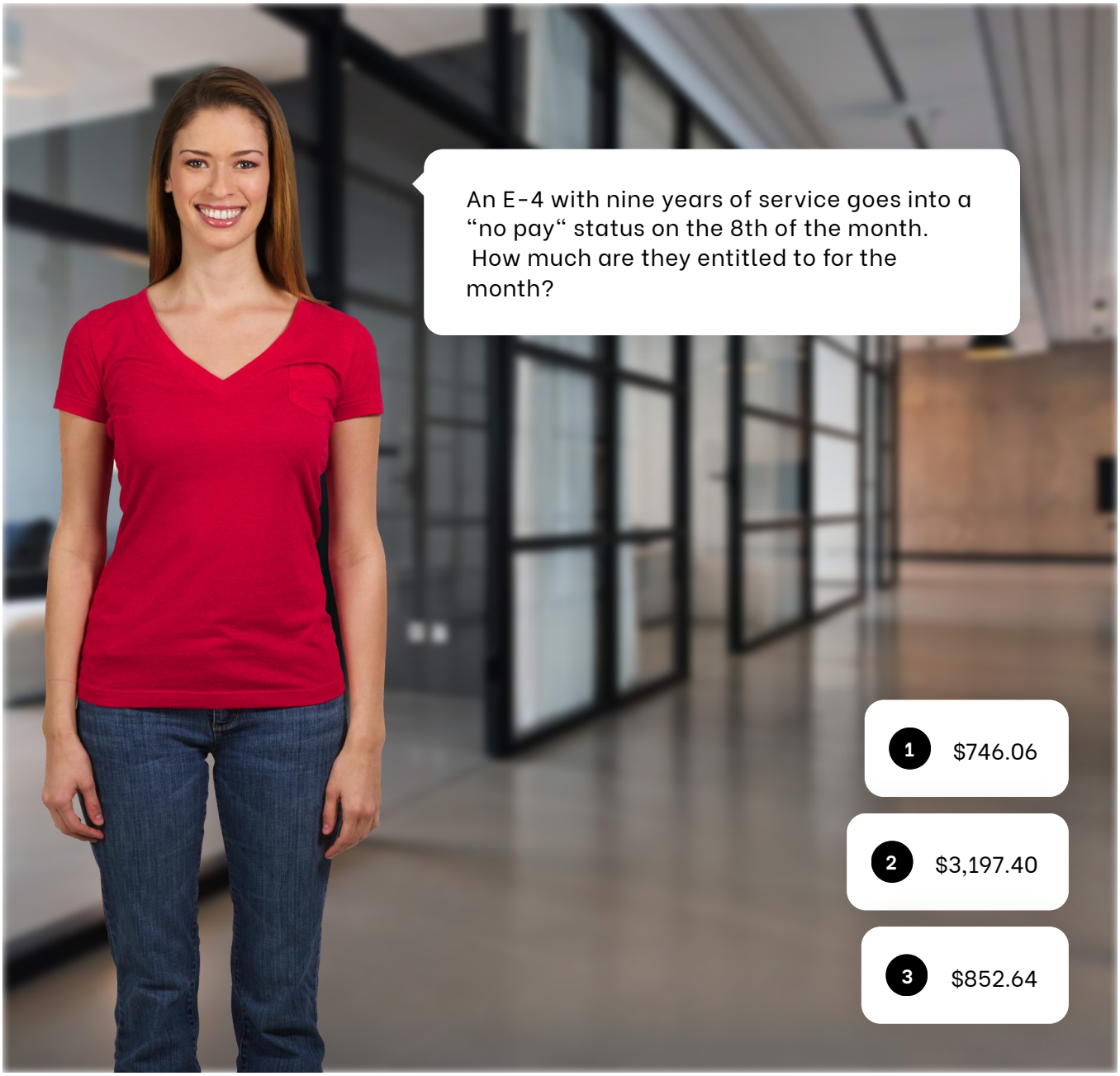

Scene 1 Slide 3

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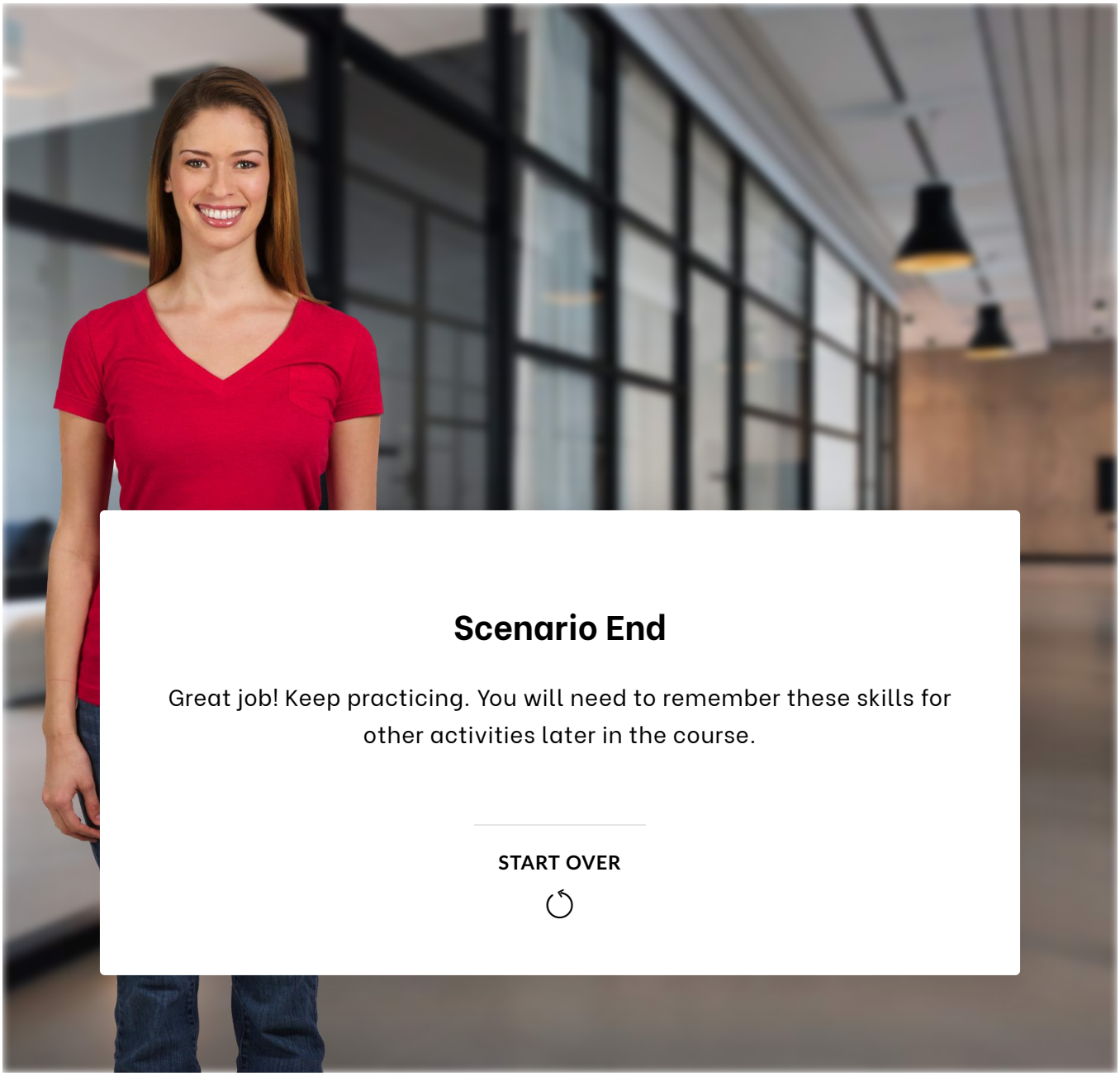
2 → Next Slide



Scene 1 Slide 4

Continue → End of Scenario

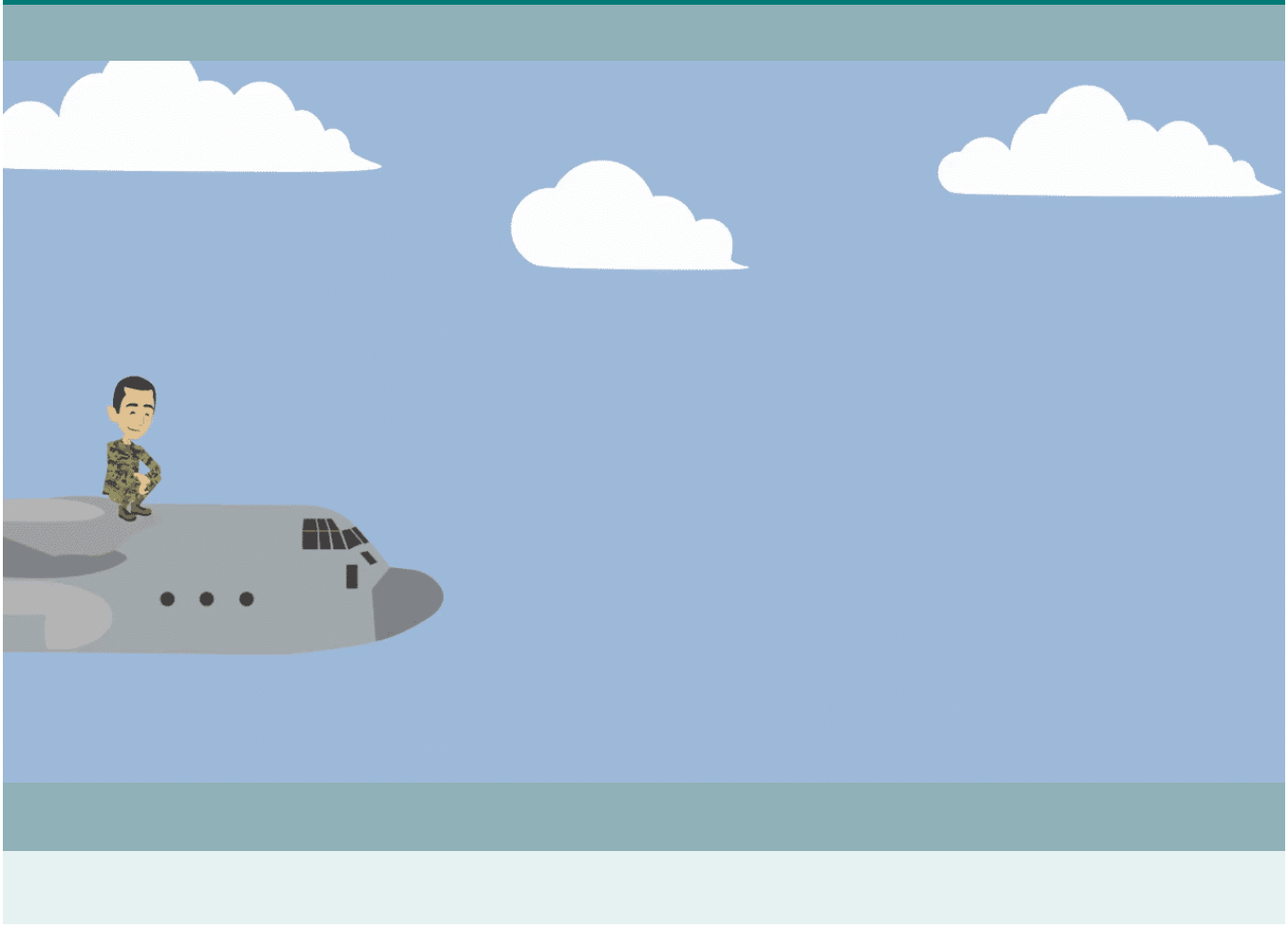
CONTINUE

Special Pays

- Without reference, determine steps to process special pay IAW prescribed publications and guidance

Overview

- Process Hostile Fire and Imminent Danger Pay
- Process Hardship Duty Pay



Hostile Fire and Imminent Danger Pay

There will be times when members are subjected to imminent danger in the line of duty. When Airmen are put in this situation, the Air Force recognizes the risk and offers monetary compensation called hostile fire pay.

As stated in Chapter 10 of the DoD FMR Vol 7A, Hostile Fire Pay (HFP) is paid when certified by appropriate commanders to military members who are:

- Subjected to hostile fire or explosion of hostile mines.
- On duty in an area in close proximity to a hostile fire incident and the member is in danger of being exposed to the same dangers actually experienced by other Service members subjected to hostile fire or explosion of hostile mines.
- Killed, injured, or wounded by hostile fire, explosion of hostile mines, or any other hostile action.

Members who are authorized HFP are eligible to receive non-prorated HFP in the full monthly amount of $225.

Members are eligible for imminent danger pay (IDP) when serving on official duty within a designated IDP area. This includes members permanently assigned or Temporary Duty (TDY) to such areas. The National Defense Authorization Act modified IDP payments, limiting eligibility to only the actual days served in a qualifying area. Service members will now receive $7.50 for each day they are on official duty in an IDP area up to the maximum monthly rate of $225. The full monthly rate of IDP is only paid to members who serve an entire calendar month in an IDP area regardless of the number of individual days in that month.

As always, rates may change over the years so make sure to check the DoD FMR Vol 7A for current rates.

A member must be entitled to basic pay in order to receive HFP or IDP. When a member loses entitlement to basic pay for a part of a month, the entitlements are prorated for the number of days of basic pay. A member who is absent from the designated area for an

entire month (leave, TDY, etc.) is not entitled to HFP for that month. Members can be paid either HFP or IDP, but not both entitlements in the same month.

The maximum IDP allowance is $220.

- ○ True
- ○ False

SUBMIT

Complete the content above before moving on.

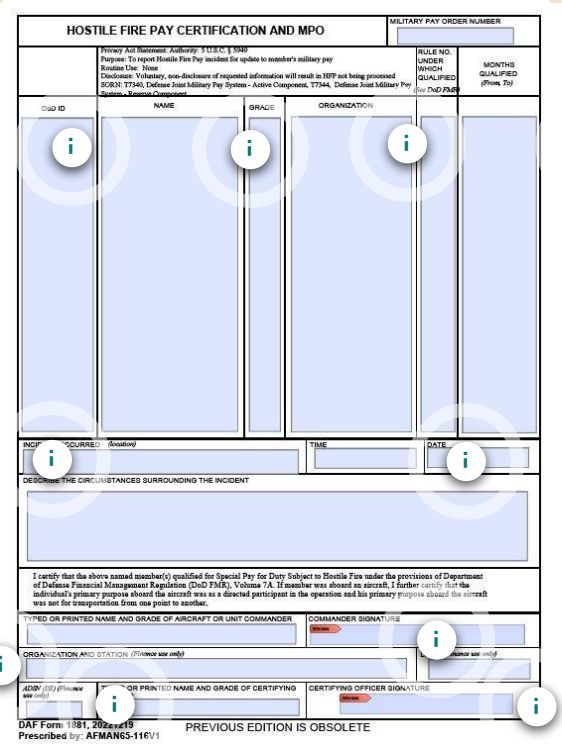
Processing HFP/IDP

The first step is ensuring you have the proper supporting documentation to support the payment. Travel orders/authorization will always be a required document since it is considered to be proof of entitlement.

In addition to the travel orders, a DD Form 114 will be used to begin the IDP entitlement. If the IDP is not started during the member's time in the IDP location, use the certified travel voucher (DD Form 1351-2), authorization, and DD Form 114 to report the entitlement for the duration of the time in country. Alternatively, HFP requires the DAF Form 1881, Hostile Fire Pay Certification and MPO, accompanied by the DD Form 114 to report the hostile fire pay for the member. If a DAF Form 1881 is not available, the DD Form 114 may be substituted.

However, it must contain all pertinent information contained on the DAF Form 1881 (Social Security Number (SSN), name, grade, organization, qualified inclusive period (From/To) description, location, time and date of incident, and certifying official's name, position, grade, signature and date). Unit or Air Crew Commanders must authorize the entitlement to HFP, based on knowledge of a specific incident. Do not include or attach classified or sensitive information to the substantiating or supporting documents.

CONTINUE



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

Privacy Act Statement Authority: 5 U.S.C. § 5949
Purpose: To report Hostile Fire Pay incident for update to member's military pay
Routine Use: None
Disclosure: Voluntary, non-disclosure of requested information will result in HFP not being processed
SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component

RULE NO. UNDER WHICH QUALIFIED

MONTHS QUALIFIED (From, To)

DoD ID | NAME | GRADE | ORGANIZATION

INCIDENT OCCURRED (location) | TIME | DATE

DESCRIBE THE CIRCUMSTANCES SURROUNDING THE INCIDENT

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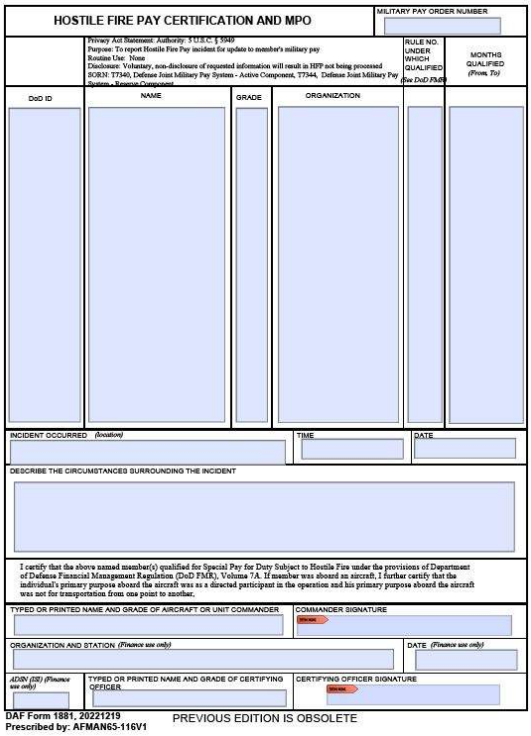
ORGANIZATION AND STATION (Finance use only)

ADSN (DJ) (Finance use only) | TYPED OR PRINTED NAME AND GRADE OF CERTIFYING | CERTIFYING OFFICER SIGNATURE

DAF Form 1881, 202x x19
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE



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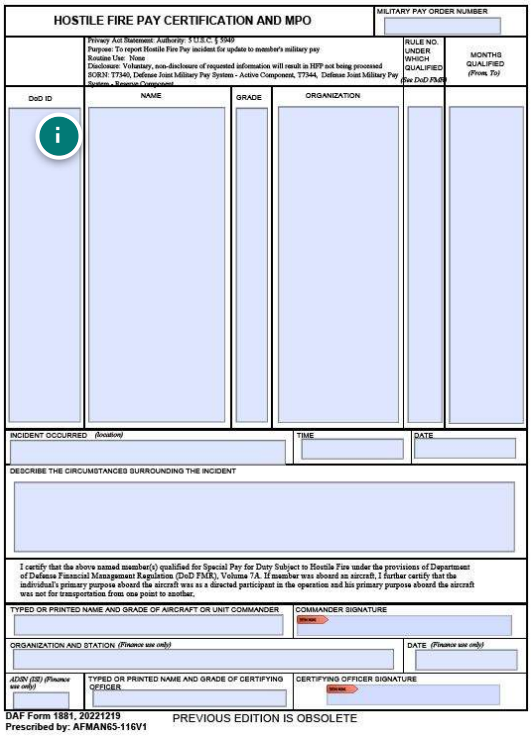
DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

DoD ID

List the DoD Identification numbers (located on the back of the member's ID card) for all eligible members. This information is used to input the member's entitlement into Defense MilPay Office (DMO), which flows to DJMS.



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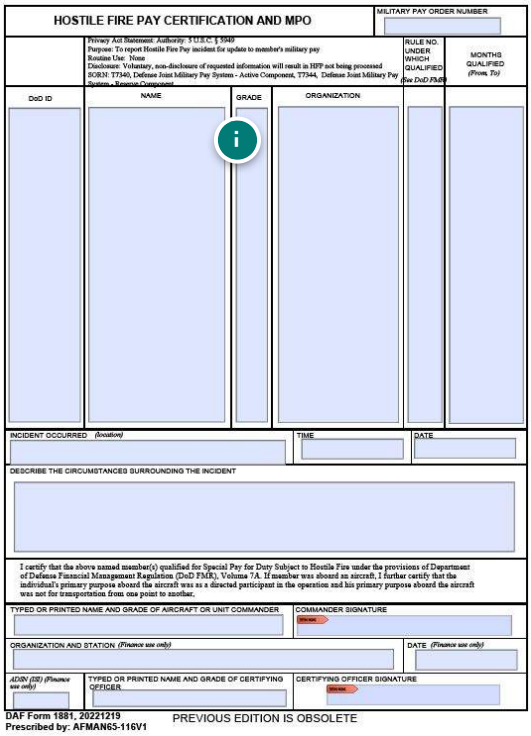
DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Name

List the full name (Last, First) of each member qualified for hostile fire pay.



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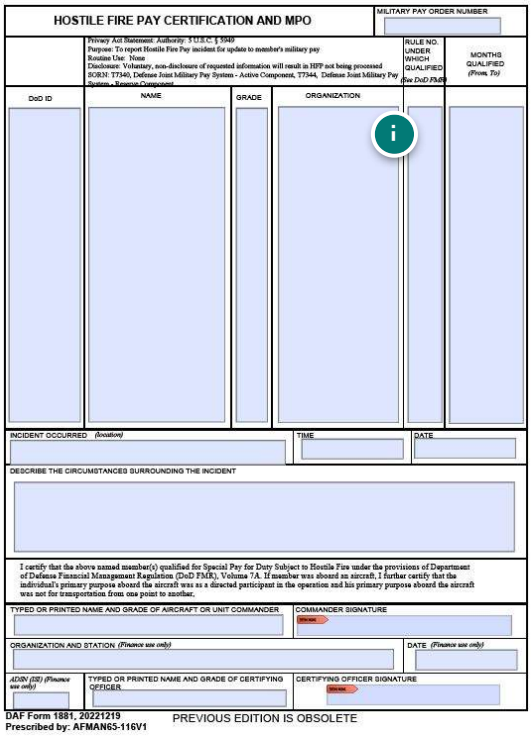
Grade

List the corresponding grade of each member.



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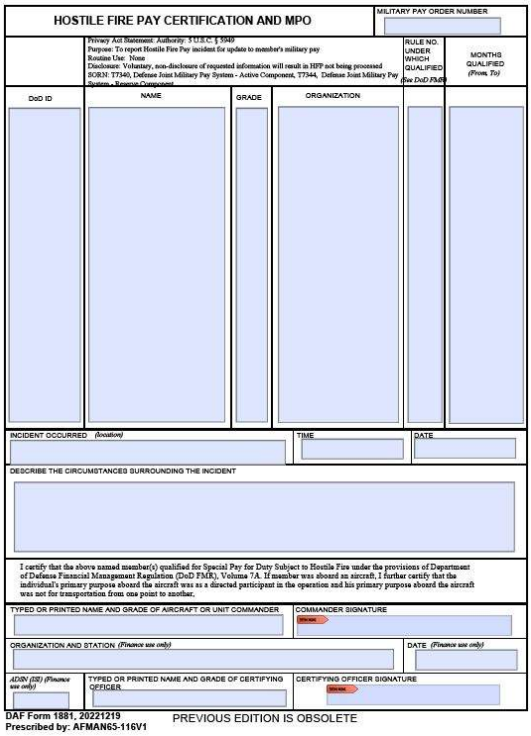
Organization

List the corresponding organization of each member.



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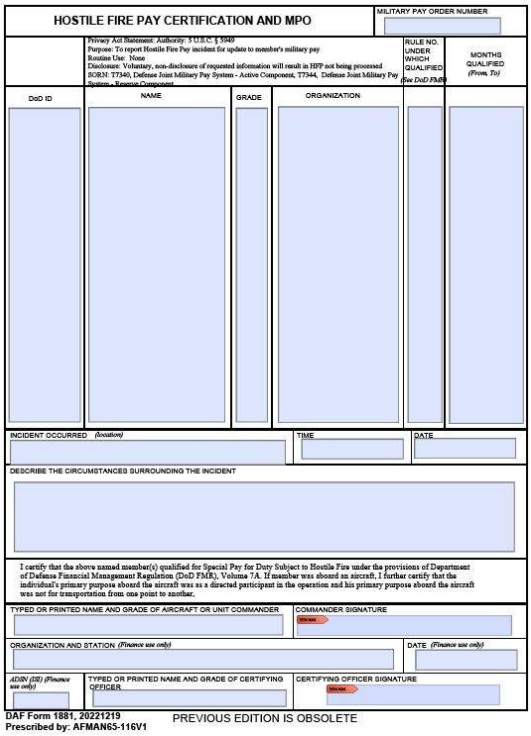
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Rule No. Under Which Qualified

Refer to the Department of Defense Financial Management Regulation (DoDFMR) to find the corresponding rule the members fall under.



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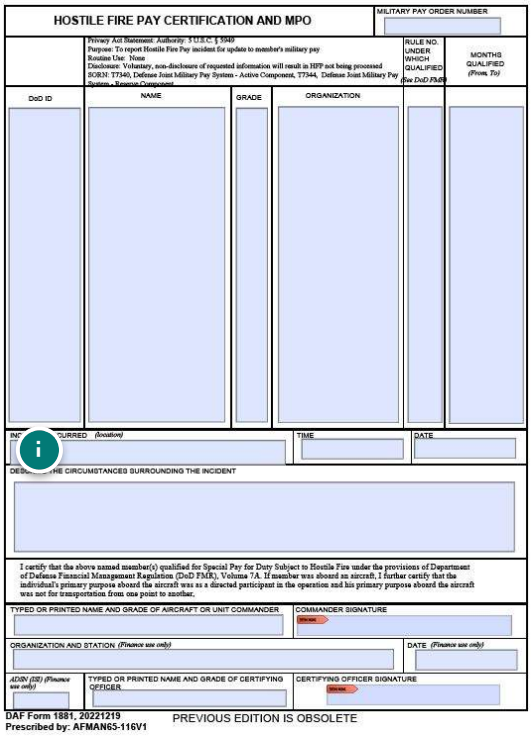
Months Qualified

Identify the months of hostile fire pay the member(s) are eligible for (e.g., Jan 2023-Feb 2023).



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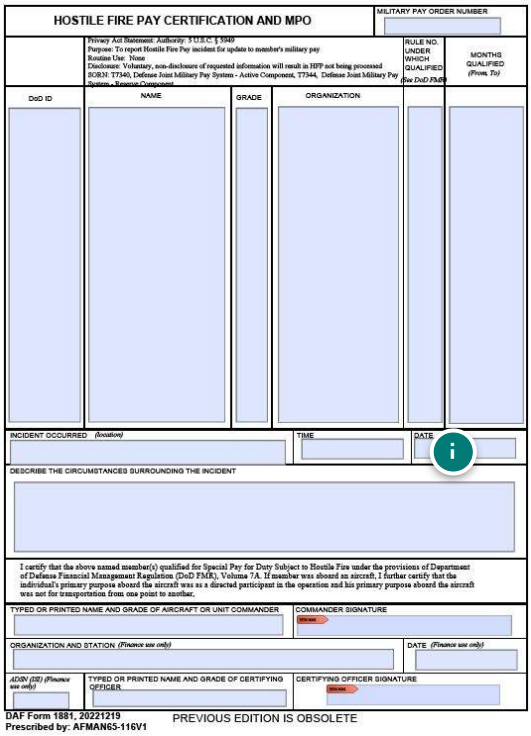
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Incident Occurred

The hostile fire pay location in which the incident occurred.



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Disclosure: Voluntary, non-disclosure of requested information will result in HFP not being processed
SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component

RULE NO. UNDER WHICH QUALIFIED (See DoD FMR)

MONTHS QUALIFIED (From, To)

DoD ID | NAME | GRADE | ORGANIZATION

INCIDENT OCCURRED (location) | TIME | DATE

DESCRIBE THE CIRCUMSTANCES SURROUNDING THE INCIDENT

I certify that the above named member(s) qualified for Special Pay for Duty Subject to Hostile Fire under the provisions of Department of Defense Financial Management Regulation (DoD FMR), Volume 7A. If member was aboard an aircraft, I further certify that the individual's primary purpose aboard the aircraft was as a directed participant in the operation and his primary purpose aboard the aircraft was not for transportation from one point to another.

TYPED OR PRINTED NAME AND GRADE OF AIRCRAFT OR UNIT COMMANDER | COMMANDER SIGNATURE

ORGANIZATION AND STATION (Finance use only) | DATE (Finance use only)

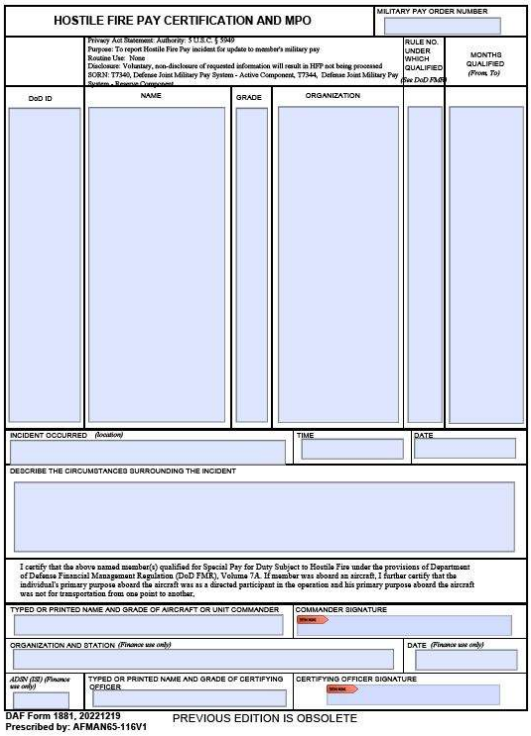
ADIN (III) (Finance use only) | TYPED OR PRINTED NAME AND GRADE OF CERTIFYING OFFICER | CERTIFYING OFFICER SIGNATURE

DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Time

Time in which the incident occurred.



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

Privacy Act Statement: Authority: 5 U.S.C. § 5949
Purpose: To report Hostile Fire Pay incident for update to member's military pay
Routine Use: None
Disclosure: Voluntary, non-disclosure of requested information will result in HFP not being processed
SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component

RULE NO. UNDER WHICH QUALIFIED (See DoD FMR)

MONTHS QUALIFIED (From, To)

DoD ID | NAME | GRADE | ORGANIZATION

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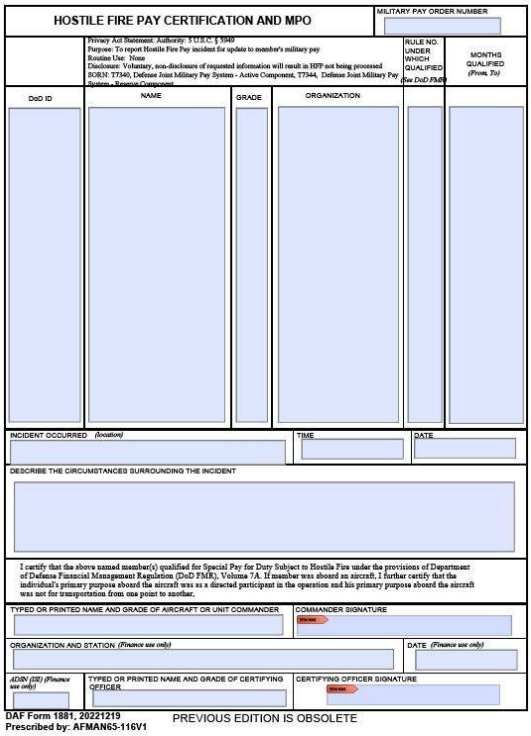
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Date (of Incident)

This is the date that the hostile fire incident occurred on.



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

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Purpose: To report Hostile Fire Pay incident for update to member's military pay
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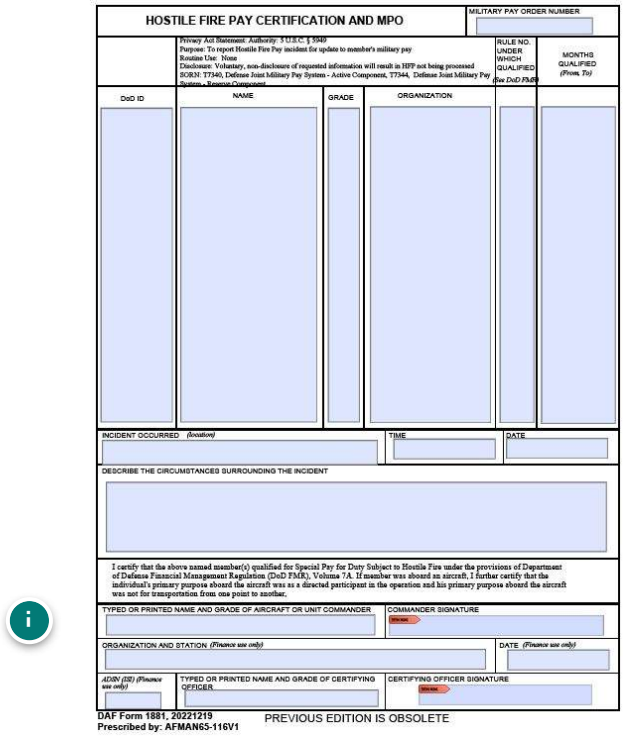
Describe the Circumstances Surrounding the Incident

It is vital that this section is detailed to the best of the Aircraft Commander's/Commander's (AC's/CC's) ability. When completing this section, always think of the 5 W's: Who, What, When, Where, and Why?



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

Privacy Act Statement: Authority: 5 U.S.C. § 5949
Purpose: To report Hostile Fire Pay incident for update to member's military pay
Routine Use: None
Disclosure: Voluntary, non-disclosure of requested information will result in HFP not being processed
SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component

RULE NO. UNDER WHICH QUALIFIED (See DoD FMR)

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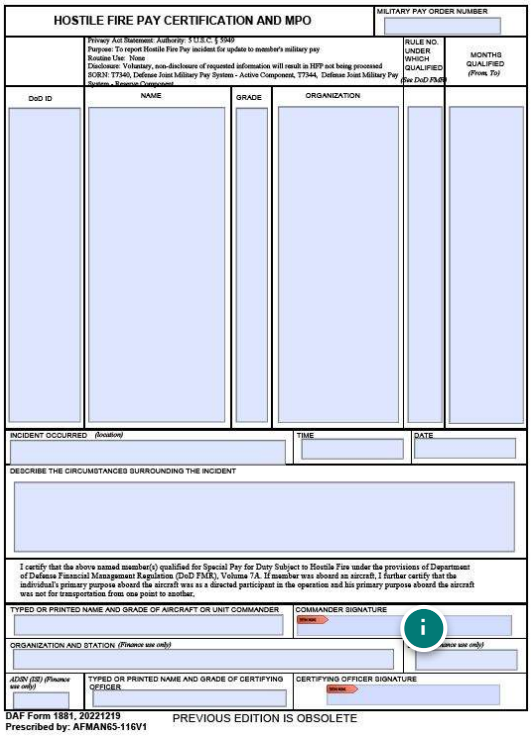
DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Name and Grade of Unit Commander

Printed name and grad of the unit commander. This may also be the Aircraft Commander in instances when members are not deployed, but are operating in a hostile environment (Aircrew).



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

Privacy Act Statement: Authority: 5 U.S.C. § 5949
Purpose: To report Hostile Fire Pay incident for update to member's military pay
Routine Use: None
Disclosure: Voluntary, non-disclosure of requested information will result in HFP not being processed
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MONTHS QUALIFIED (From, To)

DoD ID | NAME | GRADE | ORGANIZATION

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ORGANIZATION AND STATION (Finance use only)

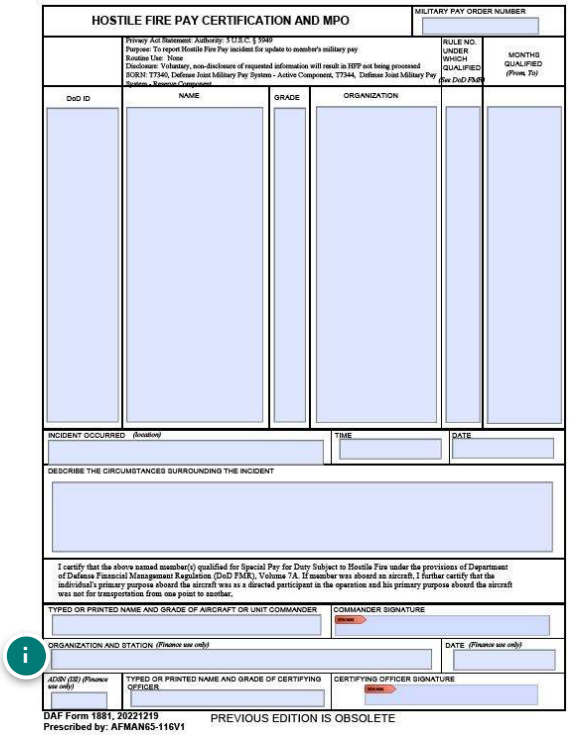
ADIN (III) (Finance use only) | TYPED OR PRINTED NAME AND GRADE OF CERTIFYING OFFICER | CERTIFYING OFFICER SIGNATURE

DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Commander Signature

This should be the signature of the individual in the previous block.



HOSTILE FIRE PAY CERTIFICATION AND MPO

MILITARY PAY ORDER NUMBER

Privacy Act Statement: Authority: 5 U.S.C. § 5949
Purpose: To report Hostile Fire Pay incident for update to member's military pay
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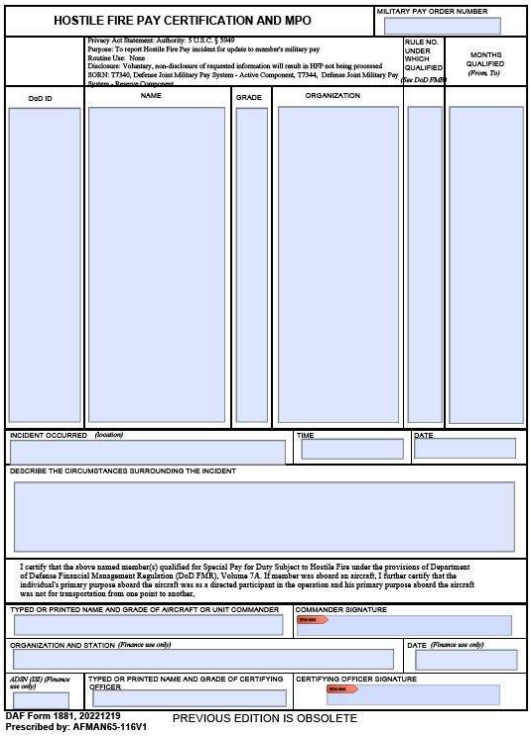
DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Organization and Station

Organization and station of the commander.



HOSTILE FIRE PAY CERTIFICATION AND MPO

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MONTHS QUALIFIED (From, To)

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ORGANIZATION AND STATION (Finance use only) | DATE (Finance use only)

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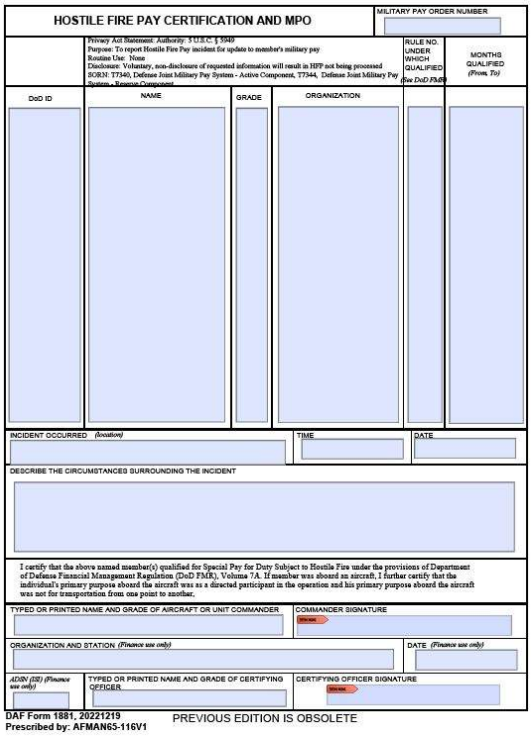
DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Date

The date the commander is signing.



HOSTILE FIRE PAY CERTIFICATION AND MPO

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ORGANIZATION AND STATION (Finance use only) | DATE (Finance use only)

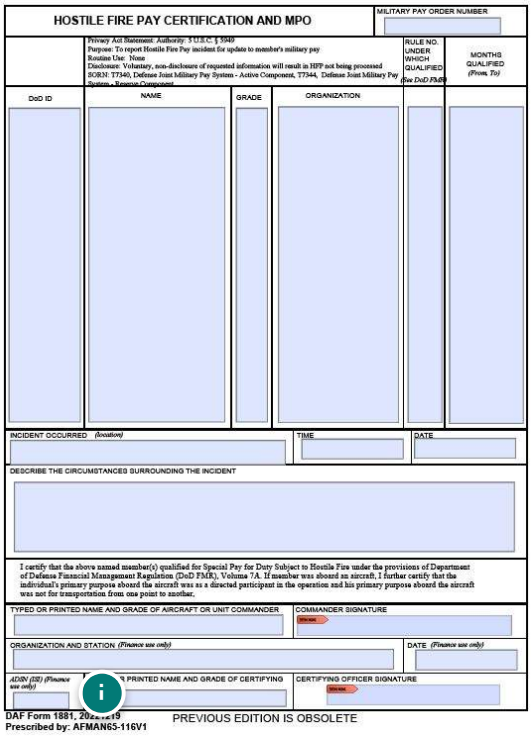
ADSN (EI) (Finance use only) | TYPED OR PRINTED NAME AND GRADE OF CERTIFYING OFFICER | CERTIFYING OFFICER SIGNATURE

DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

ADSN

This is the ADSN of the finance office processing the entitlement.



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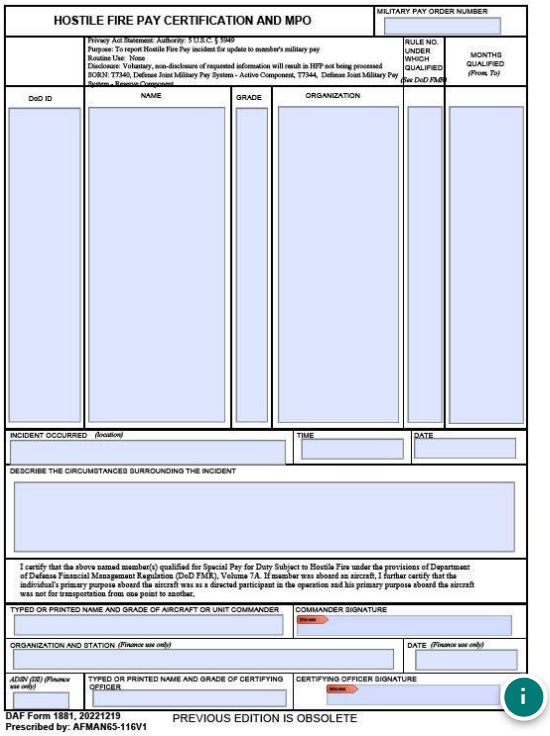
ADIN (III) (Finance use only) | R PRINTED NAME AND GRADE OF CERTIFYING | CERTIFYING OFFICER SIGNATURE

DAF Form 1881, 20[illegible]19
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Name and Grade of Certifying Officer

Printed name and grade of the certifying officer.



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DAF Form 1881, 20221219
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE

Certifying Officer Signature

The signature of the individual in the previous block.

CONTINUE

We learned about FIDs in the MMPA lesson, but each FID needs to be accompanied by an action indicator (or AI). The AI tells the system what action to take on the FID. Attachment 18 in the Air Force Manual (AFMAN) 65-116 Vol 1 provides a description of all action indicators.

01 Start

02 Stop

03 Report

04 Change

05 Correct

06 Cancel

07 Increase (Allotments Only)

08 Decrease (Allotments Only)

An easy phrase to help you remember the order is:

Santa Saw Rudolph Chewing Cotton Candy In December.

CONTINUE

HFP is FID "23" on the MMPA, so in order to report HFP, you'll need to process a 2303 which credits the member with a one-time entitlement to HFP and is used only with inclusive dates.

To **correct** HFP, process a FID/AI 23**05** which corrects an error in a previous transaction.

To **cancel** HFP, process a FID/AI 23**06** which cancels entitlement to HFP previously submitted.

IDP: The supporting documentation for IDP is the travel order/authorization and a DD Form 1351-2, Travel Voucher or Sub Voucher. This voucher will help you determine the inclusive period of the entitlement. The order/authorization should reference a duty location in a designated area that is listed as an IDP location in the DoD FMR Vol 7A, Chapter 10. A

member's entitlement to IDP ends effective the date of departure from the designated location.

Remember, this is a prorated entitlement. Members performing duty in Guantanamo Bay me be entitled to IDP if they are certified as performing duty "behind the wire". The certification memo and/or an email from AFAFO-F are used as substantiating documentation for the entitlement.

The FID for IDP is also "23" on the MMPA, which is why the two entitlements are commonly assumed to be the same.

To start IDP process a 2301 which establishes entitlement for an indefinite period. Although most deployed locations will start a member's IDP, it can be started by the permanent duty station (PDS). You would use the member's orders/authorization along with a DD Form 114 to start the entitlement effective the date the member is due to arrive in the designated area. This date is likely to change which can cause pay issues later which is why the deployed locations initiating the process is preferred. A 2305 can be done to correct dates if needed.

If a traveler has completed their TDY and never received IDP and was authorized it, then a 2303 would be processed with the inclusive dates for the applicable location.

If IDP was posted and needs to be stopped, process a 2302 based on the date they departed the eligible area.

Pro-Tip: Most deployment vouchers are accomplished using Defense Travel System (DTS) and the Financial Operations Flight is typically the approving authority on these settlement vouchers. While reviewing the voucher for payment, the technician should also code up the IDP transactions using a DD Form 114 and print out the necessary supporting documentation. DTS also has a management information systems (MIS) report that must be pulled and should be used to capture any deployed entitlements that were missed previously. The MIS is a safety net and should not be the only means used to address deployed entitlements.

If 2302 or 2303 transactions are received with a stop date in the current processing month, the transaction appears in section 8 of the Daily Transaction Record and process on the first calendar day of the following month.

Scenario

MSgt Magruder recently returned from a deployment and would like to know why she was never paid IDP. She asked multiple people at her deployed location and they all agreed that she should have been receiving it. Now she's back from deployment and has filed her settlement voucher but still does not see the IDP on her leave and earnings statement (LES).

Step 1

You review her travel order/authorization and travel voucher. The deployment location shows **Kuwait**.

Step 2

You review the DoD FMR Vol 7A, Chap 10 to validate what is authorized (See below)

*Table 10-1. IDP Areas
For the most current listings, see the IDP table on DFAS.MIL.
NOTES 1, 2, 3 and 4

Designated Locations Country	Designated Locations Province (State), City or Region	Areas			Effective From	Through
		Air Space	Land	Water		
Afghanistan		X	X		Nov 1, 1988	
Algeria			X		Mar 7, 1995	
Azerbaijan			X		Jun 9, 1995	
*Burkina Faso			X		Feb 1, 2022	
*Burma (Myanmar)	Rangoon		X		Jun 22, 2022	
Burundi			X		Nov 29, 1996	
Cameroon	Far North		X		Jun 7, 2017	
	North		X		Jun 7, 2017	
Chad			X		Aug 11, 2008	
Colombia			X		Jun 1, 1985	
Cote D'Ivoire			X		Feb 27, 2003	May 31, 2020
Cuba	(Note 5)				Dec 26, 2006	
Democratic Republic of the Congo			X		Nov 29, 1996	
Djibouti			X		Jul 31, 2002	
Egypt			X		Jan 29, 1997	
Eritrea			X		Jul 31, 2002	May 31, 2020
Ethiopia			X		Sep 13, 1999	
Greece	(Note 6)		X		Mar 27, 2007	Nov 30, 2017
*Haiti			X		Jan 8, 2020	
Indonesia (City)	Jakarta		X		Jun 1, 2014	May 31, 2020
Indonesia (Provinces)	Central Java		X		Jun 1, 2014	May 31, 2020
Indonesia (Provinces)	East Kalimantan		X		Jun 1, 2014	May 31, 2020
Indonesia (Provinces)	Central Sulawesi		X		Jun 1, 2014	
Indonesia (Provinces)	Papua		X		Jun 1, 2014	
Indonesia (Provinces)	Aceh		X		Jun 1, 2014	May 31, 2020

Step 2 —

Table 10-1. IDP Areas (Continued)
For the most current listings, see the IDP table on DFAS.MIL.
NOTES 1, 2, 3 and 4

Designated Locations Country	Designated Locations Province (State), City or Region	Areas			Effective From	Through
		Air Space	Land	Water		
Jordan			X		Jan 29, 1997	
Kenya			X		Jul 31, 2002	
Kosovo		X	X		Jun 22, 1992	
Lebanon			X		Oct 1, 1983	
Libya		X	X		Mar 19, 2011	
Malaysia	Sabah		X		Jun 1, 2014	
Mali			X		Jun 7, 2017	
Mediterranean Sea	(Note 7)			X	Mar 19, 2011	
Niger			X		Jun 7, 2017	
Pakistan			X		Nov 29, 1996	
Philippines	Mindanao		X		Oct 5, 2017	
Philippines	Sulu Archipelago		X		Oct 5, 2017	
Saudi Arabia			X		Sep 14, 2019	
Somalia		X	X		Sep 28, 1992	
Somalia Basin	(Note 8)			X	Dec 26, 2006	
South Sudan		X	X		Jul 9, 2011	
Sudan		X	X		Oct 4, 1993	
Syria			X		Jul 31, 2003	
Syria		X			Sep 21, 2014	
Tunisia		X	X		Mar 19, 2011	
Turkey	(Note 9)		X		Jan 29, 1997	
Turkey	(Note 10)	X			Mar 1, 1998	
Uganda			X		Jan 19, 2000	
Yemen			X		May 25, 1999	

Step 3 —

Explain to MSgt Magruder that Kuwait's IDP entitlement stopped effective 31 May 2014. Unfortunately, she was not entitled to any IDP while deployed to that location. She apologizes for her behavior and thanks you for your time.

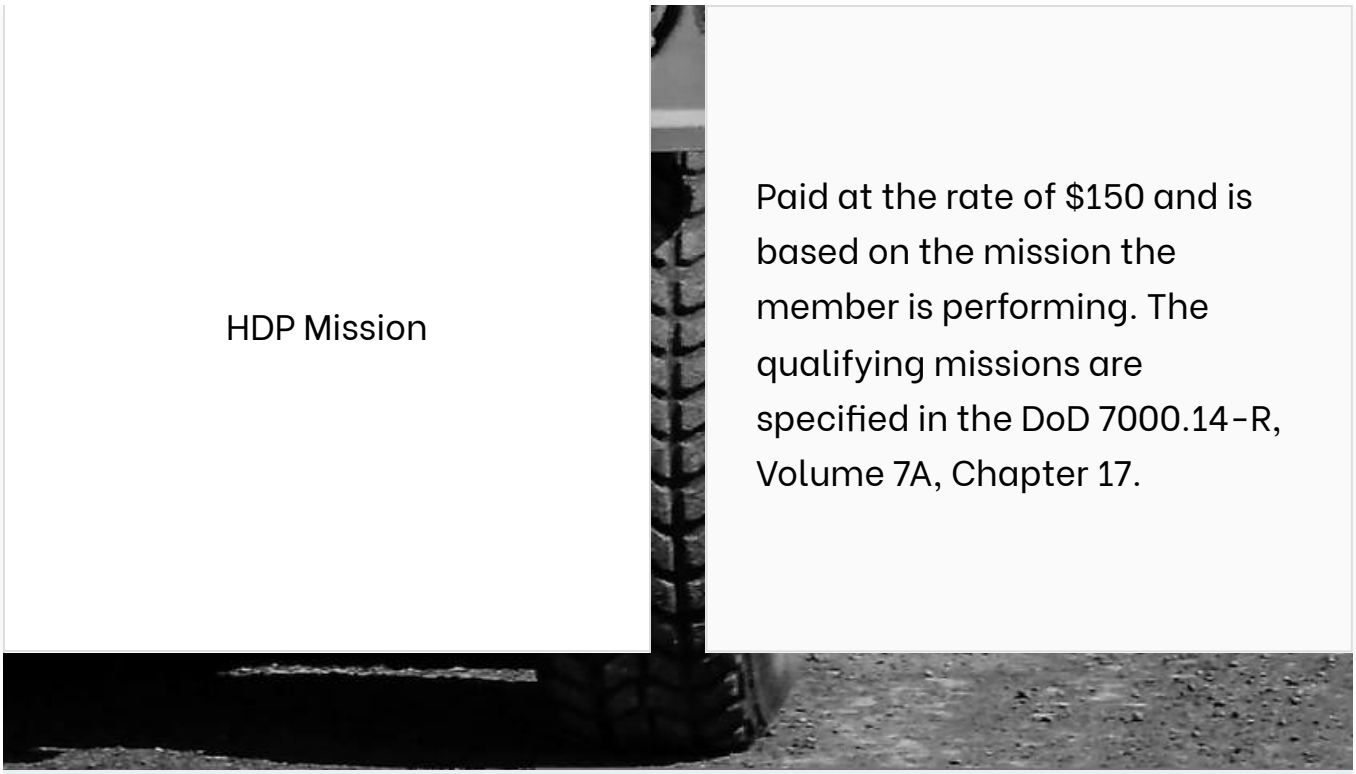
CONTINUE

Hardship Duty Pay

There are two types of Hardship Duty Pay (HDP): Hardship Duty Pay Location (HDP-L) and Hardship Duty Pay Mission (HDP-M). Both types are payable to both enlisted members and officers and is limited to no more than $300 in any one month. The DoD FMR Vol 7A, Chapter 17 provides specific locations and applicable rates and should always be referenced when processing the entitlement.

HDP Location	Paid based on location in the orders for the duration of the assignment.

HDP Mission



Paid at the rate of $150 and is based on the mission the member is performing. The qualifying missions are specified in the DoD 7000.14-R, Volume 7A, Chapter 17.

When processing HDP you'll use FID **14**. Process a 14**01** to **start** the entitlement once the member has been in country for more than 30 calendar days. Process a 14**02** to **stop** the entitlement effective the date they departed the qualifying area. The location code will determine the amount to be paid to the member. If the member never received the entitlement and was authorized it then a 1403 would be processed using the inclusive dates. Correction and cancellation of an existing entitlement follows the same processing rules as previously mentioned for HFP and IDP.

When a member is in receipt of IDP or HFP, then the maximum amount of HDP-L is $100. The total entitlement of HDP-L plus HFP or IDP in any 1 month may not exceed $325.

Select all the true statements about HDP.

- [ ] DoDFMR Vol 7A, Ch. 17 lists HDP locations and rates

- [ ] The FID for HDP is 23
- [ ] The maximum allowed HDP-L plus HFP or IDP $325
- [ ] Processing a 1402 stops current HDP entitlement on the pay record

SUBMIT

Complete the content above before moving on.

Combat Zone Tax Exclusion (CZTE)/Qualified Hazardous Duty Area (QHDA) Entitlements

Combat zone/combat zone tax exclusion: A combat zone (CZ) is any area designated by Executive Order as an area Armed Forces of the US are, or have engaged in combat. The DoD FMR Vol 7A lists the areas currently designated as combat zones. DJMS Table 074 contains the amounts applicable for each year. Entitlement to CZTE means the member is not required to pay federal or state income tax while serving in a designated combat zone. If duty is in a combat zone, the entitlement is automatic; no entitlement to HFP or IDP has to exist. Officers are authorized CZTE for a qualifying month that cannot exceed the sum of the highest rate of the basic pay of the Chief Master Sergeant of the Air Force plus the rate of any HFP/IDP earned in the qualifying month.

Qualified hazardous duty area: A QHDA is a military contingency operation area designated by public law to receive the same tax benefits as a CZ, with one major difference: for a QHDA to be eligible for CZTE, the QHDA must be designated as an area entitled to HFP/IDP. DoD FMR Vol 7A, provides the areas currently designated to receive HFP/IDP entitlements.

The tax exclusion can be stopped if the member is not serving in a combat zone. However, the member must meet the following requirements:

1. Serve in direct support of a QHDA. Service is in direct support of military operations in a CZ or QHDA if it has the effect of maintaining, upholding, or providing assistance for those involved in military operations in the CZ or QHDA.
2. Have an entitlement to HFP/IDP. A member serving in a QHDA without an entitlement to HFP/IDP is not entitled to tax exclusion.

Members who perform service in a combat zone or QHDA for any part of any month are exempt from paying FITW or SITW for the entire month. The supporting documentation is a travel order/authorization.

The documentation required for a member to be entitled to CZTE will be one of the following:

- Member's orders authorizing them to enter the QHDA that is authorized HFP/IDP
- A travel voucher with a commander's certification that the unit or member has performed active duty service within a QHDA that is authorized HFP/IDP or a CZ.
- Documentation reflecting assignment to a unit that has been determined to be in direct support.

DoD FMR Volume 7A, Chapter 44, lists the areas considered CZs. Since a QHDA must be designated for entitlement to HFP/IDP, check out DoD FMR Vol 7A, Chapter 10. It provides the areas currently designated to receive HFP/IDP entitlement.

When a member is in a CZ or QHDA designated for HFP/IDP and CZTE in accordance with the regulation, use FID 23 transaction to start/report the entitlement. Use FID FL transaction(s) when a member is performing extended official duty in an area entitled to CZTE but is not entitled to HFP/IDP.

CONTINUE

What documentation is required to process CZTE?

- A letter from the Commander
- Member's orders authorizing them to enter the QHDA
- An email from the member
- DD Form 114

SUBMIT

Complete the content above before moving on.

Entitlements

- Without reference, determine procedures for processing entitlements IAW prescribed publications and guidance

Overview

- Member
- Unit/Agency Verification
- Process Combat Zone Tax Exclusion/Qualified Hazardous Duty Area Entitlement

Entitlement Verification and Re-certification

Air Force members are required to review and re-certify information concerning entitlement to BAH and OHA. Members are required to re-certify the status of their dependents at PCS arrival, every four years for those who have not completed a PCS in that period of time, and within 60 calendar days prior to separation or retirement. Member's receiving BAH for dependents are required to re-certify their entitlement to the allowance using the DAF Form 594. The same form applies to member's receiving OHA regardless of whether receiving the entitlement for themselves or for dependents.

0:31 1x

Making sure that we pay someone correctly is our main priority. But until we get replaced by robots, mistakes are bound to happen. Thankfully, safety nets have been built into some of our processes in financial operations. Pay validation is a crucial, behind-the-scenes role that we should all be dedicated to. In this unit, we'll be focusing on entitlement verification and re-certification and discussing who plays a role in those actions. We'll also learn about clearing management notices and rejects, which are two ways that the pay system communicates potential pay issues.

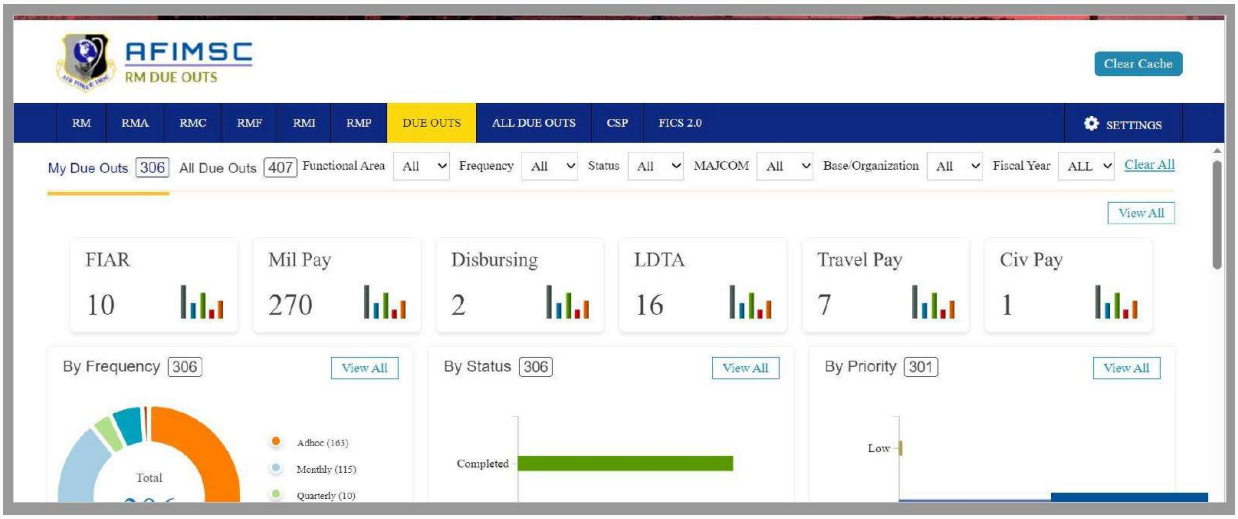
Complete the content above before moving on.

Member

Re-certification upon PCS arrival is done as part of the member's in-processing. If no changes to the member's dependent status have occurred and the MMPA matches the form, then no backup documentation is required for re-certification. However, if changes are required, the DAF Form 594 is now the source document for those changes and must be certified before processing.

The re-certification is to done 60 days prior to a member's separation or retirement. The DAF Form 594 is part of the separation working file (SWF). This form should be returned by the member to the Financial Operations Flight prior to the member's anticipated departure. This allows time to make any changes on the member's pay record if necessary which prevents possible overpayment upon separation.

Members who have not had a PCS within a four-year period are required to recertify their entitlement in order to continue receiving BAH. AFIMSC runs a report every month that each base can access from the AFIMSC SharePoint in the "Due Outs" tab. In the screen shot below, you'll see multiple reports available on the right side and the BAH Recertification report is one of them.



AFIMSC Due Out Tool

The member has 30 calendar days from the date of notification to recertify their entitlement, complete the DAF Form 594, and return it to the Financial Operations Flight. If a member fails to return the form by the due date, the Financial Operations Flight has the authority to change the with-dependent BAH to single-rate. The substantiating document for having to reduce the allowance would be a blank DAF Form 594 with the member's name, DoD ID number, and an annotation stating the fact that the member failed to re-certify by the suspense.

If the member completes the DAF Form 594 past the due date, we restart the higher rate effective the date the member completes the form. DO NOT start the higher rate retroactively unless the member has a statement from their commander that the failure to recertify was due to circumstances beyond the member's control.

PRO-TIP: Most members will respond quickly if they know the BAH rate will be reduced. Don't threaten the reduction when sending out the notification, but state that it could result in the reduction of their BAH entitlement. Also, work with your NCOIC or Flight Chief on how they'd like to handle members who have not responded about a week out from the suspense. Sometimes they can reach out to a member's First Sergeant before the suspense has been missed, and the member will bring in the documents. This saves them from potential rate reductions and keeps you from having to process transactions that may need to be undone later. Use your resources and know that if push comes to shove and the member still misses that deadline, Finance does have the right to make that reduction per AFMAN 65-116 Vol. 1. Chapter 32 (Paragraph 32.6.1).

The entitlement verification processes reaches far beyond BAH. Finance is also provided a monthly listing of members currently drawing COLA and stationed in the CONUS. This list should be used to verify COLA entitlements. DFAS will also send us a monthly spreadsheet identifying members who have been receiving deployed entitlements for more than six months. With a little research, we determine whether the member is receiving these in error or not.

CONTINUE

Indicate the instances when BAH re-certification is required.

- [ ] At separation or retirement
- [ ] Every four years when there is no PCS
- [ ] At re-enlistment
- [ ] Upon PCS arrival
- [ ] Upon return from a TDY

SUBMIT

Complete the content above before moving on.

Unit/Agency

Sometimes our verification processes include agencies outside of Finance. To prevent erroneous payments of partial BAH to members assigned to the dorms, we work with the

Housing Management Office (HMO) to ensure that members who are assigned to single-type quarters are receiving the authorized allowance. These members are identified on the BAH report and Air Force/A7 has provided instructions to the Unaccompanied Housing (UH) offices to research the records of members identified on the dormitory report.

This report lists all members who appear on housing's list of dormitory residents. Individuals only appear on the report if ANY of the following are occurring while the member is residing in the dormitory:

- Member is not receiving partial rate BAH
- Member is receiving single rate BAH
- Member is receiving BAH Differential Rate
- Member is receiving housing allowance in the FID 68
- Members assigned to Military Family Housing at any base

The UH office provides a copy of the original DAF Form 594 or they will generate a new one with the assignment date if the member resides in unaccompanied housing at the installation. If a member has vacated the dorms, then UH send us the DAF Form 594 with the date of termination from the dorms. These forms should ONLY come from the housing office along with a transmittal log. These documents cannot be accepted directly from the member.

Verification of BAS authorizations is also performed monthly and requires coordination with units across the installation. The Financial Operations Flight provides unit commanders with a listing that identifies members who are having meal charges systematically collected from their pay. Upon receipt of the annotated verification listing from the commander, it is included as part of the supporting documentation for any pay corrections necessary.

CONTINUE

The _____ is used as supporting documentation when a member vacates the dorms on base.

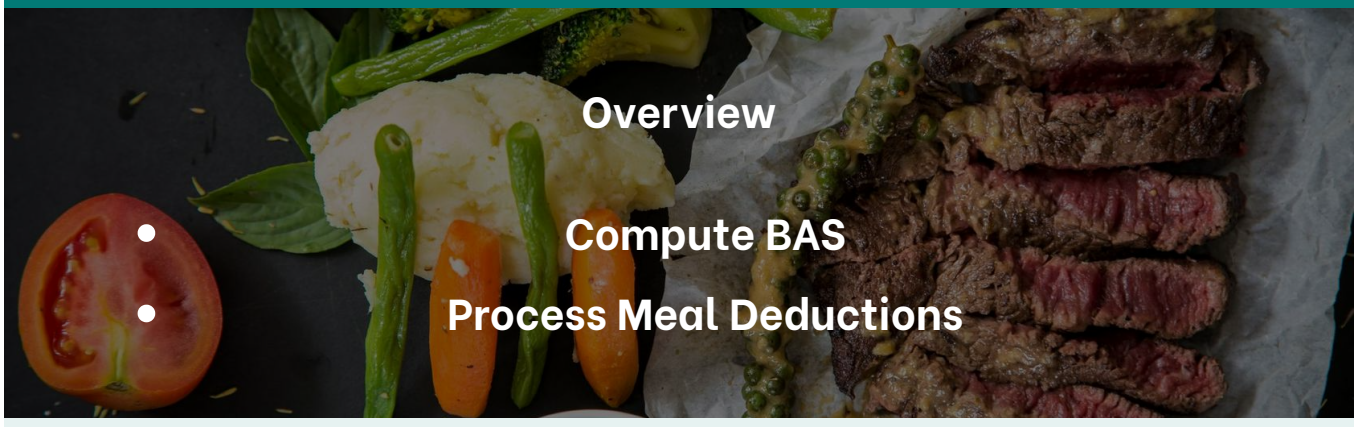
Type your answer here

SUBMIT

CONTINUE

Lesson 3-Allowances

- Given a scenario and without reference, compute BAS IAW prescribed publications and guidance



Basic Allowance for Subsistence (BAS)

The purpose of BAS is to help offset costs for a member's meals. It is equal to the cost of the meals had the government provided them. BAS is based on a 30-day month. The rates are based on rank and circumstances.

The following categories of BAS rates are established:

1. Officer BAS
2. Enlisted members BAS:
    a. Enlisted BAS (Standard)
    b. Enlisted BAS II

OFFICER BAS | ENLISTED STANDARD BAS | ENLISTED BAS II

Officers become eligible for BAS starting from their commission date. However, it's important to note that individuals in Officer Training School (OTS) do not receive BAS unless they have a history of continuous prior enlisted service, either in the active or reserve components. Additionally, eligibility for BAS is contingent upon the receipt of basic pay. **Type O** BAS is specifically designated for Officer BAS.

OFFICER BAS | ENLISTED STANDARD BAS | ENLISTED BAS II

Upon successful completion of basic training, all enlisted members become eligible for BAS. This entitlement commences on the day of departure from JBSA-Lackland-Basic Military Training (BMT).

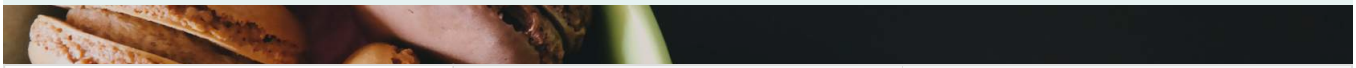
Enlisted personnel must also be receiving basic pay to receive BAS. BAS for enlisted members falls under the category of **Type S**, commonly referred to as Standard BAS.

OFFICER BAS | ENLISTED STANDARD BAS | ENLISTED BAS II

BAS II is a supplementary allowance provided to enlisted personnel who are assigned to government quarters that lack proper food storage or preparation facilities, rendering them unable to cook their meals. In these situations, government messing services are not accessible, and government-prepared meals cannot be offered. To establish eligibility for BAS II in specific locations, a formal request must be submitted to the Air Force Installation and Mission Support Center (AFIMSC) for thorough review, ultimately requiring approval from the Air Force Accounting and Finance Office (AFAFO). BAS II is given in lieu of the standard enlisted rate, ensuring that service members in such circumstances receive adequate support for their nutritional needs.

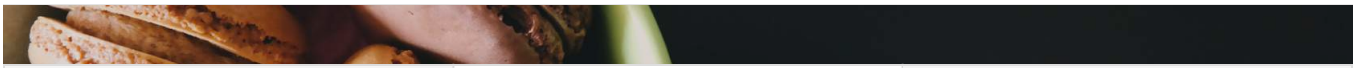
BAS II is paid on **FID 09**. FID 09 can be used to pay multiple entitlements at once. BAS II is associated to FID 56.

The MMPA uses FID 40 to pay officer and enlisted BAS. You'll notice that at the end of each BAS entry, it will say "BAS-TYPE" and there will either be an "O" for officers or "S" for standard enlisted. BAS rates change annually, so you will want to pay attention to the current monthly rate for the months you are trying to compute. See examples below.



OFFICER BAS EXAMPLE | ENLISTED STANDARD BAS EXAMPLE | ENLISTED TYPE II BAS EXAMPLE

```
40 BAS*  ENTRY-OPEN-DT 230101 99 01 1  CNTRL-CODE O  ACTN Z4  START 230101
   ENTLMT-MM 155.84  ENTLMT 311.68  ENTLMT-NM 311.68  BAS-TYPE O
```

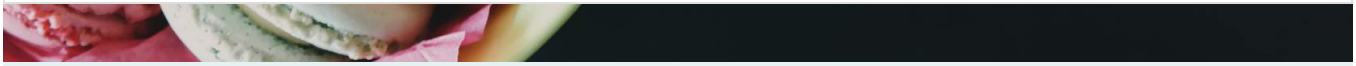


OFFICER BAS EXAMPLE | ENLISTED STANDARD BAS EXAMPLE | ENLISTED TYPE II BAS EXAMPLE

```
40 BAS*  ENTRY-OPEN-DT 230101 99 01 1  CNTRL-CODE 0  ACTN Z4  START 230101
   ENTLMT-MM 226.28  ENTLMT 452.56  ENTLMT-NM 452.56  BAS-TYPE S
```

OFFICER BAS EXAMPLE | ENLISTED STANDARD BAS EXAMPLE | ENLISTED TYPE II BAS EXAMPLE

```
09 SAVE PAY*  ENTRY-OPEN-DT 230426 03 05 1  CNTRL-CODE 0  ACTN 05  START
   230317  ENTLMT-MM 226.28  ENTLMT 452.56  ENTLMT-NM 452.56  TXBL-ENTLMT 0.00
   TXBL-ENTLMT-NM 0.00  PREV-GR 09  SAVE-PAY-TYPE G  FORMAT-ID 56  MNTLY-RATE
   452.56  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00
   FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE
   0.00  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00
   FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID
   MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE 0.00  FORMAT-ID  MNTLY-RATE
   0.00
40 BAS*  ENTRY-OPEN-DT 230120 15 01 2  CNTRL-CODE 0  ACTN 01  START 230101
   ENTLMT-MM 226.28  ENTLMT 452.56  ENTLMT-NM 452.56  BAS-TYPE S
```



The standard BAS rate is the same for all enlisted members. Members who receive meals in a government dining facility (DFAC) will have to pay for their meals by having the discounted meal rate collected via payroll deduction.

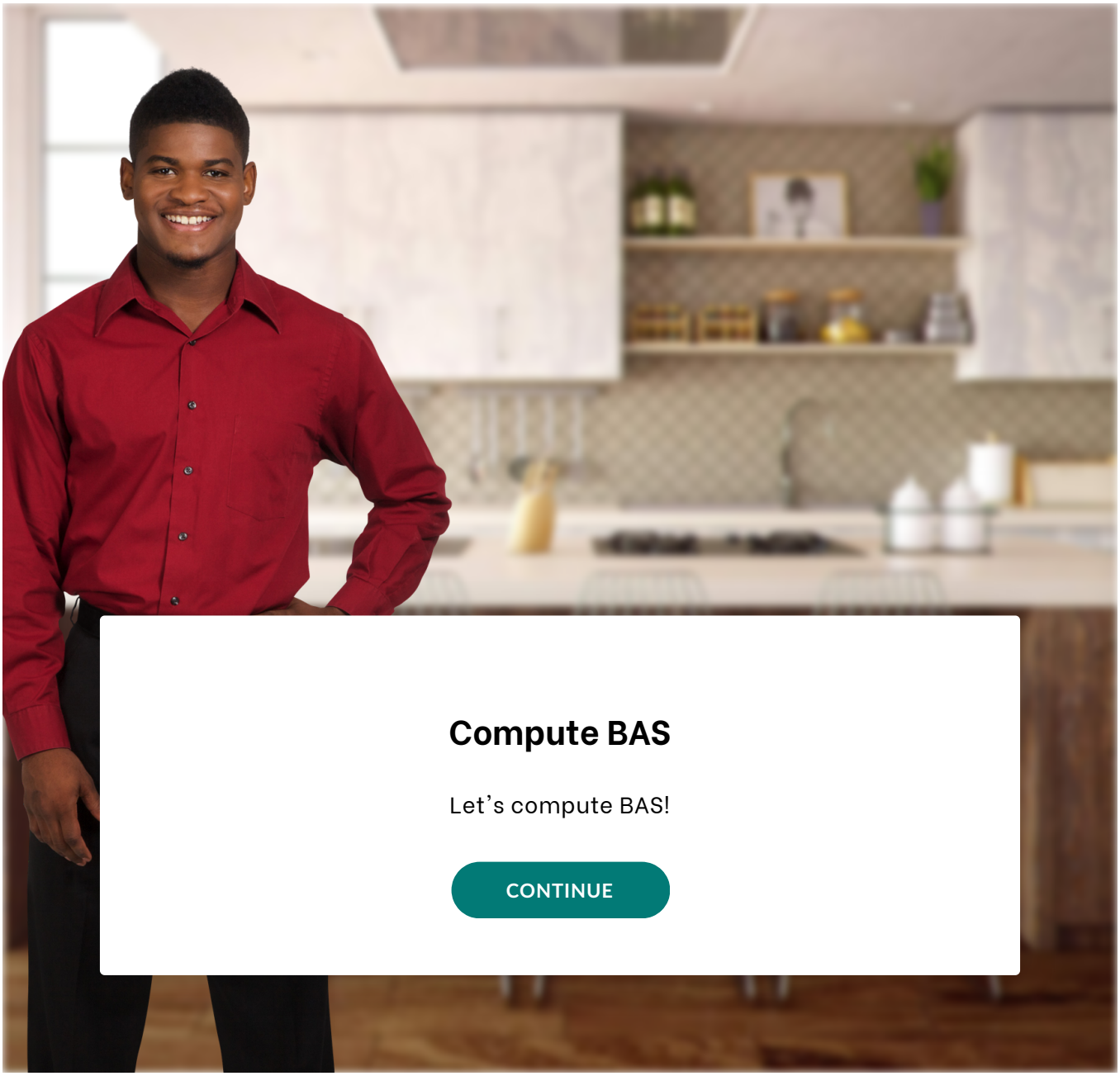
Computing BAS

BAS rates are updated at the beginning of each calendar year. For the most current rates, go to the DoDFMR Vol 7A Ch. 25.

	OFFICERS	ENLISTED	BAS II (Note 1)
January 1, 2024	$316.98	$460.25	$920.50
January 1, 2023	$311.68	$452.56	$905.12
January 1, 2022	$280.29	$406.98	$813.96
January 1, 2021	$266.18	$386.50	$773.00
January 1, 2020	$256.68	$372.71	$745.42
January 1, 2019 (note 2)	$254.39	$369.39	$738.78
January 1, 2018	$254.39	$369.39	$738.78
January 1, 2017 (note 3)	$253.63	$368.29	$736.58
January 1, 2016	$253.63	$368.29	$736.58
January 1, 2015	$253.38	$367.92	$735.84
January 1, 2014	$246.24	$357.55	$715.10
January 1, 2013	$242.60	$352.27	$704.54
January1, 2012	$239.96	$348.44	$696.88
January 1, 2011	$223.84	$325.04	$650.08

Table Source: DoDFMR Vol 7A, Ch. 25, Table 25-1

To compute the daily rate for BAS, take the monthly rate and divide it by 30 (even if there are more or less days in the month). Multiply the daily rate by the number of eligible days in a 30-day month.



Scene 1 Slide 1

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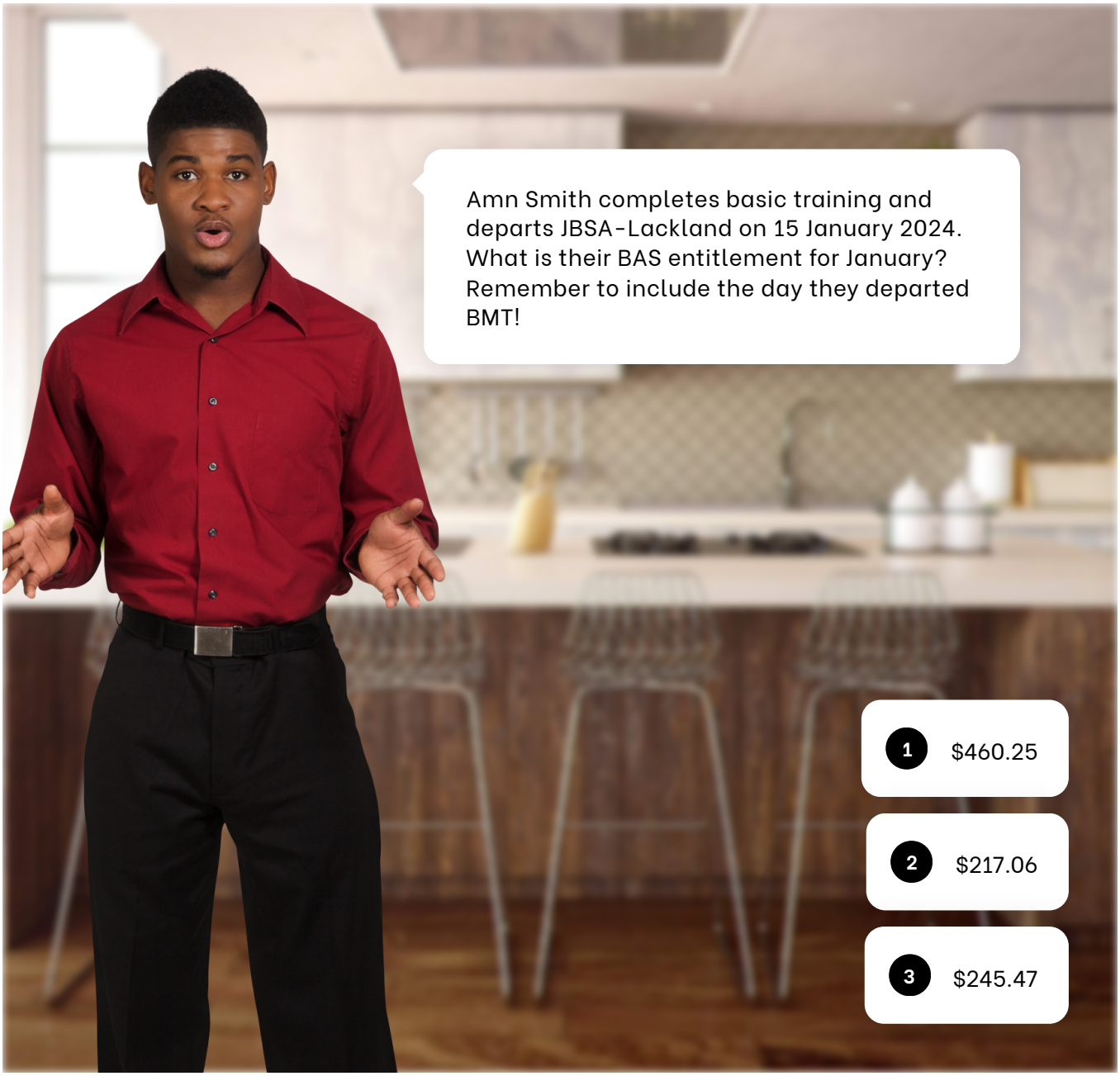

Scene 1 Slide 2

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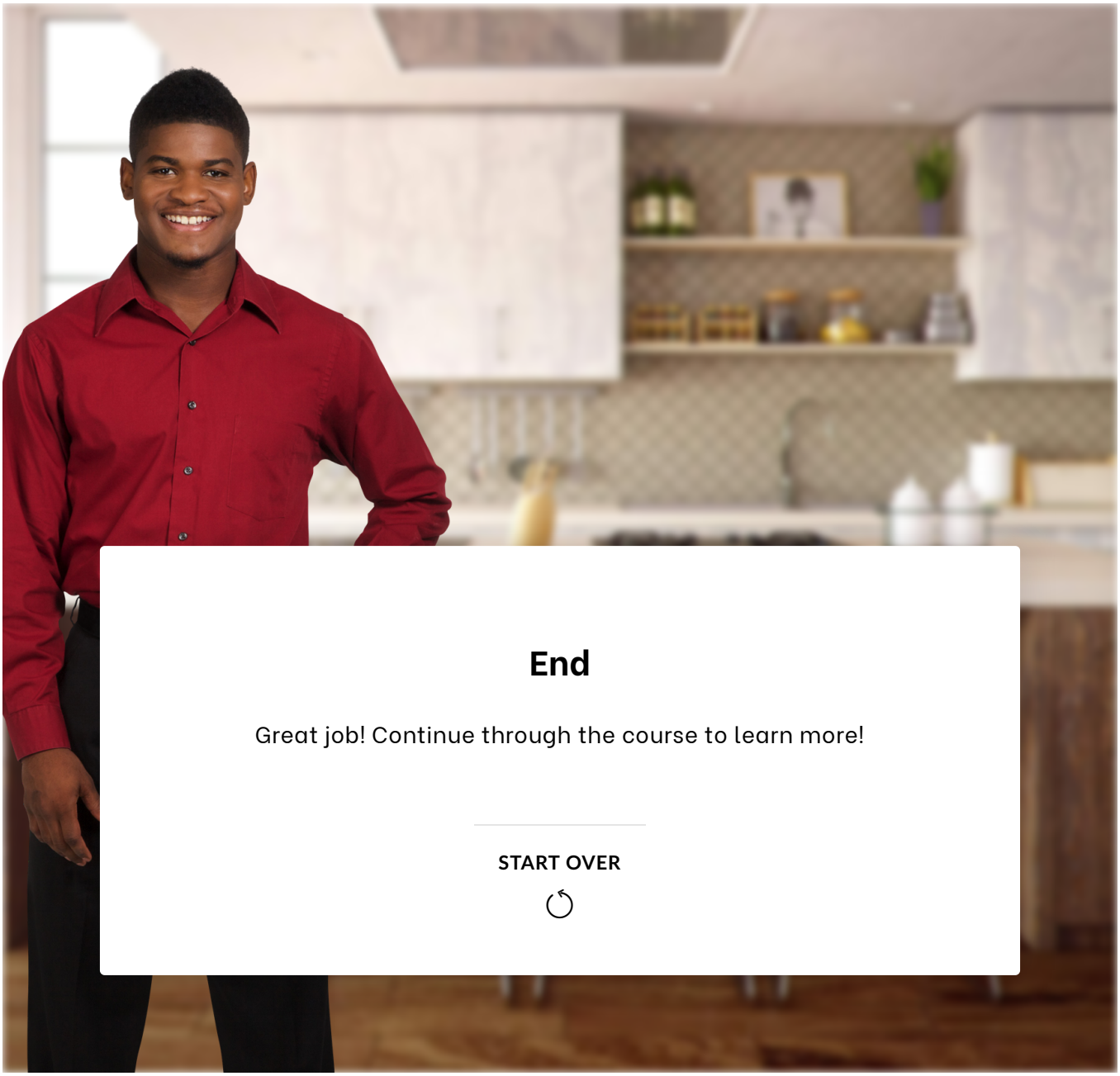


Scene 1 Slide 3

Continue → End of Scenario

There are ____ types of BAS.

Type your answer here

SUBMIT

Meal Deductions

Members who receive meals in a government dining facility and reside in single style government quarters pay for their meals by having the discounted meal rate collected via payroll deduction called meal deductions. These meals must be deducted regardless of whether or not the member eats at the DFAC.

In this objective, we'll learn about meal deductions, their FID, and how you would process actions required for meal deductions.

Enlisted members who receive subsistence-in-kind are required to cover the cost of their meals through payroll deductions, a system commonly known as Essential Station Messing (ESM). The declaration of ESM is made by the unit commander. In cases where the meal collections are retroactively processed, it may be necessary for the installation commander to determine the declaration of ESM.

Enlisted personnel (not currently paying meal deductions) who elect to use the dining facility are authorized two forms of payment: direct payment within the dining facility, or meal deductions processed at the rates below.

Meal collections are computed using actual number of days. Multiply daily rate by actual days assigned to ESM.

RULE	When a member receiving BAS also receives subsistence (meals or rations) from a Government mess or provided on behalf of the Government at the	and the meal received is	then the collection rate for calendar year 2023 is (note 2)
*1	discount meal rate (note 3)	breakfast	$3.15
*2	discount meal rate (note 3)	lunch	$5.25
*3	discount meal rate (note 3)	dinner	$4.50
*4	discount meal rate (note 3)	daily total	$12.90
*5	standard meal rate (note 4)	breakfast	$4.30
*6	standard meal rate (note 4)	lunch	$6.85
*7	standard meal rate (note 4)	dinner	$5.95
*8	standard meal rate (note 4)	daily total	$17.10

Example:

A member is assigned to ESM effective 26 July 2023

There are 6 days of ESM in July (count the 31st day)

6 days x $12.90 = $77.40 meal collections for July

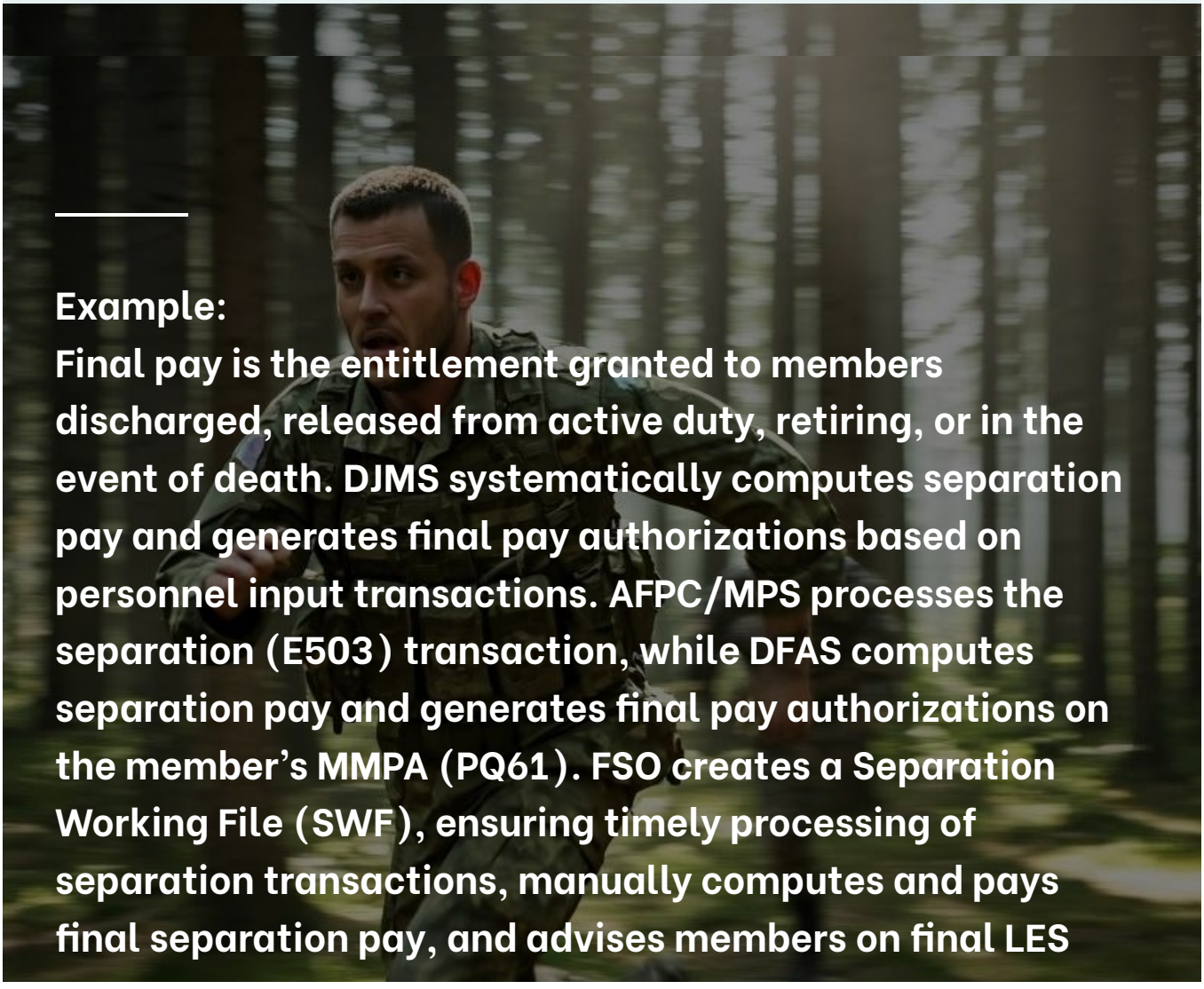
Exceptions to Meal Collections

- A member's assigned duties prevent them from being able to eat more than 20% of their meals in the dining facility on a regular basis.
- There are 90 meals available per month.
    - 20% of 90 meals = 18 meals
- If a member consistently misses more than 18 meals per month, the unit commander may consider removing the member from ESM.
- Unit must submit a completed AF Form 220 to Financial Service Office (FSO).
- Enlisted members E7 through E9 are exempt from ESM.

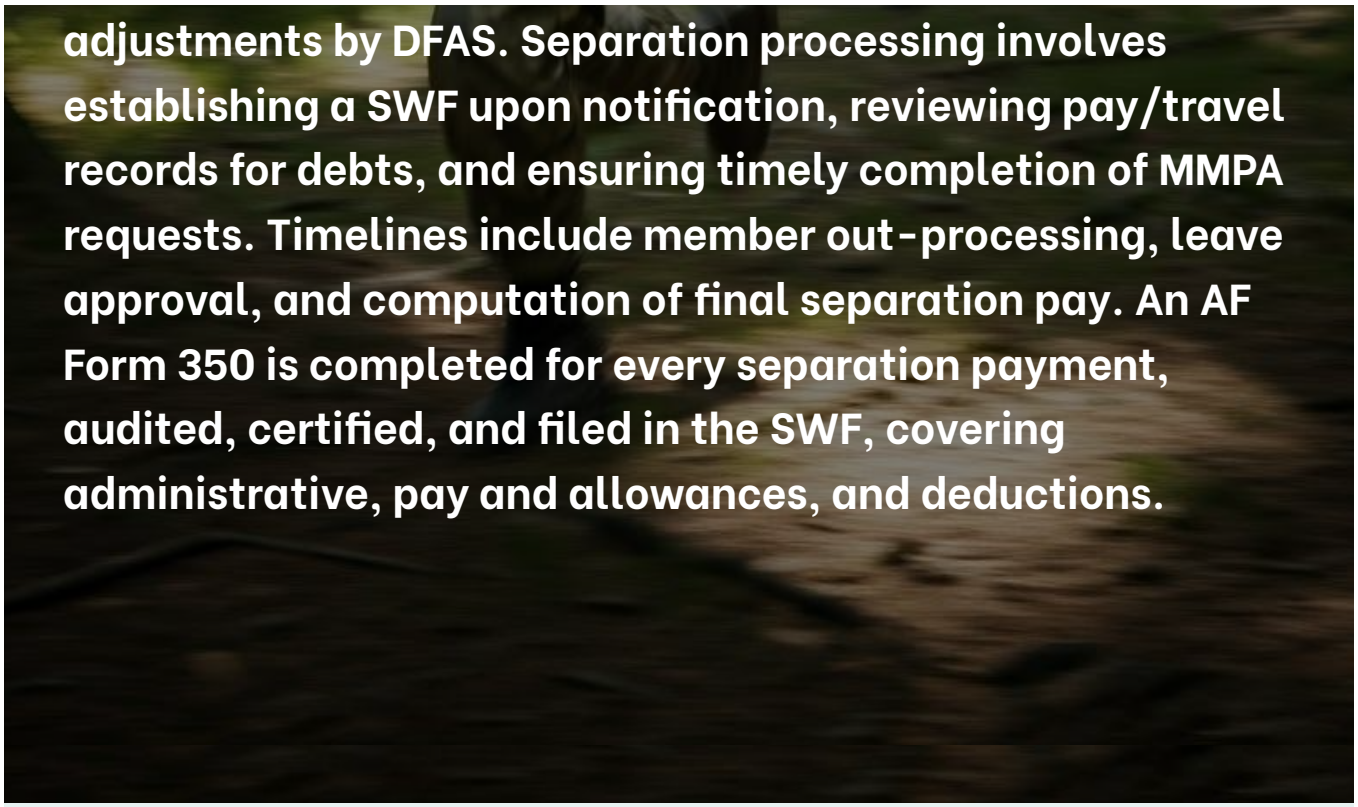
Crediting Meal Collections

Regardless of their status or assignment, all military members receive full BAS. When a member goes on leave, DJMS automatically suspends meal collections. In this situation the 25 percent rule, which typically applies to meal deductions, does not apply. This ensures that service members continue to receive their full BAS support when they are away from their usual duty station.

DJMS considers any other status change to create a break in the DN FID and will apply the 25 percent rule.



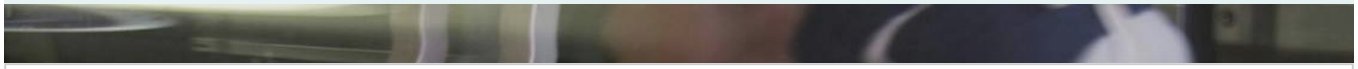
Example:
Final pay is the entitlement granted to members discharged, released from active duty, retiring, or in the event of death. DJMS systematically computes separation pay and generates final pay authorizations based on personnel input transactions. AFPC/MPS processes the separation (E503) transaction, while DFAS computes separation pay and generates final pay authorizations on the member's MMPA (PQ61). FSO creates a Separation Working File (SWF), ensuring timely processing of separation transactions, manually computes and pays final separation pay, and advises members on final LES



Compute BAS with Meal Collections

Enlisted members receive full BAS except when in non-pay status (Absent Without Leave (AWOL), confinement, etc.).

Example: An enlisted member is in pay status and assigned to ESM for the full month of March 2024.



Step 1 —

Determine full BAS entitlement if in full pay status for the whole month. Otherwise use daily rate of entitlement.

Example: $460.25 is the monthly standard enlisted rate

Step 2

Multiply actual number of days assigned to ESM by the daily deduction rate.

$12.90 x 31 days on ESM = $399.90 in meal collections

Step 3

Subtract result in Step 2 from Step 1.

$460.25 - $399.90 = $60.35 full BAS entitlement

PRO-TIP: For members whose meal charges should have been withheld from their pay, but were not, meal charges must be retroactively collected. There are three options for accomplishing these retroactive collections. Some of them have a significant impact on a member's paycheck so choose wisely.

1. **Submit a DN01 with the retro date. This will create a sizable meal charge for the period of uncharged days. Please note, once the DN01 is submitted, the system will collect the whole DN amount in a single deduction from the member's pay. This has the potential of zeroing out a member's paycheck and is not the preferred method.**

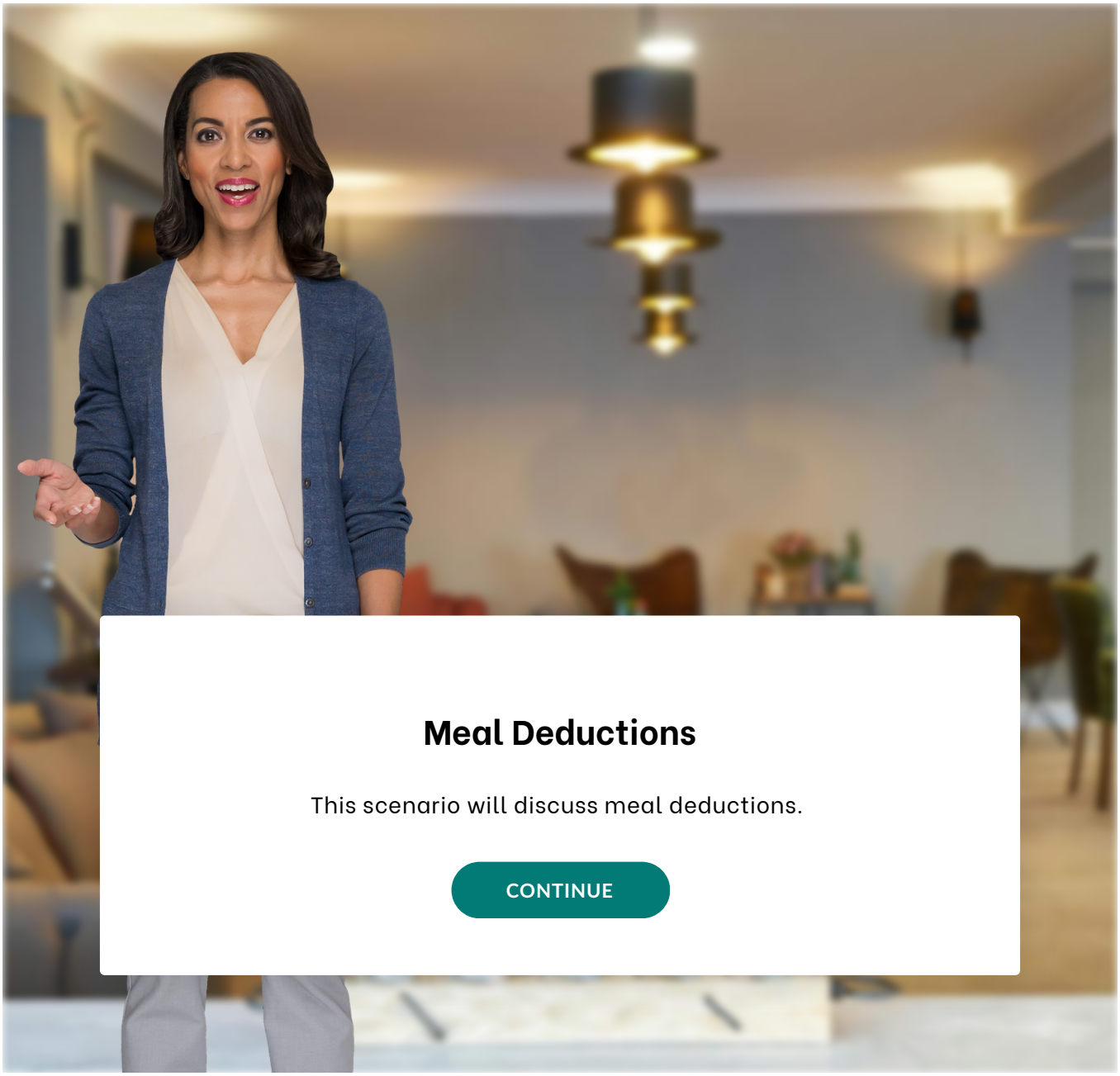
2. **Submit a DN03 for each month (i.e., DN03 for 1-31 Jan., 1-28 Feb., etc.). This process will require multiple inputs by your office and manual tracking of the amount collected/amount due but will prevent the large collection from one paycheck and provide a better audit trail.**
3. **Calculate the actual meal charge amount and submit a DS01 for the meal charge, prorating the collection amount, citing appropriation 57*3500 32* 561.090525725. The problem with this option is that the system does not recognize the collection as a replacement for the DN, and if there was a later requirement to refund some part of the collected amount, a PI03 would not process because there would be no DN on the record.**

Due to duty requirements, certain career fields do not have automatic meal deductions started for their members upon arrival at their new Permanent Change of Station (PCS) locations. Firefighters, Office of Special Investigation (OSI), Command Post, and Airfield Management, are automatically exempt from meal deductions due to the nature of their jobs.

Which FID is used to collect meal deductions retroactively?

- [ ] DQ20
- [ ] DQ01
- [ ] DS01
- [ ] DS20

SUBMIT



Scene 1 Slide 1

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Scene 1 Slide 2

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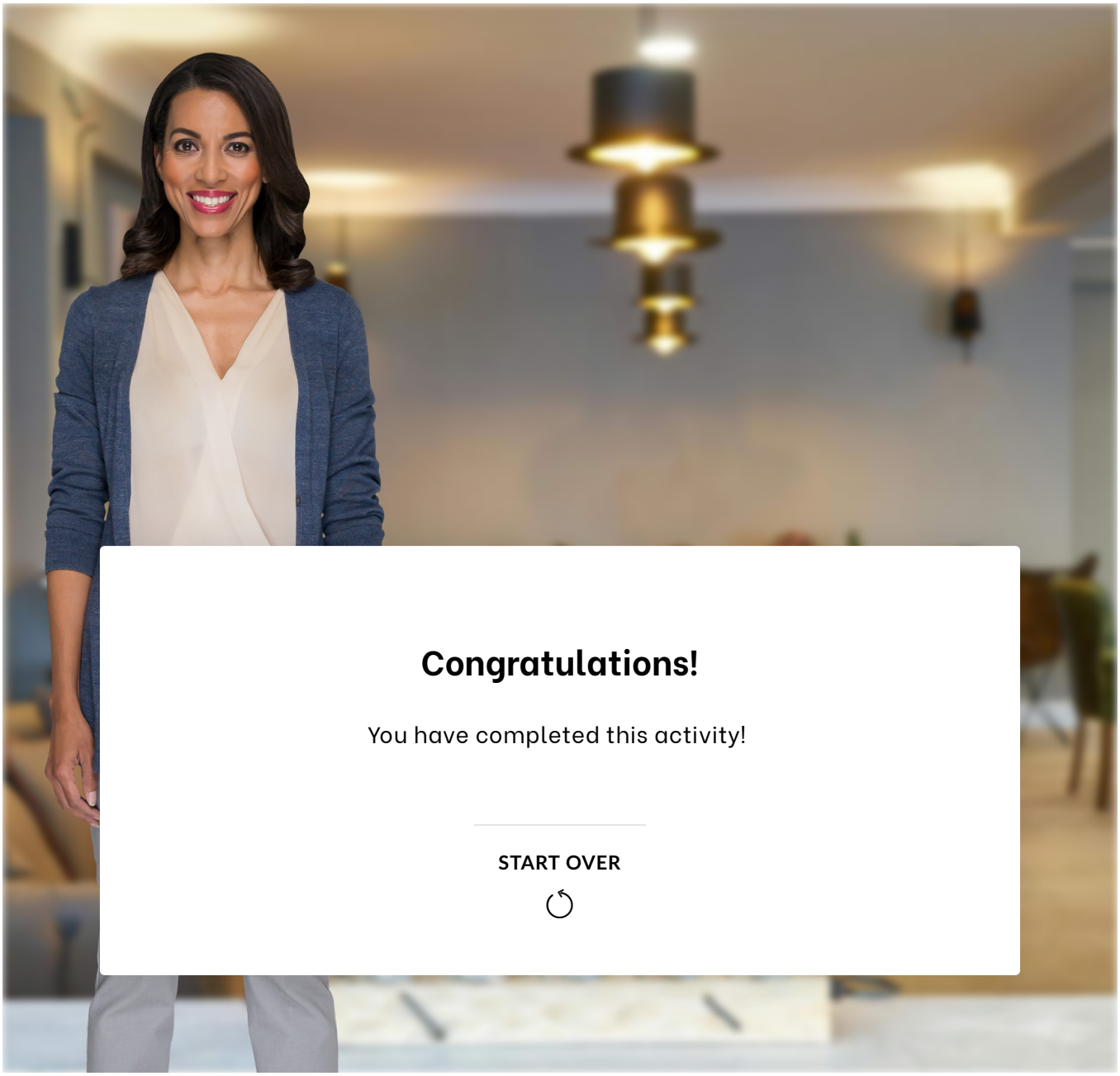

Scene 1 Slide 3

Continue → End of Scenario

Complete the content above before moving on.

Process Basic Allowance for Housing

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Basic Allowance for Housing, or BAH, provides uniformed service members equitable housing compensation based on housing costs in local civilian housing markets within the 50 US states when government quarters are not provided. BAH is not intended to cover all of a service member's housing costs. BAH is based on a member's grade, dependency status, and location's adequate housing cost. Rates are found at: Defense Travel Management Office (DTMO) website and DJMS table 059. BAH is processed using FID 35 and 68. In this lesson, we will cover four types of BAH: BAH with dependents, BAH without dependents, BAH partial, and BAH difference. Before you process BAH in Web DMO, you first need to verify that a member is entitled to BAH. Let's start with members with dependents.

Complete the content above before moving on.

Basic Allowance for Housing (BAH)

If it is determined that a member is authorized BAH, the supporting documentation must support the type that will be processed. Without the correct supporting documentation, the BAH should not be processed. When ready to code up the transaction, keep in mind the type of BAH needing to be processed as this will determine what FID is used. Your action codes will follow the FID and effective dates should be based on the provided supporting documentation being used.

Members with Dependents —

For members to qualify for BAH at the with-dependent rate (referred to as BAH-W), they must prove dependency before it can be authorized. Dependents are categorized as either primary or secondary.

Member Married to Member

If two married people are both military members with no dependents, and they are assigned to the same or adjacent duty stations, both are entitled to basic allowance for housing without dependents (referred to as BAH-W/O). However, if they have a dependent, then one will receive BAH-W while the other one will receive BAH-W/O. When an active-duty member is married to a reservist, the reservist is considered the active-duty member's dependent when the reservist is not in active status. When the reservist is in active status both are considered single members for BAH purposes and receive BAH-W.O.

BAH-Difference

This entitlement equals the difference between BAH-W and BAH-W/O. It applies only to members paying child support, has no other qualifying dependent(s), and resides in single type government quarters (barracks or dormitories). The member is entitled to receive BAH-difference (referred to as BAH-DIFF) as long as the support amount paid is at least the amount of the BAH-DIFF rate payable for the member's grade. Partial rate BAH is not paid while a dormitory resident is drawing BAH-DIFF. If the member is authorized to reside off base, the entitlement changes from BAH-DIFF to BAH-W.

Members without Dependents

Members without dependents in the grades of E-4 and above with over three years of service may elect to reside off base without their commander's approval. The housing management office (HMO) will approve payment of BAH-W/O for members in pay grades E-1 through E-4 when the dormitory occupancy exceeds a preset percentage. In any case, the entitlement always depends on whether these members are assigned to unaccompanied housing (dormitory). The responsible organization initiates and certifies the DAF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Quarters (BAQ) or Dependency Re-determination.

BAH-Partial

A member without dependents assigned to single-type government quarters that is not entitled to receive any other type of BAH will receive BAH-partial. Members in pay grade E-4 under three years or below who are assigned single-type government quarters but elect not to occupy such quarters and reside in private quarters at their own expense are considered assigned to government quarters. Therefore, the member is entitled to BAH-partial. Additionally, those members without dependents who reside in the dormitory will be paid BAH-partial. BAH-partial is a flat rate based on the member's grade. The duty location has no bearing on this type of BAH.

BAH-Transit

BAH-Transit (BAH-T) is designed to offset a portion of the housing expenses incurred by, and as a result of, members and/or their dependents living in non-government quarters. The applicable rates are based upon grade and dependency status and does not consider adjustments for local housing costs. BAH-T is processed using FID 35. It is paid to members in a travel status on a PCS when the member's losing PDS is located outside the United States (other than Alaska or Hawaii) and member was accompanied at the PDS. It is also paid when the member is in the accession pipeline, which includes Reserve Officer Training Corp, Air Force Academy graduates, and Officer Candidate School, and travel is between initial entry training sites to the first PDS. New accession members are authorized BAH- Transit only during periods of travel between their duty or training sites and their initial duty location.

Entitlement to BAH while TDY enroute in a PCS status

There are times when a member without dependents performs a TDY while in a PCS status enroute to a new permanent duty station (PDS). If the member qualifies for BAH-W/O, the entitlement continues while at the TDY location. However, the entitlement will cease if the member resides in government quarters more than 30 days. The BAH entitlement changes to the partial rate on the 31st day. The BAH-W/O entitlement resumes when the member vacates those quarters. The BAH-W/O rate for the PCS period is based on the member's previous duty location. The housing management office at the TDY location should notify the financial services officer of the changes via DAF Form 594, Application and authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) or Dependency Determination.

Start Dates

BAH-W is started the day the member enters active duty if the member has a dependent. Other dates to start BAH-W are as follows:

1. The date the member terminates government quarters.
2. The date the member acquires a dependent.
3. The date stated in the dependency determination.

Stop Dates

Stop dates of BAH-W include the following:

1. Date of death of the member or the member's sole dependent.
2. Date of the member's divorce if the member has no other dependent.
3. Date of the dependent child's marriage if the member has no other dependents.
4. Date prior to the day the sole dependent enters active duty.
5. Day prior to the member being assigned base housing.
6. Day before the member enters a no pay status, such as AWOL.
7. Day of member's retirement, discharge, or release from active duty.

As you can see, common sense applies when determining start and stop dates. BAH-W is not payable when the dependent no longer meets the dependency requirements. Base housing, no pay status, and no longer being on active duty are causes to stop BAH-W.

CONTINUE

Match the BAH rates with the correct description.

BAH - W/O	Paid to service member when traveling between duty locations
BAH - T	Paid to members with eligible authorized dependents
BAH - W	Paid to members with no dependents
BAH - Diff	Paid to members that pay child support and live in government quarters

SUBMIT

Complete the content above before moving on.

Below are some more examples to help build your cheat sheet:

130R - Single, in the dorms

200R - Single, off base/privatized housing

201N - Single non-custodial parent paying child support, off base/privatized housing

201C - Single custodial parent, off base/privatized housing

201A - Married to civilian spouse, off base/privatized housing

200I - Married Mil-to-Mil, no kids, off base/privatized housing

201W - Married Mil-to-Mil, with child, off base/privatized housing

141A - Married to civilian spouse, government/unaccompanied housing on base

141C - Single custodial parent, in government/unaccompanied housing on base

These are not all inclusive, so feel free to add to your cheat sheet as you come across new scenarios. There is a full list of these BAH codes in the AFMAN 65-116 Vol 1, Chap 26, para 26.32. Keep in mind that the AFPC-OL holds the overall responsibility for determining secondary dependency entitlements.

Substantiating Documentation*:

- DAF Form 594 (Application/Authorization to Start, Stop, or Change Basic Allowance for Quarters)
- DD Form 114 (Military Pay Order)
- Dependency Documentation (i.e. marriage certificate, divorce decree, birth certificate)

***Note: If assisting a member with secondary dependent documentation, ensure all documents are legible, clear, translated (if applicable), and thorough.**

In your day-to-day operations, a "dependency determination" usually applies to secondary dependents. Secondary (non-primary) dependents must be approved by DFAS based on the submission of a dependency determination application. This process is is initiated by the member and ends with DFAS, but you'll likely play a some point along that time line. Especially when approved secondary dependents drive a member's military pay.

Types of dependents

- Primary
- Lawful spouse
- Unmarried children under 21 years old (including children who are born out-of-wedlock, adopted, or are stepchildren)
- Secondary
- Parents, parents-in-law, and stepparents
- In loco parentis
- Legal custody wards
- Incapacitated child (21 years or older)
- Full-time college student (21-22 years old)

DFAS-IN is the approval authority for all secondary dependent claims. All information can be found at https://www.dfas.mil/militarymembers/secondarydependency/sdc/. Applications can be filed to receive any of the following benefits:

- BAH
- United States Identification and Privileges (USIP) card
- Travel allowances

PRO-TIP: A large number of dependency determination applications get denied due to lack of supporting documentation from the member. The more supporting documents the member can provide the better. Since DFAS is dependent on just what information is presented to them, the documentation should be legible, clear and thorough in order to paint a complete and accurate picture. Denial for insufficient documentation is never what

the member hopes to hear, so our recommendation to them should be to provide as much as possible.

CONTINUE

Allowances

- Given a scenario, without reference, compute allowances IAW prescribed publications and guidance.

Overview

- Clothing Allowance
- Compute Family Separation Allowance (FSA)
- Cost of Living Allowance (COLA)
- Overseas Housing Allowance (OHA)
- Travel Lodging Allowance (TLA)
- Move-in Housing Allowance (MIHA)

Clothing Allowance

The Air Force has established what to wear, and how to wear it. And as enlisted we are given an allowance to replace our uniforms annually. Officers, on the other hand, only receive an initial clothing allowance. When we are sent to an area where we cannot wear our uniforms, we are paid an allowance to purchase alternate clothing. Some duties require special uniform items not issued during basic military training. In this unit, we will focus on different types of clothing allowances, and when each one would be authorized.

Complete the content above before moving on.

Clothing Allowance

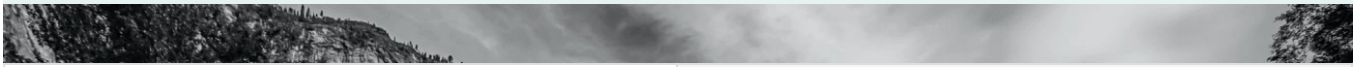
The Secretary of Defense (SecDef) may, on an annual basis by law and under Presidential Executive Order, prescribe the quantity and kind of clothing to be furnished to an enlisted member of the military services and may prescribe the amount of cash allowance to be paid if the clothing is not furnished.

Types of Clothing Allowance

- Enlisted clothing allowances
    - Initial
    - Supplemental (Extra)
    - Maternity
- Officer clothing allowances
- Civilian clothing allowances
- Miscellaneous clothing provisions

Types of Military Clothing Maintenance Allowance (CMAI)

There are two primary categories of CMAI.



STANDARD INITIAL CLOTHING ALLOWANCE

SPECIAL INITIAL CLOTHING ALLOWANCE

This allowance serves to either supplement or completely cover the initial expenses associated with mandatory clothing bag items. It can be disbursed as cash or provided in-kind.

Members may receive this allowance to offset or cover the initial costs of essential clothing bag items, and it can be provided as either cash or in-kind support.

Prior service enlisted members who reenlist into active duty (regAF) more than three months after their discharge are entitled to the full CMAI. If they reenlist into a reserve component (AFRC or ANG) and report for or are recalled to active duty for more than six months, they are eligible for an adjusted CMAI. The MPF will furnish the finance office with the necessary duty dates for calculation.

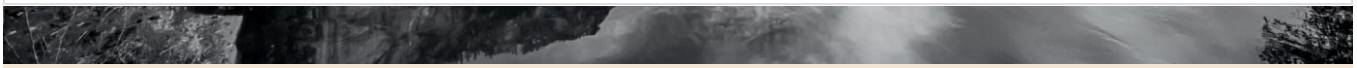
STANDARD INITIAL CLOTHING ALLOWANCE

SPECIAL INITIAL CLOTHING ALLOWANCE

This specific allowance is granted to enlisted personnel under certain circumstances, such as when they are assigned to a tour of duty that requires uniform clothing (excluding special dress uniforms). It is typically authorized only once during a continuous active duty period.

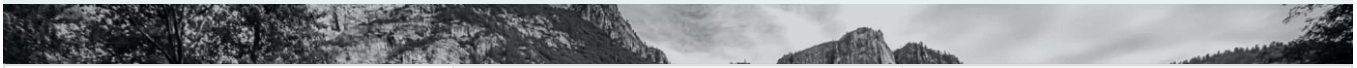
This allowance is reserved for enlisted members who are assigned to specific duty tours or attain a status that necessitates wearing uniform clothing (except special dress uniforms). It can only be authorized once during any continuous active duty period.

Enlisted members entering an officer training program or joining a military band with uniform styles different from those in their pay grade.



Clothing Replacement Allowance (CRA) Overview

The Clothing Replacement Allowance (CRA) serves as an initial replacement fund for uniform items and is applicable during the first three years of active service following the receipt of a Clothing Maintenance Allowance Initial (CMAI).



BASIC CRA | STANDARD CRA | SPECIAL CRA

Basic CRA becomes effective on the first day of the month after completing six consecutive months of active duty, irrespective of any time lost. Upon reaching the one-year mark of uninterrupted military service, the first payment equals half of the current fiscal year rate. Payments for the second and third years occur at the end of the member's anniversary month.

BASIC CRA | STANDARD CRA | SPECIAL CRA

Standard CRA supports the replacement of uniform items after completing three years of active service following the receipt of a CMAI. It functions as the primary replacement allowance during the first three years of active duty after receiving a reduced, partial, or special CMAI.

BASIC CRA | STANDARD CRA | SPECIAL CRA

Special CRA covers the replacement of uniform items after completing three years of active service subsequent to receiving a special CMAI. Payments are made annually at the end of the member's anniversary month, based on the applicable fiscal year rate in effect.

Pro Tip: While receiving special CRA, the service member is not eligible for any other cash clothing replacement allowances, such as those for the Air Force Honor Guard or Air Force Band, during that period.

Supplemental (Extra) Clothing Allowance

The Supplementary Clothing Allowance, often referred to as the Extra Clothing Allowance, is granted to personnel when they are assigned to specialized units or duties that demand additional or unique uniform items beyond the standard requirements for most enlisted members in the Air Force. Eligibility for this allowance is confirmed on an annual basis by the member's unit commander. The FID for this allowance is FID 61. Detailed information regarding the various categories can be located in AFMAN 65-116 Attachment 9.

Furthermore, there is a specific Maternity Clothing Allowance, which is applicable to pregnant members of the Regular Air Force (regAF), Air National Guard (ANG), and Air Force Reserve Command (AFRC). This allowance is disbursed once every three years, with subsequent payments determined by the actual date of the previous disbursement.

Officers Uniform and Equipment Allowance (UEA)

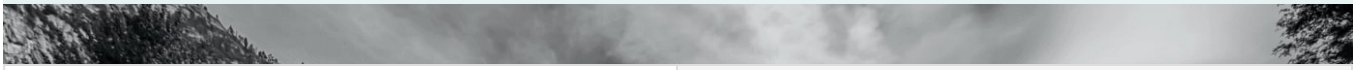
UEA is processed under FID 59. Members may qualify for an initial uniform allowance and/or an additional active duty uniform allowance to offset the expenses associated with acquiring mandatory uniforms and equipment. Eligible officers receive a $400 reimbursement to assist with the purchase of uniforms and equipment, irrespective of their commission source or prior enlisted service.

Officers Uniform and Equipment Allowance (UEA) - Additional

Additional UEA is processed under FID 60. It is a $200 allowance granted for each entry or reentry into active duty, including active duty for training, if the service duration exceeds 90 days. This includes authorized travel time. The qualifying service can be under orders explicitly specifying active duty for over 90 days or under two or more consecutive orders requiring a continuous period of more than 90 days on active duty.

Civilian Clothing Allowance

In addition to any other authorized clothing allowances, individuals directed by competent authority to wear civilian clothing for more than 50% of their official duty time, as a military necessity, are eligible for a Civilian Clothing Allowance. This allowance is categorized into Permanent Duty and Temporary Duty (TDY), with specific guidelines as follows:



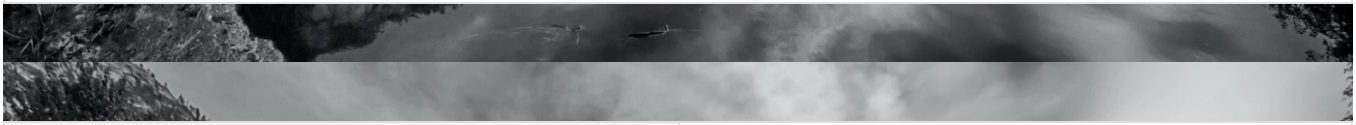
PERMANENT DUTY | TDY

Payable to members assigned to qualifying permanent duty locations.

Types:

- Initial: Payable only once in any 3-year period. Not paid if the member has been out of a qualifying assignment for less than 12 months.
- Replacement: Payable at the end of the anniversary month of the member commencing the qualifying assignment if it is projected that they will serve at least 6 additional months in a qualifying assignment.

Note: Officers must be assigned duty to an overseas location to be eligible for the civilian clothing allowance.



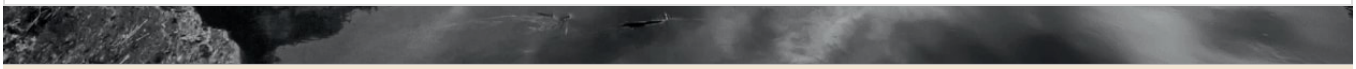
PERMANENT DUTY | TDY

Applicable when the Permanent Duty Civilian Clothing Allowance is not applicable. The total amount of all TDY Civilian Clothing Allowances within a 36-month period cannot exceed the maximum allowed for TDY of at least 30 days. TDY Civilian Clothing Allowance has two maximum rates:

TDY > 15 days within a 30-day period: Payable when the member will be on TDY for at least 15 consecutive or cumulative days within a 30-day window.

TDY > 30 days within a 36-month period: Payable when the member will be on TDY for at least 30 consecutive or cumulative days within a 36-month timeframe.

Pro Tip: The 15-day threshold requirement does not apply to certain personnel, including Explosive Ordnance Disposal, Explosive Detector Dog Personnel on U.S. Secret Service Support Duty, Defense Courier Service couriers, or Defense Threat Reduction Agency military personnel. They are eligible to receive the maximum payment for TDY of at least 30 days upon their initial TDY assignment, regardless of the length of their TDY.

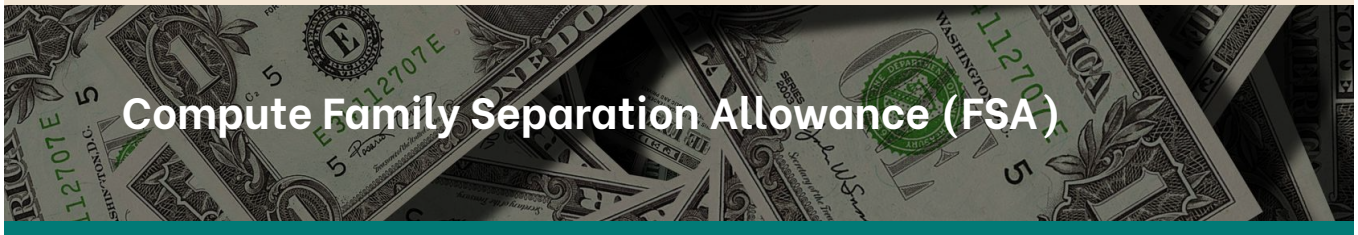


Which of the below is not a paid clothing allowance?

- ◯ Supplementary/Extra Clothing Allowance
- ◯ Follow-on Clothing Allowance
- ◯ Maternity Clothing Allowance
- ◯ Officers Uniform and Equipment Allowance

SUBMIT

Complete the content above before moving on.



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Sometimes the military will send us places that our dependents are not authorized to go. Whether it's a TDY or a PCS, family separation allowance (or FSA) is intended to help alleviate expenses incurred

due to the temporary separation from dependents. In this lesson, we'll go over the different types of FSA, the corresponding forms, the assigned FID, and how to compute the allowance.

CONTINUE

Family Separation Allowance (FSA)

A member with dependents may be authorized FSA under one of the following conditions:

- Transportation of dependents is not authorized at government expense, and the dependents do not live in the vicinity of the permanent duty station (PDS).
- Transportation of dependents is authorized at government expense, but the member elected an unaccompanied tour of duty because a dependent cannot accompany you to the PDS due to certified medical reasons.
- You are on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days.
- You are on temporary duty (TDY) (or temporary additional duty) away from the PDS for more than 30 days, and your dependents are not residing at or near the TDY location.

There are three types of FSA: FSA Restricted (FSA-R), FSA Ship (FSA-S), FSA Temporary (FSA-T).

RESTRICTED (FSA-R) | SHIP (FSA-S) | TEMPORARY (FSA-T)

FSA-R is authorized for members with dependents assigned to a dependent restricted tour and transportation of dependents is not authorized at government expense and the dependents do not live at or near the member's PDS.

If travel has been completed then a signed DD Form 1561, PCS orders (and amendments if applicable), and DD Form 1351-2 is used as supporting documentation. If the member is applying for FSA at the start of travel, a signed DD Form 1561 and PCS orders are required.

RESTRICTED (FSA-R) | SHIP (FSA-S) | TEMPORARY (FSA-T)

FSA-S is authorized for members who are on duty aboard a ship, and the ship is away from the homeport continuously for more than 30 days and the dependents are not required to reside in the vicinity of the homeport. Documentation needed to process FSA-S is a DD Form 1561 and substantiating documentation which shows member was assigned to the ship away from the homeport continuously for more than 30 days (such as TDY orders).

RESTRICTED (FSA-R) | SHIP (FSA-S) | TEMPORARY (FSA-T)

A member authorized FSA-T if they are on TDY away from the PDS continuously for more than 30 days, and the dependents do not reside at or near the TDY station. This includes members who are required to perform a period of TDY before reporting to their initial station of assignment. Review the member's travel order to determine location and days of TDY. When determining entitlement, the return date is included in the required 30 day away period. Documentation needed to process FSA-T is DD Form 1561, TDY orders and DD Form 1351-2 (if reporting the transaction).

Pro-Tip: Due to the increasing number of members who are entitled to FSA-T, Air Force policy now requires that the servicing FMF (home station) input the start transaction

(6501) at departure, based on the member's orders to duty for more than 30 calendar days and the member's completed certification on DD Form 1561. This means that when a member comes to Finance to out-process for deployment, we should be asking if they have dependents so that the DD Form 1561 can be accomplished prior to their departure. Then you complete the DD Form 114 which should include the following statement: "I certify that this member is in receipt of orders for a period of more than 30 calendar days and that member has completed DD Form 1561".

Conditions of Entitlements

For members who are married mil-to-mil with no dependents, FSA is payable regardless of whether the member has any non-active duty dependents when all other general conditions are met, and provided members were residing together immediately before being separated by reason of execution of military orders. Only one monthly allowance may be paid to a married military couple for any one month.

For members who are married mil-to-mil with dependents, FSA is payable to both married members when they reside together with their dependents immediately before being separated from dependents by competent orders. Each member's entitlement is determined individually.

When a member receives temporary social visits by dependents, credit continues to accrue while the member's dependents visit at or near his or her PDS, ship or TDY location, but for no longer than 3 continuous months for FSA-R and 30 continuous days for FSA-T and FSA-S. Facts must clearly show that the dependents are visiting and not intended to exceed the max continuous visitation. Additional information regarding special circumstances is available in the DoDFMR Vol. 7A, Ch. 27.

Computing FSA

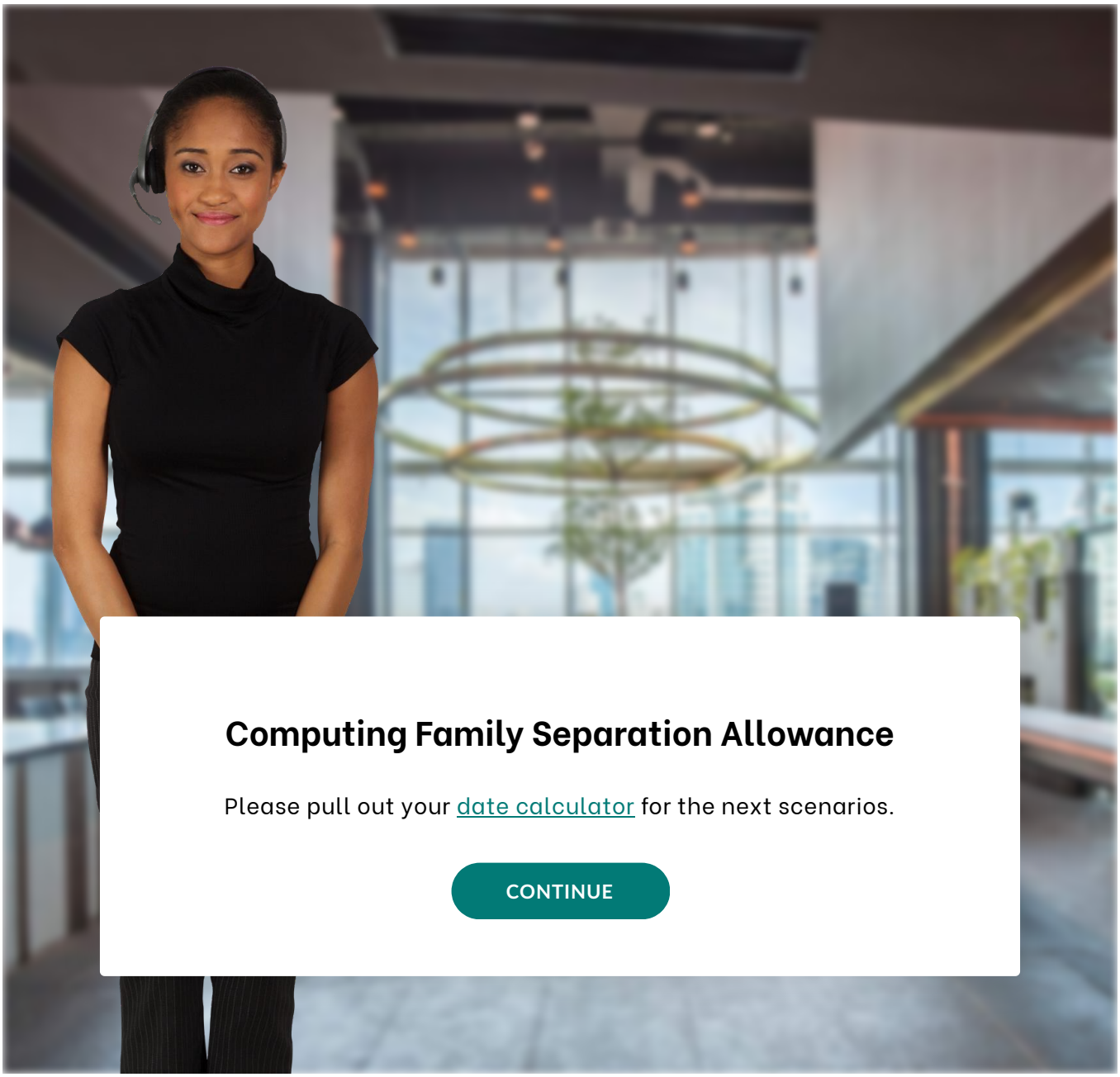
The monthly rate for FSA is $250 and it is prorated at a daily rate. So, it is calculated at $250.00 / 30 days = $8.3333/day. The effective start date is the date the member departs their home station and the stop date is the day prior to the date the member returns to home station. FSA is not authorized entitlement while on leave status.

What is the required documentation for reporting FSA-T before the member departs for the TDY location?

- ○ Travel Orders and DD Form 1561
- ○ DD Form 1351-2, DD Form 1560, Travel Orders
- ○ DD Form 1561
- ○ Travel Orders

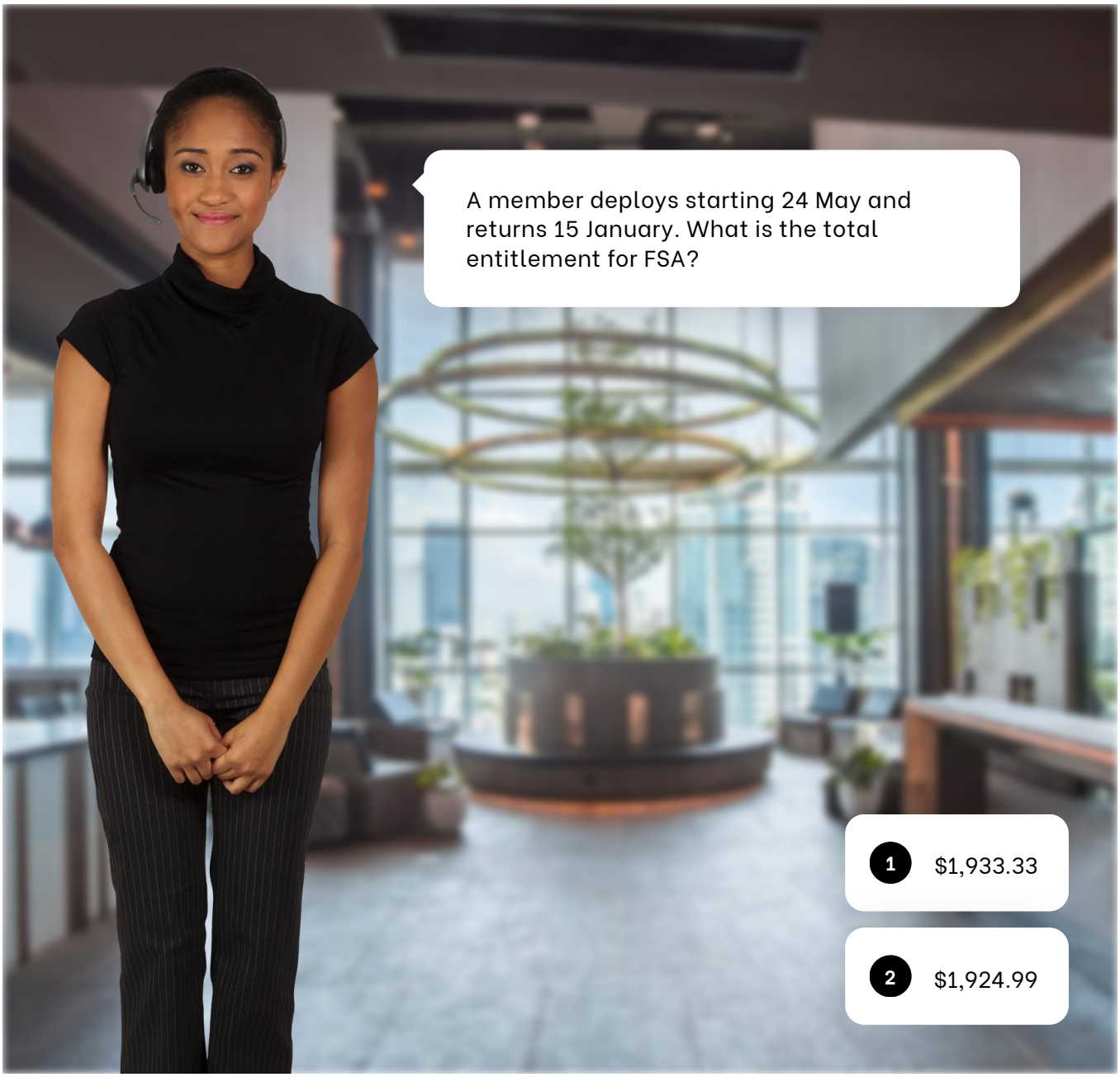
SUBMIT

Complete the content above before moving on.



Scene 1 Slide 1

Continue → Next Slide



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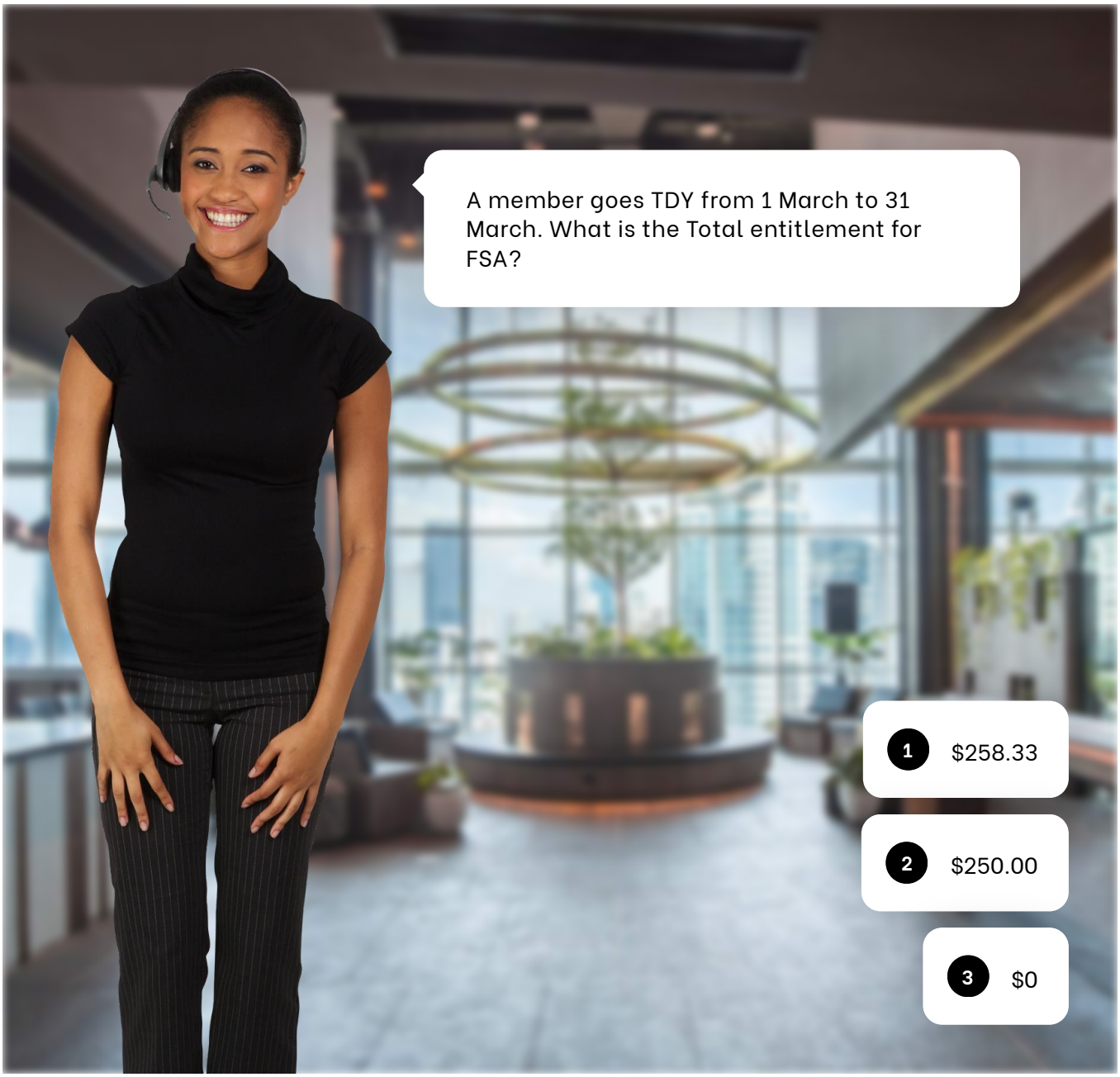

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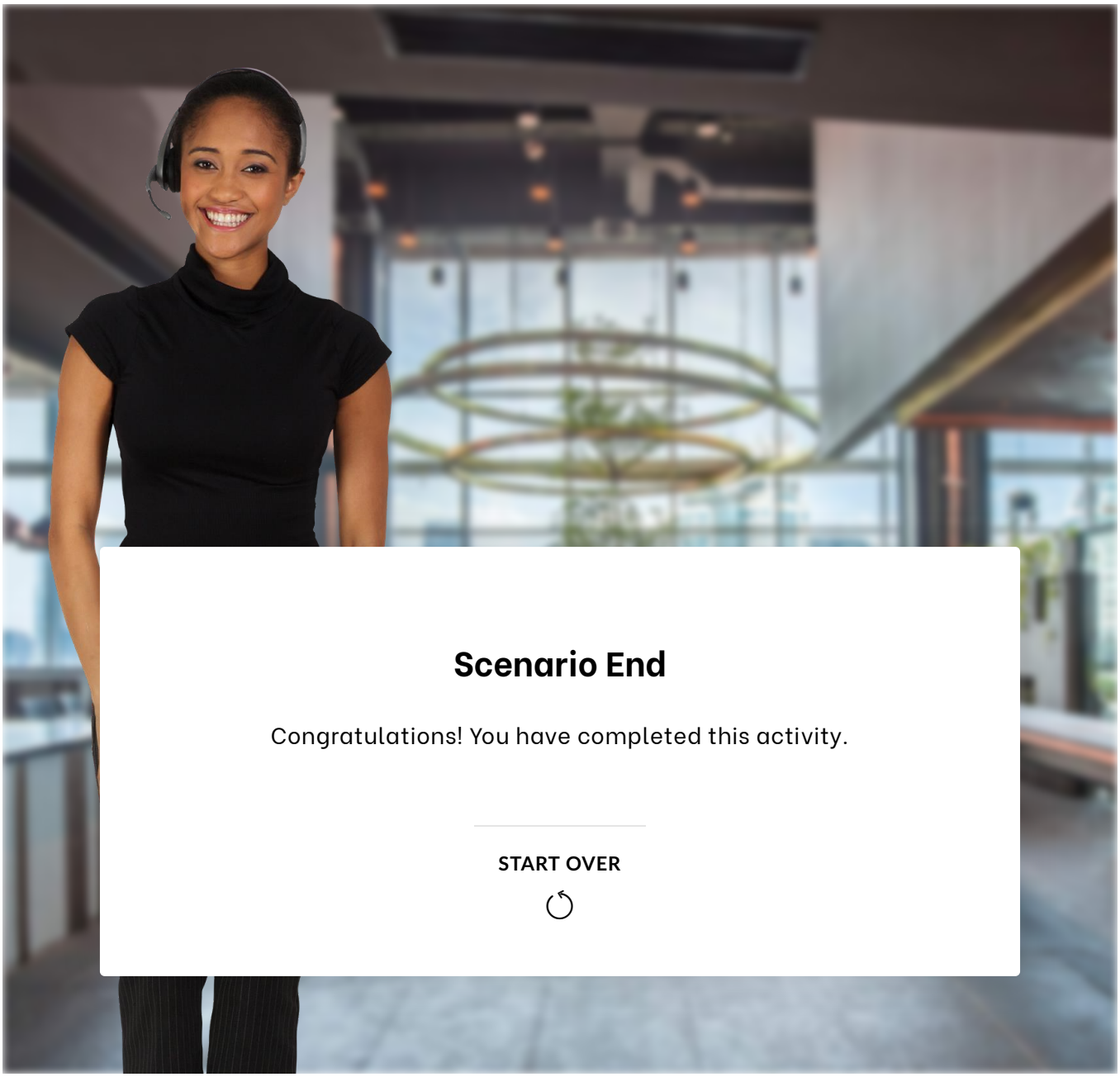

Scene 1 Slide 4

Continue → End of Scenario

Complete the content above before moving on.

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Members overseas incur costs and have expenses just the same as if they were stationed in the states. Some of these expenses, such as housing costs and food, can be quite high. Several entitlements have been developed to assist us in these areas. This objective discusses the Overseas Housing Allowance (OHA) and Cost of Living Allowance (COLA). We'll also take a look at the Move In Housing Allowance (MIHA) and the Temporary Lodging Allowance (TLA) as they also pertain to overseas assignments and excess costs.

CONTINUE

Cost of Living Allowance

The Overseas Cost of Living Allowance (COLA) is designed to assist members in defraying the excess costs incurred incident to assignment on permanent duty to a station outside CONUS. Conditions of entitlement to COLA are contained in the DoDFMR Volume 7a, Chapters 67 and 68.

It's intended to equalize purchasing power so that service members can purchase the same level of goods and services overseas as they could if they were stationed in CONUS. COLA is not a fixed amount and can fluctuate based on foreign currency exchange rates.

CONUS COLA is designed to help offset higher costs of living expenses in high cost areas that exceed averages by 8% or more. Payment is based on the location, rank, years of service, and dependency status (FID 35) paid at the with or without dependent rate. For members married to members, each is entitled to CONUS COLA in his or her own right. Only one member may claim the with dependent rate when they have dependents in the same residence. Process CONUS COLA using FID 51.

Overseas COLA, is designed to assist members in defraying excess costs incurred while assigned outside CONUS. Payment is based on the location, rank, years of service, and dependency status (FID 35) paid based on the number of dependents. For members married to members, each is entitled to COLA in his or her own right. Only one member may claim the with dependent rate when they have dependents in the same residence. Dependents must be command sponsored for the member to receive overseas COLA. Members without dependents who reside in dormitories and on ESM(Essential Subsistence Messing) are entitled to the bachelor rate, or 63% of the single rate. Process overseas COLA using FID 46.

Dual COLA is for members assigned outside CONUS who receive overseas COLA at the applicable without dependent rate and CONUS COLA at the with dependent rate for the area where the primary dependent resides. Only payable if there are no command sponsored dependents residing with the member. At no time will overseas COLA and CONUS COLA be paid concurrently at the with dependent rate.

Process dual COLA using FID **47.**

CONTINUE

Match the FID with the corresponding COLA type.

DUAL COLA	51
Overseas COLA	46

CONUS COLA	47

SUBMIT

Complete the content above before moving on.

Overseas Housing Allowance (OHA)

We have learned that BAH is the housing allowance for stateside assignments, but OHA is the housing allowance paid when stationed overseas. It works a little differently than BAH does.

OHA Rates

OHA is calculated by using the member's monthly rent not to exceed the prescribed locality rate based off the rental allowance ceiling and adding the appropriate utility/recurring maintenance allowance for the specific area. The ceilings for members with dependents are based on housing cost data obtained from members in each area concerned.

The ceilings for members with and without dependents are found on the Defense Travel Management Office website at https://www.travel.dod.mil/Allowances/Overseas-Housing-Allowance/OHARate-Lookup/.

OHA is processed using the DD Form 2367 (Individual Overseas Housing Allowance Report) and the dependency status code of the FID 43 must match FID 35.

The “Rent“ area of the 43 line shows the actual rent the member pays and is stated in the lease, reported in the currency paid. If the member has any recurring condominium or homeowner association fees, they should be prorated to a monthly value and paid monthly.

If the member owns their dwelling, derived rent is determined by dividing the actual purchase price by 120 and is in US Dollars (USO). Include any personal installment, or real estate equity loans prior to determining derived rent. If the dwelling owned is a mobile home or vessel, monthly lot /berthing fees will be paid in this amount.

Maximum rent allowable is established by grade and determined by Per Diem Travel and Transportation Allowance Committee (PDTATAC). It prevents the member from being reimbursed more than a reasonable amount for rent and is located in DJMS Table 65. Rent paid is converted to USD equivalent and compared to the max rent allowed. OHA is based on the lesser.

If a member returns to CONUS while on terminal leave, OHA must be stopped and if a member returns to the overseas area, OHA must be adjusted.

dd2367.pdf
110.7 KB

Utility/Recurring Maintenance Allowance

Utility/Recurring Maintenance Allowance is based on expenses reported by members with dependents. utilities covered by the landlord are not reimbursable. members are classified into four categories:

- Member married to member and maintaining a joint household; each member may be entitled to half of the allowance.

- Member defined as a sharer may be entitled to a pr-rated share of the allowance.
- Member with dependents may be entitled to full allowance.
- Member without dependents, non-sharer may be entitled to 75 percent of the allowance.

OHA and PCS

The payment of OHA during a PCS must be stopped one day prior to PCS departure.

If a member is assigned to a restricted overseas area and dependents remain at the old station, the new duty station FSO must restart OHA and restricted area housing, if applicable.

If a member is assigned to CONUS and dependents remain at the station where overseas housing is authorized for dependents, CONUS FSO restarts OHA as well as BAH, if applicable.

Family Separation Housing-OHA Based Location (FSH-O)

FSH-O is designed to offset a portion of housing expenses incurred by, and a result of, a member living in non-government quarters outside the US and geographically separated from their dependents. Government quarters must be unavailable, dependent travel must not be authorized at the government's expense to the either duty station or a nearby location, and the dependents must not already be living in the vicinity of the duty station. Payment is based upon member's grade, dependency status, housing expenses and the locations adequate housing cost.

CONTINUE

How much of the utility allowance does each mil-to-mil member residing in the same household receive?

- ◯ Half
- ◯ Full
- ◯ A Third
- ◯ Partial

SUBMIT

Complete the content above before moving on.

Travel Lodging Allowance (TLA)

Upon first arriving at a new duty station overseas, finding a place to live is typically a priority. The Air Force understands that until a home is found, a member will incur expen8ses for living in temporary accommodations. Temporary Lodging Allowance was

developed to help offset some of those expenses and is specific to when a member is in PCS status overseas.

The purpose of TLA is to offset lodging and meal costs while occupying Outside the Continental United States (OCONUS) temporary lodging. TLA is payable when it is necessary for a member and/or dependent(s) to occupy temporary lodging upon arrival at, or immediately before leaving, a PDS OCONUS.

The senior commander of the service in the country/Area of Responsibility (AOR) is the TLA authority. In locations where more than one service is represented, the senior commander of all the services is the TLA authority.

The TLA authority must issue written TLA guidance. The authority must also establish policies to fully emphasize use of available government facilities, priority placement for members in TLA status over other occupants, encourage use of lodging with facilities for prepping meals, and maintain contact with the private-sector for permanent housing, and provide incoming families current information concerning location and cost.

The TLA authority must advise members on the importance of aggressively seeking permanent quarters, the limitations on the number of authorized TLA days, and obtaining and keeping receipts to support TLA expenses.

Types of TLA

Type I	Type I Incoming, upon initial arrival or reporting at a PDS OCONUS, not-to-exceed 60 days.
Type X	Type X Incoming with extensions, required when 60 days is exceeded.

Type D	Type D Departure, immediately preceding departure for a PCS from a PDS OCONUS, not-to-exceed 10 days.
Type E	Type E Departure with extensions, required when departure claims exceed 10 days.

Type K	Type K Kitchen renovations, when kitchen is under renovations, but occupants are not required to obtain temporary lodging, entitlement is based ONLY on meal portion of meals and incedental expenses.
Type R	Type R Full renovation, when renovation or special circumstances require occupants to occupy temporary lodging.

TLA Computation

TLA is calculated in increments of 15 days, except when more than one TLA rate applies within the computation period. If fewer than 15 days remain, compute the remaining days as one period. When determining the lodging expense, add the currency conversion fees charged by the Government Travel Charge Card (GTCC) along with any lodging tax.

Number of Eligible Persons Occupying Temporary Lodging	Percentage Applicable
Member or 1 dependent	65%
Member and 1 dependent, or 2 dependents only	100%
For each additional dependent 12 and over, add	35%
For each additional dependent under 12, add	25%

Payment of TLA is reflected in DJMS as FID 79 and substantiating documents are:

- AF Form 1357, Request for TLA is used to start, stop, or change entitlements
    - The TLA type must be identified on the AF Form 1357.
    - Include dates when HHGs were available for delivery and the date HHGs were delivered and accepted by member.
    - Form must be certified by housing, transportation and billeting officers.
- Official orders are required for the original payment. Later payments require cross-reference to original payment
- Receipts for any lodging expense claimed
    - Unpaid bills may be used when anticipating expenses to pay member before departure.
    - If the receipt is lost, the member certifies a statement of lodging expense containing dates, places, establishment names, and amounts.

- DD Form 114

Match the TLA types with their corresponding description.

Type R	Authorized at initial arrival OCONUS and is not to exceed 60 days
Type E	Incoming with extensions when 60 days is exceeded
Type K	Authorized at OCONUS departure and does not exceed 10 days
Type I	Authorized at OCONUS departure claims exceed 10 days
Type D	Kitchen in under renovation but occupants are not required to obtain temporary lodging
Type X	Full renovation and special circumstances require temporary lodging occupancy

SUBMIT

Complete the content above before moving on.

Move-in Housing Allowance (MIHA)

Move-in Housing Allowance is intended to defray costs associated with occupying privately leased or owned quarters covered by the OHA program.

MIHA is reflected as FID 42 on the pay record and is processed as a one-time entitlement. OHA must be processed prior to reporting MIHA.

There are three categories of MIHA.

MIHA / Miscellaneous	Reflects average expenditures made by members to make dwellings habitable. Payable with OHA FIDs 43 and 45 and is paid based on table rates. The transaction entitlement amount is zero filled.

MIHA / Rent	Payable only when approved by the housing office and is not payable to homeowners. Payable with OHA FIDs 43 and 45. Report the total rental amount in dollars and cents in the entitlement field.

MIHA / Security	Payable only in specified areas with OHA FIDs 43 and 45. Report the total security amount in dollars and cents in the entitlement field. This MIHA type is also edited for validity of security location.

Move-in housing allowance processing – FID **42**

MIHA is processed as a one-time entitlement. OHA is to be established prior to reporting MIHA.

MIHA Reports – 4203 transactions: Effective date, JTR location, MIHA allowance type, and OHA entitlement for which MIHA is paid are edited against the MMPA OHA entitlements.

- Type M (Miscellaneous) – is payable with OHA FIDs 43 and 45 and is paid based on table rates. The transaction entitlement amount is zero filled.
- Type R (Rent) – is payable with OHA FIDs 43 and 45. Report the total rental amount in dollars and cents in the entitlement field.
- Type S (Security) – is payable with OHA FIDs 43 and 45. Report the total security amount in dollars and cents in the entitlement field. This MIHA type is also edited for validity of security location.

MIHA can be reported before OHA is processed.

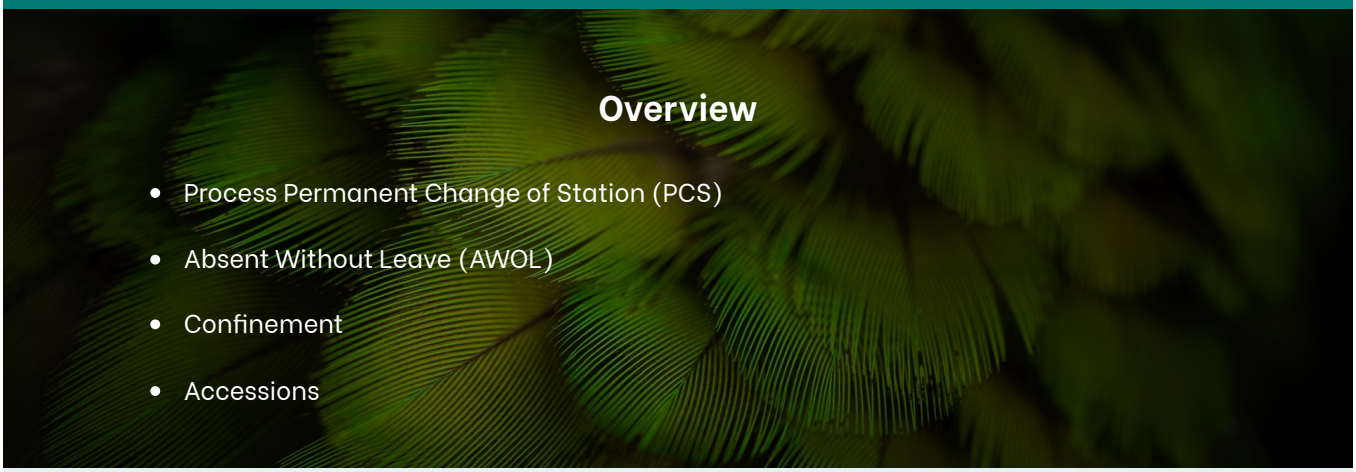
- ○ True
- ○ False
- ○ It depends.

SUBMIT

Complete the content above before moving on.

Lesson 4 - Duty Status

- Without reference determine how to process duty status IAW prescribed guidance and publications.



Overview

- Process Permanent Change of Station (PCS)
- Absent Without Leave (AWOL)
- Confinement
- Accessions

Permanent Change of Station (PCS)

PCSing is part of military life. In fact, travel and experiencing new cultures are among the reasons most joined the military.

In this lesson we'll learn procedures required of Finance to ensure that a member's military pay record is updated correctly based on their PCS orders and travel voucher.

A PCS is defined as the permanent assignment, detail, or transfer of a member or unit to a different duty station under competent orders and without the intent to return to the previous duty location.

The PCS order, or the DAF Form 899, authorizes the performance of movement between duty locations. The AF IMT 973, or *amendment to PCS orders*, specify changes made to the AF Form 899. Any change that is stated on the amended order supersedes information found on the original order.

When processing a PCS, we should be looking at the travel order for the following information:

- [ ] Member's Personal Data
- [ ] Losing and Gaining Units/Installation
- [ ] Travel Order Number
- [ ] Report No Later Than Date (RNLTD)
- [ ] Is there a TDY enroute?
- [ ] Is it a Join Spouse assignment?

DAF FORM 899	AF IMT 973

Note: The travel order will never be one page, but only the front page is displayed here for the sake of this demonstration.

REQUEST AND AUTHORIZATION FOR PERMANENT CHANGE OF STATION - MILITARY

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C 8013, Secretary of the Air Force E.O. 9397 (SSN) as amended, Powers and duties; delegation by 8032,General duties; implemented by Air Force Instruction 36-2102, Base-level Relocation Procedures.
PURPOSE: Each type of relocation of Air Force personnel requires specific actions described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for ensuring accomplishment of the action.
ROUTINE USES: In addition to those disclosures generally under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)3. 'Blanket Routine Uses' apply.
DISCLOSURE: VOLUNTARY; SSN is used to reference member's official records. Failure to provide SSN may make it difficult for member to receive pay and entitlements in coordination with Permanent Change of Station.

The following individual will proceed on permanent change of station: ☐ PCS without PCA ☒ PCS with PCA | TED SEP 22

1. GRADE, NAME *(Last, First, Middle Initial)*	2. SSAN	3. SAFSC/CAFSC
TSG [redacted]	[redacted]	6F071

4. SECURITY CLEARANCE *(include date of last investigation)*	5. REPORT TO COMDR, NEW ASSIGNMENT	6. TRAVEL DAYS AUTHORIZED IF TRAVELING BY PRIVATELY - OWNED CONVEYANCE:
SCI(DC D 1/14 ELIGIBLE) 13 SEP 2019	NLT: 14 AUG 2022	9

7. TDY ENROUTE

SH03 220901 A 221014 4053

8. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT FROM WHICH RELIEVED:	9. UNIT, MAJOR COMMAND AND ADDRESS OF UNIT TO BE ASSIGNED:
PAF 51 COMPTROLLER SQ FFPC10 OSAN AB KR 962780000	AET 42 COMPTROLLER SQ FFTT60 MAXWELL AL 361120000

10. TYPE OF TOUR *(Check One)*	11. TOUR LENGTH *(Total No. of Months)*	12. EXTENDED LONG TOUR VOL
☐ ACCOMPANIED ☐ UNACCOMPANIED ☐ UNACCOMPANIED, DEPENDENTS RESTRICTED		NO

13. DEPENDENT TRAVEL:
- ☐ A. CONCURRENT TRAVEL IS AUTOMATIC
- ☒ B. CONCURRENT TRAVEL IS APPROVED
- ☐ C. DEPENDENT TRAVEL IS DELAYED FOR LESS THAN 20 WEEKS
- ☐ D. DEPENDENT TRAVEL IS DELAYED FOR MORE THAN 20 WEEKS
- ☐ E. TRAVEL IS AUTHORIZED TO A DESIGNATED PLACE

14. THIS IS A JOIN-SPOUSE ASSIGNMENT *(Include spouse's grade, name & SSN)*
NO

15. AUTHORITY FOR CCTVL:
APPROVED IAW STOP MOVEMENT/COVID-19 GUIDANCE

16. HOMEBASING/FOLLOW-ON ASSIGNMENT *(Include AAN, GPAS and RNLTD)*

17. DEPENDENT(s):*(List names, DOB of children, relationship to member and current address)*
[redacted] SPOUSE 26 MAY 1981 [redacted] KR 96266-0042

18. PCS EXPENSE CHARGEABLE TO: 57235003224802Z5871.0* 05525725 *Insert Applicable Subproject Shred*
CIC: 4 5 248 0071 525725 TAC: G28J POV TAC: G2JP
NTS CHARGEABLE TO: 57$ 3500 32$ 480Z 5878.0* 05 525725 TAC:GN8J POV NTS TAC: GP8J

19. AUTHORITY AND PCS CODE
AFI 36-2110
PCS ID: J AAN: 0920NC1900

20. AETC/FM TDY Funding.

20a. All other TDY Enroute Funding.

21. SDN:
HHG: PB58712002MP0H
NTS: PB58782001MP0N
INT: PB58712003MM0A
POV: PB58712004MP0V
PVS: PB58712004MP0P

Pursuant to AFI 32-6001, you will report to the base housing referral office servicing your new duty station before entering any rental, lease, or purchase agreement for off-base housing.

22. REMARKS *(Submit travel voucher within 5 workdays after completion of travel. If TDY enroute is authorized, attach receipts showing cost of all lodging used. All promotional items incurred while PCS/TDY must be turned in to AFO upon arrival at gaining base. See reverse for remarks.)*
PCS ADSC: 12 MONTHS TRAINING ADSC: MONTHS *(See AFI 36-2107)*
SEE CONTINUATION PAGE

23. DATE	24. APPROVING OFFICIAL *(Type Name and Grade)*	25. SIGNATURE OF APPROVING OFFICIAL
01 APR 2022	ALLEN, TIUNNA, SSG, USAF, NCOIC, OUTBOUND ASSIGNMENTS	// SIGNED //

26. DESIGNATION AND LOCATION OF HQ DEPT OF THE AIR FORCE:	27. SPECIAL ORDER NO:	28. DATE
AFPC RANDOLPH AFB TX 78150-0000	AP-075496	01 APR 2022
	29. TDN FOR THE COMMANDER	

30. DISTRIBUTION: AA	31. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
32. ADDRESS OF GAINING MPF: 42 FSS MAXWELL AFB AL 36112-6335	//signed// TA GRAHAM, SSG USAF, AFPC, ASSIGNMENTS

AF FORM 899, 20100910 PREVIOUS EDITIONS ARE OBSOLETE **PRIVACY ACT INFORMATION** The information in this form is FOR OFFICIAL USE ONLY. Protect IAW The Privacy Act of 1974.

DAF FORM 899

AF IMT 973

Note: The travel order amendment will never be one page, but only the front page is displayed here for the sake of this demonstration.

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS

(If more space is required, use reverse, identifying items by number)

This contains information which must be protected IAW AFI 33-332 and DoD Regulation 5400 00; Privacy Act of 1974 as Amended Applies, and it is for Official Use Only (FOUO). t must be protected or Privacy Act information removed prior to further disclosure.

TO:	FROM:	TELEPHONE:
AET 42 COMPTROLLER SQ FFTT60 MAXWELL AL 361120000	PAF 51 COMPTROLLER SQ FFPC10 OSAN AB KR 962780000	

THE FOLLOWING ORDER IS: [X] AMENDED AS SHOWN IN ITEM 5 ([ ] Rescinded [ ] Revoked [ ] Totally [X] In Part)

DENT FICATION OF ORDER BEING CHANGED *(Issued by this Headquarters unless otherwise stated in item 6.)*

1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER *(Type and Number)*	C. DATE	D. TED BASIC ORDER TED [X] PCS with PCA *(EDCSA)* [ ] PCS without PCA	A. PARA	B. ORDER	C. DATE
	AP-075496	01 APR 22				

3. RELATING TO *(TDY, PCS, Short Tour of AD, etc)*

PCS

4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS

A. GRADE	B. LAST NAME, FIRST, MIDDLE INITIAL	C. SSAN OR CIVILIAN POSITION TITLE	D. ORGANIZATION
TSG	[redacted]	[redacted]	PAF 51 COMPTROLLER SQ FFPC10

5. AMENDMENT *(Identify item in order being amended)*

A. ITEM	AS READS	IS AMENDED TO READ
5	14 AUG 2022	14-OCT-2022

B. ITEM	IS AMENDED TO [X] *(Include)* [ ] *(Delete)*
22	PLEASE SEE REMARKS

6. REMARKS

6A. ITEM 22 AS READS: 22T. ENTER AIRMAN'S DATE OF SEPARATION (11-JUL-2023), ASSIGNMENT ACTION REASON (03), DATE ELIGIBLE TO RETURN FROM OVERSEAS (30-JUN-2022).

6B. ITEM 22 AMENDED TO INCLUDE: 22T. ENTER AIRMAN'S DATE OF SEPARATION (08-AUG-3888), ASSIGNMENT ACTION REASON (03), DATE ELIGIBLE TO RETURN FROM OVERSEAS (30-AUG-2022).

7. ACCOUNTING CITATION

SAME AS BASIC ORDER

8. DATE	9. ISSUING/APPROVING OFFICIAL *(Typed name, grade and title)*	10. SIGNATURE
27 JUL 22	DURRANCE, COREY, TSG, USAF, NCOIC, OUTBOUND ASSIGN	// SIGNED //

11. DESIGNATION AND LOCATION OF HEADQUARTERS	12. ORDER *(Type and Number)*	13. DATE
DEPARTMENT OF THE AIR FORCE AFPC RANDOLPH AFB TX 78150-0000	AP-141224	27 JUL 22
	14. TDN FOR THE COMMANDER	

15. DISTRIBUTION	16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL
AA	//signed// BRIANNA M MONTGOMERY, TSG USAF, NCOIC, ADSC PROCESSING & ASSIGNMENTS

AF IMT 973, 19831001, V4 PREVIOUS EDITIONS WILL BE USED

From a financial operations perspective, the departure and arrival transactions are very important in preparing service members for a seamless PCS.

The departure transaction, SH03, is processed to report departure from a duty location. The supporting documentation for processing it is the PCS order and any amendments to that order. Upon receipt of orders from either the member or the MPF, annotate the projected departure date and check the pay record for open debts. If a debt is found, collection must be accelerated before the member departs for their new duty location. Contact the member to notify them of your findings and advise them on actions to be taken.

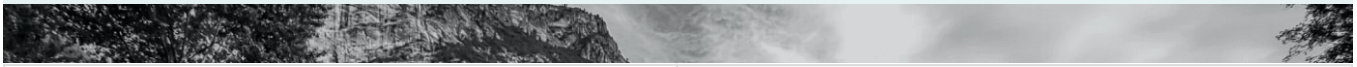
The proper coding of the SH03 is as follows:

- Projected departure date – YYMMDD
- Movement reason code:
    - A: Operational
    - G: PCS for formal training
    - I: Accession
    - T: Pipeline personnel
- RNLTD – YYMMDD
- Gaining ADSN

The complete ADSN list can be found in the AFMAN 65-116 V1, Attachment 22.

PRO-TIP: When an enlisted member departs for PCS, BAS continues to be paid and daily meal charges are not collected. The PCS departure transaction (FID SH03) stops meal collections on the day prior to departure. Conversely, when an enlisted member arrives on station via PCS (FID SG03), you will need to process a DN01 to start meal collections back up effective the day of arrival IF essential station messing is applicable at the new PDS.

Example Scenarios:



SG SCENARIO 1

SG SCENARIO 2

TSgt Robinette has completed his PCS from Travis AFB to Patrick AFB. He out-processed Travis AFB on 2 February, departed on 3 February, and arrived at Patrick AFB on 4 February. He is married to a civilian, and they live off base.

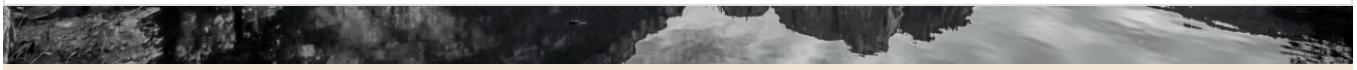
(Travel Days: 1 / Patrick Zip Code: 32925 / Order number: AK-11111)

SG SCENARIO 1

SG SCENARIO 2

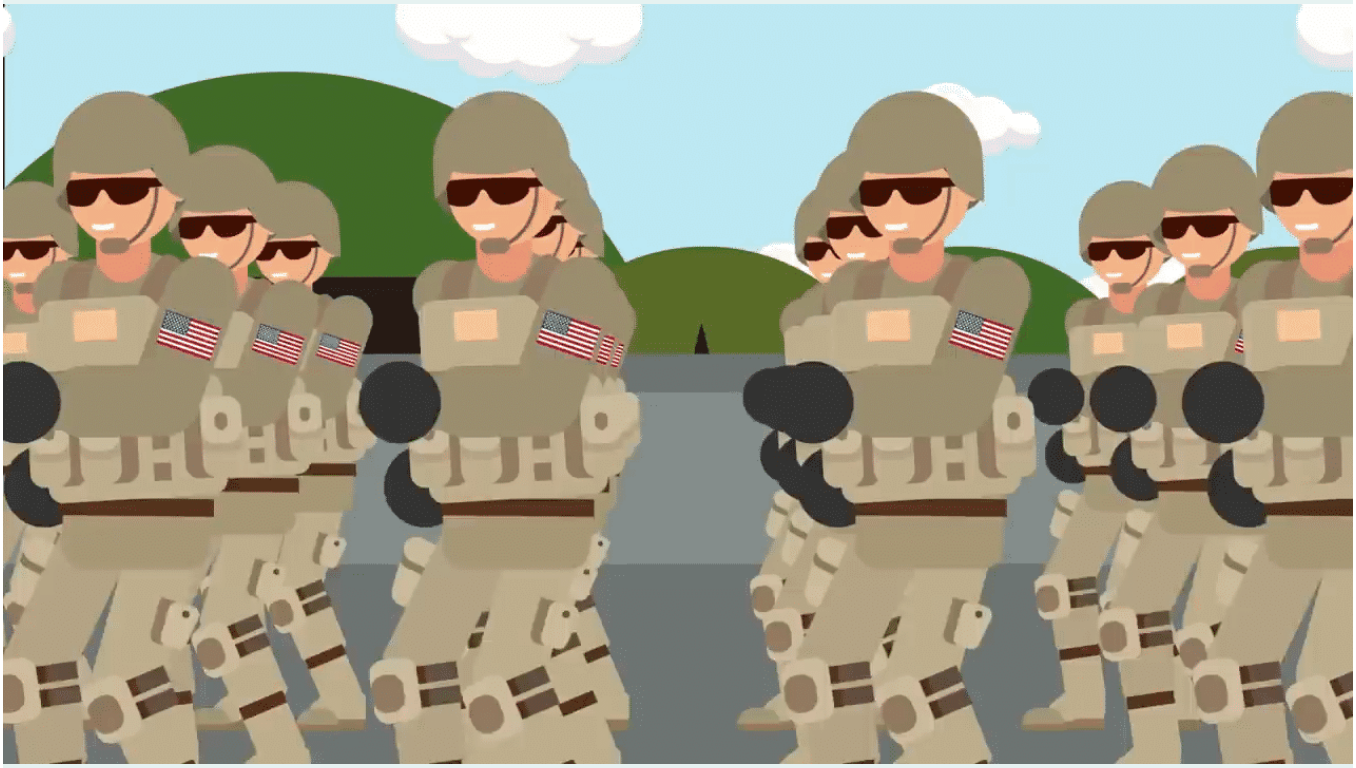
LtCol Garfunkle has completed his PCS from Kunsan AB to Joint Base Lewis-McChord (JBLM). He left Kunsan AB on 28 January and arrived at JBLM on 3 February. He is authorized 4 days proceed time while returning from his unaccompanied tour. He also lives off base with his wife and three children.

(Travel Days: 1 / JBLM Zip Code: 98433 / Order number: AK-11111 / Proceed Days: 4)



Complete the content above before moving on.

Absent Without Leave (AWOL)



Confinement

Confinement is physical restraint, such as imprisonment in a confinement facility by military or civilian authorities for more than one day in connection with a trial, whether before, during or after the trial. Individuals are put in pretrial confinement only when lesser forms of pretrial restraint are inadequate.

Confinement by military or civilian authorities impacts the member's pay because it is considered an unauthorized absence from their assigned location.

There are two types of confinement: military and civil. Military confinement is physical restraint, such as imprisonment in a military confinement facility as the result of violation of a punitive article in the UCMJ. Civil confinement is when a member is detained as a witness before civil court or when they fail to obey a decree of a civil court.

In civil confinement, members are to be paid all pay and allowances earned through the day before the first day of unauthorized absence. If the member is delivered to civil authorities by military authorities, he or she is entitled to all pay and allowances earned through the day prior to the date of such delivery.

In military confinement, pay and allowances accrue to a member in military confinement except when confined by military authorities for civil authorities, pay and allowances are forfeited by court-martial sentence, or when the term of enlistment expires. The Air Force Security Forces Center (AFSFC) serves as the focal point for base assistance on all corrections and confinements.

There are also two types of forfeitures: automatic and partial. Automatic forfeitures occur when an accused receives a sentence to death or confinement for more than six months, or a punitive discharge and confinement for six months or less, automatically forfeits pay and allowances up to the jurisdictional limit of the court, (general court martial (GCM) - total forfeitures of pay and allowances, special court martial (SPCM) - 2/3 forfeitures of pay only) during the period of confinement or any subsequent parole.

Partial forfeitures occur when a sentence to partial forfeiture of pay deprives a member of the amount of pay stated in the sentence or when the sentence applies for the number of months or days expressly stated.

If a member is ordered to forfeit all pay and allowances - stop all entitlements, suspend existing indebtedness transactions, and stop all existing allotments. The allotments should be restarted once the waiver of forfeiture is no longer in effect. When a member has a total forfeiture and part of that forfeiture has been waived, the member is still considered to be in a no pay status; therefore, SGLI coverage would be discontinued at the end of the 31st day of a continuous period of military confinement imposed by court-martial sentence, which also imposes total forfeiture of pay and allowances. No deductions are required for periods after the SGLI coverage is discontinued.

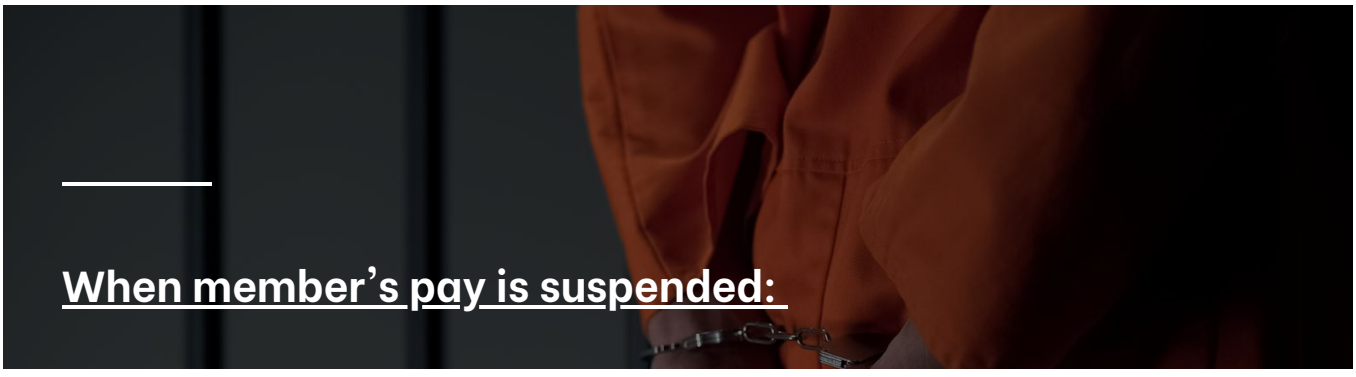
The member's commander or first sergeant notifies the FSO of any member placed in civilian confinement. The FSO takes steps to prevent a paycheck from being issued, including suppressing the member's pay for local payees. The MPF inputs the transaction to report member's confinement, civilian or military (SK transaction).

When member's pay is suspended, the following occurs:

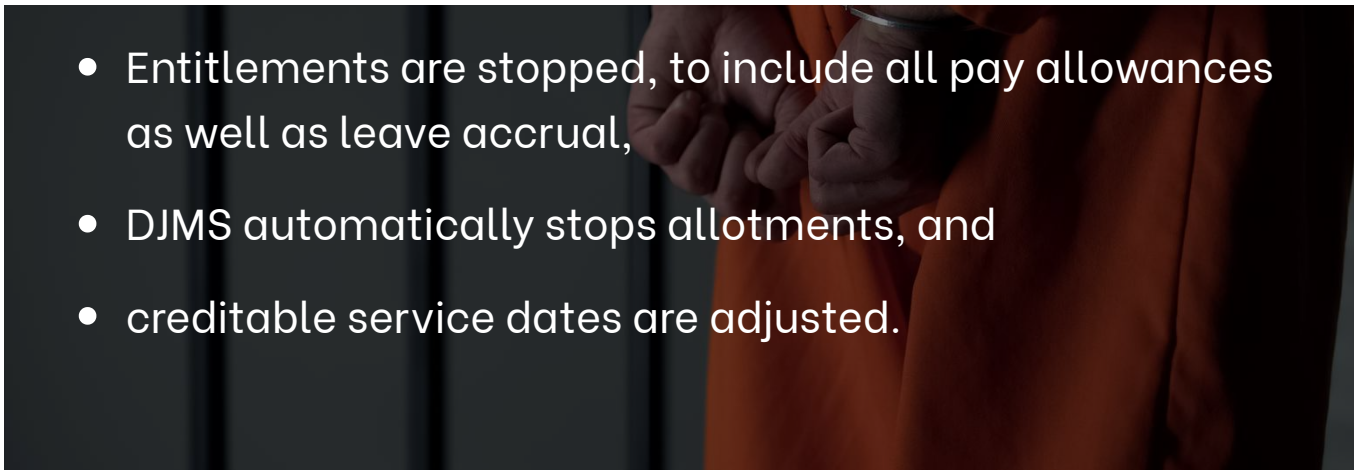
- Entitlements are stopped, to include all pay allowances as well as leave accrual,
- DJMS automatically stops allotments, and
- creditable service dates are adjusted.

Being absent without leave (AWOL) is punishable by the Uniform Code of Military Justice (UCMJ) and sometimes results in confinement. If a member is placed into AWOL status or confinement status for any reason, the change in actual status will be done by the Military Personnel Flight. However, Finance does have some responsibilities that we will cover in this objective.

Review the member's MMPA daily to ensure the member is placed in an AWOL status, but DO NOT process a FID ST04 because it will cause the transaction processed by Personnel to reject. This also applies when a member is placed in confinement status. Changes in status should always be the result of the Personnel system interfacing with the pay system.



When member's pay is suspended:



CONTINUE

The two types of forfeitures are full and partial.

- ○ True
- ○ False

SUBMIT

Complete the content above before moving on.

Accessions

There are several transactions and processes that must be completed before a member's pay record is established in DJMS. With these transactions come a lot of checks and balances to ensure it is accurate. Even with those checks and balances in places, sometimes mistakes are made of the system conflicts with what we as technicians input. These transactions cause rejects which we learned in a previous objective need to be corrected.

In this lesson, we'll concentrate on these transactions and processes that ensure our customers get paid.

Let's take a look at an example of what an accessions checklist might look like at your base. Although the format might be different, the same basic information should be captured.

Upon entry into military service, a member is accessed once their record is established in the Military Personnel Data System (MilPDS) and the MMPA system. Accession points include JBSA-Lackland for BMT enlistees, US AF Academy for service academy attendees, and Maxwell AFB for Officer Training School (OTS) graduates. First duty station assignments also facilitate access. Commissioning Officer Training (COT) officers and enlisted members reenlisting with a break in service are accessed accordingly.

FSO and MPF work together to set up local procedures for accessions. MPF creates CMS cases and starts the pay record through accession transactions (FID - EA). FSO keeps an eye on the CMS case and pay record to make sure everything is done. AFPC then finalizes the accession transaction in DJMS using FID - EA. This teamwork ensures smooth accession management in the Air Force.

Active duty enlisted members undergoing Basic Military Training (BMT) are accessed by the Military Personnel Flight (MPF) at Joint Base San Antonio-Lackland. The Lackland Financial Services Office (FSO) is tasked with setting up direct deposit, as well as arranging initial clothing and housing allowances for BMT members. This ensures a smooth onboarding process for these new Air Force recruits.

New accessions without prior service enter through OTS at the grade of E-5. After graduation, Maxwell AFB MPF upgrades their status (FID - E6), transitioning them from enlisted to officer and placing them in PCS status.

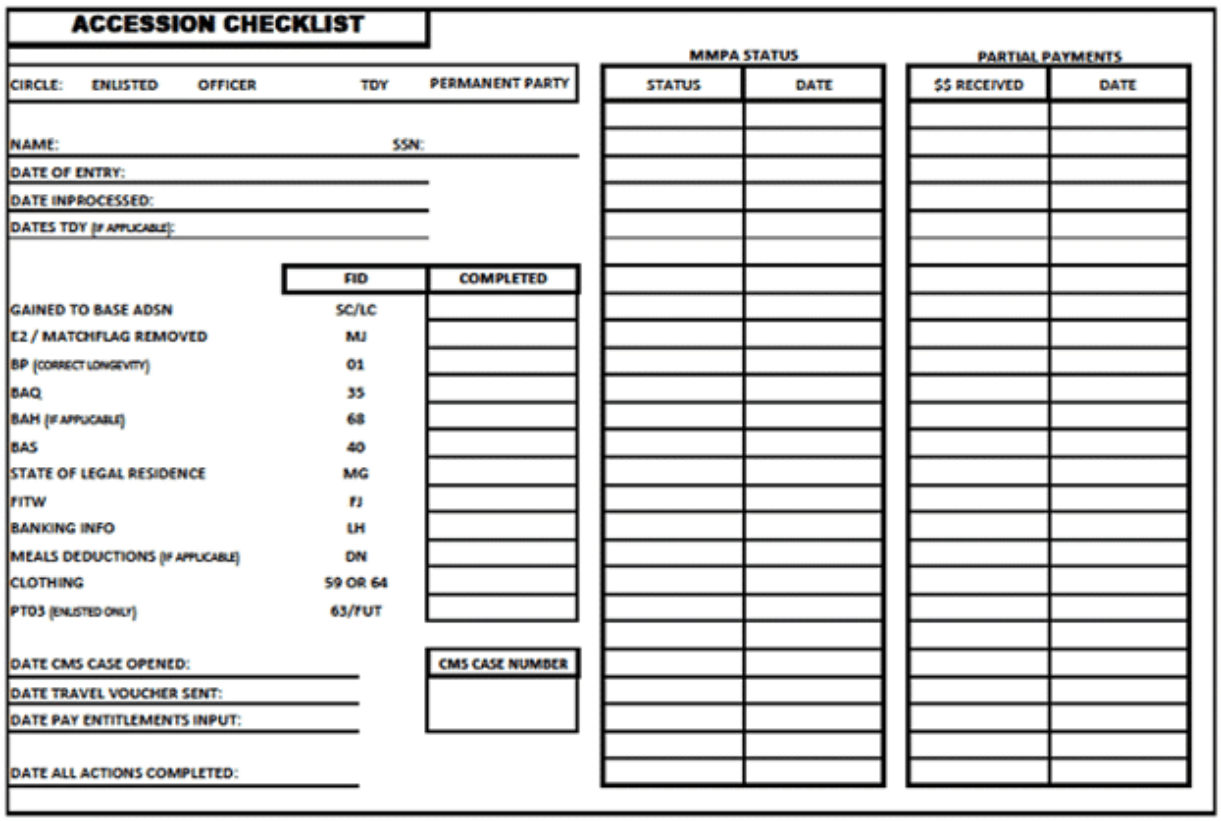
For prior service members re-enlisting after a break, MPF initiates pay record with accession transactions (FID - E2 or EA and E2). EA triggers PCS status, while E2 removes it. The MPF must establish a CMS case within 14 days of in-processing at the PDS. They should also work with the FSO to monitor the pay record status for match flag update (FID - MJ) and promptly process transactions to start entitlements, deductions, update tax info, and establish the pay account.

During in-processing, members are required to provide the following documents:

- AF IMT 766 (Extended Active Duty (EAD) Order)
- DD Form 1351-2 (Travel Voucher or Subvoucher)
- PDT Arrival Worksheet
- Form W-4 (Employee's Withholding Certificate)
- DD Form 2058 (State of Legal Residence Certificate)
- Financial Management System (FMS) Form 2231 or SF 1199A (Direct Deposit Form)
- DAF Form 594 - along with marriage/birth certificates if applicable
- AF Form 1969 (Officer Allowance Certification)

To effectively monitor accession cases, follow these steps:

1. Create working files for new accessions.
2. Use local checklists to verify MMPA is up-to-date.
3. Review accession history with FID MK.
4. Check AFPC Match Flag status using FID MJ.



ACCESSION CHECKLIST

CIRCLE: ENLISTED OFFICER TDY PERMANENT PARTY

NAME: SSN:

DATE OF ENTRY:

DATE INPROCESSED:

DATES TDY (IF APPLICABLE):

	FID	COMPLETED
GAINED TO BASE ADSN	SC/LC	
E2 / MATCHFLAG REMOVED	MJ	
BP (CORRECT LONGEVITY)	01	
BAQ	35	
BAH (IF APPLICABLE)	68	
BAS	40	
STATE OF LEGAL RESIDENCE	MG	
FITW	FJ	
BANKING INFO	LH	
MEALS DEDUCTIONS (IF APPLICABLE)	DN	
CLOTHING	59 OR 64	
PT03 (ENLISTED ONLY)	63/FUT	

DATE CMS CASE OPENED:

DATE TRAVEL VOUCHER SENT:

DATE PAY ENTITLEMENTS INPUT:

DATE ALL ACTIONS COMPLETED:

CMS CASE NUMBER

MMPA STATUS

STATUS	DATE

PARTIAL PAYMENTS

$$ RECEIVED	DATE

Keeping an eye on the Match Flags on each accession case will help you track which pay records are accessed enough to process specific transactions, and which ones are not. The AFMAN 65-116 Vol 1, Attachment 24 is a useful tool when making that determination.

Attachment 24

AFPC MATCH FLAG CODE

A24.1. The AFPC-MATCH-CODE is used in computer processing to control accession or separation confirmations between DJMS-AC and AFPC.

A24.2. The AFPC-MATCH-CODEs are as follows:

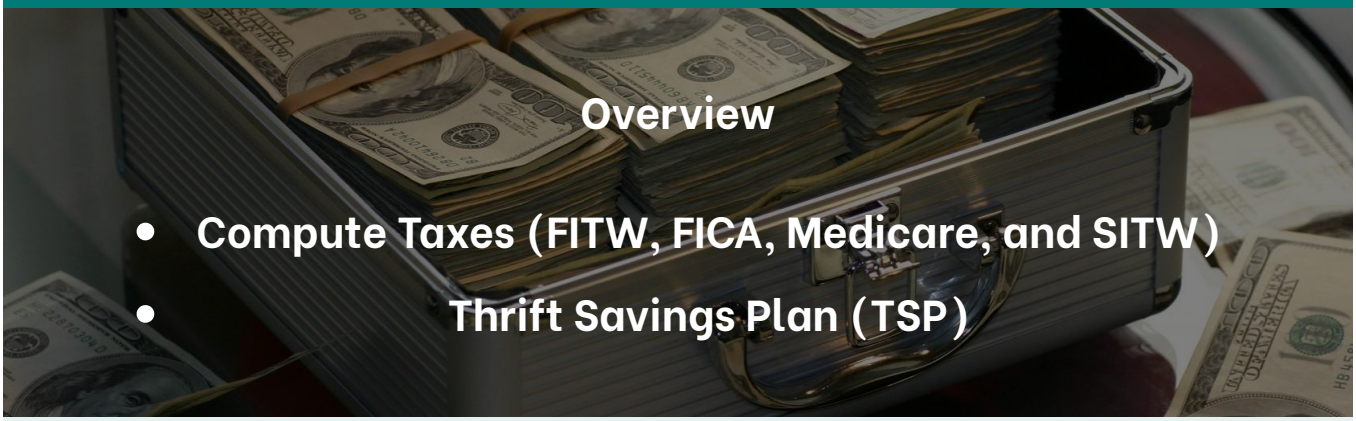
Table A24.1. AFPC Match Flag Code.

Code	Explanation
1, A, or S	Member is fully accessed. AFPC confirmation of accessions has not been received.
6 or F	Member partially accessed by a FID EA transaction. FID E2 transaction is to be submitted by the MPS at member's first permanent duty base. PCS transactions do not process against an account with this match flag.
Z	Member partially accessed as a Basic Military Trainee (BMT) or Officer Training School (OTS) by a FID E101 transaction. Only transactions from Lackland or Maxwell can process against this account.
7	Same as Z except AFPC confirmation has been received.
2 or B	Separation transaction from MPS has not been confirmed by AFPC.
C	FID E6 transaction is recycling under extended separation processing rules.
3	FIDs E3, E4, E5, E6 (or PQ triggering E5) transactions recycled by computer.
J, K, or X	Officer service dates have not been confirmed by FID TZ transaction from AFPC.
I, T, or U	Grade change has not been confirmed by AFPC.

CONTINUE

Lesson 5 -Deductions

- Given a scenario, without reference compute taxes in accordance with prescribed guidance and publications.
- Without reference identify relationship of basic facts and state general principles about the Thrift Savings Plan (TSP) in accordance with prescribed guidance and publications.



Overview

- **Compute Taxes (FITW, FICA, Medicare, and SITW)**
- **Thrift Savings Plan (TSP)**

Taxes

The Internal Revenue Service (IRS) taxes everyone's wages regardless of status. However, as military members, we get a break. The IRS taxes items of pay to include, but are not limited to the following:

- Basic Pay
- Incentive Pay
- Special Pay
- Leave Sell
- Any type of bonus

Let's get into the lesson and learn how to compute amounts for Federal Income Tax Withholding (FITW), Federal Insurance Contributions Act (FICA), and State Income Tax Withholding (SITW).

Federal Income Tax Withholding (FITW)

FITW is one of several deductions taken from member's pay each pay period. Income Tax is essentially a pay-as-you-go system in the United States that allows you to pay federal taxes as your income is earned rather than in a lump sum at the end of the year.

FITW is normally computed using member's Federal wages and DJMS on-line Table 073. One-time entitlements are taxed at the federal flat rate percentage, which is 22% as of 2020.

Upon a member's initial reporting for duty at the Financial Services Office (FSO), certain administrative tasks are mandated. The FSO is responsible for ensuring that each member completes the W-4, Employee's Withholding Certificate. Furthermore, the FSO must meticulously record the member's essential data and withholding factors. These measures are essential to ensure compliance with tax regulations and maintain accurate records for tax-related matters.

FITW is reflected on the FID FJ.

FICA

FICA annotated as FID FC is made up of Social Security (6.2%) and Medicare (1.45%) deductions. Use only the basic pay to compute FICA.

Social Security = Basic Pay x 6.2%

Medicare = Basic Pay x 1.45%

If a member is participating in the Montgomery GI Bill (MGIB) or Traditional Thrift Savings Plan (TSP), the monthly deduction will decrease taxable wages.

A maximum yearly wage is subject to FICA. It differs between the portion of FICA for Social Security and Medicare. There is no limit on the amount of wages subject to Medicare withholding. Once the maximum amount has been withheld, the monthly FICA deductions will stop. FICA rates change. To confirm current rates consult the DoD FMR Vol 7A.

When a member is fined by court-martial and the fine is deducted from the member's pay, the amount of the fine is subject to taxes. When a member must forfeit pay because of court-martial or Article 15, the forfeiture is a loss of entitlement to the basic pay. Therefore, the amount lost is not subject to taxes.

Still not sure you understand why FICA is important? Maybe the below video will help simplify it all.

Complete the content above before moving on.

State Income Tax Withholding (SITW)

Each employee will complete a withholding certificate SITW as a basis for proper withholding. The certificate will specify the employee's tax liability, place of residence, place of employment, exemptions, and allowances. The employee is liable to the state of employment where the duty station is located. All wages and salaries subject to FITW are also subject to SITW. The completion of DD Form 2058, State of Legal Residence Certificate, is a crucial requirement. This form aids in recording the member's state of legal residence (FID MG), which is pivotal for State Income Tax Withholding (SITW) purposes, denoted as FID FK.

Due to the rate changes happening annually, the regulations cannot list each state's rates and remain current. So you'll need to go to the respective state website for tax rates when calculating SITW. To determine what current information is loaded into the MMPA, you can use table JWMM and view that data.

State income taxes are withheld from the pay of members whose states of legal residence have formalized agreements with the US Treasury for state income tax withholding. The amount of SITW will be in accordance with the agreement between the Department of Treasury and the State. Any forms specifically prescribed by the agreement must be used such as declaration of allowances, exemptions, and exclusions for example.

In some cases, declaration of exemption from state withholdings can be pursued. Members can claim exempt from SITW for the following reasons:

- Members are residents of states that grant exemption based on specific residency requirements.
- Members claim exempt from FITW, and state claimed for legal residence parallels federal rules (i.e. Puerto Rico).

If you qualify for the exemption, you must complete a DD Form 2058-1, State Income Tax Exemption Test Certificate, or state-specified forms as previously mentioned. This can also be done in myPay by navigating to the SITW section.

For those state specific requirements and forms, AFMAN 65-116 Vol 1, Chapter 56 provides detailed information regarding the unique state and territory residency stipulations and how they may impact a member's SITW deductions.

You might wonder why we pay state taxes in the first place or why some states don't deduct state income taxes. Both are fair questions.

There are currently 9 states that do not tax earned income.

CONTINUE

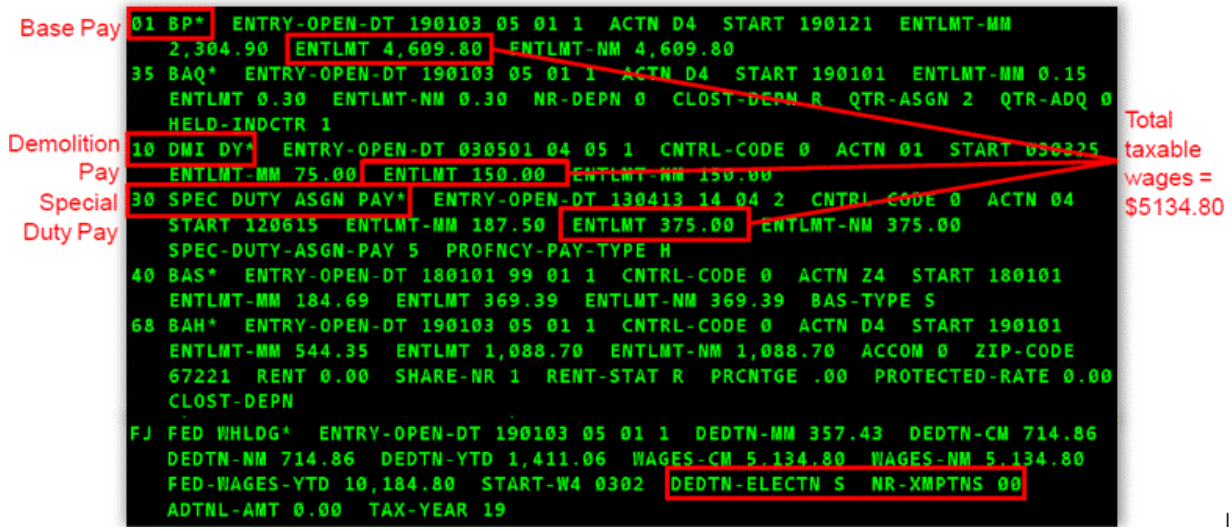
Computing Taxes

The computation of taxable wages follows a structured process.

Step 1

Sum up all components of pay, excluding allowances.

Example:
$4609.80(Basic Pay) + $150.00 (Demolition pay) + $375.00 (Special duty pay) = $5134.80



Step 2

Subtract any deductions that are tax-exempt or tax-deferred, such as the GI Bill or the Traditional Thrift Savings Plan, if applicable.

Since there is no GI bill or TSP in our example:
$5134.80 –$0 = $5134.80

Step 3

Multiply the number of exemptions claimed by the exemption amount, representing the total exemption amount for that month's wages.

FID FJ shows single with 0 exemptions
0 x $350.00 = $0

Step 4

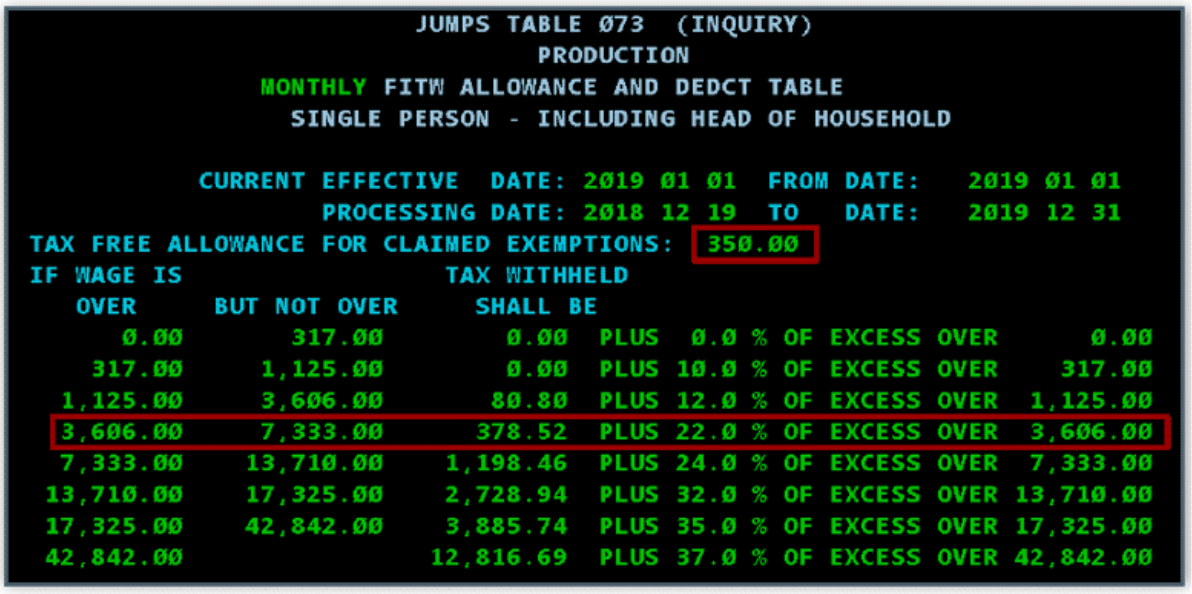
Subtract this exemption amount from the initial sum of pay items to arrive at the net taxable wages. This net taxable wage amount is then used in conjunction with a yearly-updated chart to determine the specific withholding amount for taxes. This method ensures an accurate and systematic approach to computing taxable wages and tax withholdings, taking into account exemptions and relevant deductions.

Since there were no exemptions claimed:
$5134.80 -$0 = $5134.80

Step 5

Utilize the tax tables to determine the final withholding amount. First, find the amount to the right of "EXCESS OVER" in the tax table, then subtract it from the net taxable wages. Next, multiply the result by the applicable percentage indicated in the table. Finally, add the amount to the left of "PLUS" in the tax table to this result, yielding the total tax withholding amount based on the member's net taxable wages and the tax table.

See the image below for the tax table in our example.
$5134.80 - $3606.00 =$1528.80
$1528.80 x 22%=$336.336 (use regular rounding rule) = $336.34
*$336.34 + $378.52= **$714.86***



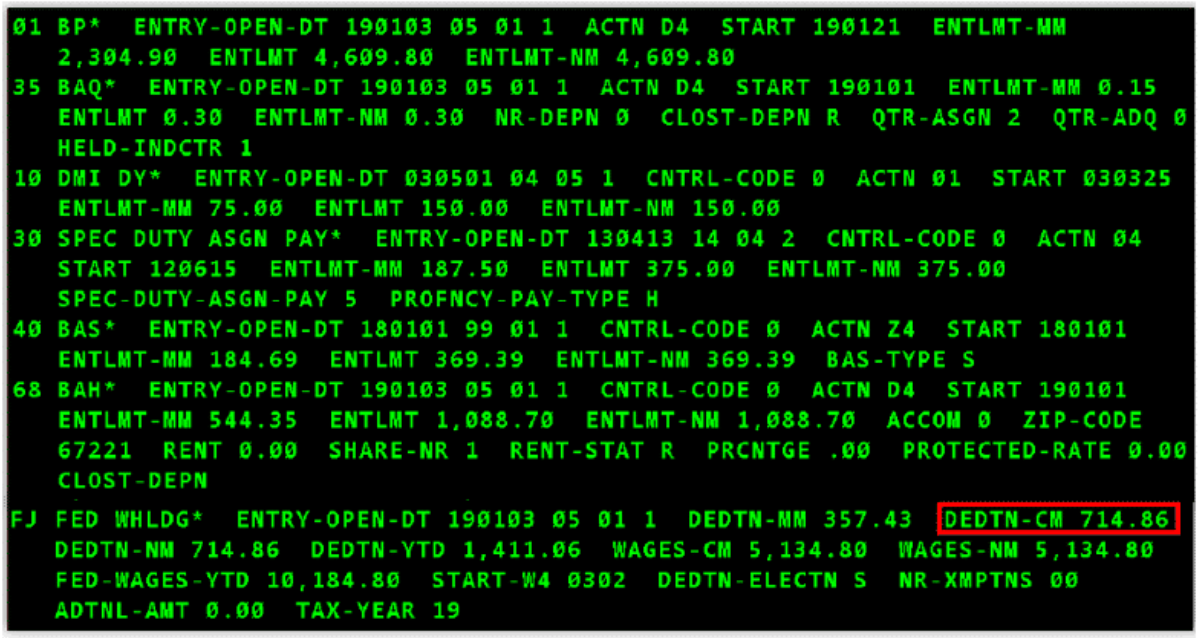
```
                    JUMPS TABLE 073  (INQUIRY)
                            PRODUCTION
              MONTHLY FITW ALLOWANCE AND DEDCT TABLE
                SINGLE PERSON - INCLUDING HEAD OF HOUSEHOLD

          CURRENT EFFECTIVE  DATE: 2019 01 01  FROM DATE:   2019 01 01
                PROCESSING DATE: 2018 12 19  TO   DATE:   2019 12 31
TAX FREE ALLOWANCE FOR CLAIMED EXEMPTIONS:  350.00
IF WAGE IS                TAX WITHHELD
   OVER     BUT NOT OVER     SHALL BE
     0.00        317.00         0.00  PLUS  0.0 % OF EXCESS OVER      0.00
   317.00      1,125.00         0.00  PLUS 10.0 % OF EXCESS OVER    317.00
 1,125.00      3,606.00        80.80  PLUS 12.0 % OF EXCESS OVER  1,125.00
 3,606.00      7,333.00       378.52  PLUS 22.0 % OF EXCESS OVER  3,606.00
 7,333.00     13,710.00     1,198.46  PLUS 24.0 % OF EXCESS OVER  7,333.00
13,710.00     17,325.00     2,728.94  PLUS 32.0 % OF EXCESS OVER 13,710.00
17,325.00     42,842.00     3,885.74  PLUS 35.0 % OF EXCESS OVER 17,325.00
42,842.00                  12,816.69  PLUS 37.0 % OF EXCESS OVER 42,842.00
```

Step 6 —

Add any additional withholdings that the member has specifically requested, aside from the standard tax withholding, to the calculated tax withholding amount.

Our example has no additional withholdings:
$714.86+ 0 =$714.86



This comprehensive process ensures that all necessary tax deductions and member-requested withholding's are accurately applied to the individual's pay, ensuring compliance with tax regulations and the member's preferences.

Match the taxes with their corresponding FID

SITW	FJ
FICA	FC

FITW

FK

SUBMIT

CONTINUE

Indicate all entitlements that are subject to FITW.

- [ ] Basic Pay
- [ ] Basic Allowance for Housing
- [ ] Leave Sell
- [ ] Incentive Pay
- [ ] Special Pay

SUBMIT

CONTINUE

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a Government-sponsored retirement savings and investment plan operated by the Federal Retirement Thrift Investment Board (FRTIB). Members of the Uniformed Services participating in TSP will be governed by statutes set forth by the Federal Retirement Thrift Investment Board (FRTIP) and the IRS.

TSP eligibility is determined by any member of the uniformed services serving on active duty and any member of the ready reserve in any pay status may participate in the TSP in accordance with 5 U.S.C. §8440e. Also, a member of the reserve component (ANG or AFRC) who is also a federal civilian employee has two TSP accounts if participating in the TSP as a military member and a civilian.

All contributions deducted from the member's pay each pay period are forwarded by DFAS, to the National Finance Center in New Orleans, Louisiana. The National Finance Center invests member contributions into the 'G' fund immediately upon receipt. Interfund transfers is a member self-service option and is between the member and the National Finance Center.

There are two ways for a member's TSP contribution to be updated. Members can control their TSP by taking action in myPay. If a member does not have access to myPay then Finance can take action depending on the member's request.

Members should note that changes made to TSP via myPay may not update immediately. While myPay sends transactions to DJMS daily, there may be a delay in pay system updates.

If the effective date is prior to the current calendar month and the start date is also less than the current calendar month, the transactions should start in the current month. If this

condition occurs and the transaction is received after mid-month cutoff, the whole amount should be deducted from the member's end of month pay.

If the effective date is prior to the current calendar month and the start date is after the current calendar month the transaction should recycle to the month of the start date and then process.

Roth TSP	
FID D6	Taxed at the time of contribution

Traditional TSP	
FID D1	Taxed upon withdrawal

Accepts transfers to and from eligible employer plans/traditional IRAs

Blended Retirement System (BRS)

Blends the retirement annuity with a TSP and government matching contributions

Contributions begin after 60 days of service

DoD begins matching (up to 4%) after 2 years of service

Monthly retired pay after 20 years of active service

TSP earnings become available at retirement age.

TSP "Catch Up"

Eligible TSP participants, who are age 50 or older, may make tax-deferred "catch-up" contributions from their taxable basic pay to their Thrift Savings Plan accounts. For current annual limitations, go to www.tsp.gov. Since these contributions are to be made from pre-tax dollars, catch-up contributions cannot be made from basic pay that has been excluded

from taxation due to service in a combat zone. These contributions are to be made through payroll deduction. Participants can make, change, or stop a catch-up election at any time, beginning in or after the year in which they turn age 50. Elections are made in whole dollar amounts, up to the yearly limit. Because the annual limits change each year, the member is to make a new election each calendar year.

To be eligible, a member must be in pay status and be contributing either the maximum TSP contribution percentage of basic pay or an amount which will result in reaching the IRS deferral limit by the end of the calendar year of election. The member must be at least 50 years old in the year the catch-up contributions are made. The member must not be in the 6-month non-contribution period following receipt of a financial hardship in-service withdrawal.

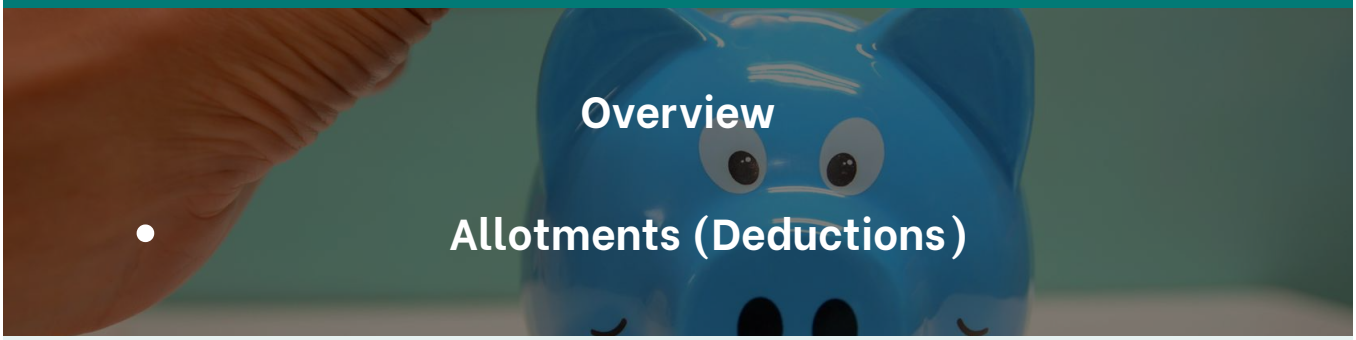
Thrift Savings Plan Catch-up is posted to DJMS as a FID DS debt, Type H. The Thrift Savings Plan website is manually updated to reflect as a late payment, retroactive to the month prior. The contributions accrue interest effective as of the end-of-month deducted.

DJMS updates taxable wages each month, with the exception of December and the month the statutory limit is reached, to reflect the catch-up contributions. The wages for the month the member reaches the statutory limit are updated manually, and the taxes are refunded during that next month. DFAS also manually updates the taxable wages for the year-to-date to include December's contribution, but that isn't accomplished until after year-end, so no refunds are made. For those members who deposit all of their catch-up contributions in December, the taxes withheld on the amounts that should have been deferred are only available upon filing their tax returns.

CONTINUE

Lesson 6-Allotments

- Without reference, identify basic facts and terms about allotments IAW prescribed guidance and publications.



Overview

- ## Allotments (Deductions)

Allotments can be found on the MMPA using FID A. There are two types of allotments: discretionary and non-discretionary.

Discretionary allotments are voluntary allotments initiated by the member and can directed to:

- A financial institution, mutual fund company, or investment firm where the service member is the owner of the account. If there are multiple accounts at the same financial institution, the payments must be combined into one allotment amount (Class S).
- Pay their dependents, relatives, or former spouse(s). (Class D)
- Pay mortgage or rent payment to a financial institution, mortgage company, realtor, or to a landlord (Class H).
- Contribute into the Savings Deposit Program (USSDP).

Discretionary allotments are limited to six allotments max and can be started via myPay or by the FSO.

Non-discretionary allotments are voluntary allotments initiated by the member and can be directed to:

- Privatized housing (Class A1).

- Charitable contributions (Class D).
- Loan repayment for government debts (Class T).
- Government insurance (Class N).
- Veterans Educational Assistance Program (Class S).

Non-discretionary allotments cannot be started via myPay and there is no limit on the amount of non-discretionary allotments that can be established on one member's pay record.

The following documents can be used as substantiating documents when processing allotments at the FSO:

- DD Form 2558, Authorization to Start, Stop, or Change an Allotment
- Standard Form (SF) 1199A, Direct Deposit Sign-Up Form
- Form 2159, Payroll Deduction Agreement
- AF Form 2561, AF Assistance Fund
- CFC Pledge Form

PRO-TIP: When an allotment is started after mid-month cut off, it will collect the full allotment amount from a member's end-of-month paycheck. Otherwise, it will always collect half out of a member's mid-month pay and the remaining half out of the end-of-month pay. Only then will it show deposited into the account intended. That means that when the half for mid-month gets collected from their pay, they will NOT see that "half amount" deposited anywhere. This is a common question customers have since they cannot see where the half has gone, they just know it's been taken out of that 15th's check.

True or False: A member can only have two non-discretionary allotments established on their pay record.

True

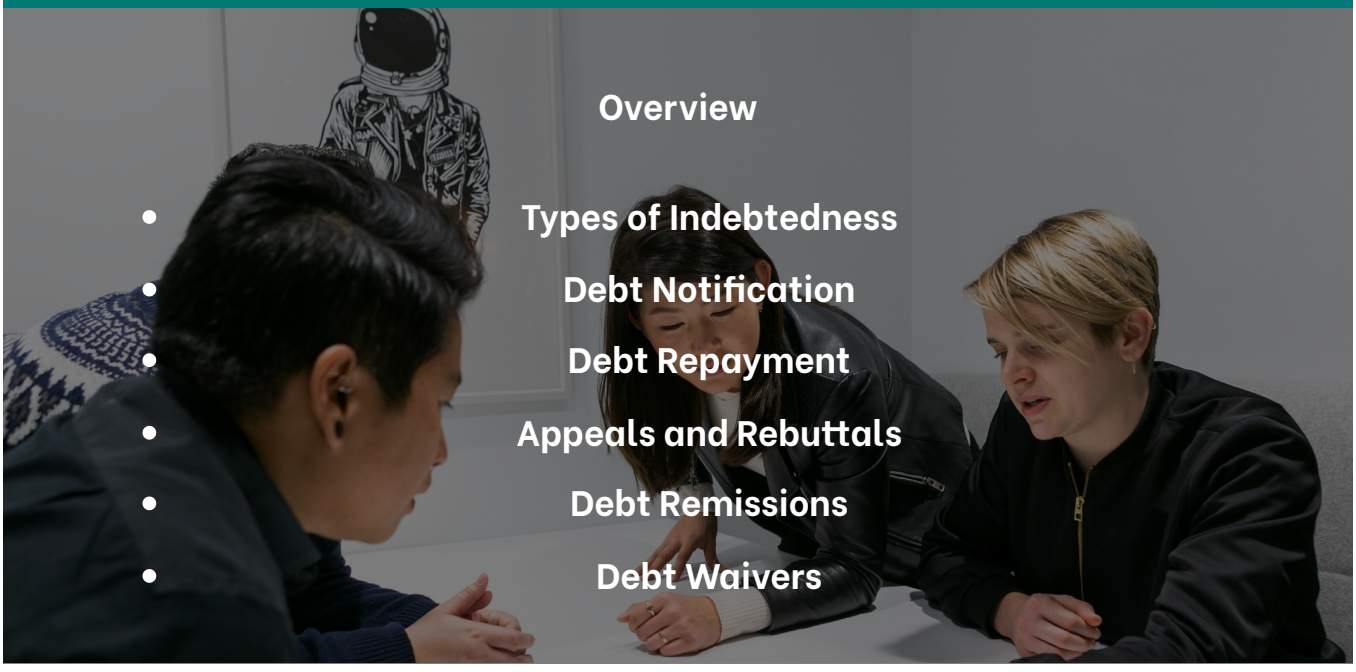
False

SUBMIT

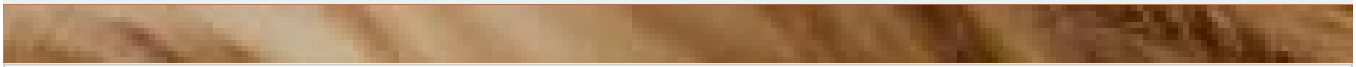
CONTINUE

Lesson 7-Indebtedness

- Without reference, identify relationship of basic facts and state general principles about indebtedness IAW prescribed guidance and publications.



Types of Indebtedness



Overpayment of Pay and Allowances (DQ)

A member may become overpaid for pay and allowances due to a stop or change to an entitlement.

- A suspended DQ will be established.
- An XY03 management notice is generated to notify the FSO.
- FID DQ will reference the FID related to the overpayment.
- Collections will start automatically during the first update of the month after the processing month if no action is taken.
- Process a DQ20 to resume collection.
- Process a DQ18 to suspend debt for remission applications.

Military Pay and Allowance Indebtedness	
Entry Open Data	190110 09 01 2
Computer Processing Control Code	1 - Entry suspended
Action Indicator	Q8 - Suspended by Computer-Generated Indebtedness to first calendar day of next month or until net pay becomes available; If the reason suspense is equal to 9, then it will remain suspended until the first calendar day of the second month following the processing month the DQ was established.
Deduction Amount Current Month	$0.00
Deduction Amount Mid Month	$0.00
Deduction Next Month	$0.00
Indebtedness Amount Current Month	$1058.96
Indebtedness Amount	$1058.96
Start Date	2019-01-09
Overpayment Start Date	2019-01-09
Overpayment Stop Date	2019-01-09
Format ID	SG - Permanent Change of Station Arrival
Indebtedness Amount Forgiven	$0.00
Indebtedness Cancellation Decision	0 - Not Applicable
Indebtedness Reason Suspense	9 - Systematic Suspense for Due Process.
Notice of Exception Indicator	0 - Not Applicable
Refund Indicator	0 - Not Applicable
FITW Wages Overpaid	$0.00
FITW Wages Collected	$0.00
FITW Wages Overpaid Current Balance	$0.00
FICA Wages Overpaid Current Balance	$0.00
FICA Wages Overpaid	$0.00
FICA Wages Collected	$0.00
Medicare Wages Overpaid	$0.00
Medicare Wages Overpaid Current Balance	$0.00
Medicare Wages Collected	$0.00
Tax Code	1 - No Taxable Wages Overpaid
Calendar Year	2019

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Excess Cost of Household Goods (HHG) Move (DR)

Created when a member's shipment of HHG exceeds the authorized weight allowance or house trailer exceeds authorized mileage rate.

Joint Personal Property Shipping Office San Antonio (JPPSOSAT) will complete the following:

- Prepare DD Form 139, Pay Adjustment Authorization.
- Provide member due process.
- Input DR01 transaction and suspend the debt.

The responsible FSO should notify JPPSO-SAT if the member elects to make a cash payment. JPPSO-SAT will process a DR20 to resume collection after 30 days.

Excess Weight Household Goods Trailer	
Entry Open Data	180926 03 10 1
Computer Processing Control Code	1 - Entry suspended
Action Indicator	18 - Suspend
Deduction Amount Current Month	$0.00
Deduction Amount Mid Month	$0.00
Deduction Next Month	$669.00
Indebtedness Amount Current Month	$7351.39
Indebtedness Amount	$8020.39
Budget Project	5861
Sub Project	0H
Day of Year Processed	261
Indebtedness Amount Forgiven	$0.00
Fiscal Year	2006
Start Date	2018-10

Advance, Casual and Partial Payments (DV)

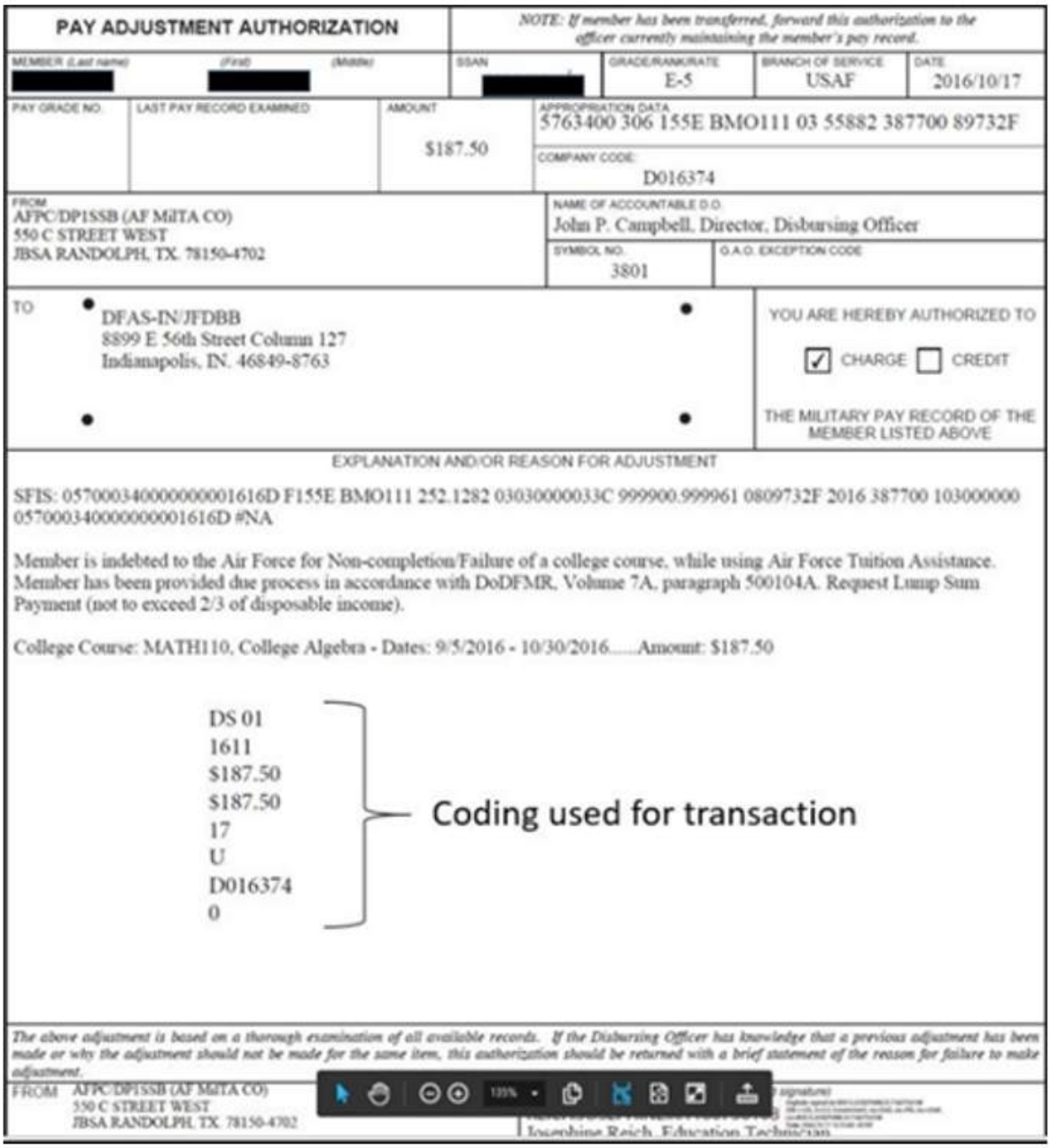
Advance payment debts occur when a member receives an advance of the PA type, with repayment typically scheduled over either 12 or 24 months from the PA03 date, or a shorter period if specified on the form. To inquire about these debts, the FID DV query is employed, and if necessary, adjustments to monthly deductions are processed using a DT04 transaction. Cash collections are facilitated using a DD Form 1131 and processed through a C203 transaction. Casual and partial payment debts are automatically deducted from the subsequent processing month, but if the member lacks sufficient funds, a FID DW will be generated. It's important to note that deductions will not be automatically prorated in this process.

Repay Advance	
Entry Open Data	181009 10 10 2
Computer Processing Control Code	0 - Open entry
Action Indicator	01 - Start
Deduction Amount Current Month	$211.16
Deduction Amount Mid Month	$105.58
Deduction Next Month	$211.16
Indebtedness Amount Current Month	$1689.28
Indebtedness Amount	$2533.92
Advance Pay Categories	A - PCS Advance
Collection Amount	$0.00
Start Date	2018-11-01
Indebtedness Reason Suspense Code	0 - Not applicable.
Advance Pay Repay 2 Entry Indicator	1 - A specific situation is NOT currently in effect or certain data is NOT currently present in the MMPA.
Voucher Number	KA100006
Maximum Repay	2020-10

Miscellaneous Indebtedness (DS) —

Miscellaneous indebtedness can encompass a variety of situations, including instances such as overpayments for travel expenses or travel advances, damage to family housing or dormitories, and the need for tuition assistance repayment. When these types of debts arise, responsible parties should prepare a DD Form 139 to initiate payroll collections. It's important to ensure that the voucher specifies the activity's company code or utilizes the FSO's company code D. The processing of these transactions is carried out using DS transactions, and a record of miscellaneous indebtedness transactions is compiled monthly on a JUMPS Miscellaneous check from DFAS. To properly allocate funds, a DD Form 1131 is employed for crediting the appropriate appropriations.

One of the most common debts you'll see from an outside agency is from the Education Office. These debts are centrally reported to the Air Force Tuition Assistance office by the Education Office. Once they've completed the notification process, Finance received the DD 139 via the Case Management System (CMS). See below for an example of a Tuition Assistance debt.



PAY ADJUSTMENT AUTHORIZATION

NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.

MEMBER (Last name)	(First)	(Middle)	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
[redacted]	[redacted]		[redacted]	E-5	USAF	2016/10/17

PAY GRADE NO.	LAST PAY RECORD EXAMINED	AMOUNT	APPROPRIATION DATA
		$187.50	5763400 306 155E BMO111 03 55882 387700 89732F

COMPANY CODE: D016374

FROM
AFPC/DP1SSB (AF MilTA CO)
550 C STREET WEST
JBSA RANDOLPH, TX. 78150-4702

NAME OF ACCOUNTABLE D.O.: John P. Campbell, Director, Disbursing Officer

SYMBOL NO.: 3801

G.A.O. EXCEPTION CODE:

TO
DFAS-IN/JFDBB
8899 E 56th Street Column 127
Indianapolis, IN. 46849-8763

YOU ARE HEREBY AUTHORIZED TO
☑ CHARGE ☐ CREDIT
THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT

SFIS: 0570003400000000001616D F155E BMO111 252.1282 03030000033C 999900.999961 0809732F 2016 387700 103000000 0570003400000000001616D #NA

Member is indebted to the Air Force for Non-completion/Failure of a college course, while using Air Force Tuition Assistance. Member has been provided due process in accordance with DoDFMR, Volume 7A, paragraph 500104A. Request Lump Sum Payment (not to exceed 2/3 of disposable income).

College Course: MATH110, College Algebra - Dates: 9/5/2016 - 10/30/2016.....Amount: $187.50

DS 01
1611
$187.50
$187.50
17
U
D016374
0

Coding used for transaction

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

FROM AFPC/DP1SSB (AF MilTA CO)
550 C STREET WEST
JBSA RANDOLPH, TX. 78150-4702

(Signature)
Josephine Reich, Education Technician

Report of Survey (DG) —

When a member is found responsible for lost or damaged government property, they may incur pecuniary liability for the cost. In such cases, members have repayment options available to them. They can choose to repay by cash collection using a DD Form 1131, a process that involves initiating a DG01 transaction with a repayment plan spanning at least three months, along with a C203 transaction referencing the FID DG.

Alternatively, members can opt for payroll collection by utilizing a DD Form 114. To implement this method, a DG01 transaction is processed with a repayment plan in accordance with the statement of charges. It's essential that the DG01 references the ROS (Report of Survey) number for proper tracking and documentation.

Government Property Lost or Damaged (GPLD) Report of Survey	
Entry Open Data	180802 06 08 1
Entry Closed Data	180802 06 08 1
Computer Processing Control Code	2 - Closed entry that affects pay.
Action Indicator	02 - Stop
Deduction Amount Current Month	$130.03
Deduction Amount Mid Month	$65.01
Deduction Amount	$130.03
Deduction Next Month	$0.00
Indebtedness Amount Current Month	$0.00
Indebtedness Amount	$130.03
Accounting Disbursing Station Number	4037
Day of Year Processed	214
Report of Survey Number	18-130
Indebtedness Amount Forgiven	$0.00
Calendar Year	2018
Start Date	2018-08
Stop Date	2018-08

Debt Notification

The member is entitled to proper notification prior to any deduction of a debt that is over $50.00. The member must be notified of the debt by the activity holding the debt. For example if a member has an AAFES debt they would be notified by AAFES.

It is the member's responsibility to notify the Financial Operations Flight within the 30 day suspense annotated in the debt notification, of any action taken and show supporting documentation; otherwise collection will be begin per the applicable indebtedness instructions.

Debt Categories: Debts under 37 U.S.C. § 1007C are categorized into three groups:

- Adjustments of $50 or less
- Routine adjustments over $50
- Debts requiring due process

Look at the flashcards below to see the notification requirements for debts.

Debts Over $50	Members must be notified in writing of debts over $50 and given 30 calendar days to respond. Notification is necessary for system-generated debts, retro processing, or overpayments identified by FMF, DFAS, or other agencies.

1 of 6

Adjustments of $50 or Less	No notification is required for adjustments of $50 or less. Collection notice is provided via LES (Leave and Earnings Statement) without formal debt notification

Routine Adjustments Greater Than $50

Written notification is required for routine adjustments over $50. Collection begins after a 30-day notification period. Retro transactions may suspend collection until the second processing month. Members can request

Requiring Formal Notification

- Debts over $50 requiring formal notification are identified by FMF, DFAS, or other agencies.
- Formal due process includes a 30-day notification period before collection action

Opportunity for Member Response	Members have opportunities to correct errors, request repayment schedule changes, or file for waiver/remission before debt collection.

Separation Notification Exemption	Members separating within the 30-day notification period are exempt from receiving notification.

Debt Repayment

The general policy is that members indebted to the United States are encouraged to discharge their debts through lump-sum cash payments when possible. Otherwise members are encouraged to voluntarily accept liability for their indebtedness and to agree to make periodic cash partial payments. Collection of debts by payroll deduction should be as a last resort.

The Repayment Approval Level table can be found in AFMAN 65-116 Vol 1, Chap 69, Table 69.4. Financial Operations Flight can approve a repayment up to 12 months (assuming minimum $50 per month was met). Anything 13 to 24 months repayment requires the wing or base commander to approve the request and additional documentation would be required to route the package up. 24- 36 month repayments can only be approved by AFIMSC with the same required documentation as shows for wing/base commander level. Although, not shown below this table, make sure you read any "notes" mentioned for the requested time frame. Ensuring we abide by these requirements AND maintain approved supporting documentation will save you time when working your open, suspended, and questionable indebtedness listing (OSQIL) which we'll learn about at the end of this objective.

As previously mentioned, making payment by bringing in cash, a money order or cashier's check for the appropriate amount is preferred over payroll deduction. Paying by credit or debit card is not currently an option within our disbursing operations.

You'll need to take in the collection by using a Cash Collection Voucher, also known as a DD Form 1131. This cash collection voucher will be used to accompany the member's form of payment and gets accounted for by your Disbursing Office. But the process doesn't stop there. Two very specific transactions must be posted to the member's pay record in order to resolve the debt on the MMPA.

That transaction is a FID C2 with an action indicator of 03. So a C203 transaction is used (to "report" a collection of monies) against an open indebtedness FID. The second transaction that will always accompany any C203 will be a C903. If there is no matching debt on the MMPA, the C203 will refund the member the monies back instead of applying the payment, which means the debt is still unpaid.

The C203 and C903 transactions will play an important role voucher balancing, so keep those in mind.

Pay attention to the accounting classification. "P530" is used when the member is an enlisted member and "P510" is reserved for officers. Along with the detailed description in block #8 of the DD Form 1131, you'll want to include information such as the check number

that the member provided you with, or money mrder/cashier's check serial numbers. The more information you can include the better.

Adjustments of $50 or less do not require notification. Such adjustments, regardless of when discovered, collected, or how they were created, are treated the same as routine adjustments for collection purposes. The member is provided with notice of collection when it is made, or as soon thereafter as practical, normally via the LES. No official debt notification is required for this level of adjustment.

Appeals and Rebuttals

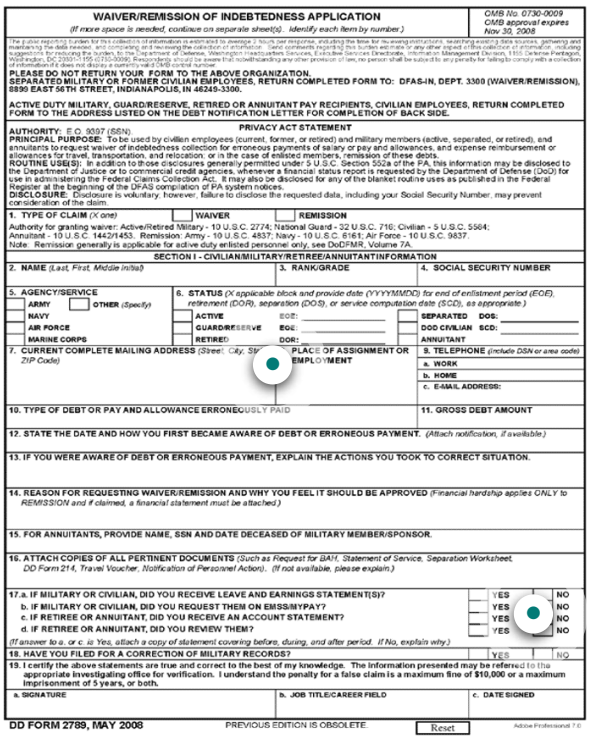
Appeals are not common because the majority of debts can be substantiated as being "valid." If a member truly feels the debt is invalid, then they would follow the steps mentioned below and their commander has required actions as well. Lastly, Finance would prepare a memorandum for record (MFR) and forward all supporting documentation (to include those from the member) up to the AFIMSC. From there, the file gets set up to Secretary of the Air Force for Financial Management (SAF/FM) for final decision. Rebuttals will occur on occasion and apply when a member is being charged for being over their allowance weight on a house hold goods move. This type of debt gets generated by the JPPSO-SAT office based on information provided to them by the local Transportation and Management Office (TMO).

Debt Remissions

A debt remission is a full or partial cancellation of adeby by SAF/FM. A remission would be accomplished when a debt has been posted to a member's record, and repayment would be considered unfair/unjust or would place a member into financial hardship. If the financial hardship route is being pursued, keep the repayment schedule options we covered previously in this objective in mind. If any of those repayment options would eliminate the financial hardship, then a remission would not be needed. If a member is filing a remission for hardship, the debt must be over $150. Additionally, debts resulting from taxes or government property lost or destroyed (GLPD or report of surveys) are not eligible for remissions.

A member or their commander may apply for remission (cancellation) for all or a portion of an indebtedness to the United States as long as:

- The debt occurred while serving on active duty.
- They believe it to be in the best interest of the AF.
- The debt is within AF jurisdiction.



WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

(If more space is needed, continue on separate sheet(s). Identify each item by number.)

OMB No. 0730-0009
OMB approval expires Nov 30, 2008

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PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397 (SSN).
PRINCIPAL PURPOSE: To be used by civilian employees (current, former, or retired) and military members (active, separated, or retired), and annuitants to request waiver of indebtedness collection for erroneous payments of salary or pay and allowances, and expense reimbursement or allowances for travel, transportation, and relocation; or in the case of enlisted members, remission of these debts.
ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. Section 552a of the PA, this information may be disclosed to the Department of Justice or to commercial credit agencies, whenever a financial status report is requested by the Department of Defense (DoD) for use in administering the Federal Claims Collection Act. It may also be disclosed for any of the blanket routine uses as published in the Federal Register at the beginning of the DFAS compilation of PA system notices.
DISCLOSURE: Disclosure is voluntary; however, failure to disclose the requested data, including your Social Security Number, may prevent consideration of the claim.

1. TYPE OF CLAIM *(X one)* ☐ **WAIVER** ☐ **REMISSION**

Authority for granting waiver: Active/Retired Military - 10 U.S.C. 2774; National Guard - 32 U.S.C. 716; Civilian - 5 U.S.C. 5584; Annuitant - 10 U.S.C. 1442/1453. Remission: Army - 10 U.S.C. 4837; Navy - 10 U.S.C. 6161; Air Force - 10 U.S.C. 9837.
Note: Remission generally is applicable for active duty enlisted personnel only, see DoDFMR, Volume 7A.

SECTION I - CIVILIAN/MILITARY/RETIREE/ANNUITANT INFORMATION

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☐ ARMY ☐ OTHER *(Specify)*	☐ ACTIVE EOE:	☐ SEPARATED DOS:
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☐ AIR FORCE	☐ RETIRED DOR:	☐ ANNUITANT
☐ MARINE CORPS		

7. CURRENT COMPLETE MAILING ADDRESS *(Street, City, State, ZIP Code)*	8. PLACE OF ASSIGNMENT OR EMPLOYMENT	9. TELEPHONE *(Include DSN or area code)*
		a. WORK b. HOME c. E-MAIL ADDRESS:

10. TYPE OF DEBT OR PAY AND ALLOWANCE ERRONEOUSLY PAID	11. GROSS DEBT AMOUNT

12. STATE THE DATE AND HOW YOU FIRST BECAME AWARE OF DEBT OR ERRONEOUS PAYMENT. *(Attach notification, if available.)*

13. IF YOU WERE AWARE OF DEBT OR ERRONEOUS PAYMENT, EXPLAIN THE ACTIONS YOU TOOK TO CORRECT SITUATION.

14. REASON FOR REQUESTING WAIVER/REMISSION AND WHY YOU FEEL IT SHOULD BE APPROVED *(Financial hardship applies ONLY to REMISSION and if claimed, a financial statement must be attached.)*

15. FOR ANNUITANTS, PROVIDE NAME, SSN AND DATE DECEASED OF MILITARY MEMBER/SPONSOR.

16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS *(Such as Request for BAH, Statement of Service, Separation Worksheet, DD Form 214, Travel Voucher, Notification of Personnel Action). (If not available, please explain.)*

17.a. IF MILITARY OR CIVILIAN, DID YOU RECEIVE LEAVE AND EARNINGS STATEMENT(S)?	☐ YES	☐ NO
b. IF MILITARY OR CIVILIAN, DID YOU REQUEST THEM ON EMSS/MYPAY?	☐ YES	☐ NO
c. IF RETIREE OR ANNUITANT, DID YOU RECEIVE AN ACCOUNT STATEMENT?	☐ YES	☐ NO
d. IF RETIREE OR ANNUITANT, DID YOU REVIEW THEM?	☐ YES	☐ NO

(If answer to a. or c. is Yes, attach a copy of statement covering before, during, and after period. If No, explain why.)

18. HAVE YOU FILED FOR A CORRECTION OF MILITARY RECORDS?	☐ YES	☐ NO

19. I certify the above statements are true and correct to the best of my knowledge. The information presented may be referred to the appropriate investigating office for verification. I understand the penalty for a false claim is a maximum fine of $10,000 or a maximum imprisonment of 5 years, or both.

a. SIGNATURE	b. JOB TITLE/CAREER FIELD	c. DATE SIGNED

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WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

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OMB No. 0730-0009
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Application

To process the debt suspension, the member must formally submit a waiver/remission for the debt. This is done by fully completing the DD Form 2789, Waiver/Remission of Indebtedness Application. The form **must** be complete at the time of suspension.

WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

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Type of Claim

The member must indicate whether they would like to apply for waiver or remission. Make sure to paint the whole picture for the member, including estimated timelines, limitations, and the process of the documentation.

Note: A remission is an “all, some, or none“ situation whereas a waiver is an “all or none“.

WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

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		b. HOME
		c. E-MAIL ADDRESS:

10. TYPE OF DEBT OR PAY AND ALLOWANCE ERRONEOUSLY PAID	11. GROSS DEBT AMOUNT

12. STATE THE DATE AND HOW YOU FIRST BECAME AWARE OF DEBT OR ERRONEOUS PAYMENT. *(Attach notification, if available.)*

13. IF YOU WERE AWARE OF DEBT OR ERRONEOUS PAYMENT, EXPLAIN THE ACTIONS YOU TOOK TO CORRECT SITUATION.

14. REASON FOR REQUESTING WAIVER/REMISSION AND WHY YOU FEEL IT SHOULD BE APPROVED *(Financial hardship applies ONLY to REMISSION and if claimed, a financial statement must be attached.)*

15. FOR ANNUITANTS, PROVIDE NAME, SSN AND DATE DECEASED OF MILITARY MEMBER/SPONSOR.

16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS *(Such as Request for BAH, Statement of Service, Separation Worksheet, DD Form 214, Travel Voucher, Notification of Personnel Action). (If not available, please explain.)*

17.a. IF MILITARY OR CIVILIAN, DID YOU RECEIVE LEAVE AND EARNINGS STATEMENT(S)?	☐ YES	☐ NO
b. IF MILITARY OR CIVILIAN, DID YOU REQUEST THEM ON EMSS/MYPAY?	☐ YES	☐ NO
c. IF RETIREE OR ANNUITANT, DID YOU RECEIVE AN ACCOUNT STATEMENT?	☐ YES	☐ NO
d. IF RETIREE OR ANNUITANT, DID YOU REVIEW THEM?	☐ YES	☐ NO
(If answer to a. or c. is Yes, attach a copy of statement covering before, during, and after period. If No, explain why.)		
18. HAVE YOU FILED FOR A CORRECTION OF MILITARY RECORDS?	☐ YES	☐ NO

19. I certify the above statements are true and correct to the best of my knowledge. The information presented may be referred to the appropriate investigating office for verification. I understand the penalty for a false claim is a maximum fine of $10,000 or a maximum imprisonment of 5 years, or both.

a. SIGNATURE	b. JOB TITLE/CAREER FIELD	c. DATE SIGNED

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Block 13

If the member sent emails or has any hard copy correspondence, it is highly recommended they attach it.

WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

(If more space is needed, continue on separate sheet(s). Identify each item by number.)

OMB No. 0730-0009
OMB approval expires Nov 30, 2008

The public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0730-0009). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.
SEPARATED MILITARY OR FORMER CIVILIAN EMPLOYEES, RETURN COMPLETED FORM TO: DFAS-IN, DEPT. 3300 (WAIVER/REMISSION), 8899 EAST 56TH STREET, INDIANAPOLIS, IN 46249-3300.

ACTIVE DUTY MILITARY, GUARD/RESERVE, RETIRED OR ANNUITANT PAY RECIPIENTS, CIVILIAN EMPLOYEES, RETURN COMPLETED FORM TO THE ADDRESS LISTED ON THE DEBT NOTIFICATION LETTER FOR COMPLETION OF BACK SIDE.

PRIVACY ACT STATEMENT

AUTHORITY: E.O. 9397 (SSN).
PRINCIPAL PURPOSE: To be used by civilian employees (current, former, or retired) and military members (active, separated, or retired), and annuitants to request waiver of indebtedness collection for erroneous payments of salary or pay and allowances, and expense reimbursement or allowances for travel, transportation, and relocation; or in the case of enlisted members, remission of these debts.
ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. Section 552a of the PA, this information may be disclosed to the Department of Justice or to commercial credit agencies, whenever a financial status report is requested by the Department of Defense (DoD) for use in administering the Federal Claims Collection Act. It may also be disclosed for any of the blanket routine uses as published in the Federal Register at the beginning of the DFAS compilation of PA system notices.
DISCLOSURE: Disclosure is voluntary; however, failure to disclose the requested data, including your Social Security Number, may prevent consideration of the claim.

1. TYPE OF CLAIM *(X one)* ☐ **WAIVER** ☐ **REMISSION**

Authority for granting waiver: Active/Retired Military - 10 U.S.C. 2774; National Guard - 32 U.S.C. 716; Civilian - 5 U.S.C. 5584; Annuitant - 10 U.S.C. 1442/1453. Remission: Army - 10 U.S.C. 4837; Navy - 10 U.S.C. 6161; Air Force - 10 U.S.C. 9837.
Note: Remission generally is applicable for active duty enlisted personnel only, see DoDFMR, Volume 7A.

SECTION I - CIVILIAN/MILITARY/RETIREE/ANNUITANT INFORMATION

2. NAME *(Last, First, Middle Initial)*	3. RANK/GRADE	4. SOCIAL SECURITY NUMBER

5. AGENCY/SERVICE
☐ ARMY ☐ OTHER *(Specify)*
☐ NAVY
☐ AIR FORCE
☐ MARINE CORPS

6. STATUS *(X applicable block and provide date (YYYYMMDD) for end of enlistment period (EOE), retirement (DOR), separation (DOS), or service computation date (SCD), as appropriate.)*
☐ ACTIVE EOE: _____
☐ GUARD/RESERVE EOE: _____
☐ RETIRED DOR: _____
☐ SEPARATED DOS: _____
☐ DOD CIVILIAN SCD: _____
☐ ANNUITANT

7. CURRENT COMPLETE MAILING ADDRESS *(Street, City, State, ZIP Code)*	8. PLACE OF ASSIGNMENT OR EMPLOYMENT	9. TELEPHONE *(Include DSN or area code)*
		a. WORK b. HOME c. E-MAIL ADDRESS:

10. TYPE OF DEBT OR PAY AND ALLOWANCE ERRONEOUSLY PAID	11. GROSS DEBT AMOUNT

12. STATE THE DATE AND HOW YOU FIRST BECAME AWARE OF DEBT OR ERRONEOUS PAYMENT. *(Attach notification, if available.)*

13. IF YOU WERE AWARE OF DEBT OR ERRONEOUS PAYMENT, EXPLAIN THE ACTIONS YOU TOOK TO CORRECT SITUATION.

14. REASON FOR REQUESTING WAIVER/REMISSION AND WHY YOU FEEL IT SHOULD BE APPROVED *(Financial hardship applies ONLY to REMISSION and if claimed, a financial statement must be attached.)*

15. FOR ANNUITANTS, PROVIDE NAME, SSN AND DATE DECEASED OF MILITARY MEMBER/SPONSOR.

16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS *(Such as Request for BAH, Statement of Service, Separation Worksheet, DD Form 214, Travel Voucher, Notification of Personnel Action). (If not available, please explain.)*

17.a. IF MILITARY OR CIVILIAN, DID YOU RECEIVE LEAVE AND EARNINGS STATEMENT(S)?	☐ YES	☐ NO
b. IF MILITARY OR CIVILIAN, DID YOU REQUEST THEM ON EMSS/MYPAY?	☐ YES	☐ NO
c. IF RETIREE OR ANNUITANT, DID YOU RECEIVE AN ACCOUNT STATEMENT?	☐ YES	☐ NO
d. IF RETIREE OR ANNUITANT, DID YOU REVIEW THEM?	☐ YES	☐ NO

(If answer to a. or c. is Yes, attach a copy of statement covering before, during, and after period. If No, explain why.)

18. HAVE YOU FILED FOR A CORRECTION OF MILITARY RECORDS?	☐ YES	☐ NO

19. I certify the above statements are true and correct to the best of my knowledge. The information presented may be referred to the appropriate investigating office for verification. I understand the penalty for a false claim is a maximum fine of $10,000 or a maximum imprisonment of 5 years, or both.

a. SIGNATURE	b. JOB TITLE/CAREER FIELD	c. DATE SIGNED

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Assignment

If the member is separated, this will be their last duty location before separating/retiring.

WAIVER/REMISSION OF INDEBTEDNESS APPLICATION

(If more space is needed, continue on separate sheet(s). Identify each item by number.)

OMB No. 0730-0009
OMB approval expires Nov 30, 2008

The public reporting burden for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0730-0009). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection

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ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. Section 552a of the PA, this information may be disclosed to the Department of Justice or to commercial credit agencies, whenever a financial status report is requested by the Department of Defense (DoD) for use in administering the Federal Claims Collection Act. It may also be disclosed for any of the blanket routine uses as published in the Federal Register at the beginning of the DFAS compilation of PA system notices.
DISCLOSURE: Disclosure is voluntary; however, failure to disclose the requested data, including your Social Security Number, may prevent consideration of the claim.

1. TYPE OF CLAIM *(X one)* ☐ **WAIVER** ☐ **REMISSION**
Authority for granting waiver: Active/Retired Military - 10 U.S.C. 2774; National Guard - 32 U.S.C. 716; Civilian - 5 U.S.C. 5584; Annuitant - 10 U.S.C. 1442/1453. Remission: Army - 10 U.S.C. 4837; Navy - 10 U.S.C. 6161; Air Force - 10 U.S.C. 9837.
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SECTION I - CIVILIAN/MILITARY/RETIREE/ANNUITANT INFORMATION

2. NAME *(Last, First, Middle Initial)* | **3. RANK/GRADE** | **4. SOCIAL SECURITY NUMBER**

5. AGENCY/SERVICE
☐ ARMY ☐ **OTHER** *(Specify)*
☐ NAVY
☐ AIR FORCE
☐ MARINE CORPS

6. STATUS *(X applicable block and provide date (YYYYMMDD) for end of enlistment period (EOE), retirement (DOR), separation (DOS), or service computation date (SCD), as appropriate.)*
☐ ACTIVE — EOE: _____
☐ GUARD/RESERVE — EOE: _____
☐ RETIRED — DOR: _____
☐ SEPARATED — DOS: _____
☐ DOD CIVILIAN — SCD: _____
☐ ANNUITANT

7. CURRENT COMPLETE MAILING ADDRESS *(Street, City, State, ZIP Code)*

8. PLACE OF ASSIGNMENT OR EMPLOYMENT

9. TELEPHONE *(Include DSN or area code)*
a. WORK
b. HOME
c. E-MAIL ADDRESS:

10. TYPE OF DEBT OR PAY AND ALLOWANCE ERRONEOUSLY PAID

11. GROSS DEBT AMOUNT

12. STATE THE DATE AND HOW YOU FIRST BECAME AWARE OF DEBT OR ERRONEOUS PAYMENT. *(Attach notification, if available.)*

13. IF YOU WERE AWARE OF DEBT OR ERRONEOUS PAYMENT, EXPLAIN THE ACTIONS YOU TOOK TO CORRECT SITUATION.

14. REASON FOR REQUESTING WAIVER/REMISSION AND WHY YOU FEEL IT SHOULD BE APPROVED *(Financial hardship applies ONLY to REMISSION and if claimed, a financial statement must be attached.)*

15. FOR ANNUITANTS, PROVIDE NAME, SSN AND DATE DECEASED OF MILITARY MEMBER/SPONSOR.

16. ATTACH COPIES OF ALL PERTINENT DOCUMENTS *(Such as Request for BAH, Statement of Service, Separation Worksheet, DD Form 214, Travel Voucher, Notification of Personnel Action). (If not available, please explain.)*

17.a. IF MILITARY OR CIVILIAN, DID YOU RECEIVE LEAVE AND EARNINGS STATEMENT(S)? ☐ YES ☐ NO
b. IF MILITARY OR CIVILIAN, DID YOU REQUEST THEM ON EMSS/MYPAY? ☐ YES ☐ NO
c. IF RETIREE OR ANNUITANT, DID YOU RECEIVE AN ACCOUNT STATEMENT? ☐ YES ☐ NO
d. IF RETIREE OR ANNUITANT, DID YOU REVIEW THEM? ☐ YES ☐ NO
(If answer to a. or c. is Yes, attach a copy of statement covering before, during, and after period. If No, explain why.)

18. HAVE YOU FILED FOR A CORRECTION OF MILITARY RECORDS? ☐ YES ☐ NO

19. I certify the above statements are true and correct to the best of my knowledge. The information presented may be referred to the appropriate investigating office for verification. I understand the penalty for a false claim is a maximum fine of $10,000 or a maximum imprisonment of 5 years, or both.

a. SIGNATURE	b. JOB TITLE/CAREER FIELD	c. DATE SIGNED

DD FORM 2789, MAY 2008 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Professional 7.0

LES

Sometimes members will say they didn't check their LES, to avoid responsibility for the debt. Remind members that myPay keeps a record of each time a member checks their LES and that the log is pulled when members file the DD Form 2789.

20. COMMANDER'S ENDORSEMENT *(Required for Navy active duty and reserves, others optional. Use separate sheet of paper if needed.)*

21. RECOMMENDATION: ☐ APPROVE ☐ PARTIAL $ ☐ DENY RECOMMEND COLLECTION RATE $

22a. COMMANDER'S SIGNATURE | b. DATE SIGNED

SECTION II - REPORT OF INVESTIGATION

To be completed and signed by appropriate payroll/travel office. *(Not applicable for retirees, annuitants, or out-of-service military members.)*

23. INFORMATION ON DEBT OR ERRONEOUS PAYMENT(S)

a. GROSS DEBT AMOUNT	b. TYPE(S) OF PAYMENT(S)	c. DATE(S) OF PAYMENT(S)

d. *(X and complete as applicable)*	YES	NO	(3) DATE THE DEBT WAS DISCOVERED
(1) HAS THE DEBT BEEN VALIDATED?			
(2) HAS THE DEBT BEEN POSTED TO THE DEBTOR'S RECORDS?			(4) NAVY ONLY: AMOUNT UNCOLLECTED AS OF DATE OF THE COMMANDER'S SIGNATURE: $
(3) REMISSION: HAS THE COLLECTION ACTION BEEN SUSPENDED?			
(4) WAIVER: HAS FINANCE OFFICE SUSPENDED COLLECTION IAW DODFMR, VOL. 5, CH. 31?			

24. **A DEBT COMPUTATION MUST ACCOMPANY THIS APPLICATION.** It must include dates of erroneous payments, what was paid (broken down by entitlements), what should have been paid, and the difference. The total debt must equal the debt posted to the debtor's record. Indicate any entitlements or credits used to offset the debt. **This application will be returned without action unless the computation is included.**

a. ENTITLEMENT	b. DATE(S)	c. WAS PAID	d. SHOULD HAVE BEEN PAID	e. DIFFERENCE
				0.00
				0.00
				0.00
				0.00

25. DETAILED STATEMENT OF HOW AND WHY ERROR OCCURRED.

26. IS THERE ANY INDICATION OF FRAUD, MISREPRESENTATION, FAULT, OR LACK OF GOOD FAITH ON THE PART OF THE CLAIMANT?
☐ YES *(Explain)* ☐ NO

27. STATEMENT AS TO WHETHER OR NOT THE CLAIMANT KNEW OR SHOULD HAVE BEEN AWARE OF RECEIVING AN ERRONEOUS PAYMENT. *(Furnish facts and circumstances to support answer, state whether claimant received documents, and provide copies, if available. Use a separate sheet of paper if additional space is required.)*

28. REMARKS *(Attach a separate sheet of paper, if needed.)*

29. RECOMMENDATION: ☐ APPROVE ☐ PARTIAL $ ☐ DENY

30. DESIGNATED FINANCIAL AGENT

a. SIGNATURE	b. TITLE	c. DATE SIGNED

31a. COMPLETE UNIT MAILING ADDRESS	b. POINT OF CONTACT NAME	
	c. TELEPHONE *(DSN)*	d. FAX NUMBER
e. ADSN/DSSN/UIC	f. E-MAIL ADDRESS	

DD FORM 2789 (BACK), MAY 2008

Reset

20. COMMANDER'S ENDORSEMENT (Required for Navy active duty and reserves, others optional. Use separate sheet of paper if needed.)

21. RECOMMENDATION: | APPROVE | PARTIAL $ | DENY | RECOMMEND COLLECTION RATE $

22a. COMMANDER'S SIGNATURE | b. DATE SIGNED

SECTION II - REPORT OF INVESTIGATION

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23. INFORMATION ON DEBT OR ERRONEOUS PAYMENT(S)

a. GROSS DEBT AMOUNT | b. TYPE(S) OF PAYMENT(S) | c. DATE(S) OF PAYMENT(S)

d. (X and complete as applicable) | YES | NO | (5) DATE THE DEBT WAS DISCOVERED

(1) HAS THE DEBT BEEN VALIDATED?

(2) HAS THE DEBT BEEN POSTED TO THE DEBTOR'S RECORDS?

(3) REMISSION: HAS THE COLLECTION ACTION BEEN SUSPENDED?

(4) WAIVER: HAS FINANCE OFFICE SUSPENDED COLLECTION IAW DODFMR, VOL. 5, CH. 31?

(6) NAVY ONLY: AMOUNT UNCOLLECTED AS OF DATE OF THE COMMANDER'S SIGNATURE: $

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a. ENTITLEMENT	b. DATE(S)	c. WAS PAID	d. SHOULD HAVE BEEN PAID	e. DIFFERENCE
				0.00
				0.00
				0.00
				0.00

25. DETAILED STATEMENT OF HOW AND WHY ERROR OCCURRED.

26. IS THERE ANY INDICATION OF FRAUD, MISREPRESENTATION, FAULT, OR LACK OF GOOD FAITH ON THE PART OF THE CLAIMANT?

YES (Explain) | NO

27. STATEMENT AS TO WHETHER OR NOT THE CLAIMANT KNEW OR SHOULD HAVE BEEN AWARE OF RECEIVING AN ERRONEOUS PAYMENT. (Furnish facts and circumstances to support answer, state whether claimant received documents, and provide copies, if available. Use a separate sheet of paper if additional space is required.)

28. REMARKS (Attach a separate sheet of paper, if needed.)

29. RECOMMENDATION: | APPROVE | PARTIAL $ | DENY

30. DESIGNATED FINANCIAL AGENT

a. SIGNATURE | b. TITLE | c. DATE SIGNED

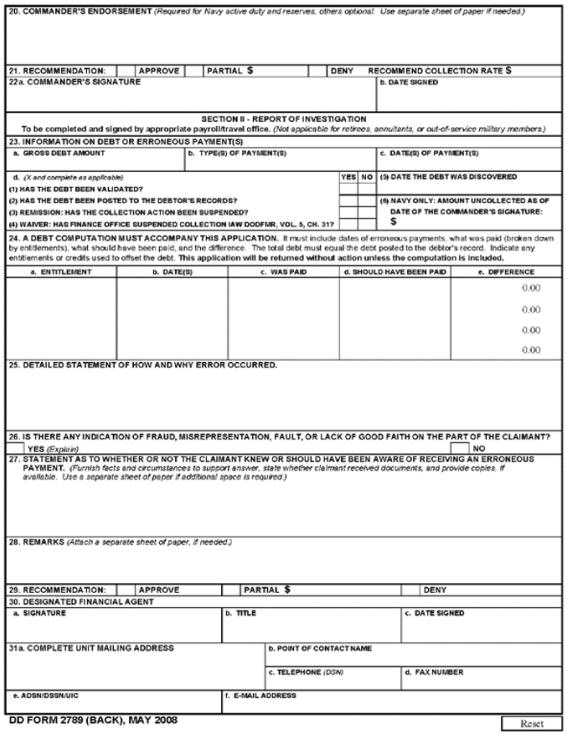
31a. COMPLETE UNIT MAILING ADDRESS | b. POINT OF CONTACT NAME | c. TELEPHONE (DSN) | d. FAX NUMBER

e. ADSN/DSSN/UIC | f. E-MAIL ADDRESS

DD FORM 2789 (BACK), MAY 2008 | Reset

Commander's Endorsement

The member's commander (active duty) can recommend approval, partial, or denial of the waiver/remission. The overall approval/denial authority is SAF/FM.



20. COMMANDER'S ENDORSEMENT *(Required for Navy active duty and reserves, others optional. Use separate sheet of paper if needed.)*

21. RECOMMENDATION: ☐ APPROVE ☐ PARTIAL $ ☐ DENY RECOMMEND COLLECTION RATE $

22a. COMMANDER'S SIGNATURE | b. DATE SIGNED

SECTION II - REPORT OF INVESTIGATION

To be completed and signed by appropriate payroll/travel office. *(Not applicable for retirees, annuitants, or out-of-service military members.)*

23. INFORMATION ON DEBT OR ERRONEOUS PAYMENT(S)

a. GROSS DEBT AMOUNT | b. TYPE(S) OF PAYMENT(S) | c. DATE(S) OF PAYMENT(S)

d. *(X and complete as applicable)* | YES | NO | (5) DATE THE DEBT WAS DISCOVERED

(1) HAS THE DEBT BEEN VALIDATED?

(2) HAS THE DEBT BEEN POSTED TO THE DEBTOR'S RECORDS?

(3) REMISSION: HAS THE COLLECTION ACTION BEEN SUSPENDED?

(4) WAIVER: HAS FINANCE OFFICE SUSPENDED COLLECTION IAW DODFMR, VOL. 5, CH. 31?

(6) NAVY ONLY: AMOUNT UNCOLLECTED AS OF DATE OF THE COMMANDER'S SIGNATURE: $

24. A DEBT COMPUTATION MUST ACCOMPANY THIS APPLICATION. It must include dates of erroneous payments, what was paid (broken down by entitlements), what should have been paid, and the difference. The total debt must equal the debt posted to the debtor's record. Indicate any entitlements or credits used to offset the debt. **This application will be returned without action unless the computation is included.**

a. ENTITLEMENT	b. DATE(S)	c. WAS PAID	d. SHOULD HAVE BEEN PAID	e. DIFFERENCE
				0.00
				0.00
				0.00
				0.00

25. DETAILED STATEMENT OF HOW AND WHY ERROR OCCURRED.

26. IS THERE ANY INDICATION OF FRAUD, MISREPRESENTATION, FAULT, OR LACK OF GOOD FAITH ON THE PART OF THE CLAIMANT?
☐ YES *(Explain)* ☐ NO

27. STATEMENT AS TO WHETHER OR NOT THE CLAIMANT KNEW OR SHOULD HAVE BEEN AWARE OF RECEIVING AN ERRONEOUS PAYMENT. *(Furnish facts and circumstances to support answer, state whether claimant received documents, and provide copies, if available. Use a separate sheet of paper if additional space is required.)*

28. REMARKS *(Attach a separate sheet of paper, if needed.)*

29. RECOMMENDATION: ☐ APPROVE ☐ PARTIAL $ ☐ DENY

30. DESIGNATED FINANCIAL AGENT

a. SIGNATURE | b. TITLE | c. DATE SIGNED

31a. COMPLETE UNIT MAILING ADDRESS | b. POINT OF CONTACT NAME | c. TELEPHONE *(DSN)* | d. FAX NUMBER

e. ADSN/DSSN/UIC | f. E-MAIL ADDRESS

DD FORM 2789 (BACK), MAY 2008 | Reset

Section II

Typically, the FSO or CPTS SEL completes this section. However, it is not uncommon for them to delegate this task.

The SAF board reviewing remissions and waivers do not have FM background. Make sure the packages are written in plain english with minimal FM jargon.

FINANCIAL STATEMENT - REMISSION OF INDEBTEDNESS

AUTHORITY: 10 USC 9837 (d), and EO 9397, November 1943.
PRINCIPAL PURPOSE: To determine whether payment of the debt will cause financial hardship.
ROUTINE USES: By appropriate Air Force authorities in connection with member's request for remission of the debt. The SSN is used for identification.
DISCLOSURE IS VOLUNTARY. Failure to provide the information, including the SSN, may prevent remission of the debt based on financial hardship.

SECTION I — INFORMATION COMPLETED BY THE MEMBER

NAME (Last, First, Middle Initial)	GRADE	SSN

1. NUMBER OF DEPENDENTS

NAME	AGE	RELATIONSHIP

2. MEMBER'S MONTHLY INCOME *(From Pay and Allowances)*. USE ADDITIONAL SHEET IF NECESSARY.

BASIC PAY	$
BAS	
BAQ	
CLOTHING ALLOWANCE	
INCENTIVE PAY	
VHA	
HOUSING ALLOWANCE HA	
COLA	
FSA	
OTHER AF INCOME	
OTHER MONTHLY INCOME *(Explain in block 12)*	
TOTAL MEMBER'S INCOME	$
3. SPOUSE'S NET MONTHLY INCOME	$
4. COMBINED MONTHLY INCOME *(Post to block 8)*	$

1. List each creditor separately. Use block 12 if additional space is needed.
2. Include debts to US Government. No proof is necessary if deducted from pay record. AFO will verify.
3. If expenses exceed income, explain how monthly expenses are met. Use block 12 if additional space is needed.

5. MONTHLY INSTALLMENT PAYMENTS

ITEM	DATE OF LOAN	DATE EXPIRES	MONTHLY AMOUNT
HOUSE			
CAR			
CREDIT CARD *(Note 1)*			
CASH LOANS *(Note 2)*			
OTHER *(Specify)* *(Note 1)*			

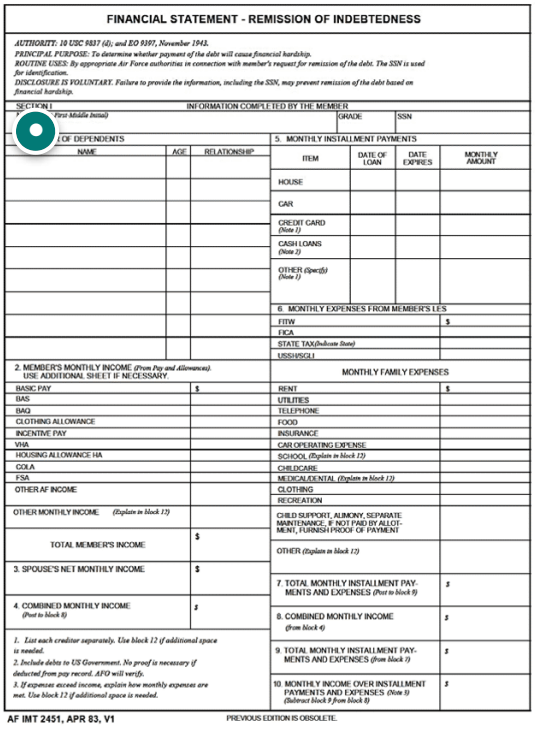
6. MONTHLY EXPENSES FROM MEMBER'S LES

FITW	$
FICA	
STATE TAX *(Indicate State)*	
USSHSGLI	

MONTHLY FAMILY EXPENSES

RENT	$
UTILITIES	
TELEPHONE	
FOOD	
INSURANCE	
CAR OPERATING EXPENSE	
SCHOOL *(Explain in block 12)*	
CHILDCARE	
MEDICAL/DENTAL *(Explain in block 12)*	
CLOTHING	
RECREATION	
CHILD SUPPORT, ALIMONY, SEPARATE MAINTENANCE, IF NOT PAID BY ALLOTMENT, FURNISH PROOF OF PAYMENT	
OTHER *(Explain in block 12)*	
7. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES *(Post to block 9)*	$
8. COMBINED MONTHLY INCOME *(From block 4)*	$
9. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES *(From block 7)*	$
10. MONTHLY INCOME OVER INSTALLMENT PAYMENTS AND EXPENSES *(Note 3)* *(Subtract block 9 from block 8)*	$

AF IMT 2451, APR 83, V1 — PREVIOUS EDITION IS OBSOLETE.



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(Last, First, Middle Initial) | GRADE | SSN

OF DEPENDENTS

NAME	AGE	RELATIONSHIP

2. MEMBER'S MONTHLY INCOME *(From Pay and Allowances).* USE ADDITIONAL SHEET IF NECESSARY.

BASIC PAY	$
BAS	
BAQ	
CLOTHING ALLOWANCE	
INCENTIVE PAY	
VHA	
HOUSING ALLOWANCE HA	
COLA	
FSA	
OTHER AF INCOME	
OTHER MONTHLY INCOME *(Explain in block 12)*	
TOTAL MEMBER'S INCOME	$
3. SPOUSE'S NET MONTHLY INCOME	$
4. COMBINED MONTHLY INCOME *(Post to block 8)*	$

1. List each creditor separately. Use block 12 if additional space is needed.
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5. MONTHLY INSTALLMENT PAYMENTS

ITEM	DATE OF LOAN	DATE EXPIRES	MONTHLY AMOUNT
HOUSE			
CAR			
CREDIT CARD *(Note 1)*			
CASH LOANS *(Note 2)*			
OTHER *(Specify)* *(Note 1)*			

6. MONTHLY EXPENSES FROM MEMBER'S LES

FITW	$
FICA	
STATE TAX *(Indicate State)*	
USSHSGLI	

MONTHLY FAMILY EXPENSES

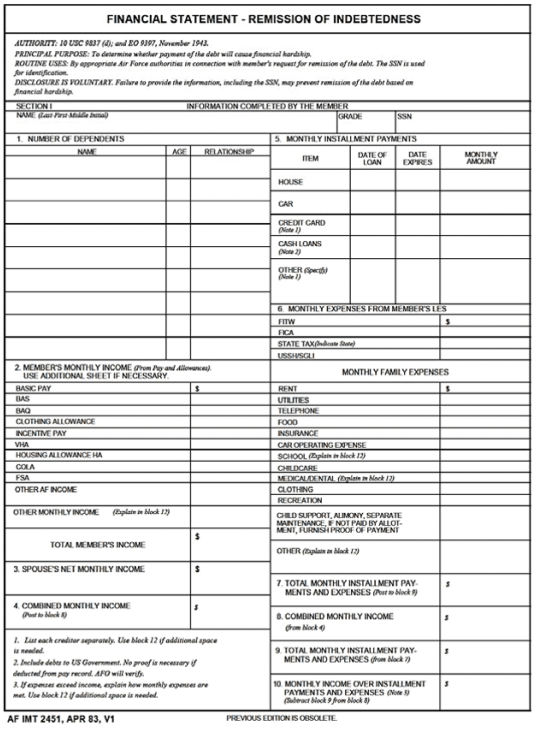
RENT	$
UTILITIES	
TELEPHONE	
FOOD	
INSURANCE	
CAR OPERATING EXPENSE	
SCHOOL *(Explain in block 12)*	
CHILDCARE	
MEDICAL/DENTAL *(Explain in block 12)*	
CLOTHING	
RECREATION	
CHILD SUPPORT, ALIMONY, SEPARATE MAINTENANCE, IF NOT PAID BY ALLOTMENT, FURNISH PROOF OF PAYMENT	
OTHER *(Explain in block 12)*	
7. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES *(Post to block 9)*	$
8. COMBINED MONTHLY INCOME *(From block 4)*	$
9. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES *(From block 7)*	$
10. MONTHLY INCOME OVER INSTALLMENT PAYMENTS AND EXPENSES *(Note 3)* *(Subtract block 9 from block 8)*	$

AF IMT 2451, APR 83, V1 — PREVIOUS EDITION IS OBSOLETE.

AF IMT 2451

Member responsibilities:

- Complete Section I.
- Provide copies of all bills to support all expenses claimed.
- Statements must be less than 60 days old.
- May only claim the MINIMUM amount due listed on each statement.
- Car operating expenses, food, recreation should be estimated.
- Do not include payments made to TSP/IRA's.



FINANCIAL STATEMENT - REMISSION OF INDEBTEDNESS

AUTHORITY: 10 USC 9837 (d); and EO 9397, November 1943.
PRINCIPAL PURPOSE: To determine whether payment of the debt will cause financial hardship.
ROUTINE USES: By appropriate Air Force authorities in connection with member's request for remission of the debt. The SSN is used for identification.
DISCLOSURE IS VOLUNTARY. Failure to provide the information, including the SSN, may prevent remission of the debt based on financial hardship.

SECTION I — INFORMATION COMPLETED BY THE MEMBER

NAME (Last First Middle Initial) | GRADE | SSN

1. NUMBER OF DEPENDENTS

NAME	AGE	RELATIONSHIP

2. MEMBER'S MONTHLY INCOME (From Pay and Allowances). USE ADDITIONAL SHEET IF NECESSARY.

BASIC PAY	$
BAS	
BAQ	
CLOTHING ALLOWANCE	
INCENTIVE PAY	
VHA	
HOUSING ALLOWANCE HA	
COLA	
FSA	
OTHER AF INCOME	
OTHER MONTHLY INCOME (Explain in block 12)	
TOTAL MEMBER'S INCOME	$
3. SPOUSE'S NET MONTHLY INCOME	$
4. COMBINED MONTHLY INCOME (Post to block 8)	$

1. List each creditor separately. Use block 12 if additional space is needed.
2. Include debts to US Government. No proof is necessary if deducted from pay record. AFO will verify.
3. If expenses exceed income, explain how monthly expenses are met. Use block 12 if additional space is needed.

5. MONTHLY INSTALLMENT PAYMENTS

ITEM	DATE OF LOAN	DATE EXPIRES	MONTHLY AMOUNT
HOUSE			
CAR			
CREDIT CARD (Note 1)			
CASH LOANS (Note 2)			
OTHER (Specify) (Note 1)			

6. MONTHLY EXPENSES FROM MEMBER'S LES

FITW	$
FICA	
STATE TAX (Indicate State)	
USSHSGLI	

MONTHLY FAMILY EXPENSES

RENT	$
UTILITIES	
TELEPHONE	
FOOD	
INSURANCE	
CAR OPERATING EXPENSE	
SCHOOL (Explain in block 12)	
CHILDCARE	
MEDICAL/DENTAL (Explain in block 12)	
CLOTHING	
RECREATION	
CHILD SUPPORT, ALIMONY, SEPARATE MAINTENANCE, IF NOT PAID BY ALLOTMENT, FURNISH PROOF OF PAYMENT	
OTHER (Explain in block 12)	
7. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES (Post to block 9)	$
8. COMBINED MONTHLY INCOME (From block 4)	$
9. TOTAL MONTHLY INSTALLMENT PAYMENTS AND EXPENSES (From block 7)	$
10. MONTHLY INCOME OVER INSTALLMENT PAYMENTS AND EXPENSES (Note 3) (Subtract block 9 from block 8)	$

AF IMT 2451, APR 83, V1 — PREVIOUS EDITION IS OBSOLETE.

Expenses

All expenses need to be as complete and accurate as possible. When in doubt, match them up to the member's account statements.

11. ASSETS *(Show present value of and equity in all assets other than household goods and clothing, including but not limited to savings and checking accounts, stocks and bonds, house, automobiles, boats, trailers, business, etc.).*

12. REMARKS

I make the foregoing statements as a part of my application with full knowledge of the penalties for willfully making a false statement (18 USC 1001) provides a penalty as follows: A maximum fine of $10,000 or maximum imprisonment of 5 years, or both).

SIGNATURE OF MEMBER	DATE	DATE APPLICATION RECEIVED BY MEMBER'S AFO *(not to be filled in by member).*

SECTION II INFORMATION COMPLETED BY ACCOUNTING AND FINANCE OFFICER

1. ARE AMOUNTS PROVIDED BY THE MEMBER REASONABLE FOR YOUR LOCALE? EXPLAIN ANY CONCERNS YOU HAVE WITH THE AMOUNTS REPORTED.

2. IF YOU HAVE RESERVATIONS ABOUT REASONABLENESS OF AMOUNTS REPORTED, DID YOU:

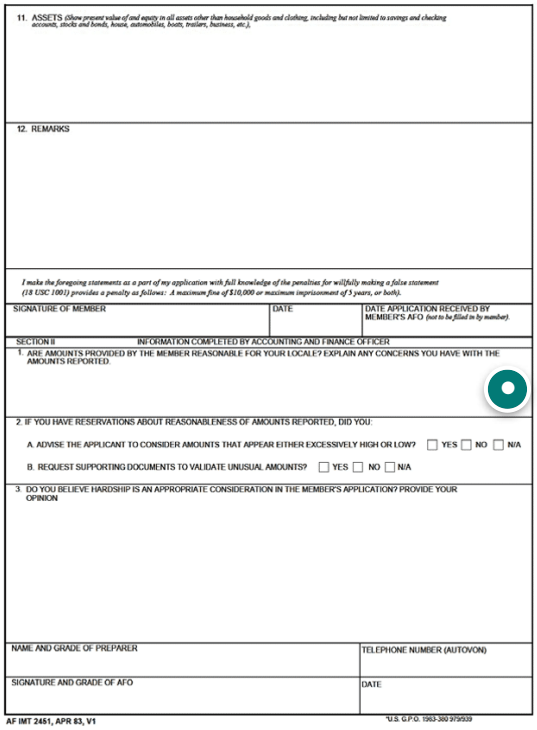
A. ADVISE THE APPLICANT TO CONSIDER AMOUNTS THAT APPEAR EITHER EXCESSIVELY HIGH OR LOW? ☐ YES ☐ NO ☐ N/A

B. REQUEST SUPPORTING DOCUMENTS TO VALIDATE UNUSUAL AMOUNTS? ☐ YES ☐ NO ☐ N/A

3. DO YOU BELIEVE HARDSHIP IS AN APPROPRIATE CONSIDERATION IN THE MEMBER'S APPLICATION? PROVIDE YOUR OPINION

NAME AND GRADE OF PREPARER	TELEPHONE NUMBER (AUTOVON)
SIGNATURE AND GRADE OF AFO	DATE

*U.S. G.P.O. 1983-380 979/939



11. ASSETS *(Show present value of and equity in all assets other than household goods and clothing, including but not limited to savings and checking accounts, stocks and bonds, house, automobiles, boats, trailers, business, etc.).*

12. REMARKS

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2. IF YOU HAVE RESERVATIONS ABOUT REASONABLENESS OF AMOUNTS REPORTED, DID YOU:

A. ADVISE THE APPLICANT TO CONSIDER AMOUNTS THAT APPEAR EITHER EXCESSIVELY HIGH OR LOW? ☐ YES ☐ NO ☐ N/A

B. REQUEST SUPPORTING DOCUMENTS TO VALIDATE UNUSUAL AMOUNTS? ☐ YES ☐ NO ☐ N/A

3. DO YOU BELIEVE HARDSHIP IS AN APPROPRIATE CONSIDERATION IN THE MEMBER'S APPLICATION? PROVIDE YOUR OPINION

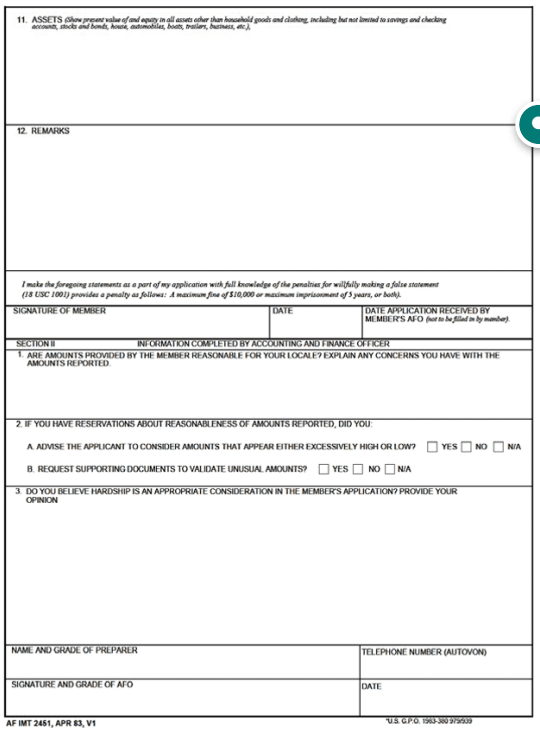
NAME AND GRADE OF PREPARER	TELEPHONE NUMBER (AUTOVON)
SIGNATURE AND GRADE OF AFO	DATE

AF IMT 2451, APR 83, V1 *U.S. G.P.O. 1983-380 979/939

AF IMT 2451 - Back

FSO responsibilities:

- Review Section I.
- Complete and sign Section II.
- Must be signed by the comptroller or superintendent/SEL.



11. ASSETS (Show present value of and equity in all assets other than household goods and clothing, including but not limited to savings and checking accounts, stocks and bonds, house, automobiles, boats, trailers, business, etc.).

12. REMARKS

I make the foregoing statements as a part of my application with full knowledge of the penalties for willfully making a false statement (18 USC 1001) provides a penalty as follows: A maximum fine of $10,000 or maximum imprisonment of 5 years, or both).

SIGNATURE OF MEMBER	DATE	DATE APPLICATION RECEIVED BY MEMBER'S AFO (not to be filled in by member).

SECTION II INFORMATION COMPLETED BY ACCOUNTING AND FINANCE OFFICER

1. ARE AMOUNTS PROVIDED BY THE MEMBER REASONABLE FOR YOUR LOCALE? EXPLAIN ANY CONCERNS YOU HAVE WITH THE AMOUNTS REPORTED.

2. IF YOU HAVE RESERVATIONS ABOUT REASONABLENESS OF AMOUNTS REPORTED, DID YOU:

A. ADVISE THE APPLICANT TO CONSIDER AMOUNTS THAT APPEAR EITHER EXCESSIVELY HIGH OR LOW? ☐ YES ☐ NO ☐ N/A

B. REQUEST SUPPORTING DOCUMENTS TO VALIDATE UNUSUAL AMOUNTS? ☐ YES ☐ NO ☐ N/A

3. DO YOU BELIEVE HARDSHIP IS AN APPROPRIATE CONSIDERATION IN THE MEMBER'S APPLICATION? PROVIDE YOUR OPINION

NAME AND GRADE OF PREPARER	TELEPHONE NUMBER (AUTOVON)
SIGNATURE AND GRADE OF AFO	DATE

AF IMT 2451, APR 83, V1 *U.S. G.P.O. 1983-380 979/939

Assets/Remarks

List all assets (including amount).

If there are any blocks that require additional space, put the continuation of those blocks in the 'Remarks' section.

Completing the remission package:

- Suspend the debt until SAF Military Review Board (MRB) determination.
- If member is separating within 90 days, debt must be collected the month prior to the DOS.
- If the member fails to return the package within 10 days, restart following the 2/3rds rule.
- Within five workdays:
    - Establish a CMS case to Travel Pay and Processing Center – Ellsworth Remissions Team

- Attach complete and legible documentation to case
- Maintain a copy locally in a management case file (MCF)

- If an incomplete package is returned to FSO for action:
  - Member has five workdays to provide updates to FSO
  - Failure results in FSO resuming collection at the 2/3rds rate (notify the member of resumption)

- Officers requesting consideration of a remission concerning voluntary separation pay (VSP) are referred directly to the TPP-Eand do not require FSO review

Following the determination, SAF will not review a re-submission unless there is additional or differing information regarding the financial situation.

If a member is denied a remission, they can either file a waiver, file an appeal, or elect a repayment plan.

CONTINUE

True or False: If a member is separating within 90 days, the debt can be suspended.

- ○ True

False

SUBMIT

Complete the content above before moving on.

Debt Waivers

A waiver is forgiveness of liability to a member for a valid debt to the government. Public law governs waiver claims arising from an erroneous payment of pay and allowances determined to be in the best interest of the United States. Generally, these criteria are met by a finding that the erroneous payment occurred through administrative error and that there is no indication of fraud, misrepresentation, fault, or lack of good faith on the part of the member or any other person having an interest in obtaining a waiver of the claim.

The DD Form 2789 is used for waivers. The responsible FSO needs to verify accuracy of Section I of the DD Form 2789, completes Section II, attaches supporting documents, and includes a detailed debt computation. Finally, provide the waiver checklist to the member and complete the FMF portion upon receipt of member's completed checklist.

Open a "Debts" type CMS case and upload the waiver application and supporting documents specifically to the box labeled "DCMO waivers". If the case has not been referred to the FMF after 90 calendar days with notice of adjudication and no N9 memo entry reflects action, request case status from date of submission.

If a member is denied a waiver, they cannot file a remission.

Open, Suspended, and Questionable Indebtedness Listing (OSQIL)

The OSQIL is pulled in March and September when the reports are sent to DFAS and should be worked monthly.

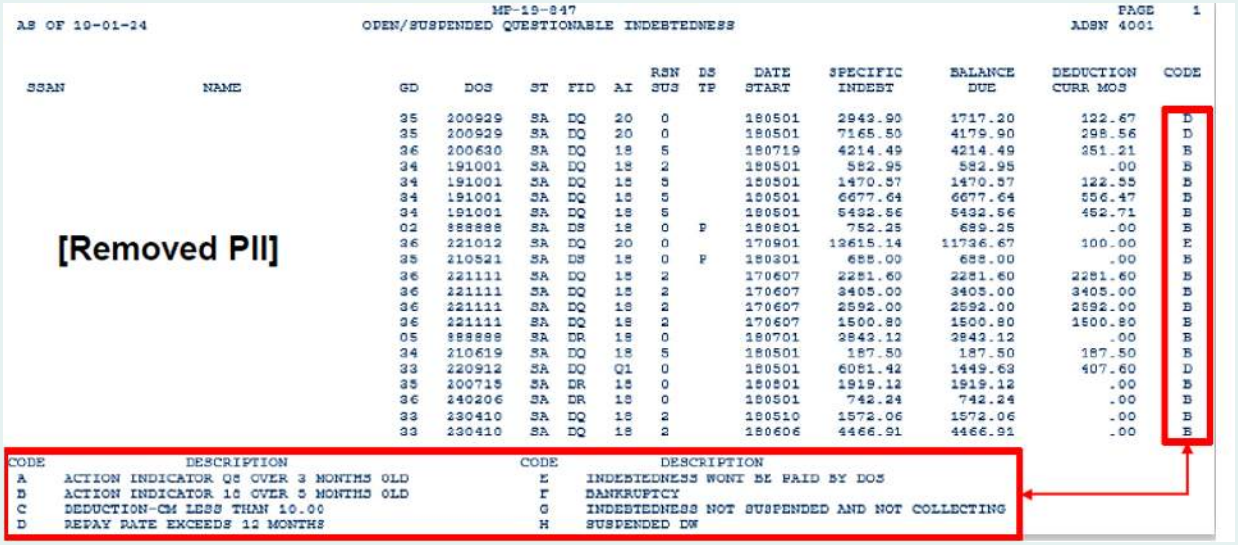
The OSQIL communicates with the FSO (Financial Services Officer) to inform them about any outstanding or temporarily suspended debts, as well as any debts for which the repayment plan is uncertain. This notification includes a detailed list that specifies these types of debts and assigns each of them an alphanumeric code, which indicates the specific reason for further investigation or inquiry.

Debts that appear on the OSQI listing are categorized and identified through one of eight specific codes. These codes can be found in AFMAN 65-116 Vol. 1, Table 69.2, which provides a comprehensive reference for Open, Suspefnded, and Questionable Indebtedness. This coding system serves as a means to classify and understand the nature of these debts, accompanied by associated explanations and instructions to guide further actions and decisions.

FSOs have specific obligations that include the following:

- prepare the semi-annual report in March and September.
- reviewing the payment records associated with all debts listed in the report.
- furnish an explanation for the suspension of debts or the extension of repayment plans.
- initiate or adjust monthly collection efforts as appropriate.

Finally, once these tasks are completed, the FSOs are responsible for submitting the necessary documentation to Headquarters (HHQ) for further review and action. When implementing extended repayment plans, FSOs must adhere to the guidelines outlined in AFMAN 65-116 Table 69.2.



MF-19-847
AS OF 19-01-24 OPEN/SUSPENDED QUESTIONABLE INDEBTEDNESS PAGE 1 ADSN 4001

SSAN	NAME	GD	DOS	ST	FID	AI	RSN SUS	DS TP	DATE START	SPECIFIC INDEBT	BALANCE DUE	DEDUCTION CURR MOS	CODE
[Removed PII]		35	200929	SA	DQ	20	0		180501	2943.90	1717.20	122.67	D
		35	200929	SA	DQ	20	0		180501	7165.50	4179.90	298.56	D
		36	200630	SA	DQ	18	5		180719	4214.49	4214.49	351.21	B
		34	191001	SA	DQ	18	2		180501	582.95	582.95	.00	B
		34	191001	SA	DQ	18	5		180501	1470.57	1470.57	122.55	B
		34	191001	SA	DQ	18	5		180501	6677.64	6677.64	556.47	B
		34	191001	SA	DQ	18	5		180501	5432.56	5432.56	452.71	B
		02	888888	SA	DS	18	0	P	180801	752.25	689.25	.00	B
		36	221012	SA	DQ	20	0		170901	12615.14	11736.67	100.00	E
		35	210521	SA	DS	18	0	P	180301	688.00	688.00	.00	B
		36	221111	SA	DQ	18	2		170607	2281.60	2281.60	2281.60	B
		36	221111	SA	DQ	18	2		170607	3405.00	3405.00	3405.00	B
		36	221111	SA	DQ	18	2		170607	2592.00	2592.00	2592.00	B
		36	221111	SA	DQ	18	2		170607	1500.80	1500.80	1500.80	B
		05	888888	SA	DR	18	0		180701	2842.12	2842.12	.00	B
		34	210619	SA	DQ	18	5		180501	187.50	187.50	187.50	B
		33	220912	SA	DQ	Q1	0		180501	6081.42	1449.63	407.60	D
		35	200715	SA	DR	18	0		180801	1919.12	1919.12	.00	B
		36	240206	SA	DR	18	0		180501	742.24	742.24	.00	B
		33	230410	SA	DQ	18	2		180510	1572.06	1572.06	.00	B
		33	230410	SA	DQ	18	2		180606	4466.91	4466.91	.00	B

CODE	DESCRIPTION	CODE	DESCRIPTION
A	ACTION INDICATOR Q8 OVER 3 MONTHS OLD	E	INDEBTEDNESS WONT BE PAID BY DOS
B	ACTION INDICATOR 18 OVER 5 MONTHS OLD	F	BANKRUPTCY
C	DEDUCTION-CM LESS THAN 10.00	G	INDEBTEDNESS NOT SUSPENDED AND NOT COLLECTING
D	REPAY RATE EXCEEDS 12 MONTHS	H	SUSPENDED DW

CODE	DESCRIPTION	EXPLANATION	FSO ACTION
A	Action indicator Q8 over 3 months old	Debt has been suspended by computer for over 3 months, due to no pay available.	If member has pay available, process a resume (action indicator 20) transaction to begin collection. Otherwise, determine member's current status. If correct status allows accrual of pay, take action to collect debts by stopping allotments, terminating partial pay, etc. If correct status of pay, annotate listing with correct status. Annotate listing with the DJMS update number

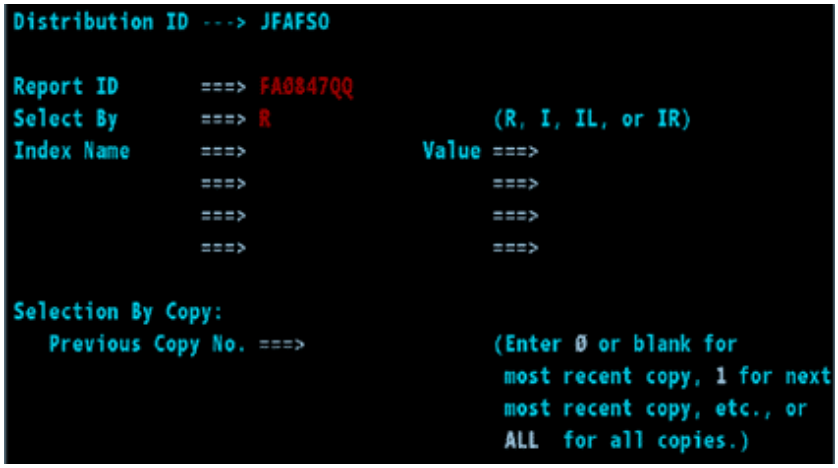
				on which the transaction processed.
	B	Action indicator 18 over 5 months old	Debt has been suspended by FMF or DFAS input, for over 5 months.	Determine reason for suspension. Contact the TPP-E for status of remissions and DFAS-Indianapolis for status of waivers. Contact the Joint Personal Property Shipping Office-San Antonio, Texas/ECAF for status of Household Goods rebuttals. Process a resume (action indicator 20) or remit (action indicator 21) transaction to begin collection action if waiver, remission or rebuttal/appeal has been adjudicated. Annotate the listing with the DJMS update number on which the transaction processed.
	C	Deduction CM less than $50	Deduction current month is less than the $50.00 minimum deduction established by DFAS.	Determine why deduction is less than the $50.00. Process a change (action indicator 04) to increase the deduction amount. Annotate the listing with the DJMS update number on which the transaction processed. If repayment was based on a remission and it is determined that an increase

				would benefit the Air Force, increase the monthly repayment accordingly. Annotate the listing with the date of the remission approval.
	D	Repay rate exceeds 12 months	Specific indebtedness divided by current month deduction is more than 12 months repay.	Determine approval level for deduction amount. Process a change (action indicator 04) transaction to increase deduction amount unless repay was approved in accordance with Table 69.2. Repayment amounts may be increased by the FMF if it is determined it would benefit the Air Force or if the debt cannot be collected before the member's Date Of Separation. If the FID is DV05, annotate the listing with the start date of the original entry. Annotate the listing with approval level when other than the FMF and with the DJMS update number on which the change transaction processed.
	E	Indebtedness won't be paid by date of separation	Current month deduction does not permit debt to	Determine approval level for deduction amount. Process a change (action indicator 04) transaction to increase deduction amount. Annotate

		be collected by DOS.	the listing with the DJMS update number on which the transaction is processed. If the deduction is not increased because member is reenlisting, annotate the listing with the date of the member's reenlistment.
G	Indebtedness not suspended and not collecting	Debt entry is open with a current month deduction of zero.	Process a change (action indicator 04) transaction to establish a current month deduction and begin collection. Annotate the listing with the DJMS update number on which the change transaction processed.
H	Suspended FIDs DV or DW	Collection of a partial, casual, or advance pay debt is suspended.	Determine reason for suspension. If action indicator is Q8, determine member's correct status. If correct status allows accrual of pay, take action to collect debts by stopping allotments, terminating partial pay, etc. If correct status does not allow accrual of pay, annotate listing with correct status. If action indicator is 18, contact DFAS to have collection taken.

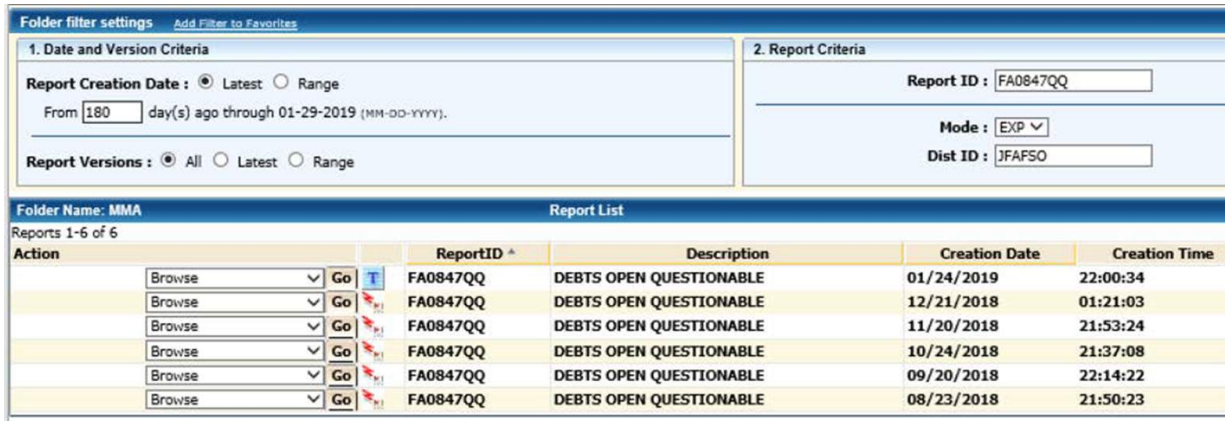
Step 1

Access to report (FA0847QQ) is available in:
Sysout Archive Retrieval System (SAR4)



Step 2

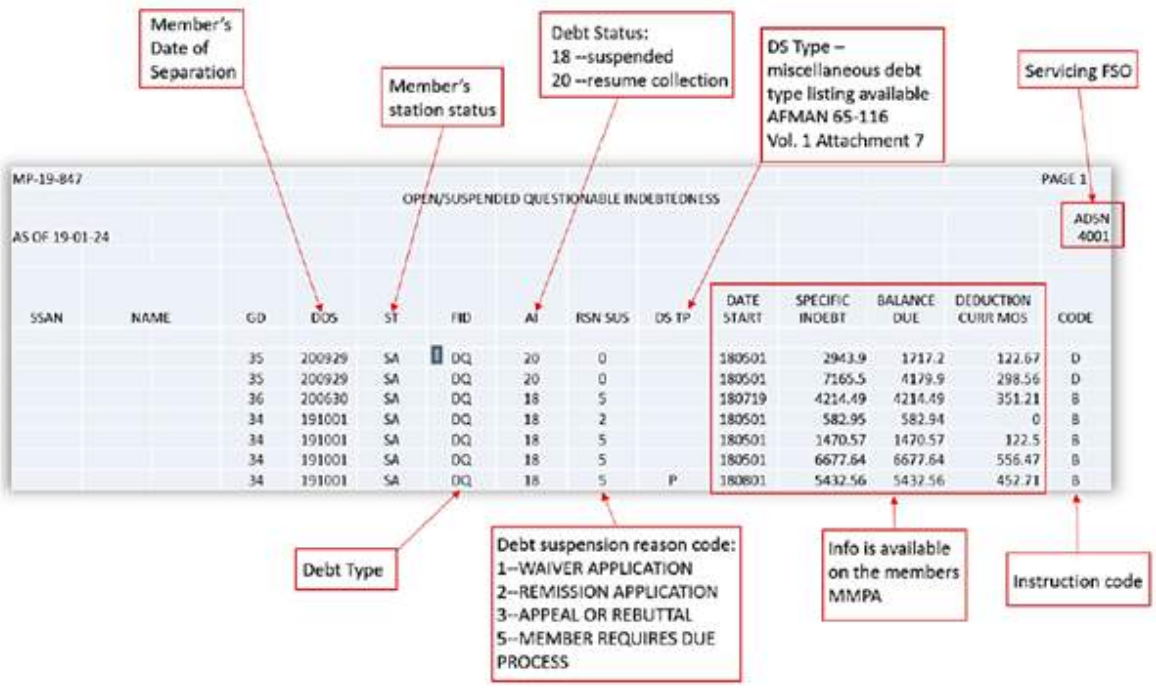
This is the view from WebViewer.



Step 3

Below you will find the breakdown of how to read the report.

Transfer the report to Excel. The first step involves reviewing the members' MMPA and recording their indebtedness status and history. After this, it is essential to annotate the Financial Services Officer (FSO) actions, which should include the DMO update number and the estimated close date, indicating when the debt is expected to be collected in full. Finally, before submitting the report to Higher Headquarters (HHQ), a thorough review should be conducted to ensure its accuracy and completeness. This meticulous process ensures that all necessary information is accurately documented and prepared for submission.



Garnishments

A held pay for garnishment is utilized to retain a portion of a member's pay, which would otherwise be disbursed, for the fulfillment of court-mandated child support or alimony payments. DFAS typically receives most court-ordered garnishments for dependent support directly from the courts, the FSO may also be the recipient. Upon receipt of such documentation, it's imperative to immediately forward to:

DFAS-HGA/CL P.O. Box 998002
Cleveland, OH 44199-8002

Upon receipt of a court-ordered garnishment for dependent support, DFAS-HGA/CL will assess the document, delineating the member's legal obligations, and subsequently relay a garnishment (FID - HG) transaction to the automated garnishment system (AGS).

A notification letter is promptly generated upon the processing of the HG transaction, notifying the member of the following:

- Receipt of a court-ordered garnishment
- Terms and conditions of the garnishment
- Any necessary suppression actions
- Guidance on halting allotments

No transaction input from the FSO is necessary.

All funds owed to uniformed personnel, including pays and bonuses, irrespective of duty status or component, which are categorized as compensation for employment, are liable to garnishment.

For a comprehensive catalog of pays eligible for garnishment, refer to the DoDFMR Vol. 7A, subparagraph 410203.

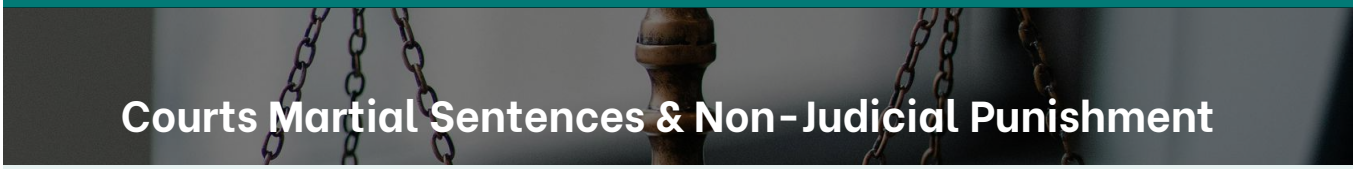
Unless governed by a lower maximum garnishment limitation under applicable State or local law, the highest portion of disposable earnings subject to legal process for any given pay period will not surpass:

- 50% of disposable earnings if providing support for dependents
- 60% if the member in question is not supporting a spouse or dependent child

CONTINUE

Lesson 8 -Courts Martial Sentences & Non-Judicial Punishment

- Without reference, identify relationship of basic facts and state general principles about fines and forfeitures IAW prescribed guidance and publications



Courts Martial Sentences & Non-Judicial Punishment

FINES

FOREFEITURES

A fine is the result of a judgment or judicial sentence. It makes a member pecuniary liable to the United States for the amounts specified in the sentence. Fines are not self-executing. They are debts to the government until paid in cash by the member, collected by deduction from the member's current pay, or collected by deduction on settlement of a member's pay account at discharge. They are collected in one lump sum and are the lowest priority of all debts. While fines decrease the amount of pay an individual receives, they do not reduce the taxable wages of the member.

FINES

FOREFEITURES

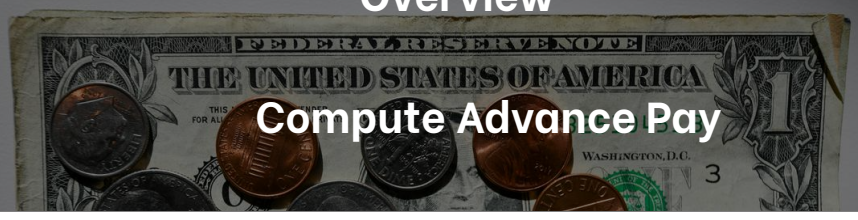
A forfeiture means that specific pay and allowances are forfeited all together. In this case, the member's pay is withheld for a duration specified by a judicial/non-judicial sentence (i.e., court martial or Article 15). Forfeitures only apply on or after the date they are effective. They are computed at the amount before taxes are deducted and reduce the taxable wages to the member. These debts take precedence over all other debts. If a judicial/non-judicial punishment also includes a rank reduction, the forfeiture computation will apply to the new pay grade.

To locate these items in the MMPA, use FID E7 for court martials and E8 for non-judicial punishment.

CONTINUE

Lesson 9 -Military Payments

- Given a scenario, without reference compute military payments and determine the process for the death gratuity IAW prescribed guidance and publications.



Overview

- Compute Advance Pay

- Compute Partial Pay
- Compute Casual
- Process Death Gratuity

Computing Advance Pay

Military advance pay is meant to help defray extraordinary costs due to a PCS move or relocating a household. The following information will cover basic pay advances, BAH/OHA advances, along with how to compute them and when they would apply.

A member is authorized an advance of 1-3 months of basic pay, less deductions. The advance pay should not be authorized or used for out-of-pocket expenses covered by advances of other pays. For example, a member cannot request an advance pay for housing expenses because the member can request a BAH or Overseas Housing Allowance Advance. The DD Form 2560, Advance Pay Certification/Authorization, and a copy of the member's PCS orders are required to disburse an advance pay.

Approval Authority

There are different levels of approval authority based on factors such as rank and/or the amount of advance pay requested.

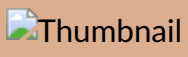
- E-4 and below requires a unit commander's approval.
- All personnel requesting more than 1-month basic pay or more than 12 months repayment requires a commander's approval.
- All personnel requesting an advance earlier than 30 days prior to departure (not to exceed 90) or later than 60 days after arrival to new PDS (not to exceed 180) requires a commander's approval.

Computation

To compute advance pay, first subtract the deductions (FID P3) from the basic pay (FID 01). Next divide the total by 12 (months in a year). Take the quotient and round down to the

nearest quarter (25¢). Finally, multiply that amount by 12 to get the authorized one month pay advance amount.

CONTINUE

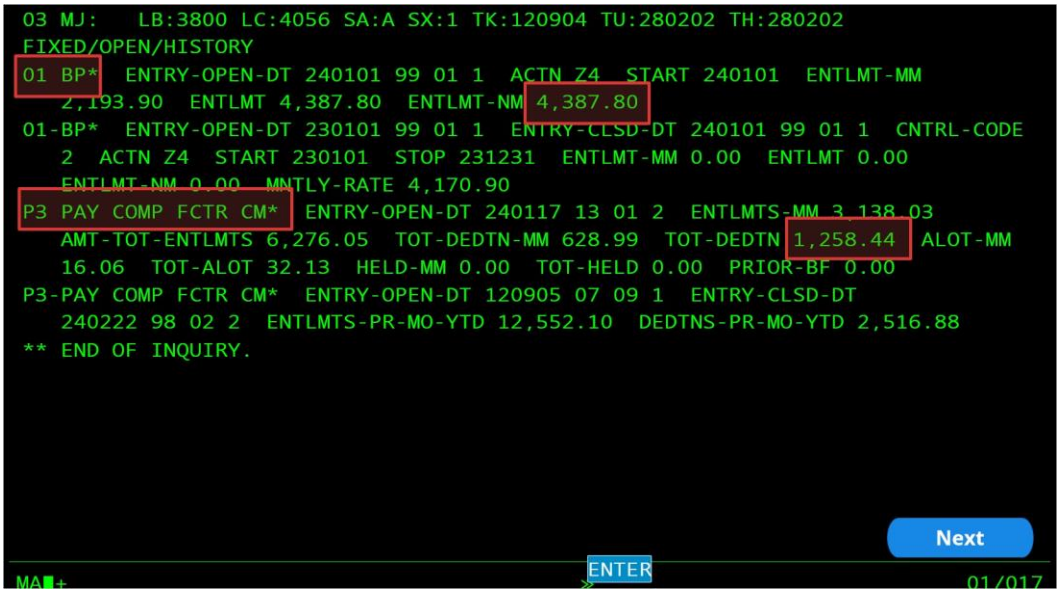


Complete the content above before moving on.

22.1 Advance Pay

1. Advance Pay

1.1 Computation Guide



Notes: To compute a pay advance, you will need to research a member's open base pay and pay computation. For this, you will use format identifiers 01 and P3.

From here, you will need to identify the total entitlement for the next month.

Next, you will identify the total deductions for that member.

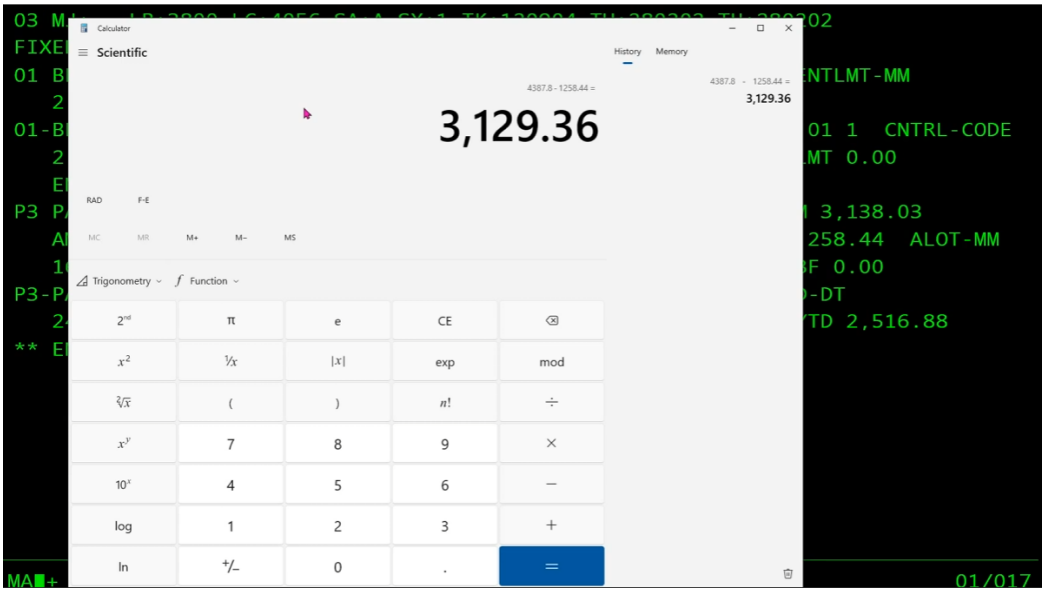
It is important to take note of both these items because pay advances are on the amount a member would receive in their actual paycheck. Please open a calculator application and follow along with the steps.

Now, you will start to compute the advance.

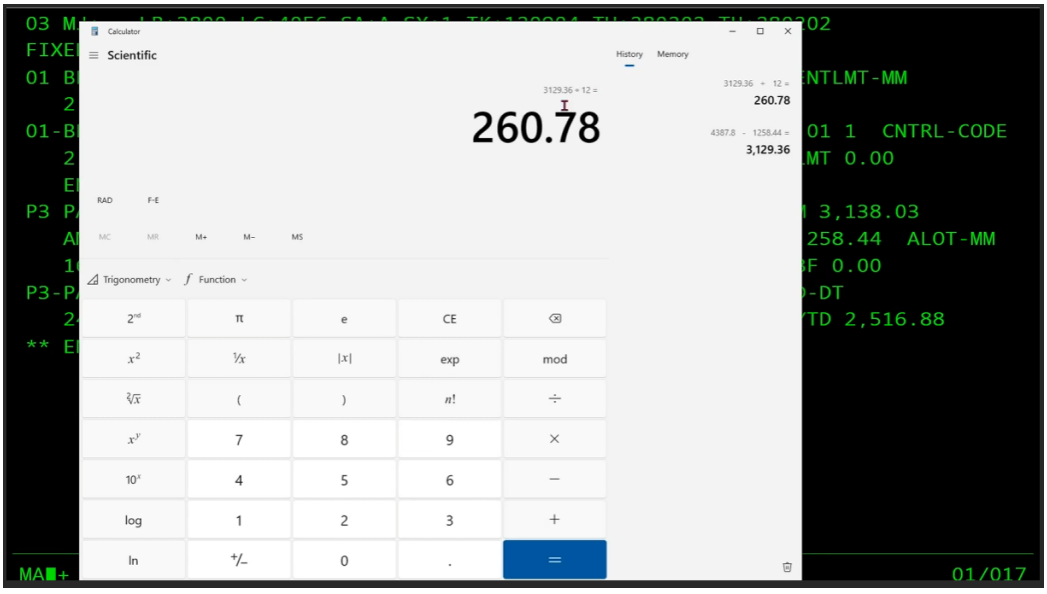
First, you will subtract the total deductions from the member's base pay.

Take extra care to make sure you do not accidentally subtract the mid-month deductions. This is a very common mistake.

22.1 Advance Pay



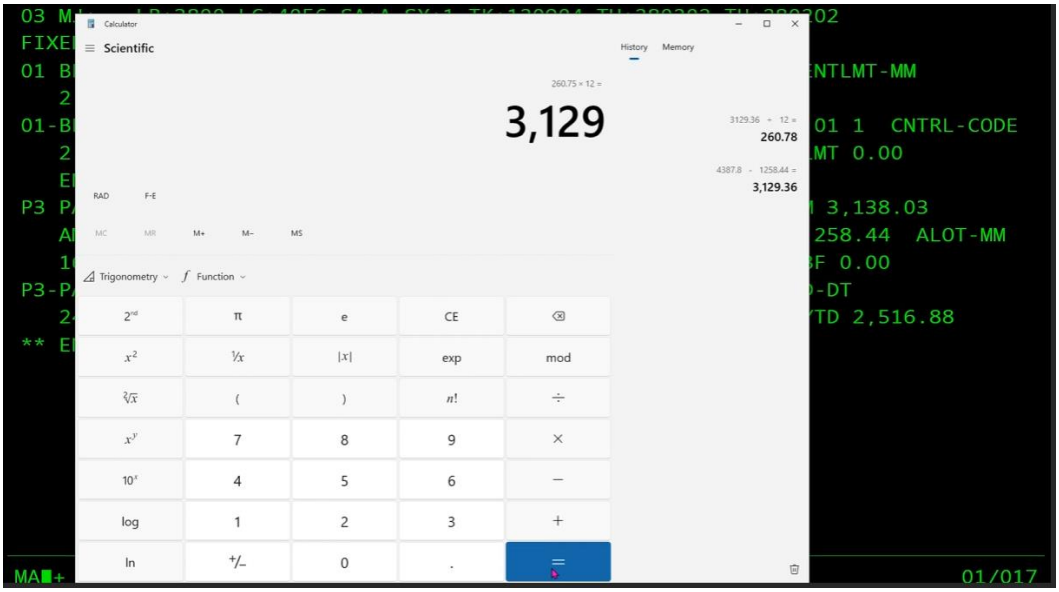
The total pay for this member (after deductions) is $3,129.36.



Now, you divide this by 12.

From here, you will round down to the nearest quarter. So, instead of this member being authorized

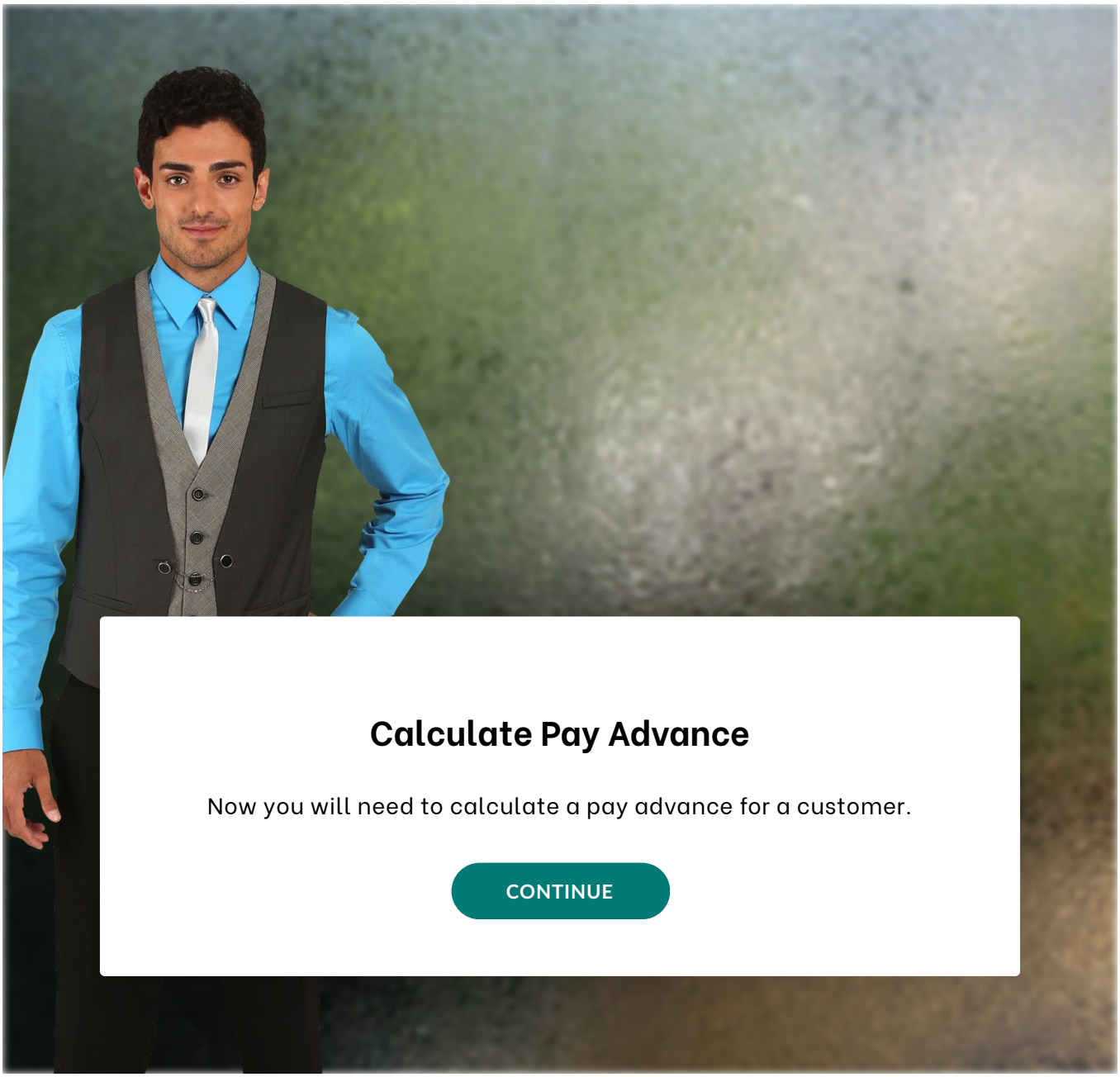
22.1 Advance Pay



$260.78 a month, they would only be authorized $260.75 per month.

Multiply the authorized monthly repayment amount by 12 to see the total entitlement.

This is the amount that will be input into JPBB.



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Scene 1 Slide 2

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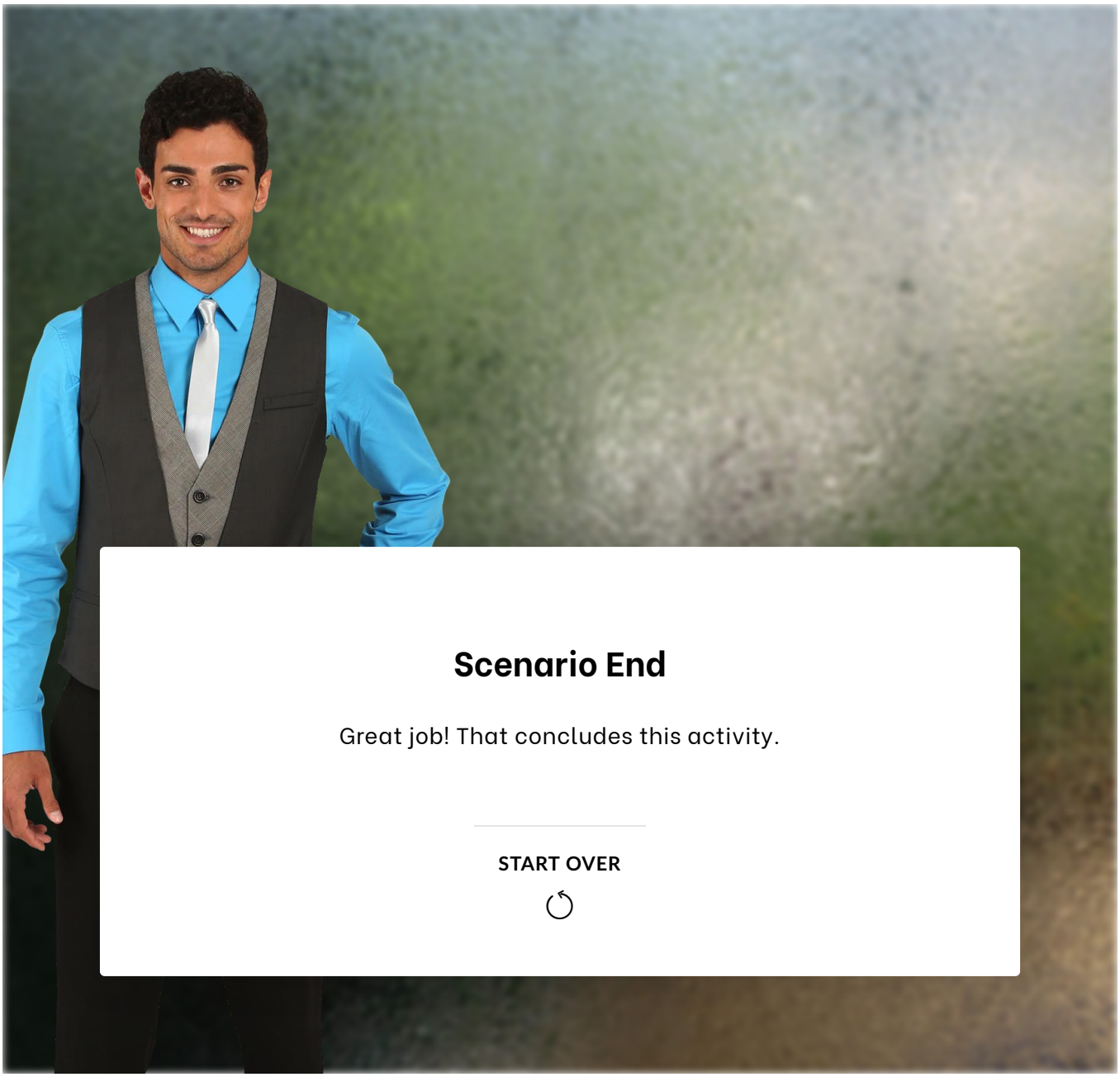

Scene 1 Slide 3

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Complete the content above before moving on.

BAH/OHA Advance

The advance is paid to an eligible member to meet extraordinary expenses in obtaining or occupying other than government housing.

Extraordinary expenses include:

- Advance rent
- Security deposits
- Installation fees due to occupying other than government housing

An advance may be authorized at any time during a service member's tour or when a service member has relocated due to a PCS order.

Any BAH/OHA advance requires unit commander approval unless the member is an O-5 or above.

For a housing allowance advance to be paid to the member, the AF Form 1039, *Request To Receive And/or Extend Repayment of an advance Housing Allowance*, Lease, utility company statement (BAH advance only), and any other pertinent documentation necessary to support the housing expenses being claimed is required.

The amount of the advance is not to exceed the anticipated housing expenses, or the total of three months BAH expected to be accrued by the member, whichever is less. For an OHA advance the amount to be advanced must be determined based on housing expenses, including advance rent and a security deposit, and the authorized OHA for that member. When making determinations involving member to member marriage or other members sharing arrangements, the combined advance requests, allowances, and expenses of the occupants are to be taken into consideration.

Authorized Amount

Except in extenuating circumstances determined by member's unit commander or

designee, disbursement of the advance are not normally made more than three workdays before the date payment is to be made under a lease or rental agreement. For personnel at a duty location not having a local payment office, the advance may be paid earlier than three calendar days before lease or rental payment is due because of mail or transportation schedules. The disbursement is normally made within 30 calendar days after occupancy. This 30-calendar day period allows a member sufficient time to move in and determine any extra cost associated with the new quarters that was not readily apparent before taking occupancy.

Repayment of the advance usually is required in 12 equal monthly installments. When justified by the member and approved by the member's commander, the payment may be extended beyond 12 months to preclude any undue hardship on the member. If a member is on a controlled tour, the repayment period may equal the tour length, but may not exceed it. If a member is not serving a controlled tour, the repayment period may not exceed 24 months.

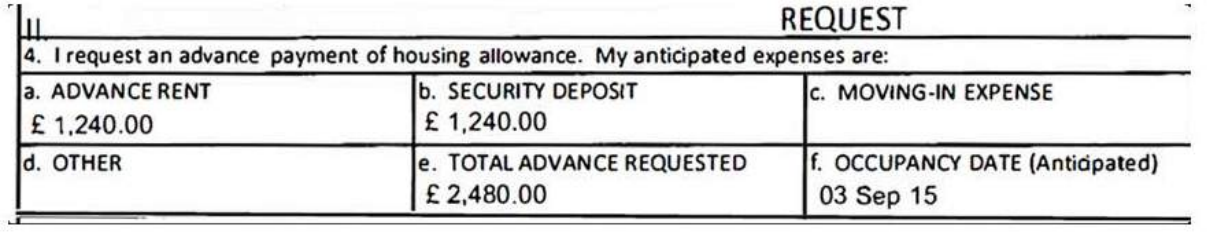
Collection action should begin on the first day of the month after payment of the advance. It may be postponed for up to three months after the advance when justified.

Repayments for advance security deposit for OHA only may be postponed until the end of the tour. In certain circumstances, a landlord may return the whole security deposit in a lump sum. Collect the entire amount with gains or losses due to foreign currency conversions using the "flux line", or foreign currency fluctuation line of accounting. Any balance of an advance not returned by the landlord may be repaid in monthly installments.

Computation

- BAH/OHA rate + Security Deposit + Installation Fees
    - FSO Technician will obtain current exchange rate from DDO/cashier for OHA advance computation

Example:



II. REQUEST		
4. I request an advance payment of housing allowance. My anticipated expenses are:		
a. ADVANCE RENT £ 1,240.00	b. SECURITY DEPOSIT £ 1,240.00	c. MOVING-IN EXPENSE
d. OTHER	e. TOTAL ADVANCE REQUESTED £ 2,480.00	f. OCCUPANCY DATE (Antidpated) 03 Sep 15

- £1240 ÷0.6173 (exchange rate) = $2008.00
- $2008.00 ÷12 = $167.33 (round to the nearest quarter)
- $167.33 becomes $167.25 (monthly repayment amount)
- $167.25 X 12 = $2007.00 (amount EFT'd to member)

Processing Advances

A majority of advance pay will be disbursed through EFT. A military pay technician will prepare a DFAS DE 2424, *Daily EFT Payment REquest/Authoriaation Form*, with the computed amount and attach all substantiating documents. A certifier will review and return the documents to be input in to "JPBB" and then released in "JPBX." Cash advances are disbursed after a military pay technician prepares a DD Form 117, *Military Pay Voucher*, with the requested amount, attaching any supporting documents. A certifier will review and give the documents to the cashier's cage for disbursement.

Scenario #2: SrA Cunningham brings a copy of her lease agreement and other required documentation in hopes of applying for a BAH advance. Her rent is $495 and she is required to pay an advance deposit of $600.In addition, the member has utility deposit receipts totaling $150. Her monthly BAH entitlement is $623.36.

Step 1: (Determine the maximum advance she can receive) $623.36 x 3 months = $1,870.08

Step 2: (Determine how much the member's anticipated housing expenses are) = $492 (Rent) + $600 (deposit) + $150 (utility dep) = $1,242.

Step 3: (The lesser of the two amounts will be the member's payment) = $1,245
Since $1,245 is less than the three months of BAH, she will receive $1,245. Remember, the amount payable is the lesser of three months BAH or the anticipated housing expenses.

Step 4: (Divide $1,245 by 12 months to determine the monthly repayment amount) = $103.75

CONTINUE

Partial Payments

Partial payments are part of the member's net pay. Since it's only a portion of the net pay, there are certain limits on its payment. It cannot exceed the net pay due through the date it's requested. Partial payments are normally made only by the member's servicing Finance office and are made in even dollar amounts. Payment is entered in JPBB then confirmed in JPBX.

Partial payments may be necessary when a member experiences financial hardship or an MMPA status prevents the member from receiving a normal paycheck. Common scenarios include:

- Member requires emergency funds due to extenuating circumstances
- Member is in a no-pay status ("T" or "V" status) due to being erroneously separated within DJMS
- Accessions waiting active military pay record update

Local policy may require a partial payment request to be signed by the member's First Sergeant or unit commander. Documentation required for payment processing:

- DFAS Form 2424
- AF Form 350

DFAS systemically posts the partial payment as a PK03 on the member's military pay record and it is automatically deducted from the member's next projected paycheck.

Computation

Authorized amount should be what the member has accrued to date less normal deductions (FID P3 of MMPA DJMS).

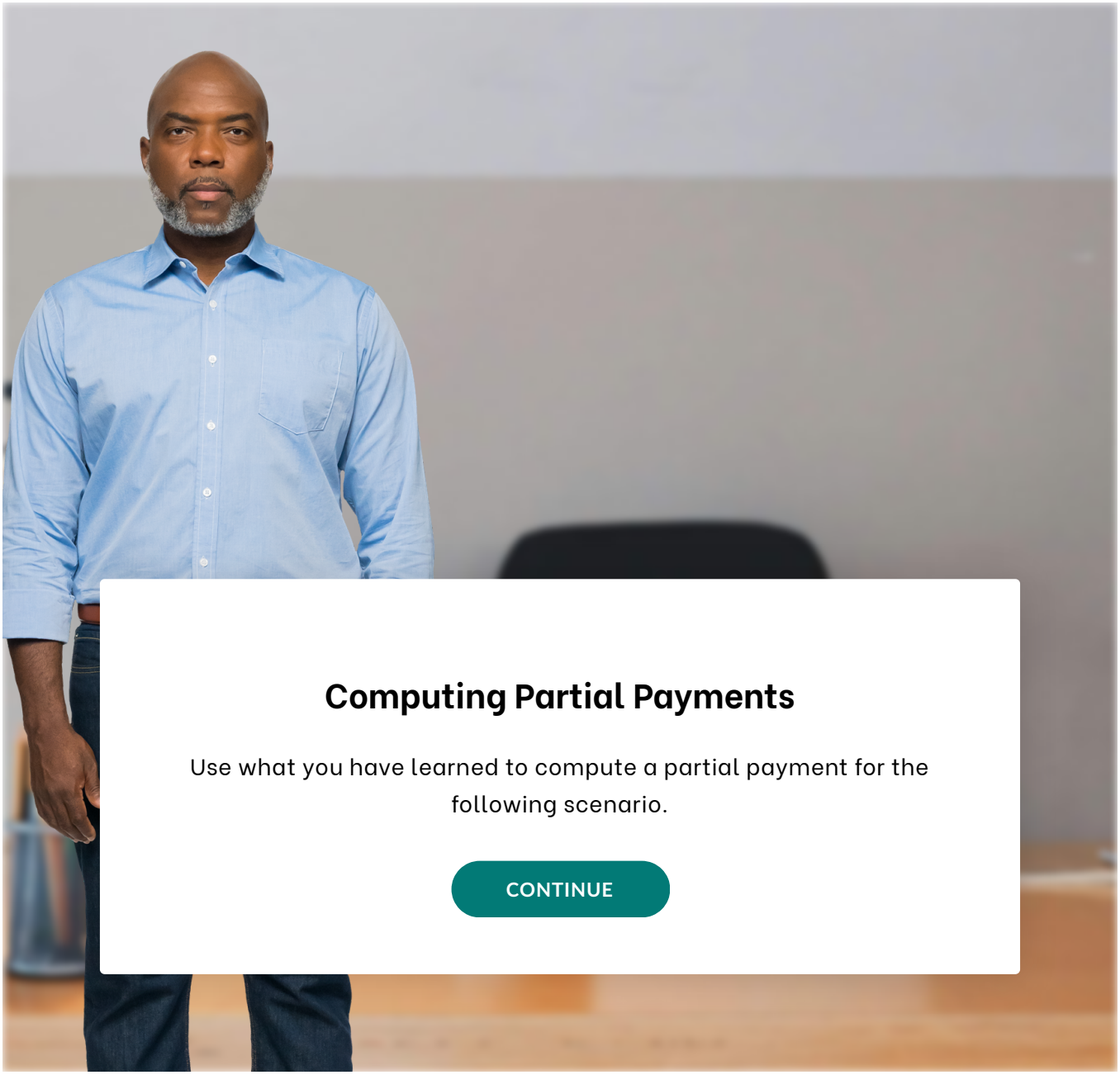
- AMT-TOT-ENTLMTS *minus* TOT-DEDTN *minus* TOT-ALOT = Net pay
- Net pay divided by 30 to produces the daily rate

```
Ø2 MJ:   LB:38Ø Ø LC:4Ø Ø5 SA:T SX:2 TK:Ø7Ø41Ø TU:19Ø11Ø TH:19Ø11Ø
FIXED/OPEN/HISTORY
P3 PAY COMP FCTR CM*  ENTRY-OPEN-DT 19Ø2Ø1 Ø5 Ø2 1  ENTLMTS-MM 3,439.28
   AMT-TOT-ENTLMTS 6,846.99  TOT-DEDTN-MM 5Ø9.47  TOT-DEDTN 1,Ø19.51  ALOT-MM
   Ø.ØØ  TOT-ALOT Ø.ØØ  HELD-MM 129.81  TOT-HELD 3,Ø27.48  PRIOR-BF Ø.ØØ
```

Example:

6,846.99 –1019.51 = $5,827.48 / 30= $194.25 (daily rate)

*Note: Mid-Month payments must be deducted for any partial pays requested after the 15th of the month.



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Scene 1 Slide 2

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Scene 1 Slide 3

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Casual Payments

Casual payments are computed exactly like partial payments. They cannot exceed unpaid accrued pay and allowances less normal deductions. The major difference is that a member must be in a transient status (PCS, TDY, or on leave) and not currently assigned to the base making the payment. You can make casual payments to active duty members of other services in transit between duty stations, TDY, or on leave, if necessary. Before making the payment, the member must show identification and status via an ID, travel orders, and a pay record. Payment documents should be processed and transmitted according to each branch's requirements outlined in the AFMAN 65-116, Vol 1, Chap 77.

The authorized payment amount is what the member has accrued to date, less normal deductions (FID P3).

- AMT-TOT-ENTLMTS *minus* TOT-DEDTN *minus* TOTALOT= Net pay
- Net pay divided by 30 to acquire daily rate
- Multiply daily rate by number of days member has served that month
- For members of other services, use the member's LES when access to MMPA is not available

Special Provisions

When a member reports to a duty station where a FMF is not available, they may request a casual payment. Members have their payment sent to their bank account through the use of transaction ID 'JPBB'. After the money has been transmitted to the bank, a payment transaction (PC03) is systematically created to post against the member's MMPA.

Members can also request a casual payment after they arrive at their new duty stations. FMF is to determine financial need of member. Review the member's MMPA to determine payment data. Use casual payment procedures as described above and report payment to DJMS promptly. Under no circumstances should payments to member be delayed.

CONTINUE

Processing Death Gratuity

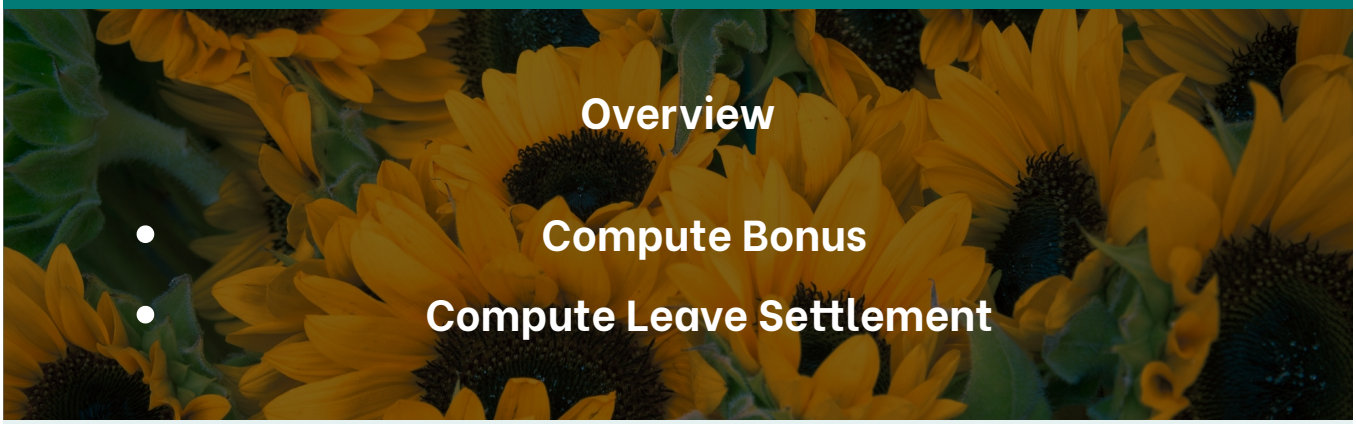
The military provides a death gratuity on behalf of deceased members to offset the expenses that occur when a military member dies. In this objective we'll learn about how Finance plays a critical role in ensuring that the death gratuity payment is made to the beneficiary in a timely manner.

FSO reviews the casualty checklist from AFPC-OL Casualty Office via CMS. These should be completed by the specified suspense and may require that you follow-up with the appointed Summary Courts Officer (SCO) assigned to the case. Grieving families should never have to wait unnecessary time to receive death gratuity payments. It is essential that they are processed quickly so grieving families do not have to worry about additional expenses for burial services and other expenses that accompany the passing of a loved one.

CONTINUE

Lesson 10 - Reenlistments

- Determine the process for computing reenlistment bonuses and leave settlements in accordance with prescribed guidance and publications.



Computing Bonuses

Bonuses are essentially monetary incentives paid to service members for meeting critical Air Force needs. The selective reenlistment bonus (SRB) is a monetary incentive for members serving in critical AFSCs. Each one of these AFSCs have a specified zone and multiplier.

The zone is determined by the Total Active Federal Military Service (TAFMS) at the time of reenlistment. The multiplier is the bonus multiple applied when completing the computation. Remember reenlistment bonuses are subject to FITW and SITW.

Zone A	• 17 months to 6 years TAFMS • Initial payment is 50% of the total bonus entitlement with remaining 50% paid in annual installments

Zone B	• 6 to 10 years TAFMS • Initial payment is 75% of the total bonus entitlement with remaining 25% paid in annual installments

	• 10 to 14 years TAFMS

Zone C	• Initial payment is 100% of the entire bonus entitlement

3 of 4

Zone E	• Zone E –18 to 20 years TAFMS • Initial payment is 100% of the entire bonus entitlement

4 of 4

Members may only receive one SRB per zone.

Now that you know about the different zones of SRB, lets learn how to compute them.

Step 1 —

Begin with the member's monthly base pay at the time of reenlistment.

Example:
Monthly base pay is $3,376.20

Step 2

Multiply the base pay by the number of full years of the reenlistment (drop the remaining months; ex: 38 months = 3 years).

Example with 4 years:
$3,376.20 x 4 years = $13,504.80

Step 3

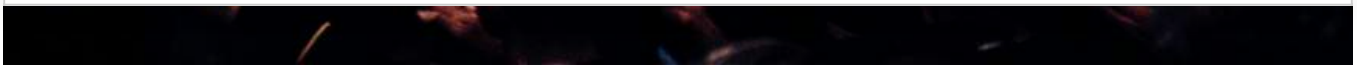
Multiply the result in Step 2 by the zone multiplier.

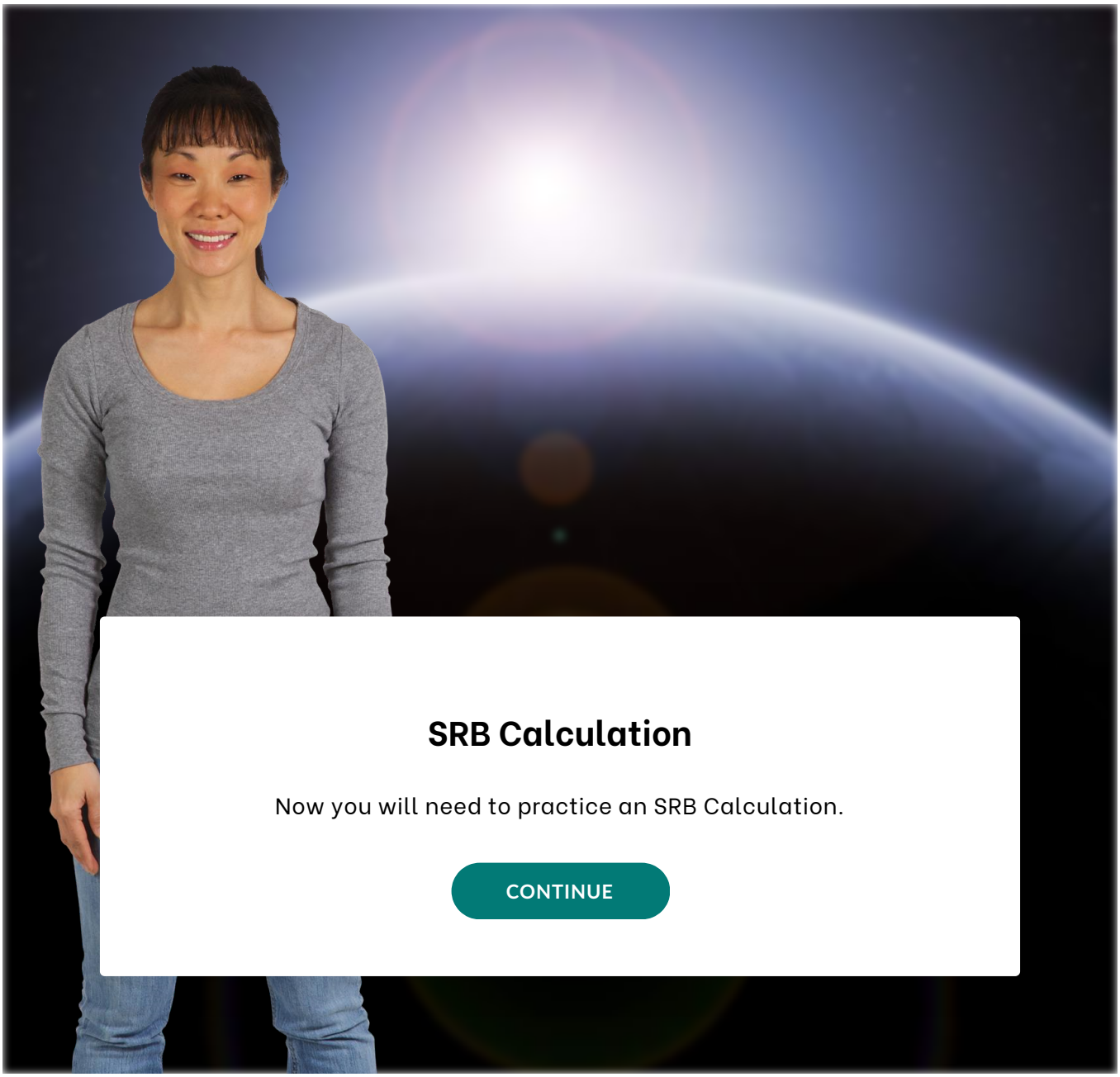
Example with 3x multiplier:
$13,504.80 x 3 multiplier = $40,514.40 before taxes

Step 4

Factor in taxes for one-time payments.

$40,514.40 x .22 (FITW) = $8,913.17
*$40,514.40 - $8913.17= **$31,601.23** after taxes*





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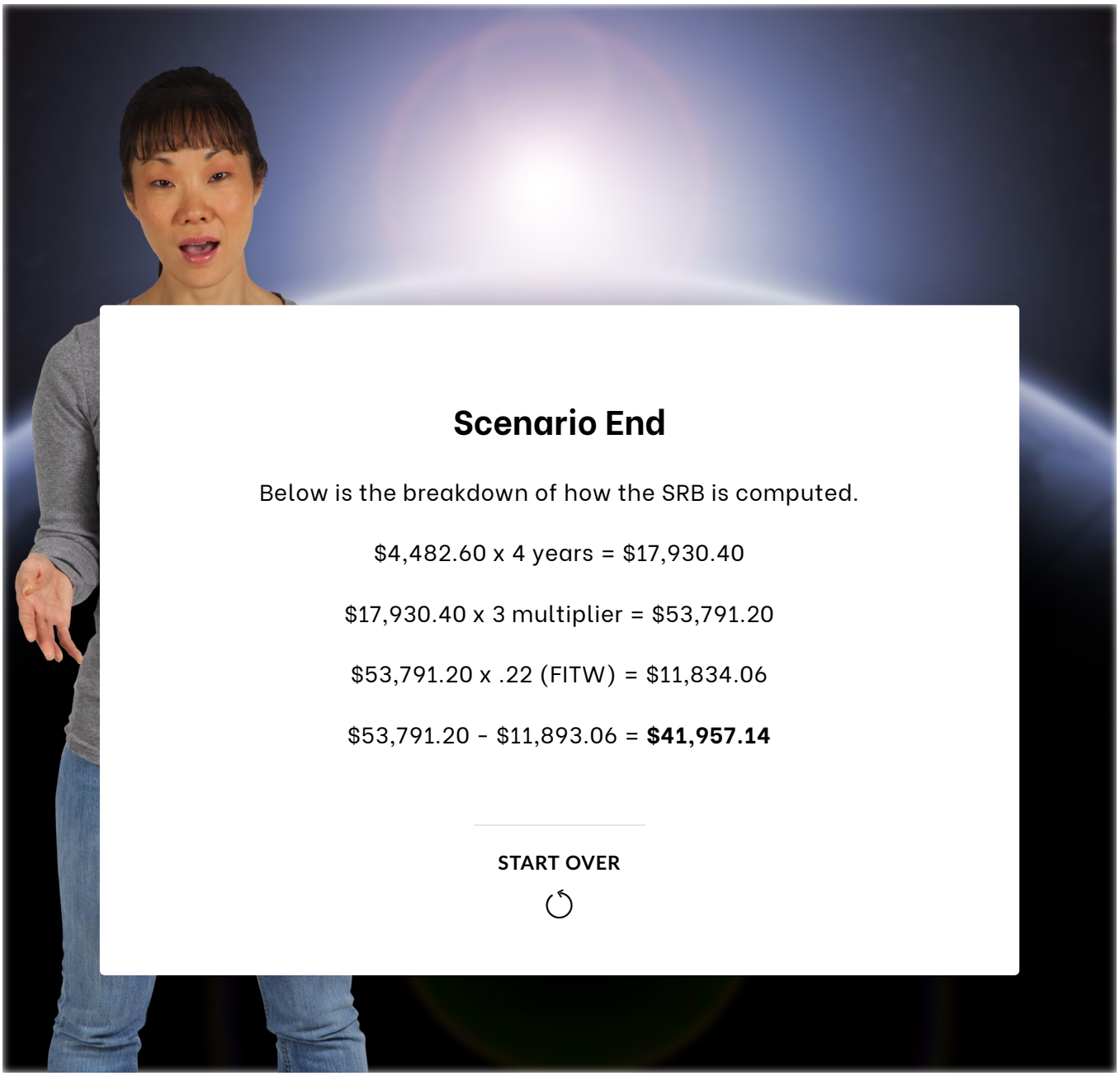

Scene 1 Slide 3

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CONTINUE

Compute Leave Settlement

Accrued leave is simply unused leave or leave that is left. A member can be paid for NO MORE THAN 60 days of accrued leave during any military career. Leave settlements can occur during reenlistment or at the time of separation/retirement. Officers may only elect to sell leave at the time of separation or retirement.

Processing

For a leave settlement to be processed there are certain documents that are required.

- DD Form 4/1 and 4/2, Enlistment/Reenlistment Document Armed Forces of the United States
- AF Form 901, Reenlistment Eligibility Annex to DD Form 4
- AF Form 1089, Leave Settlement Option

Once the required documents are received be the FSO. We will verify all documents against the member's MMPA and validate the NT is present with leave settlement data. If the member is receiving an SRB the N7 line will include both the SRB and leave settlement. This transaction will appear on the one-time pay listing with an open PQ/PX line. A DFAS DE 2424 will be prepared and certified so the payment can be released by EFT.

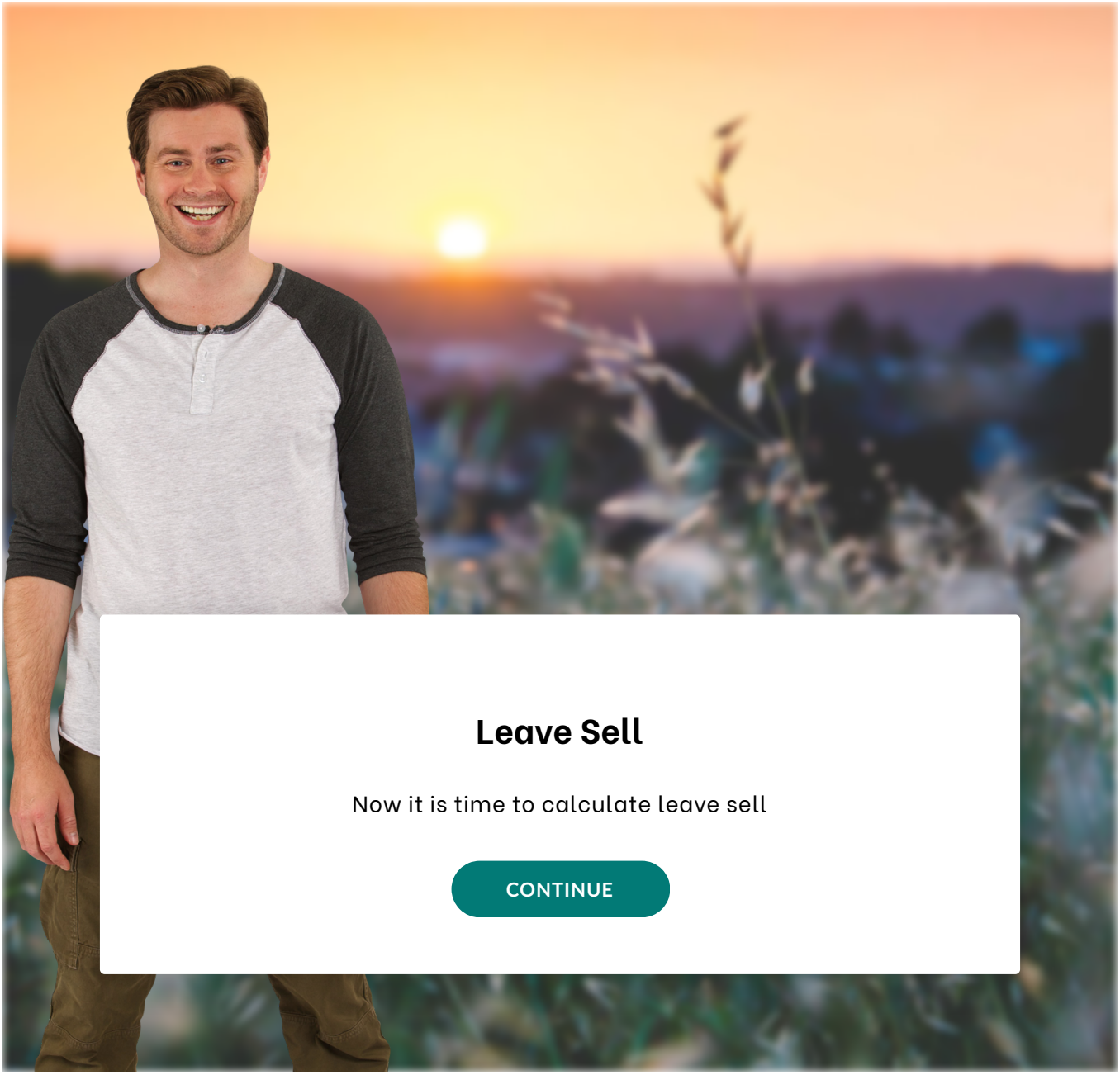
Leave settlements are subject to FITW and SITW.

Scenario

Let's compute the leave settlement based on the facts below:

- Monthly base pay: $4,482.60
- Number of day sold: 50
- FITW: 22%

- SITW: 0%



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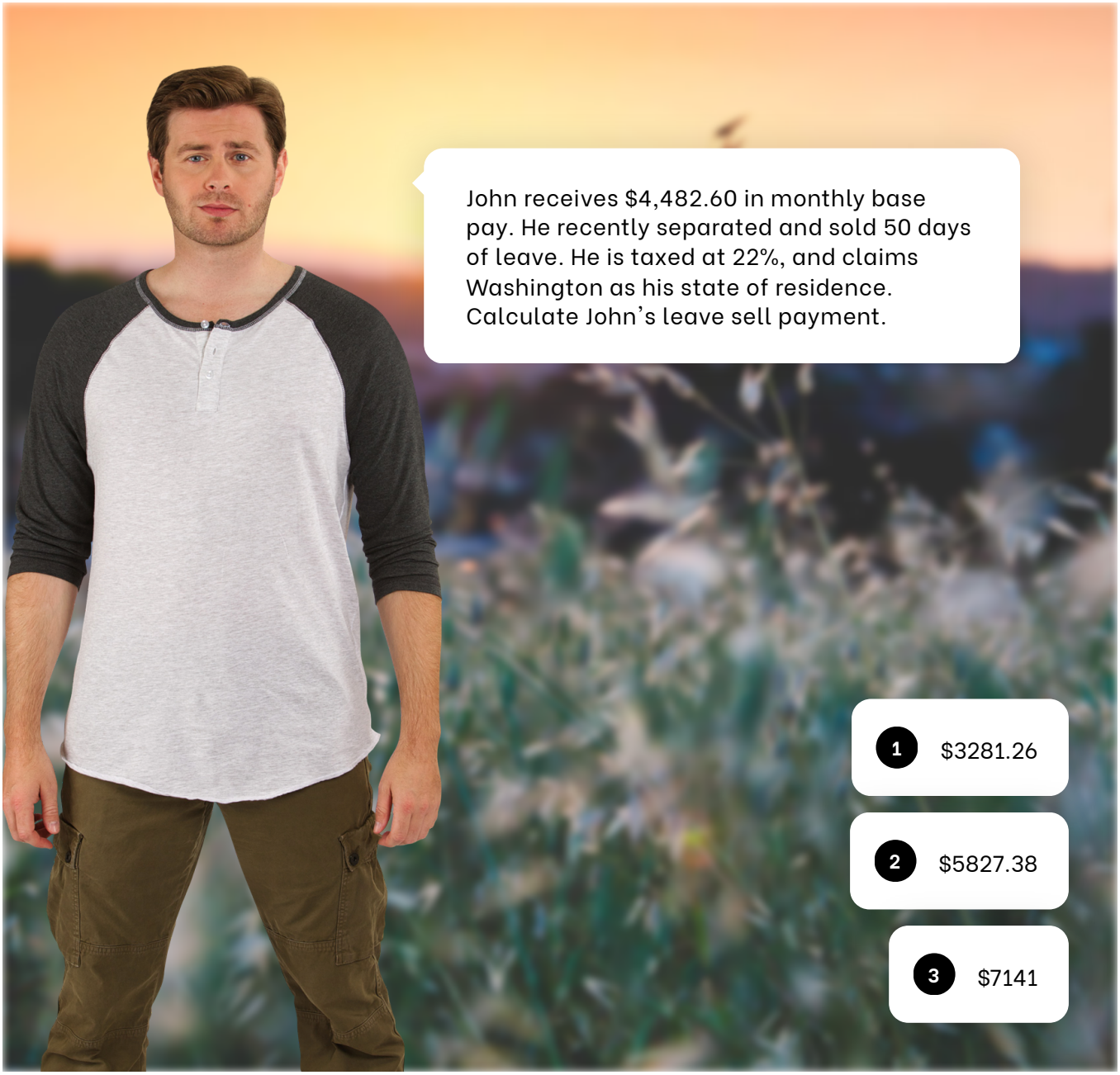

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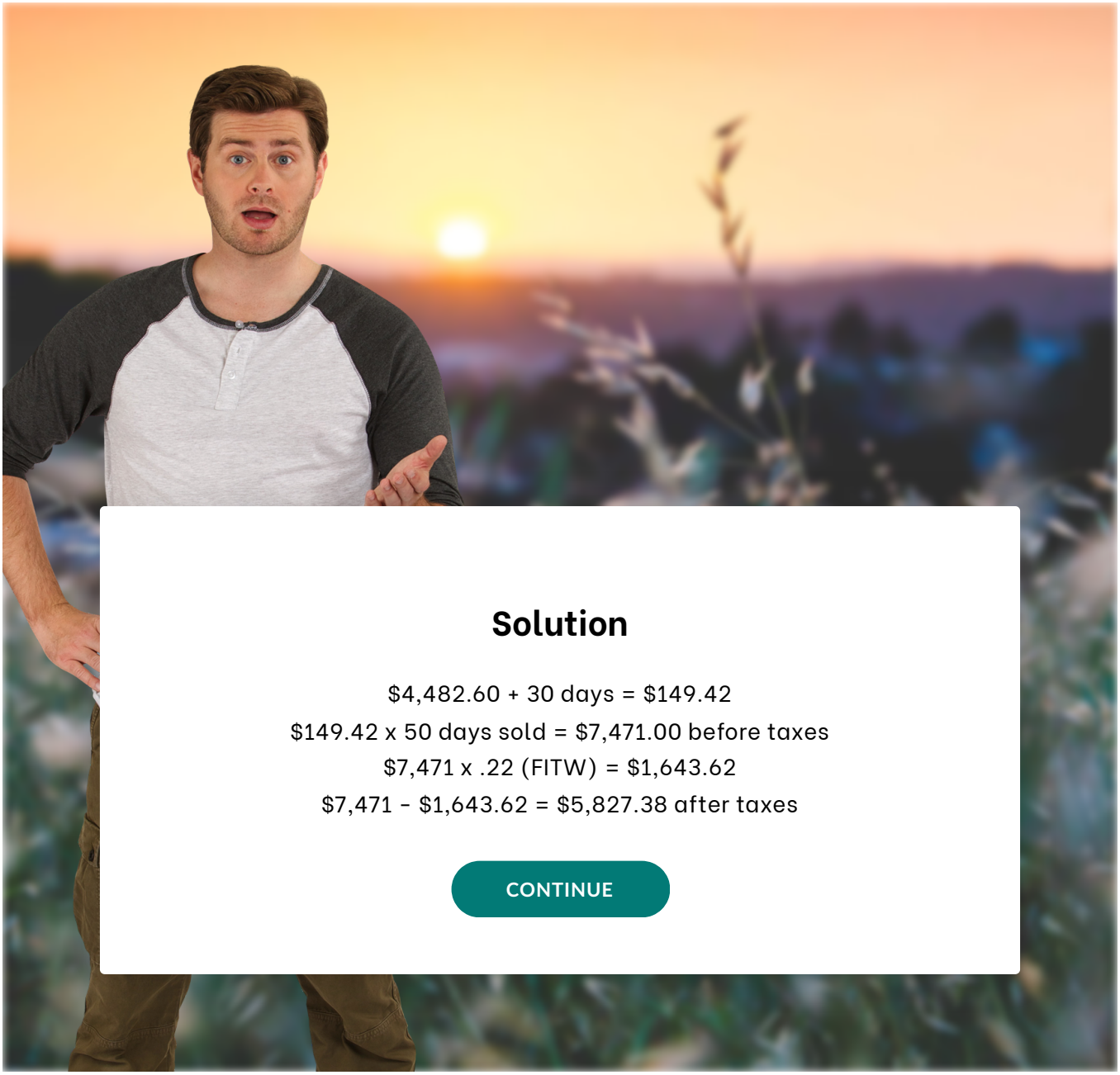

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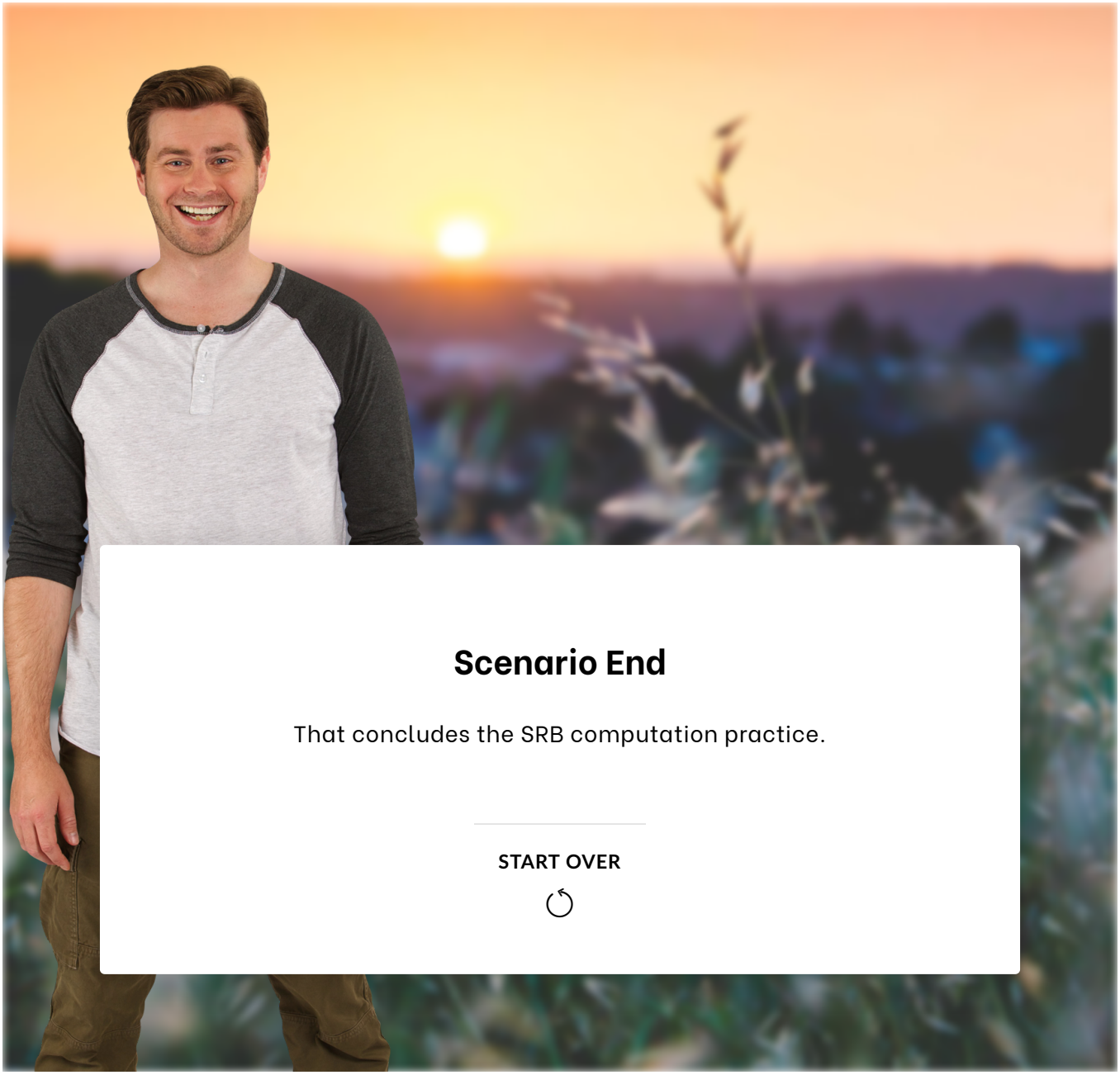

Scene 1 Slide 4

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Reveal Solution —

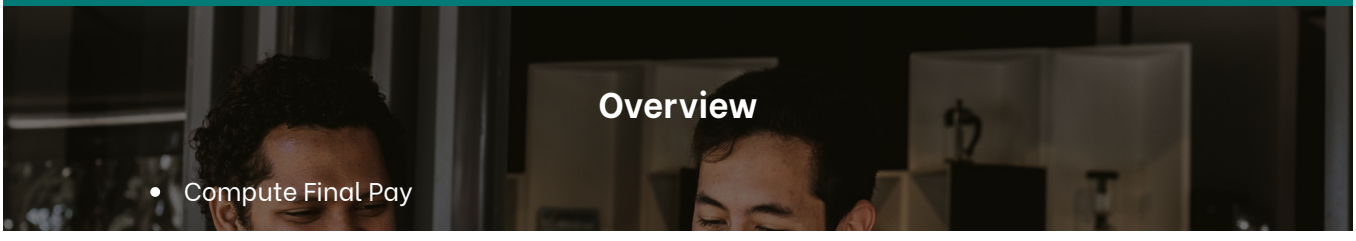
Answer:
$4,482.60 + 30 days = $149.42
$149.42 x 50 days sold = $7,471.00 before taxes
$7,471 x .22 (FITW) = $1,643.62
$7,471 - $1,643.62 = **$5,82738** after taxes

PRO-TIP: Since a member is maxed out at 60 days of leave sell back within a career, you will want to first determine how many days a member has left to sell back before reaching that cap. Let's say for example, that a member has sold 40 days back previously in their career. Upon separating or retiring, they plan on selling back a remaining balance of 30 days. The problem is, this would exceed the 60 days and would mean they would be limited to only selling back 20 of those 30 days upon separation/retirement. The member would either lose the remaining 10 days that cannot be sold back, or they could take the 10 days assuming they had the time left available before departing the military. Keep this step in mind when working with retirements and separations specifically because nobody likes to lose leave. Explaining this early in the process could allow them the time to actually take leave that otherwise would have been lost. Be the Hero!

Complete the content above before moving on.

Lesson 11 - Final Pay

- Given a scenario, without reference, compute final pay and process the 350 checklist in accordance with prescribed guidance and publications



Overview

- Compute Final Pay

- Process 350 Checklist

Compute Final Pay

When your military story approaches its end, there will be multiple areas that may have you feeling stressed or overwhelmed. Having issues or delays with your final active duty paycheck should not be an added concern.

Being able to put your customer's mind at ease during this unique transition includes being able to compute a final payment accurately so that it can be disbursed as quickly as possible. In this objective we'll be doing just that.

For some, the thought of leaving an environment that they've grown accustomed too can cause significant anxieties. Your local Airman and Family Readiness Center offers the Transition Assistance Program (TAP) which can ease some of those emotions. Every Airman leaving the United States Air Force is required to complete this TAP course. It's actually required by law. Watch below as some features of the program are highlighted.

When it comes to separations and retirements, our role in Financial Operations is ultimately to ensure all monies are paid. Whether that means all debts owed to the Air Force are paid back in full or all entitlements are correctly posted and included in a final payment to the member. In order to accomplish this, we must take a detailed look at a member's MMPA.

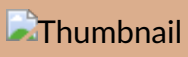
Final pay is the entitlement granted to members discharged, released from active duty, retiring, or in the event of death. DJMS systematically computes separation pay and generates final pay authorizations based on personnel input transactions. AFPC/MPS processes the separation (E503) transaction, while DFAS computes separation pay and generates final pay authorizations on the member's MMPA (PQ61). FSO creates a Separation Working File (SWF), ensuring timely processing of separation transactions, manually computes and pays final separation pay, and advises members on final LES adjustments by DFAS. Separation processing involves establishing a SWF upon notification, reviewing pay/travel records for debts, and ensuring timely completion of MMPA requests. Timelines include member out-processing, leave approval, and computation of final separation pay. An AF Form 350 is completed for every separation payment, audited,

certified, and filed in the SWF, covering administrative, pay and allowances, and deductions.

AF Form 350 will be accomplished on every separation payment. All manual computations will be audited and certified by other than the person who prepared the form prior to payment release and filed in the SWF:

- AF Form 350 is divided into 3 main areas:
- Administrative
- Pay and Allowances
- Deductions

CONTINUE



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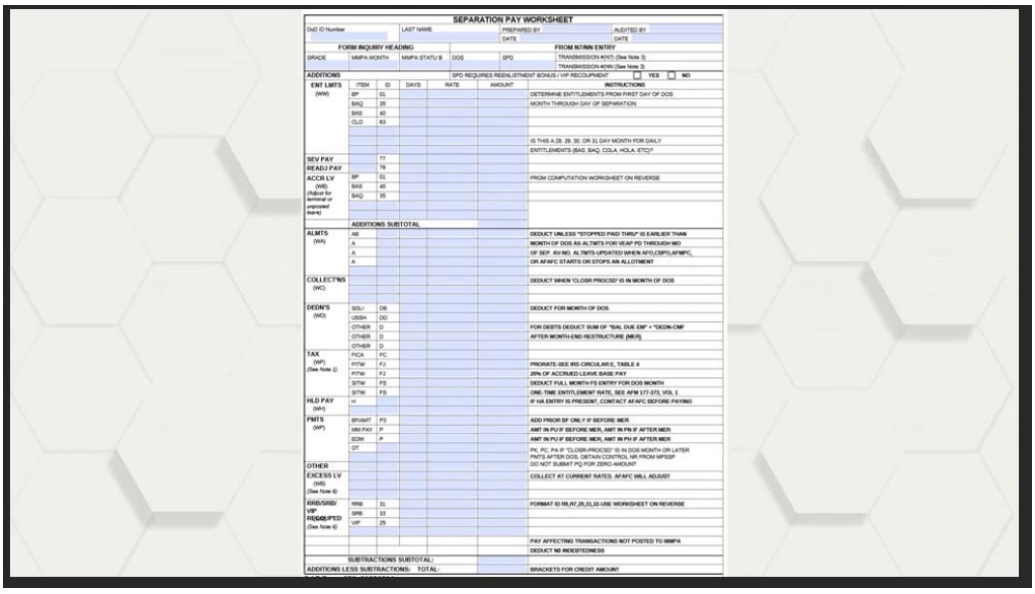
You have completed the third of five modules. Please complete the subsequent modules to complete the course.

19.2 AF 350

1.1 Title Slide

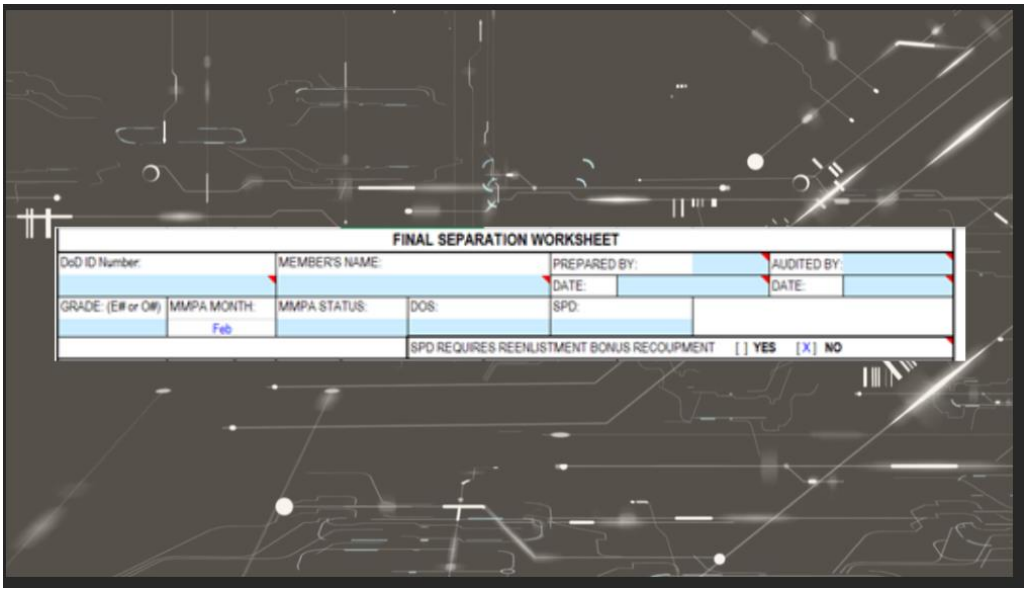
1.2 Overview



The AF Form 350 is required for all separations and retirements as described in the DAFMAN 65-116, volume 1.

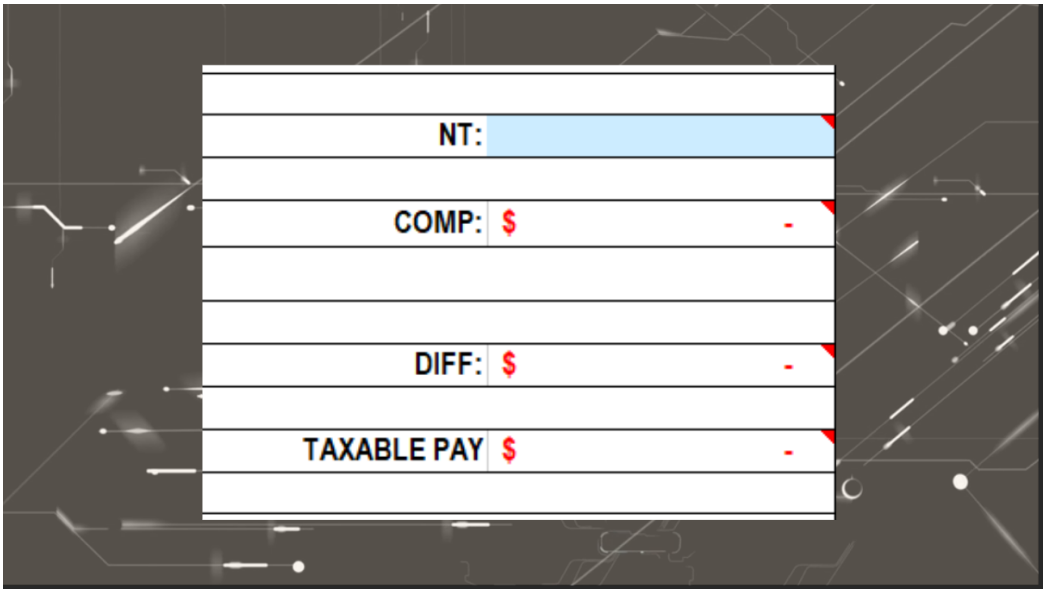
19.2 AF 350

1.3 AF 350 Sections (top portion)



The top portion of the AF Form 350 is for administrative purposes to account for the member's information along with FSO preparer/auditor accountability.

1.4 AF 350 Sections (middle right)

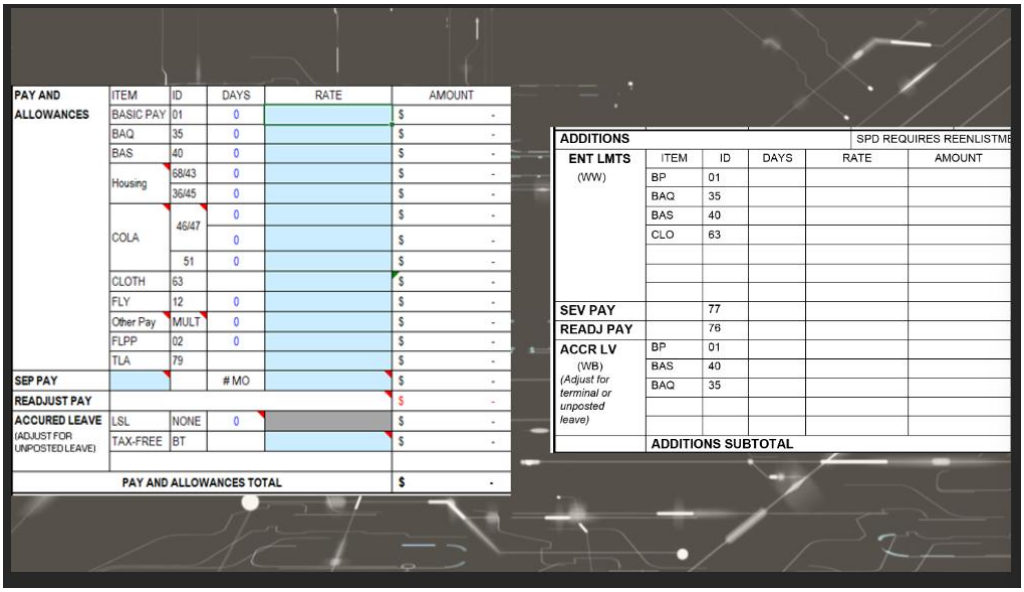


In some variations of the form, the middle right-side portion of the AF Form 350 will require you to input the amount on the NT FID from the member's pay record.

The remaining areas will auto-calculate to determine if you match the computation area.

19.2 AF 350

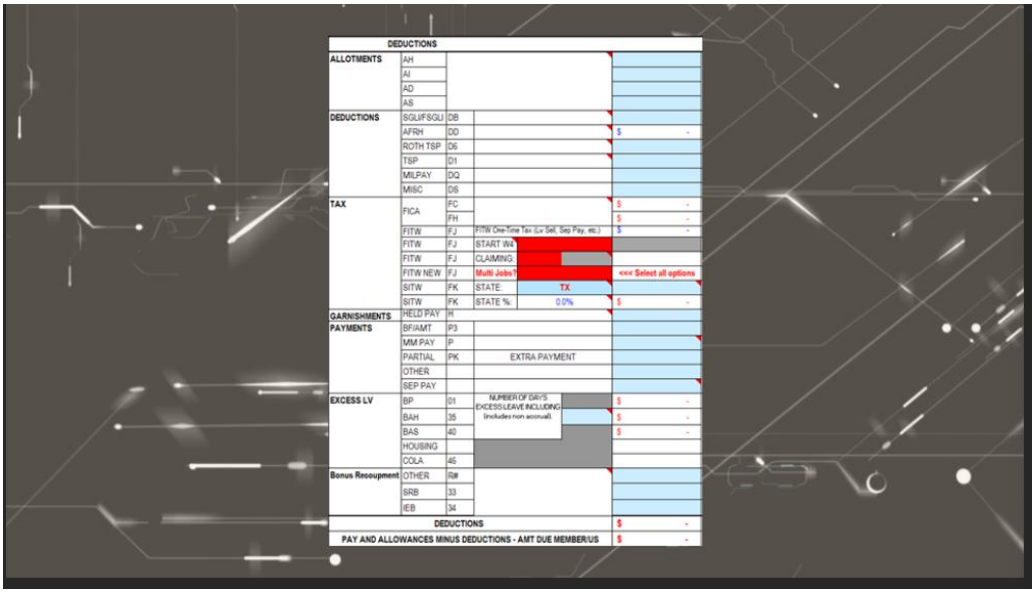
1.3 AF 350 Sections (middle portion)



PAY AND ALLOWANCES	ITEM	ID	DAYS	RATE	AMOUNT
	BASIC PAY	01	0		$ -
	BAQ	35	0		$ -
	BAS	40	0		$ -
	Housing	58/43	0		$ -
		36/45	0		$ -
	COLA	46/47	0		$ -
			0		$ -
		51	0		$ -
	CLOTH	63			$ -
	FLY	12	0		$ -
	Other Pay	MULT	0		$ -
	FLPP	02	0		$ -
	TLA	79			$ -
SEP PAY			# MO		$ -
READJUST PAY					$ -
ACCURED LEAVE (ADJUST FOR UNPOSTED LEAVE)	LSL	NONE	0		$ -
	TAX-FREE	BT			$ -
PAY AND ALLOWANCES TOTAL					$ -

ADDITIONS					SPD REQUIRES REENLISTME
ENT LMTS (WW)	ITEM	ID	DAYS	RATE	AMOUNT
	BP	01			
	BAQ	35			
	BAS	40			
	CLO	63			
SEV PAY		77			
READJ PAY		76			
ACCR LV (WB) *(Adjust for terminal or unposted leave)*	BP	01			
	BAS	40			
	BAQ	35			
ADDITIONS SUBTOTAL					

The middle portion of the AF Form 350 captures all applicable pay and allowances, severance pay and leave sell back (taxed and non-taxed) on the member's MMPA.



DEDUCTIONS				
ALLOTMENTS	AH			
	AI			
	AD			
	AS			
DEDUCTIONS	SGLI/FSGLI	DB		
	AFRH	DD		$ -
	ROTH TSP	D6		
	TSP	D1		
	MILPAY	DQ		
	MISC	DS		
TAX	FICA	FC		$ -
		FH		$ -
	FITW	FJ	FITW One-Time Tax (Lv Sell, Sep Pay, etc.)	$ -
	FITW	FJ	START W4	
	FITW	FJ	CLAIMING	
	FITW NEW	FJ	Multi Jobs?	<<< Select all options
	SITW	FK	STATE:	TX
	SITW	FK	STATE %:	0.0% $ -
GARNISHMENTS	HELD PAY	H		
PAYMENTS	BF/AMT	P3		
	MM PAY	P		
	PARTIAL	PK	EXTRA PAYMENT	
	OTHER			
	SEP PAY			
EXCESS LV	BP	01	NUMBER OF DAYS EXCESS LEAVE INCLUDING (Includes non accrual)	$ -
	BAH	35		$ -
	BAS	40		$ -
	HOUSING			
	COLA	46		
Bonus Recoupment	OTHER	R#		
	SRB	33		
	IEB	34		
DEDUCTIONS				$ -
PAY AND ALLOWANCES MINUS DEDUCTIONS - AMT DUE MEMBER/US				$ -

For each FID listed, you are required to enter the number of days and rate (except Clothing Allowance which is based on number of months in the "days" columns and rate would be the annual amount as described in DJMS table 032 in JWMM).